



# Rethinking Contract Administration

Explore how your current contract administration methods compare to the features and capabilities of RForm, a leading solution for Architecture and Engineering Firms

# Actionable Communication and Collaboration

- **The Question:**

Do you know if your software allows you to post potentially actionable items that don't exist elsewhere? Does it facilitate conversations that lead to next steps or new projects?

- **Why It Matters:**

Effective contract administration isn't just about document storage but communication and collaboration. The right software fosters a dynamic environment where team members can share ideas, raise concerns, and initiate action.

- **RForm in Focus:**

RForm emphasizes communication and collaboration in features like RFIs, change orders, and submittals. These features facilitate structured communication that drives projects forward.

# Shared Information for Team Success

- **The Question:**

Do your teams generate shared information about the project? Is this information readily accessible and useful for completing the next actions?

- **Why It Matters:**

Projects involve multiple stakeholders, each with responsibilities. The ability to share and access relevant information ensures everyone is on the same page and can contribute effectively.

- **RForm in Focus:**

RForm's centralized platform allows for easy storage and sharing of project-related information, from documents to communication logs. This helps teams stay aligned and make informed decisions.

# Structured Requests and Task Management

- **The Question:**

Does your software enable structured requests to other team members? Does it contain information relevant to specific activities or deadlines?

- **Why It Matters:**

Clear communication and task management are essential for project success. Software that allows for structured requests and tracks relevant information helps teams stay organized and meet deadlines.

- **RForm in Focus:**

RForm's features, such as change directives and supplemental instructions, enable teams to make formal requests and track their progress, ensuring that tasks are completed efficiently.

# Centralized Information Hub

- **The Question:**

Does your software offer storage for general information that is accessible to the appropriate team members?

- **Why It Matters:**

A central repository for project-related information streamlines communication and ensures everyone can access the most up-to-date details.

- **RForm in Focus:**

RForm's project file document storage feature is a central hub for all project-related information, ensuring easy access and promoting transparency.

# Client Value Proposition

- **Centralized Platform**

Organize and document crucial project information to minimize risks of miscommunication and legal disputes

- **Enhanced Collaboration**

Facilitate seamless communication between owners, contractors, subcontractors and suppliers to keep everyone on the same page and working towards common goals

- **Automated Workflows for Higher Accuracy**

Automate critical tasks to ensure deadlines are met, obligations are promptly fulfilled, and document generation is precise

- **Scalability and Adaptability**

Adapt to projects of any size or complexity by managing multiple contracts, handling modifications, and accommodating changing needs

# Your Benefits



## **Reduce Administrative Tasks**

Automate routine contract management tasks to save hours of manual work.



## **Lower Overhead Costs**

Avoid human errors and inefficiencies that drive up operational costs.



## **Fewer Errors, Streamlined Lifecycles**

Automated features and workflows ensure accurate, efficient project management.



## **Transparent Records**

Maintain a centralized, accessible repository of all contract-related activities.

**RForm's comprehensive contract management solution delivers tangible benefits that drive project success and organizational efficiency.**





RForm streamlines workflows through centralized documentation, task management, and collaboration features. This transforms contract administration for architects by saving time, reducing errors, and improving project oversight.



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