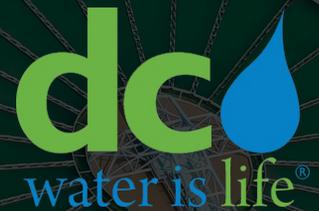


Providing water and sewer services in the nation's capital.



CASE STUDY

Contract Management Process Automation

Construction Award Brown Folder Optimization

TECHNOLOGIES

SharePoint Online, Nintex Forms, Power Automate

CUSTOMER INFORMATION

Founded in 1932, DC Water is a water utility company, headquartered in Washington, District of Columbia. It provides drinking water, wastewater collection, wastewater treatment, restores rivers and fire hydrants.

CUSTOMER CHALLENGE

DC Water has hundreds of contracts in place for construction, engineering, and goods and services. These contracts range from several thousand to several hundred million dollars for projects related to the infrastructure repairs, modernization of facilities and processes for treating and transporting biosolids and limiting sewer overflows as well as for projects involving sewage, stormwater, water storage and water distribution systems.

DC Water construction contract award process used to be a manual process lasting several months to complete. Many of these contracts and changes to the contracts were distributed through several departments, quite literally a “brown folder” walked from department to department for execution.

DC Water decided to automate the entire process to enable electronic review and approval via Microsoft SharePoint and accompanying technologies.

Vigilant

Vigilant developed and deployed new forms and workflows using Nintex automation by converting the manual process into digitally signed Nintex forms using Adobe Sign. Process flows were developed jointly by Vigilant and DC Water along with enhanced business process to be adopted by the organization. SharePoint Online was used to capture all details surrounding the construction award, negotiation and change order process. Created dashboard to capture and track time required to complete each workflow which was vital to maintain accountability within each department.

KEY BENEFITS

Vigilant has collaborated with DC Water project management to create and manage a plan for creation, testing, and implementation of modifications to the DC Water SharePoint environment for Construction Award Brown Folder Phases I, II, III, IV, V workflow for "Consultant Agreement Award" & "Task Order Award".

- I. CO template conversion
 - ✓ PCO Negotiation Summary
 - ✓ PCO Summary
 - ✓ Fact Sheet
 - ✓ Change Order
 - ✓ Contract Action Report
 - ✓ Purchase Order Memo to Procurement
- II. Executed Change Order / Work Change Directive Letter to Contractor
- III. Work Change Directive Signatures
- IV. Collection/Storage of associated documents
- V. Approval Workflow

BUSINESS IMPACT



Transparent process

Documents available all the time/searchable

Add data in one place and ready for analytics

Saves Time & Money

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