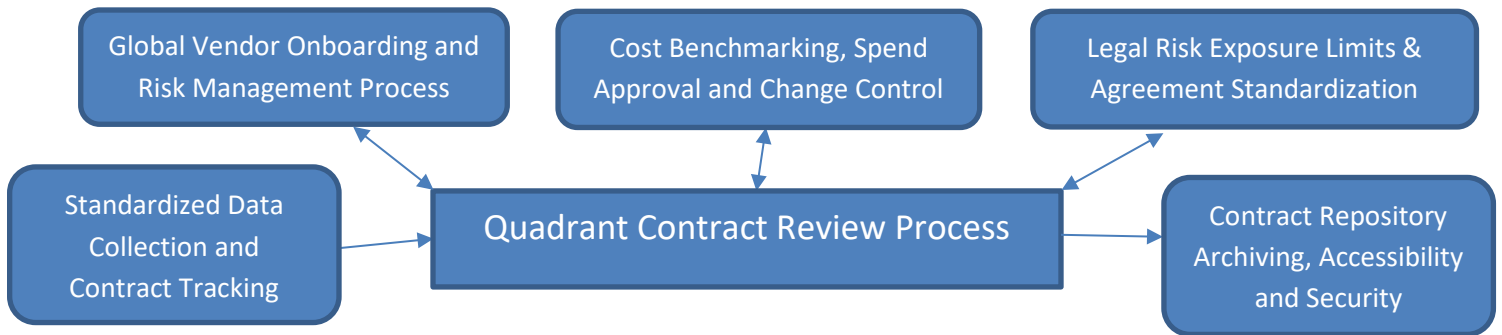


Sarbanes Oxley Contracting Process Risk Management



What we do for everyone.

Our contract review process takes place in the context of a comprehensive document management solution, providing out-of-the-box functionality to:

- Standardize project intake and metadata collection and statement of business objectives
- Complete audit trail of approvals to ensure draft integrity and version control
- Organize document review and access in a central document management system
- Ongoing oversight ability through integrated client portals and reporting
- Standards based contract review with documented quality assurance processes
- Recommend key risk management provisions, audit rights and transition clauses
- Compliance with master vendor file process for set-up and maintenance of vendor data

What we can do for you.

Quadrant attorneys and paralegals are experienced in contract management and can help clients spot issues and implement industry standard processes that:

- Assist in refining current business requirements and approval requirements to maximize risk control and oversight without becoming overly cumbersome
- Document processes around contract submission, approvals and archiving
- Train business or procurement team members on risk management and key legal terms
- Establish standards and processes for conducting periodic vendor legal risk assessments
- Build vendor based exposure reports, total dollar value monitoring and risk threshold notifications

Addressing Your Issues

Your contract management compliance process is not cookie-cutter. We will:

- Customize an approach based on a gap analysis of your current condition and objectives
- Allow phased implementation as staffing and budget allow
- Provide ongoing identification of risks and suggestions for improvement