



**Georgia Department  
of Human Services**

Office of Procurement and Contracts

# **Department of Human Services Contract Automation and Tracking**

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2/13/19





# *stronger families*

FOR A STRONGER GEORGIA



# Today's Presentation

- Background
- Project Goals
- eCAT (electronic Contract Automation & Tracking system)
- eCAT Features
- eCAT Benefits
- Getting Started with eCAT
- Project Timeline



# Background

The Department of Human Services' (DHS) budget for State Fiscal Year 2019 is approximately **\$1.9 billion**.

Most of the services DHS provides are through contracts with private service providers, non-profits, colleges or other state agencies.

DHS processes over **4,000** contracts annually.

The current process, which is largely manual, involves a lot of paper, walking, telephonic and email follow up.



# Project Goals

- Automate the DHS contracting process
- Increase transparency through real time tracking
- Enhance process compliance through the gathering and reporting of data
- Reduce contract turn around time
- Improve work management with dashboards, work queues, alerts and reminders for key tasks, dates and deadlines



# The New DHS System





# What is eCAT?



- eCAT is the DHS contract life-cycle management system.
- eCAT centralizes and automates DHS processes for requesting, developing, approving, executing and tracking contracts as well as reporting data.



# eCAT Features

- Centralized contracting process
- A secure database for all contract data
- Customizable user dashboards, contract workflows, approval routing, automatic notifications and e-signature
- Data extraction for reports and analysis
- Full featured searching using any number of fields
- Stores pending contracts and executed contracts
- System distribution of contracts to programs and contractors



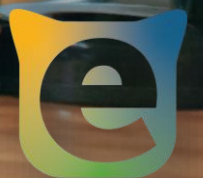
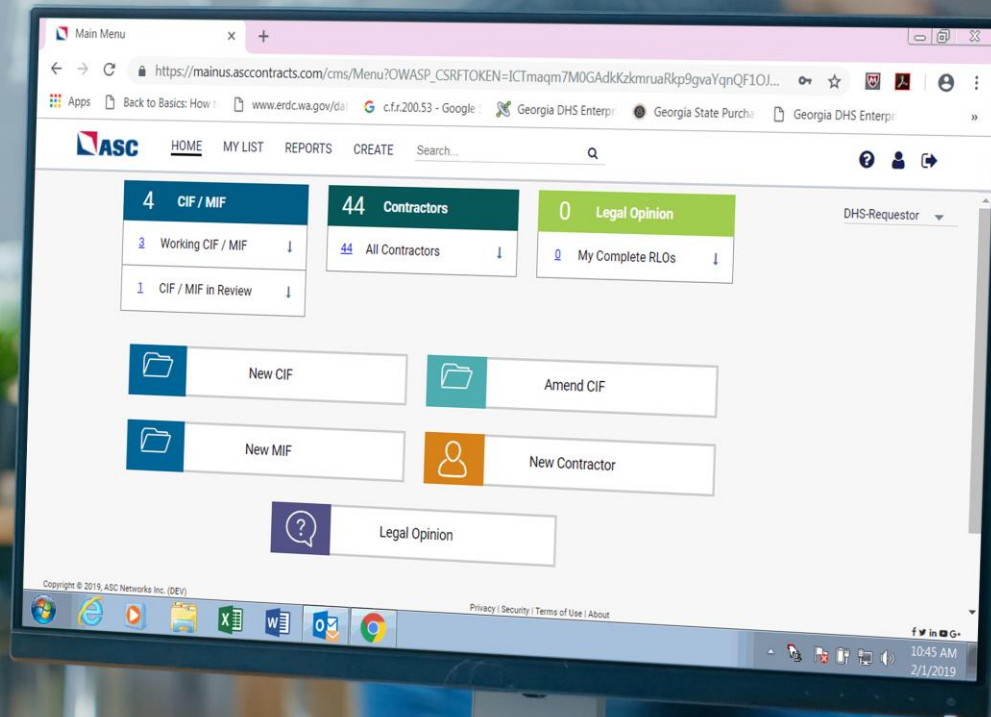


# eCAT Benefits

- Centralizes contract submission, creation and execution
- Fully automates the contracting process
- Cloud-based system that can be accessed from virtually anywhere there is an internet connection
- Increases efficiency, transparency and accountability
- Decreases processing times, submission errors and paper usage
- Creates ability to track data through customized reports



# Getting Started with eCAT



# Requester Dashboard

[HOME](#)[MY LIST](#)[REPORTS](#)[CREATE](#)[Search...](#)**4****CIF / MIF**[3](#)

Working CIF / MIF

[1](#)

CIF / MIF in Review

**44****Contractors**[44](#)

All Contractors

**0****Legal Opinion**[0](#)

My Complete RLOs



DHS-Requestor ▼



New CIF



Amend CIF



New MIF



New Contractor



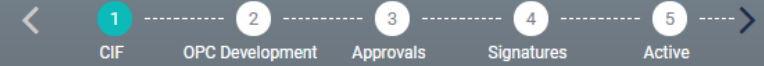
Legal Opinion



# Tracking

## Human Services Contract (Draft)

> [Hodge & Associates, Inc.](#) > CON2339971



Revision: 1

Contract	Amendments	Request For Legal Opinions
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## Human Services Contract (Contract Manager)

> [Hodge & Associates, Inc.](#) > CON2339971



Revision: 8

Contract	Amendments	Request For Legal Opinions
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## Human Services Contract (Contract Developer)

> [Hodge & Associates, Inc.](#) > CON2339971

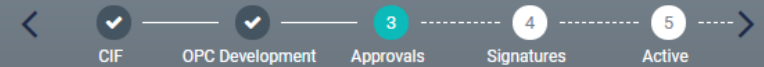


Revision: 9

Contract	Amendments	Request For Legal Opinions
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## Human Services Contract (Quality Review)

> [Hodge & Associates, Inc.](#) > CON2339971



Revision: 11

Contract	Amendments	Request For Legal Opinions
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## Human Services Contract (Requesting Office)

> [Hodge & Associates, Inc.](#) > CON2339971



Revision: 12

Contract	Amendments	Request For Legal Opinions
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# Reporting

Each user has the ability to generate custom reports using any number of search fields:

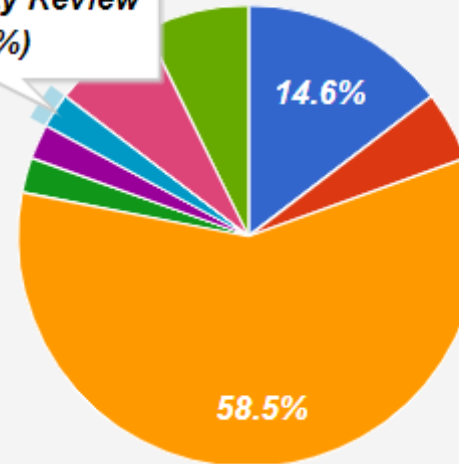
- Program
- Vendor Number
- Contractor Name
- Contract Status
- Specified Data Points
- Timeliness

## Report Preview

 All Contracts

Status

Quality Review  
1 (2.4%)












- APO Review
- Cancelled
- Draft
- Executed
- Other Review
- Quality Review
- Requesting Office
- Technician Review





# Reporting

[HOME](#)[MY LIST](#)[REPORTS](#)[CREATE](#)

Form Number  ▼	Status  ▼
 <a href="#">CON2340172</a>	APO Review
 <a href="#">CON2339987</a>	APO Review
 <a href="#">CON2339760</a>	APO Review
 <a href="#">CON2340175</a>	APO Review
 <a href="#">CON2340219</a>	APO Review
 <a href="#">CON2340222</a>	APO Review
 <a href="#">CON2340061</a>	Cancelled



# eCAT Recap



Centralizes contract submission, creation and execution



Fully automated process



Cloud-based for easy remote access



Transparency in tracking



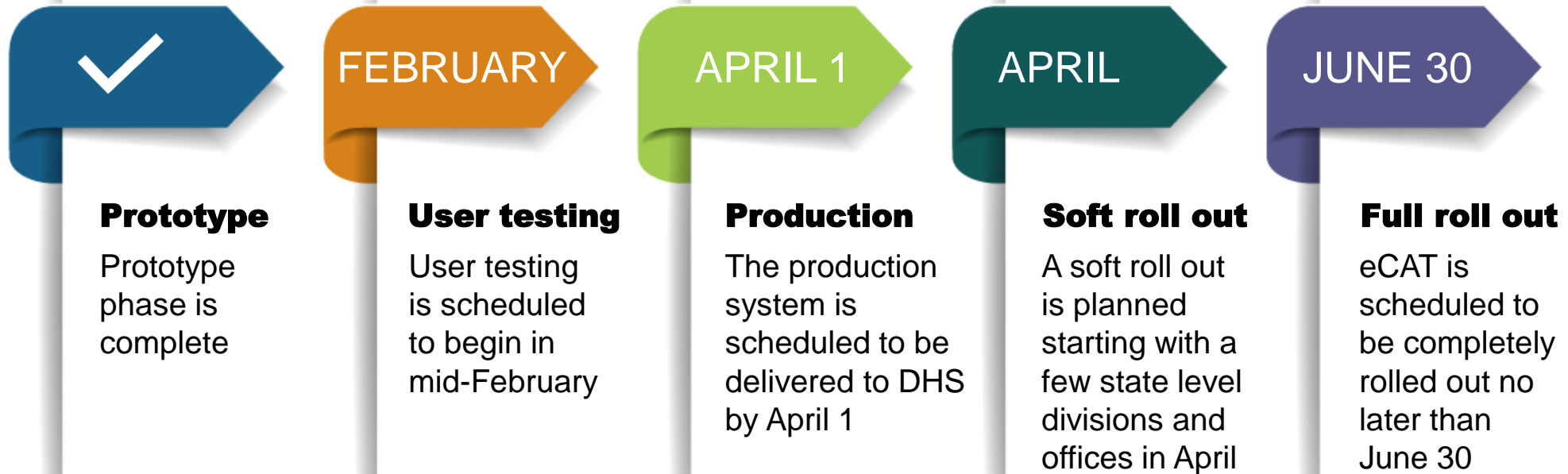
Decreases turnaround time



Ability to generate reports



# Project Timeline



# Questions



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