



iSpec Features

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Master library

Feature	Description
Template library	<p>Customers have reduced tender preparation times by up to 86% by using templates from the master library.</p> <p>The iSpec Master library is the perfect tool for storing standard documents and project templates for quick tender preparation.</p> <p>The real strength of the master library and template information lies in its granularity. Each template or master document is managed at a clause level, which means that each clause, statement or requirement is a template in itself. For example, the contractual terms and conditions are not one single template but a compilation of individual "template" terms, some of which may be modified to suit each specific tender's requirements, such as scope, terms, etc.</p> <p>Furthermore, iSpec's templates can contain selectable items or options that need to be chosen during the tender or contract preparation. These options are locked-down, but users can select which ones they require. During the tender or contract preparation process, users are forced to select the required options before the document can be published, ensuring that no incomplete documents or processes are possible.</p> <p>In addition, iSpec's granular approach ensures that templates and master documents are managed at a clause level, allowing for better control of governance, risk management policies, and procedural compliance. This feature means that some clauses, such as indemnity, IPR, and insurance, are locked down and cannot be modified by the tender team, upholding your organization's risk management policies.</p> <p>With iSpec's Master library, you can manage all of your tender documents and templates in a streamlined, efficient, and easy-to-use platform. Say goodbye to wasted time and effort with manual preparation and editing and hello to the power of the iSpec Master library.</p>

Feature	Description
Project templates	<p>With iSpec, you can create a project template by grouping a set of documents together for quick and efficient preparation of new tenders. This eliminates the need to spend time assembling the necessary documents for each new project. These documents can be shared across multiple project templates, meaning that you only need to update them in one instance, in order for all templates to be updated. This saves time and reduces the risk of errors and inconsistencies. With iSpec's project templates, you can streamline your tendering process and increase your productivity.</p>
Multi-language templates and automated translation	<p>iSpec's automated translation and multilingual template capabilities revolutionize project management by enabling seamless collaboration among teams from different countries. Say goodbye to language barriers and embrace a truly global approach.</p> <p>With iSpec, documents can be effortlessly translated into multiple languages, ensuring clarity and consistency across borders. This empowers teams to work together cohesively and efficiently, regardless of their native languages.</p>
Section library	<p>All master templates are made up of sections from the section library and many of these sections are shared by multiple documents.</p> <p>For example the organisation might have various NDAs used for different purposes, but with most of the sections being identical and only a few sections differing. Documents or templates can be built by dragging and dropping these sections from the section library into a document.</p> <p>Each section can be assigned to an owner to ensure that only the responsible person can update or approve changes to a section. Editable sections can be edited by anyone, but have to be approved by the section owners. Also if a section is changed, it will automatically be updated in all templates using it, thereby avoiding having to update multiple documents.</p>
Version control and history (section level)	<p>iSpec provides a comprehensive audit trail of every edit made to a section, including the user and time stamp, allowing for easy rollbacks or comparison of versions. This feature is part of the permanent audit trail, ensuring transparency and accountability.</p>

Feature	Description
Section level editing permissions	<p>With iSpec's role-based permission system, organizations can have granular control over document editing and approval. Different groups or individuals can be assigned specific editing or approval rights, ensuring that only authorized personnel can access and modify critical documents. Additionally, section owners have the final say on any edits made to their sections, helping to maintain the integrity of the documents. This flexible system allows organizations to strike the right balance between control and flexibility based on their unique needs.</p>
Corporate style sheets	<p>iSpec allows organizations to establish and enforce corporate styles for documents, tables, tables of contents, and other elements. This feature extends to legacy and imported documents as well, as iSpec can remove old styles and replace them with new corporate styles. This ensures consistency and professionalism across all documents and communications, reflecting positively on the organization's brand and reputation.</p>
Import Word, export Word/PDF	<p>iSpec allows users to import Word documents and turn them into live iSpec documents with all the features and functions available in the iSpec system. Users can edit and collaborate on these documents just like any other iSpec document. Additionally, these documents can be exported back to Word or PDF at any time.</p> <p>In addition, PDF documents and images can also be imported into iSpec for storage and reference purposes. While these documents cannot be edited within iSpec, they can be accessed and viewed alongside other iSpec documents.</p>

Tendering

Feature	Description
Vendor bid submissions	<p>iSpec simplifies the tendering process by providing a unique access code to tenderers for immediate online completion of tender documentation and communication with the tender team for clarifications.</p> <p>Required fields and documents are flagged in red and turn neutral when completed, ensuring easy progress tracking. iSpec allows for byte-sized responses for easy automated comparison of vendor responses, while still allowing the attachment of large documents such as drawings and spreadsheets if necessary. Tenderers can complete the requirements at their convenience, with iSpec automatically saving newly uploaded information each time it is accessed.</p>
Automated clarification system	<p>iSpec allows vendors to ask for clarification in real-time as they read through the tender document by clicking on the email icon next to the section they have a question about. The question is sent as an email through iSpec and a time and user-stamped copy is attached to the document section. The tender team can respond to the question by email and choose to copy all vendors or only the one who asked the question. This eliminates the need for setting deadlines for clarifications and ensures that vendors receive an immediate response to their questions, allowing them to continue preparing their bid without delay. This is considered one of the most compelling features of iSpec.</p>
Prompt Feature	<p>iSpec's prompt feature enables users to set reminders for themselves or other users to follow up on a document. Prompts will appear in the user's dashboard and can be accompanied by an email if urgent. It's important to note that prompts are not stored as part of the audit trail.</p>

Feature	Description
Reverse auction	Reverse auctions are an effective way to streamline your procurement process and achieve significant cost savings. With iSpec's reverse auction feature, suppliers are invited to bid against each other for your business, making it easy to find the most cost-effective option. The system allows for easy assignment of items to suppliers with a simple click of a button, and creation of purchase orders is done in an instant. By using iSpec's reverse auction feature, you can take your procurement process to the next level and achieve better results with ease.

Bid evaluation/negotiation

Feature	Description
Negotiation/ collaboration function	<p>During the bid evaluation phase of a tender, iSpec allows for online collaboration and negotiations to take place between the tendering team and the vendors until both parties are satisfied and each section of the contract has been agreed upon separately. Any changes made and accepted by either party are recorded for each section of the document, making dispute resolution a simple matter. While negotiations can be progressed online, face-to-face meetings can also be arranged if necessary to conclude outstanding matters.</p> <p>It is recommended to conclude all negotiations in writing within iSpec to produce a fully conformed agreement for execution by the respective parties' executives.</p> <p>Additionally, batch mode acceptance is available to speed up the process.</p>
Automated bid evaluation	<p>iSpec's automated tender evaluation process simplifies and streamlines the project team's evaluation of tenders, with instant price and compliance evaluation that quickly identifies non-compliant aspects that require clarification.</p> <p>Separate teams can be assigned for technical and commercial evaluation, and the evaluation criteria can be customized to be simple or complex with weighted scores.</p> <p>The system's internal email and communication tools are helpful during this process.</p> <p>Once all necessary clarifications are made, the organization can assess the final price and remaining risk elements, select preferred tenderers, and begin negotiations.</p>
Executive Summary	<p>iSpec's Executive Summary feature provides a concise overview of the tender evaluation results and pricing comparison reports for senior management to make an informed decision on the contract award. It saves time by presenting the essential information in an easily digestible format, eliminating the need to review extensive documentation and data.</p>

Contract management

Feature	Description
Contract Management	<p>iSpec's contract management features are comprehensive and adaptable to various types of contracts, including those for manufacturing, construction, supply, services, and single-sourced contracts.</p> <p>The system efficiently handles amendments and deviations, ensuring that all changes are tracked and properly documented. With iSpec, contract managers can easily monitor contract compliance, track deliverables and payments, manage risks, and generate reports.</p> <p>The system's intuitive interface and customizable workflows enable efficient contract management and collaboration among all stakeholders, minimizing errors and reducing administrative overhead.</p>
Delivery tracking system	<p>iSpec's contract management system tracks deliverables by delivery and commissioning dates and records vendor performance against pre-defined KPIs.</p> <p>The system captures the contract date and calculates milestone dates and activity durations based on the baseline date. This enables automated reminders to be sent to vendors and internal users to ensure timely delivery.</p>
Performance tracking	<p>iSpec simplifies the process of calculating financial adjustments when contractual obligations are not met. This can include liquidated damages, penalties, service level credits or other rebates, which are automatically calculated by the system.</p> <p>Clients have the flexibility to choose whether to apply these adjustments automatically in accordance with pre-set rules, manually after engaging with the supplier, or not at all. This provides greater control and transparency in the management of non-performance issues.</p>

Feature	Description
Bond tracking	<p>iSpec offers a comprehensive solution for tracking financial exposure related to performance and other bonds required for large projects. With iSpec, global enterprises can easily monitor their exposure per project and across financial institutions. This feature helps to minimize financial risk and provides greater visibility and control over the financial aspects of large-scale projects.</p>
Payment tracking	<p>iSpec streamlines the invoicing and payment tracking process for project managers by providing a user-friendly interface where vendors can easily upload their invoices directly into the project.</p> <p>The project manager can then track and approve these invoices within the system, ensuring timely payments to vendors. iSpec also provides real-time updates on payment statuses, allowing project managers to stay up-to-date on all financial transactions related to their projects without having to access the ERP/financial system.</p>

Vendor management

Feature	Description
Vendor management	<p>iSpec's vendor management and performance management capabilities are based on the combination of KPIs and milestones set up in the system. These key activities are tracked and reported against, allowing for compliance monitoring in terms of timeline, quantity, and quality.</p> <p>Hold points can be set up at the supplier's place of manufacture or supply, allowing for early intervention in case of non-compliances, reducing faulty supply and re-work, and preventing delays. This performance reporting enables appropriate action to be taken in a timely manner.</p>
Vendor on-boarding and evaluation	<p>iSpec offers a vendor master that allows for self-registration and on-boarding of vendors, which is optional for organizations to use. Vendors can submit user-defined information and once approved by the relevant departments, they can be evaluated and assigned to different procurement categories. This helps to streamline the procurement process and ensure that only approved vendors are used for projects.</p>

Document management features

Feature	Description
Document references	<p>iSpec offers a feature that allows users to create internal document references between sections that will automatically update if those sections are moved within the document. This eliminates the need for manual updates and ensures that all references remain accurate and up-to-date, avoiding broken or incorrect references in the documents.</p>

Feature	Description
Notes (internal only)	<p>Notes can be added to specific sections of a template in iSpec for internal users, providing important instructional or informative details. For instance, in a technical specification, notes can guide users on how to calculate specific requirements or which options to select for a particular type of project.</p> <p>These notes remain hidden to external parties and help ensure that the specifications are correctly understood and followed by internal team members.</p>
Variables for data insertion	<p>iSpec allows users to insert variables into templates, which can be used to quickly enter data into multiple sections of the document without the need to edit them individually. This saves time and ensures consistency throughout the document.</p> <p>Locked sections can also be completed without editing the rest of the text, making it easier to fill in specific information.</p>
Concurrent editing/ collaboration	<p>How often do you have to wait for a colleague or supplier to provide you with a document on a project? Working with Word documents and Excel spreadsheets for tenders is outdated.</p> <p>With iSpec's online documents, multiple users can edit/ collaborate on a document at the same time. All edits will be kept in the audit trail and also all approvals. Because everyone works online, there is a single point-of-truth and you are never working in the wrong or outdated version.</p> <p>The fact that each section is agreed to separately means that it is much easier and quicker to work through a contract or specification without missing any changes. Also the acceptance of both parties on each section is recorded in the audit trail, so there can be no dispute as to "I missed that section" or "I did not agree to that change".</p>

Feature	Description
	<p>Collaborating on Word documents and Excel spreadsheets for project tenders can be time-consuming, especially when waiting for a colleague or supplier to provide you with a document.</p> <p>iSpec's online documents allow multiple users to edit and collaborate on a document simultaneously. All changes are tracked in the audit trail, along with approvals, ensuring a single point-of-truth and eliminating the risk of working in the wrong or outdated version.</p> <p>The system's feature of agreeing on each section separately allows for quicker and more efficient processing of contracts and specifications without missing any changes. Additionally, the acceptance of both parties on each section is recorded in the audit trail, removing any possibility of disputes.</p>
Full audit trail	<p>The audit trail in iSpec provides a comprehensive record of all actions taken within the system, including document edits and user access. This allows for accountability and auditing of all actions, and provides a reliable source of information for retrieval and comparison at a later date. The user log records every user's access to a document or section, as well as other functions in the system, ensuring that all actions are tracked and traceable.</p>
Split screen	<p>To facilitate drafting contracts and viewing two sections simultaneously, iSpec offers a "freeze" option for one section in the right-hand panel while navigating to another part of the document. This feature enables users to view two sections of a document at the same time, making the drafting process more efficient and effective.</p>

General features

Feature	Description
Spend analysis dashboard	<p>iSpec's dashboard provides daily spend analysis and other customizable reports, along with favorite and recent projects.</p> <p>Users can also view outstanding tasks, such as budget approvals, bid evaluations, and deliverable acceptances, on the dashboard.</p> <p>The system sends email notifications for urgent tasks and a daily summary of outstanding tasks, even if the user is not logged in.</p>
Email system for correspondence	<p>The email facility in iSpec has several benefits, including recording all collaboration during master document/template creation, containing all communication in the system from tender establishment to final delivery, ease of access for tender evaluation and negotiations, full traceability, and ease of retrieval for audit and probity purposes.</p>
Correspondence stored contextually in documents	<p>iSpec's live documents allow all communication, including clarifications, negotiations, and other updates, to be stored directly in the relevant section or item in the document. This eliminates the need to search for separate files or route/upload Word and Excel files to manage communication.</p> <p>Users consider this one of iSpec's most important differentiators as it reduces administrative effort and saves time.</p>
Automated notifications	<p>iSpec's notification system sends out email reminders to users for various tasks and all outstanding tasks are listed in the user's dashboard and also sent in a daily email. This helps users to stay on top of their tasks and ensures that nothing is missed.</p>

Feature	Description
Customizable approvals	<p>iSpec's approval routing system is highly customizable, allowing select team members to approve various elements and documents prepared by the project team. All elements and documents must be completed, approved, and formally released before a tender can be published.</p> <p>In addition to publishing approval, there are various other approvals, such as departmental publication approval, bid opening approval (pre-qualification, technical, commercial - as needed), budget approval, and contract awarding approval.</p>