

DWX · A FIRST DIGITAL RANGE

Proactive. Dynamic. Real-time. Agentic contract intelligence.

 DWx · First Digital

Contract lifecycle management CATEGORY	Microsoft 365 + Azure OpenAI (GPT-4o) BUILT ON	Stays in your tenant DATA RESIDENCY	- Proactive - Dynamic - Real-time - Agentic contract intelligence
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DWX · CONTRACT LIFECYCLE MANAGEMENT

ContractIQ

Organisations lose an average of 9.2% of annual revenue to poor contract management. ContractIQ runs the full lifecycle inside Microsoft 365, with five Azure OpenAI engines that summarise contracts, flag risky clauses, extract obligations and recommend renewals. Auto-renewal traps and missed deadlines stop draining the budget, and no contract data leaves your tenant.

01

THE PROBLEM

Contracts scatter across email, drives and filing cabinets with no single source of truth. Renewal windows are missed and auto-renewal traps silently drain budgets. Obligations and SLA commitments stay buried in dense legal text, manual clause review eats up to 80% of legal team time, and untracked contracts create compliance risk across POPIA, GDPR, SOX and IFRS.

02

WHAT IT DELIVERS

- ✓ 60% — Faster contract cycle, draft to execution
- ✓ 40% — Reduction in legal review costs
- ✓ Zero — Missed renewals, through automated alerts
- ✓ 100% — Compliance visibility across frameworks

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03

FIVE AI ENGINES

Built on Azure OpenAI (GPT-4o), each engine works proactively inside your tenant. Every consequential decision still needs a human to approve it.

- Contract Summariser**
 Converts complex documents into plain-English executive briefs.
- Clause Risk Analyser**
 Flags high-risk clauses (unlimited indemnity, auto-renewal traps, uncapped liability) with confidence scores.
- Obligation Extractor**
 Identifies key dates, milestones and deliverables, and assigns owners and due dates.
- Renewal Recommender**
 Weighs vendor performance and market benchmarks to recommend renew, renegotiate or terminate.
- Contract Copilot**
 Answers natural-language questions across your whole portfolio, with source references.

04

ACROSS THE LIFECYCLE

- ✓ Template library, clause bank and AI-assisted drafting
- ✓ Multi-stage approval workflows with version control and track changes
- ✓ E-signature via DocuSign and Adobe Sign
- ✓ Obligation and milestone alerts at 90, 60 and 30 days
- ✓ Vendor and counterparty management with risk ratings
- ✓ Financial tracking, contract value, payment schedules, penalties, spend-to-date
- ✓ An executive dashboard for portfolio visibility
- ✓ Bulk import and migration from legacy systems

05

WHO IT IS FOR

- Legal Counsel**
Contract review, risk assessment and compliance validation in a fraction of the time.
- Procurement Managers**
Vendor management, renewal tracking and renegotiation decisions backed by data.
- CFOs**
Portfolio oversight, payment-obligation tracking and financial reporting.

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06 HOW YOU GET STARTED

- 01 Discovery**
 A commitment-free call to map your process and compliance needs against the platform.
- 02 Deploy**
 We deploy the SharePoint Framework solution into your tenant and configure the Azure OpenAI engines. Nothing leaves your environment.
- 03 Run**
 Your teams work in the tools they already use. The agentic engines run proactively from day one; humans approve every consequential decision.

07 SUMMARY & BENEFITS

- ✓ A single source of truth, every contract searchable and governed
 ✓ Advisory-only AI; humans approve all decisions
- ✓ Runs entirely inside Microsoft 365, with data kept in-region
 ✓ No per-seat licensing fees

Want to see it in your tenant?
 Talk to us at info@firsttech.digital or +27 10 501 0800.

Let's Talk →