

# OASIS

 Contract IQ

Convert your contract library into a revenue-generating,  
cost-cutting, risk-reducing asset.

## Your contracts are worth more than you think

Most businesses hold hundreds of contracts on file. Supplier agreements, customer contracts, non-disclosures, partner documentation. Locked away within those hardcopy, digital or scanned pages is information that could boost revenues, cut costs, and reduce risk.

### ***But how can you quickly find and act on just the critical pieces of data?***

Contract IQ zeroes in on the dates, figures, and clauses that are valuable to your business.

A single source of truth for all your agreements, the system surfaces important data and alerts you about key events. Like when customer contracts are about to expire, when you're approaching a supplier auto-renewal deadline, or when you're eligible to raise prices for different clients.

It gives you the power to mine your whole contract database against any search word or data point, giving you the ability to extract critical contract information in seconds.

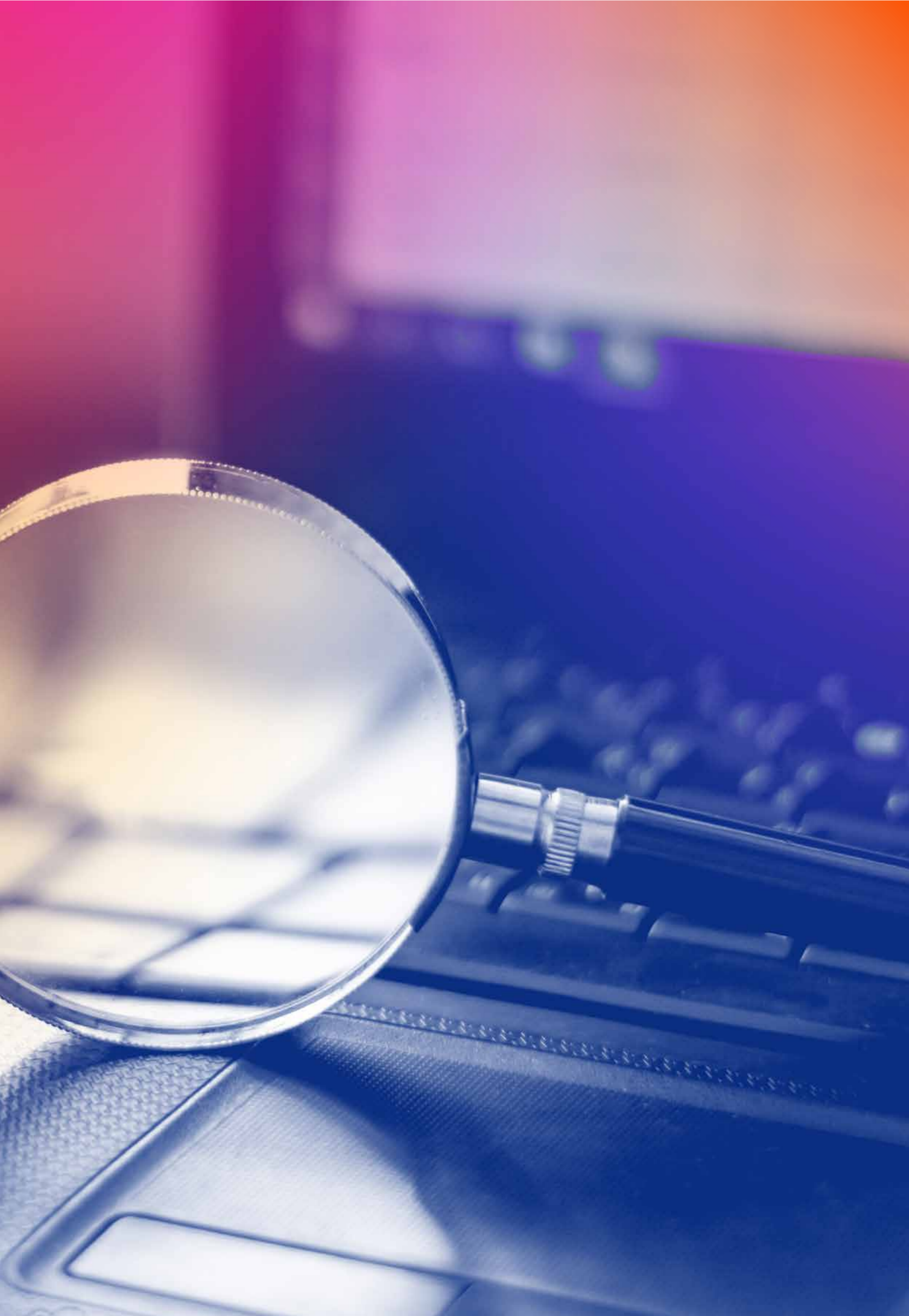
Unlike traditional contract management software, or in-house SharePoint and spreadsheet systems, we manage your document imports, configure the system and can maintain the documents for you for, today, tomorrow or forever (if you want us to!) so your information is always live and up to date.

And the best bit? You can immediately access the source document from the relevant data point with a single click, giving peace of mind that the information is 100% accurate.

## Why OASIS?

Our 1,700 team members work with clients across Europe, in some of the most highly-regulated sectors, including banks, infrastructure operators and government, to improve efficiency, security and decision-making through more intelligent records management. Our services are certified to the highest standards, including ISO 27001, ISO 22301:2019 and Cyber Essentials Plus. We help organisations rethink services like storage, scanning and digitisation to contribute to their broader business goals.





## How it works

Contract IQ combines the best of machine and human intelligence. Our purpose-built contract categorisation software is serviced by a specially-trained, team of document specialists.

### Contract IQ helps you answer questions like this:

- When are my most valuable customer contracts coming up for renewal?
- We've just acquired a new company – are their legacy contracts and customer SLAs in line with ours?
- How many supplier contracts do I have across the organisation for different services, and when do they expire?
- Do our standard contracts meet new regulatory requirements?
- When are we eligible to raise prices with different clients?

### ...so that you can:

- Engage customers before contract end, to maintain and grow revenues
- Get a clear picture of contractual risk across your organisation and harmonise future clauses
- Save money by consolidating suppliers and cancelling agreements before they auto-renew
- Quickly audit documents and make changes to future templates to stay compliant
- Introduce price increases in line with agreed timeframes to maximise contract values

## The step-by-step process



# Packed with features to capture your contracts’ value

If you’re struggling to stay on top of hundreds of legal agreements, you need Contract IQ. Procurement, finance, commercial and in-house legal teams at small businesses, big name firms and public sector organisations rely on us to capture the value in their contracts.

FEATURE	THE DIFFERENCE IT MAKES
CONTRACT REPOSITORY	All your agreements, digitised, in one place. No more documents on private drives, lost, or gathering dust in filing cabinets.
UNIVERSAL SEARCH	Say goodbye to wasted hours scrolling through individual documents. Your entire contract library is searchable in seconds.
INTELLIGENT TIMELINE	A system that tells you a contract duration is one year long, isn’t helpful. A system that automatically calculates what the end date will be, based on the start date, is. Our intelligent timeline feature means you’ll never miss a deadline again.
ACCESS CONTROLS	Give your whole team access to contractual information while restricting access to sensitive or confidential data using custom labels.
REPORTS AND EXPORTS	Original documents, data points, notes and comments can be exported at any time. Use filters to create dynamic reports or download the data to Excel for board packs.
CONFIGURED FOR YOUR BUSINESS	We’ll locate our standard set of data points in your contracts, and also work with you to understand additional information your team needs in order to perform better, save time and increase profitability.
FEEDBACK AND SUPPORT	Any issues can be reported within the system’s support function – a member of our team will always respond in one working day but usually you’ll get a response within minutes.
MANAGED SERVICE	Contract management systems or repositories fail when they’re badly set up or poorly maintained. Our unique combination of specialist software and hands-on support lets your team get on with their day jobs, safe in the knowledge all information is up to date.



The support is just brilliant- minutes after sending an email, we’d get a response.”

# Take a peek at the system

No clunky spreadsheets, no broken links, no missing files. Just all the data points you need, simply and quickly.

All your agreements organised, with a consistent naming convention

Timeline of key dates

Add custom labels

Key dates calculated

Search across all your agreements

Search all text across all contracts

Upload your documents

Export to csv

Sort and filter data points

See where in the contract the data point links to

All data points captured and validated

The screenshot displays the OASIS CONTRACT IQ interface. At the top, there's a search bar labeled 'Search agreements' and tabs for 'Agreements', 'Timeline', and 'Clauses'. Below this is a table of agreements with columns: ID, Title, Labels, Renewal Notice Deadline, Active Status, Initial Term, Auto-Renew, Fee, and Fee Rate. The table lists 16 agreements. Annotations with orange lines point to various features: 'All your agreements organised, with a consistent naming convention' points to the 'Title' column; 'Timeline of key dates' points to the 'Renewal Notice Deadline' column; 'Add custom labels' points to the 'Labels' column; 'Key dates calculated' points to a dropdown menu for '3 October 2025' under the 'Renewal Notice Deadline' column; 'Search across all your agreements' points to the 'Search agreements' bar; 'Search all text across all contracts' points to the 'Clauses' tab; 'Upload your documents' points to a cloud icon in the top right; 'Export to csv' points to a dropdown menu in the top right; 'Sort and filter data points' points to a 'Columns' dropdown on the right side of the table; 'See where in the contract the data point links to' points to a link in the 'Fee' column; and 'All data points captured and validated' points to the 'Fee Rate' column.

ID	Title	Labels	Renewal Notice Deadline	Active Status	Initial Term	Auto-Renew	Fee	Fee Rate
I-16	Scribble US - Order Form	Customer	24 December 2025	Active	18 months	Yes	USD 7,450	Per Quarter
I-50	Riverside Plaza - Office Lease	Lease	31 December 2027	Active	63 months	No	USD 64,362.72	Per Year
I-45	Designo - Order Form	Supplier	6 April 2025	Active	12 months	Yes	USD 6,075.00	Per Month
I-40	Trackpoint - Order Form	Supplier	30 May 2025	Active	24 months	No	USD 40,000	Per Year
I-19	Scribble US - Order Form	Customer	6 April 2025	Active	1 year	No	USD 17,093	
I-18	Scribble US - Order Form	Customer	13 January 2026	Active	2 years	No	Captured in Scribble Order Form 5.docx by Nomio Staff Subscription charges: \$17,093 Per Year	
I-42	Trackpoint - Order Form	Supplier	15 June 2025	Active	12 months	No		
I-47	Designo - Order Form	Supplier	1 May 2025	Active	12 months	Yes	USD 1,683.00	Per Month
I-51	Alpha - Global Distribution Agreement	Distributor	16 July 2026	Active	3 years	Yes	N/A	N/A
I-53	Bytewave - Collaboration Agreement	Partnership	3 March 2026	Active	3 years	Yes	N/A	N/A
I-54	Cortex - Collaboration Agreement	Partnership	3 October 2025		2 years	Yes	N/A	N/A
I-46	Designo - Master Subscription Agreement	Supplier	Calculated from: • Active Date: 4 January 2024 • Initial Term: 2 years • Renewal Notice Period: 3 months • Renewal Term: 6 months		2 years	Yes	N/A	N/A
I-09	Lightning - Master Services Agreement	Customer			5 years	Yes	N/A	N/A
I-21	QuantumLoom - NDA	NDA			24 months	Yes	N/A	N/A
I-13	Scribble - Master Services Agreement	Customer	3 August 2026	Active	2 years	No	N/A	N/A
I-32	Talentify - Master Services Agreement	Customer	6 January 2027	Active	3 years	Yes	N/A	N/A
I-39	Trackpoint - Master on Demand Subscription ...	Supplier	27 May 2028	Active	5 years	No	N/A	N/A

Take a peek at the system

Smart document and PDF viewers

Connect multiple documents (e.g. MSA + Order Form)

Timeline of key dates and obligations

See key terms at a glance in the sidebar

Infinity

VividLeap - Order Form

Customer

Smart Document PDF Document

Base Agreement

I-20 VividLeap - Master Services Agreement

Timeline

02 MAY 2024

Active Date

20 SEP 2024

Today

05 APR 2026

Renewal Notice Deadline

02 MAY 2026

Fixed Price Expiry Date

02 MAY 2026

Re

02 MAY 2031

Expiry Date

Data Points

Active Status

Active

Auto-Renew

No

Billing Frequency

1 year

Change of Control Notice Period

5 business days

Change of Control Termination Permitted

Yes

This Agreement is entered into on the date of signing between:

1. VIVIDLEAP LIMITED, being a company incorporated in England & Wales under company number 543-721 and having its registered office at 56 Pear Tree Avenue, Nottingham, N91 7KA ("the Customer").

2. INFINITY LIMITED, a company incorporated in England and Wales under company number 2872134 and having its registered office at Chapel House, 25 Stoneheart Street, London, NX1 SFS ("Infinity")

Services Start Date

02.05.2024

Initial Term

24 months

Charges (exc. VAT)

Subscription charges: £8,543 Per Month (Billed in Arrears)

Services

Infinity Consulting Services

- IT Strategy Consulting: Advising on IT strategy and digital transformation.

Billing Email Address:

billing@vividleap.com

Order Terms:

1. This Order Form is subject to the Master Services Agreement between the parties dated 27th July 2023. All capitalized terms not defined in this Service Order have the respective meanings set forth in the Agreement.

2. Where the Agreement and this Order Form contradict, this Order Form shall govern. The Agreement and this Order Form constitute the entire agreement between the parties for the services above and cannot be modified without Mixpanel's prior written consent, including any terms in any purchase order.

3. Term. The Customer has the option to renew this Order Form for consecutive 12 month terms at the end of the then-current Term provided that they give 20 Business Days notice to Infinity. This Order Form can be in effect for a maximum of 7 years including the Initial Term.

Document digitised with the best OCR

Data points highlighted

Data points derived from base agreement

## Frequently asked questions

### How long does it take to implement?

We get most clients fully up and running in under 3 weeks.

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### How much does it cost?

Pricing is based on two factors: the number of agreements (contracts) and the amount of data you want to capture.

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### Do I need to install anything?

No. Contract IQ is a web-based product which works on any device with an internet connection, directly in your browser.

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### Is it secure?

Our software and processes were designed with information security at the heart. We are ISO 27001 certified. Our team of trained document specialists operate under a strict NDA. Our system is trusted by central government departments to manage their confidential contracts.

### Where do you store clients' data?

All data is stored in London, UK, in ISO 27001 compliant data centres and encrypted at all times.

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### Can you process scanned documents?

Yes. We use the best OCR (optical character recognition) available on the market to digitise scanned documents.

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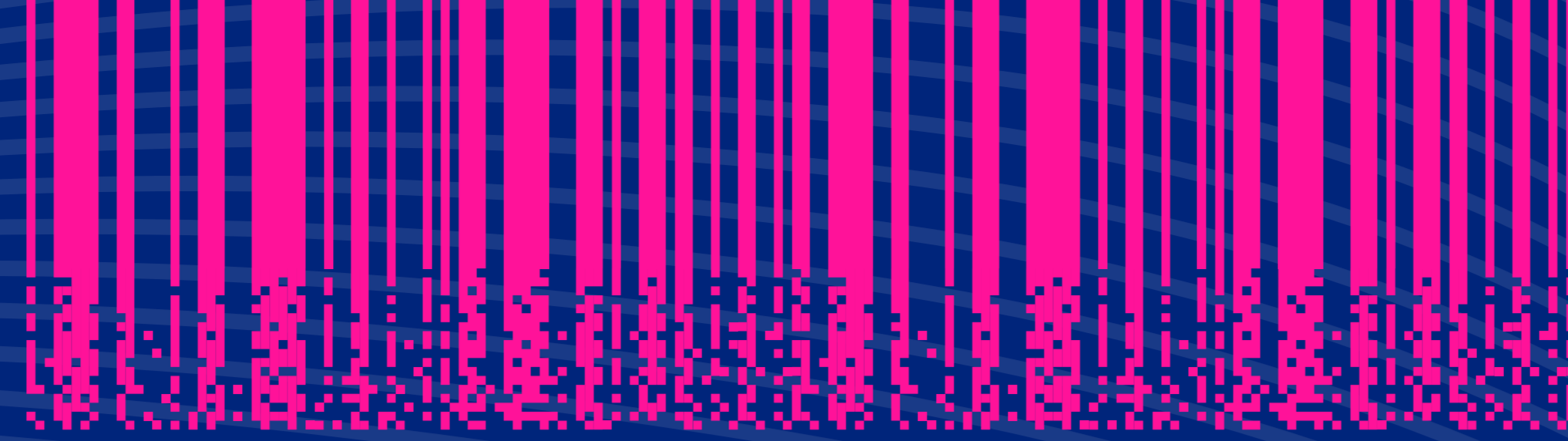
### How accurate is the data you capture?

99%+ accurate. We combine AI and a team of full-time, specially-trained document specialists to get better results than would be achieved by using either approach in isolation.

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### Who controls and owns my data?

As a client, your data always belongs to you and can be removed at any time. You can also export your entire repository of documents and associated data at any point.



# OASIS

 Contract IQ

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