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## **Announcement: Introducing CLM Package Document Templates**

The Operational Services Division (OSD) is excited to announce the launch of a new Contract Lifecycle Management (CLM) tool enhancement: Ready-to-Use Contract Package Document Templates. These templates are designed to streamline the process of uploading documents into CLM for Executive Departments.

The OSD-supplied templates include document types that are required by OSD Legal Compliance to be stored in CLM as part of the Complete Procurement File and Complete Contract Folder in the CLM contract process.

You might be wondering why you should consider using the templates if they're not mandatory. Here's why:

- **Latest Document Versions:** You will find the most current versions of package documents within CLM. No need to track down old bookmarks or files saved on your computer.
- **Time Saving:** By using templates directly within CLM, you'll bypass the need to upload documents to your package documents folder. This streamlined process saves you time and eliminates the hassle of completing, naming, and uploading documents separately.
- **Compliance Improvement:** The templates come with easy-to-follow instructions, ensuring compliance requirements are met efficiently. While their use is recommended, it's not mandatory.
- **Electronic Signatures:** There is the potential to use Adobe Sign-enabled signatures for contract documents including the Standard Contract Form and other department-specific contract forms. Additional Adobe Sign-enabled documents may be available in the future.

### **[Job Aid: Awarding Contracts in COMMBUYS CLM](#)**

We believe these templates will enhance your experience with CLM and simplify your workflow. Should you have any questions or require further assistance, please reach out to the Help Desk at [osdhelpdesk@mass.gov](mailto:osdhelpdesk@mass.gov).

Thank you for your attention, and we look forward to your continued success with COMMBUYS CLM.