



Streamlines the request process. Help your staff respond to inquiries more efficiently and timely, while reducing risk.

The GovQA Executive & Legislative Correspondence solution streamlines the process, helping your staff respond to these inquiries more efficiently and timely, while reducing the risk and exposure for your agency.

Assign and Track All Inbound Requests

- > Assign tasks to staff members
- > Communicate and collaborate with external agencies
- > Share documents, files and information
- > Save valuable time by automating workflows
- > Systematically remind task owners of due date

Easily Fulfill Requests and Improve Processes

- > Work through all responses and files in a single location
- > Option to redact files containing protected data
- > Use email and letter templates to save time in communicating

Improve Business Intelligence with In-Depth Reporting

- > Gain in-depth insight via a robust reporting suite
- > Dashboards and reports alert you to request progress and deadlines
- > Complete audit trail of every action associated with a request

Provide Requesters with a Great Experience

- > Online portal makes it easy to submit requests
- > Automated communications provide requesters with timely updates
- > Send communications and files to requesters via secure portal

Executive Correspondence

EXCHANGE PLATFORM

Secure Enterprise Workflow
for Government

Assign and Track all Inbound Requests

Fulfill Requests and Improve Processes

In-depth Reporting

Great Experience for Requesters