Administrative consultation documents — notice, rules and letters

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22 consultations a year · 2 days brought down to 3 hours · fictional document

> **Fictional document — demonstration example**
> This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

> **Fictional document**, produced for the demonstration. Consultations, firms and questions invented. **The documents are built on the authority's templates, never on an imported format.**

The documents built, and what feeds them

Document	What the agent does with it	Source
Contract notice	Filled in from the subject of the requirement and the estimated amount	Approved requirement sheet
Consultation rules	**Deadlines calculated from the date of dispatch, never copied from an earlier consultation**	Authority template

Document	What the agent does with it	Source
Letters to candidates	Acknowledgement, request for regularisation, notification, **information to unsuccessful candidates with the reason drawn from the analysis report**	Templates + analysis report
Certificate of service performed	Prepared from the acceptance record and the delivery documents	Delivery file

> *The consultation rules tell firms how the consultation runs: what must be submitted, by what date, and on which criteria the tenders will be judged. Service performed is the written confirmation that the works or services have actually been delivered; it is what conditions payment by the public accountant, the State service that pays the expenditure and checks that it is regular.*

Equal treatment of candidates, proved and not declared

Indicator	Last year	Since go-live
Questions asked by candidates	41	**41, all traced**
Answers sent to a single candidate	**9**	**0**
Necessary postponements detected before the deadline	0 detected	**2 detected, corrective notice and letters drafted**
Payment orders returned for a missing document	**7**	**0 over the quarter**

26 of the 41 questions came back from one consultation to the next — technical capacity required, format of the technical memorandum, site visit arrangements. **They are drafted and publishable with the notice: 26 questions receive their answer before being asked.**

Question-and-answer sheet published with consultation no. _____

Request a demo with your own documents

This document is a fictitious example. To see the agent work on your own documents, request a demo from its page.

https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-redacteur-administratif

Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.