Need Identified for Goods/Service (Contracting Department)

Input from Technical/Other Advisors (as required)

Business Case written (by Contracting Department)

Value of Contract over 3 year period

<than $100k - Request for Quotation (RFQ)

>than $100K Request for Tender (RFT)

New process

Approval Finance Board/Council

Data Works Index created (Records Management)

Complete Tender documents (Contracting Department)

Review Tender documents (Procurement & Legal)

Final Version placed on Data Works (Procurement)

Business Case Written (by Contracting dept. - Including all/some
- Assess/proven need
- Whether replacing existing service/goods/equipment
- Technical advantage/advances
- Possible service improvements
- Technical/equipment/service obsolescence
- Staff training requirements/costs
- Staff reduction/increase
- Workflow changes
- Potential savings/extra cost
- Risk/implications if not approved
- Sustainability/environmental impact

Refer to purchasing Thresholds

Contract Management Flowchart
Tender Evaluation

(Contracting dept. team selection)

Tenderer selected and 2 copies of Endorsed Contractor Agreement forwarded to Legal
(Contracting dept.)

2 Copies of Contract Signed by
(Legal & VC)

Contract logged onto Data Works
(Legal)

Contractor logged as preferred/endorsed supplier onto Finance system
(Finance)

Periodic reviews as per contract KPI’s and SLA’s
(Contracting dept.)

CMS flags up advance warning on contract renewal date to enable new tender and negotiation

Is Contract to able to be renewed?

YES

Review Performance and create new Endorsed Contractor Agreement
(Contracting dept.)

Forward two copies to Legal for Contract Renewal & Signing by VC
(Contracting Dept)

NO

Decommissioning/disposal/decontamination of obsolete/defunct equipment if appropriate
(Contracting dept.)

Sign off Equipment from Asset Register
(Contracting dept.)

End of Process

Copies signed by Contractor - 1 copy returned to Legal the other retained by Contractor

End of Process

End of Process