***Text Legend*** *Delete this legend before finalising the document*

*Red text is an instruction and should be deleted after reading*

*Blue text should be edited or deleted as required. Change Blue text to Black if keeping*

*Black text should generally be considered as fixed text, however, can be edited to better suit the State Agency's requirements where necessary*

Contract Management Outline – Low Risk

*[Goods and Services procurement templates - Contract management outline - Low risk]*

Contract Title:

[Insert the Contract Title]

Contract Number:

[Insert the Contract Number]

State Agency:

[Insert name of State Agency]

Prepared By:

[Name of Officer]

Date of Document:

[Day Month Year]

**Approved by:**

**….../……/202**

[Insert name of State Agency’s Authorised Officer]

## Purpose of the Contract Management Outline

The production and use of a contract management outline is considered best practice, in accordance with the [*Western Australian Contract Management Framework Principles*](https://www.wa.gov.au/government/publications/western-australian-contract-management-framework-principles), for all Government contracts.

The purpose of this document is to assist contract managers, from all State Agencies, with the management of low risk and/or low value contracts. The outline can be an initial point of reference during the lifetime of the contract.

This template has been created for ease of use and with the intention for it to be adapted based on contract requirements.

Please note that if a Contract Management Plan is required under the [Western Australian Procurement Rules](https://www.wa.gov.au/government/publications/western-australian-procurement-rules) then the Contract Management Plan template available through the [Department of Finance website](https://www.wa.gov.au/government/document-collections/goods-and-services-templates) should be used.

For effective contract management, contract managers should update this document at regular increments. Additionally, it is recommended that this outline is used alongside other contract management tools.

For additional information please contact [ProcurementAdvice@finance.wa.gov.au](mailto:ProcurementAdvice@finance.wa.gov.au).

|  |  |
| --- | --- |
| **Contract details** | |
| **Contract Title** |  |
| **Contract Number** |  |
| **State Agency** |  |
| **Contract Manager** | *[Full name of contract manager]* |
| **Contact Number** | *[Contract manager contact number]* |
| **Email** | *[Contract manager email address]* |
| **Contract Value** | *[Estimated total contract value at award]* |
| **Contract Term** | *[Initial term and any extension options]* |
| **Contract Objectives/Scope** | *[Provide a summary of the purpose of the contract, what is to be delivered under the contract, and the outcomes it will achieve e.g. savings, social procurement framework outcomes]* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor(s) details** *[duplicate section for multiple contractors]* | | | |
| **Name of Legal Entity** |  | | |
| **Business Name** |  | | |
| **ABN** |  | | |
| **ACN (if a company)** |  | | |
| **Business Address** |  | | |
| **Contact Person** |  | | |
| **Contact Person Position** |  | | |
| **Phone** |  | **Mobile** |  |
| **Email** |  | | |

|  |  |
| --- | --- |
| **Key Performance Indicators** | |
| **1** | *[Provide detailed explanation of supplier KPIs. This will assist in the management of expectations]* |
| **2** |  |
| **3** |  |

|  |  |
| --- | --- |
| **Meeting schedule** | |
| **1** | *[Regular contact with suppliers is encouraged to ensure achievement of contract objectives, and also to build collaborative relationship with supplier. Meetings can be scheduled Biannually, quarterly, monthly, fortnightly as required by the contract]* |
| **2** |  |
| **3** |  |
| **4** |  |

|  |  |
| --- | --- |
| **Contract variations** | |
| **Date** | **Details** |
|  | *[Insert details, e.g. variations, price re-negotiations, etc.]* |
|  |  |

|  |  |
| --- | --- |
| **Transition plan (if applicable)** | |
| **Transition in** | *[Provide a detailed plan on how the new contract will be managed in and the previous contract managed out]* |
| **Transition out** |  |

| **Contract achievements and challenges** |
| --- |
| Achievements:  *[This section should evaluate the successes and challenges of the contract, and*  *evaluate any feedback received from stakeholders. This record should be used to inform the management of future contracts]*  *E.g. Contractor exceeded KPIs or successfully implemented feedback from contractor meetings.* |
| Challenges:  *E.g. High turnover of contractor staff caused delays in contract deliverables.* |

|  |  |
| --- | --- |
| **Appendices** | |
| **1 Risk Management** | *[Provide brief description of appendix item and attach at end of document]* |
| **2** |  |
| **3** |  |
| **4** |  |