***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 Handover Checklist

This checklist is to be used when a contract is handed over from either:

1. A contract developer to a contract manager; or
2. An exiting (outgoing) contract manager to a new (incoming) contract manager.

It is suggested that the checklist be populated by the outgoing Contract Developer or Contract Manager to the extent possible, and updated in consultation with the with the incoming contract manager.

Please ensure that you have read all of the below items before signing the acknowledgement.

# Contract Details

**Contract Number:**

**Contract Name:**

**Exiting Contract Manager/Contract Developer:**

**Incoming Contract Manager:**

# Documentation

The exiting contract [manager *or* developer] provides the final and/or signed copies of the following documents.

*Hard copies of documents should be delivered to the new (incoming) Contract Manager, where the original is in hard copy form. Otherwise, electronic format is sufficient.*

**Contract Documents:**

* Contract Award Letter
* Price list in the Head Agreement
* Customer Contract Details
* Respondent’s Offer
* Request document and any attachments or addenda
* Request Conditions and General Conditions of Contract [insert correct version of conditions (e.g. December 2021) as was specified in the Request document]

*List any other contract documents such as correspondence between the parties from Request closing to Contract award, Service Level Agreements, Contract Variations or Extension Letters.*

**Other documentation (where relevant):**

* Risk documentation
* Procurement Plan
* List of Offers received
* Late tender submission letter(s)
* Evaluation panel confidentiality and conflict of interest declarations
* Extension to offer validity communications
* Evaluation Report
* Preferred respondent letter(s)
* Unsuccessful offer letter(s)
* Negotiations Log
* Insurance certificates of currency
* Advice received which impacts the contract (e.g. State Solicitor’s Office or Insurance Commission of WA advice)
* Records relating to monitoring KPIs
* Instruments of Security (such as Bank Guarantees or Insurance Bonds)
* Any other background supporting documentation such as briefing notes

# Exiting Contract [Developer *or* Manager] Responsibilities

I have handed over the documents listed under Documentation and have met with the new (incoming) contract manager to discuss what is required for the management of the contract, including:

* their role in supporting the achievement of contract outcomes
* their role in supporting the achievement of government’s social, economic and environmental priorities addressed by the contract
* any ongoing obligations or requirements e.g. the monitoring of KPIs;
* in scope price variation mechanisms such as CPI
* the specifics around insurances, including currency and expiration;
* updating the Contract Management Workbook and Plan;
* risk management
* any other relevant information about the contract and/or the contractor.

# Incoming Contract Manager Responsibilities

* I have received and read the documents listed under Documentation.
* I will save a copy of the documents handed over by the exiting contract [developer *or* manager] (if not done already) in my agency’s record management system
* I have read the Contract Management Workbook and Plan and agree to update it regularly throughout the life of the contract.
* I understand my role in supporting the achievement of the contract outcomes and government’s social, economic and environmental priorities addressed by the contract.
* I understand what is required for the management of the contract, including any ongoing obligations or requirements e.g. the monitoring of KPIs. I will ensure that all contract obligations are fulfilled and adequately documented.
* I agree to be in regular contact with the contractor. I understand the importance of relationship management and appreciate that good communication is the key to contract management success.
* I am aware of my agency’s policy on accepting gifts and gratuities from contractors.
* I will regularly visit the [Department of Finance website](https://www.wa.gov.au/organisation/department-of-finance) for more information on policies, tools, templates and training.

I will undertake tasks such as:

* Ensuring that the contractor’s insurances remain current by requesting copies of Certificates of Currency in advance of the annual expiry dates.
* Ensuring invoices for payment are fully supported i.e. goods/services have been delivered, and costs are in accordance with the agreed contract price/s.
* Providing regular reports to management about the contractor’s performance and compliance with requirements.
* Managing risks and resolving any issues as soon as possible to prevent escalation. I identify and report any potential major problems to management.
* Ensuring the agency’s established process for contract variations is followed.
* Ensuring that the contractual obligations are met on time and budget.
* Conducting reviews (including the final review) well in advance of the contract expiry and am involved in any extension, finalisation or redesign of the contract.
* Managing the transition in and out of the contract.
* Holding regular meetings with the contractor, informing them of any agency changes that may impact on the contract and identifying areas for improvement.
* Other tasks as required.

# Additional Notes

*Where a handover discussion could not be held, record reasons why.*

# Exiting Contract [Developer *or* Manager] Acknowledgement

Name (print) ……………………………………………………………………

Position and State agency…………………………………………………………….

Signature ……………………………………………… Date ……../……../………….

# Incoming Contract Manager Acknowledgement

Name (print) ……………………………………………………………………

Position and State agency…………………………………………………………….

Signature ……………………………………………… Date ……../……../………….