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# Analysis

## Contract Summary

### Documents

|  |
| --- |
| *List key purchasing documents available.* |

### History

|  |
| --- |
| *Summarise how and why this contract was developed and describe any options considered.* |

### Objectives

|  |
| --- |
| *Detail objectives of the contract.* |

### Key deliverables

|  |
| --- |
| *List key deliverables.* |

## Contacts

### People

|  |
| --- |
| *List key parties and indicate their roles.* |

### Maps of relationships

|  |
| --- |
| *Detail the reporting and functional links between key players.* |

# Preparation

## Communication

### Strategies

|  |
| --- |
| *Identify key methods to be used for liaison, reporting, signalling problems, partnering relationship, e.g.:*   * *Contract review meetings* * *Internal review meetings* |

## Performance evaluation

### Strategies

|  |
| --- |
| *Describe methods to be used to measure performance (outputs) and outcomes (including user satisfaction).* |

## Contingencies

### Strategies

|  |
| --- |
| *Describe proposed approach to deal with adverse developments or under performance* |

### Disputes

|  |
| --- |
| *In the absence of a dispute resolution process clearly detailed in the contract, the following should be considered:*  *If a dispute arises between parties then the parties agree to undertake the following steps:*   * *The complainant shall raise the matter with other party setting out the background and the issues in the disputes, and the outcome desired* * *If the dispute is not resolved …* |

### Variations

|  |
| --- |
| *Variation considerations* |

### Non-compliance

|  |
| --- |
| *Non-compliance considerations* |

### Under performance

|  |
| --- |
| *Under performance considerations* |

## Risk management

### Strategies

|  |
| --- |
| *Relate to earlier Risk Management Plan developed as part of the Strategic Plan for procurement.*  *List procedures to be implemented to reduce risks.* |

# Implementation

## Transition

### Transition-In

|  |
| --- |
| *List main expected impact of the contracted service on stakeholders.*  *Note key transition tasks to be addressed including list of key documents required.* |

### Action Plan

|  |
| --- |
| *Enter key milestones (events) in managing the contract.* |

### Contract Register

|  |
| --- |
| If you are maintaining a contract register, ensure that you enter all details as necessary required by the system. |

### Transition-Out

|  |
| --- |
| List key documents that you need to collect from the contractor or any other intellectual property. |

# Completion

## Review of the contract

|  |
| --- |
| Describe methods to be used to evaluate the contract, e.g. outline regular reviews (quarterly, annually).  Detail how they will be conducted, including what data needs to be collected and by whom.  Consider third party review of contractor feedback, and overall performance assessment. |

## Closure or rollover

|  |
| --- |
| Summarise the outputs and outcomes expected from a successful rollover or re-tender result.  Describe the process and timetable to be adopted.  Closure also affects how warranty and ongoing obligations e.g. training support, relate back to ‘Transition-Out’ |

# Core Files

|  |
| --- |
| *The following is a suggested list of contract files to be held for and the key document to be found in each file:*   * *Tender Evaluation Team*   + *Tender history*   + *RFT*   + *Notice of meetings*   + *Probity plan*   + *Users contacted*   + *Tender briefing meeting*   + *Lodgement of tender*   + *Conflict of interest declarations*   + *Evaluation summary*   + *Minutes of meeting*   + *Unsuccessful notification*   + *Shortlisted tenderer information*   + *Successful notification*   + *Post-tender negotiation*   + *Recommendation* * *Unsuccessful Tenderers*   + *Non-shortlisted tenderers*   + *Unsuccessful letters*   + *Shortlisted tenderers*   + *Meeting/interview documentation* * *Transition arrangements* * *Contract management*   + *RFT – successful tenderer(s)*   + *Agreement/contract*   + *Insurance details*   + *Guidelines*   + *Licences e.g. EPA, hazardous waste, asbestos*   + *Performance measures and targets*   + *Contractor meetings*     - *Regular*     - *High-level*     - *Client meetings/feedback*   + *Sub file*     - *Price variations/changes*     - *GST impact* * *Renewal/re-tender strategy* * *Special issues*   + *Government initiated variations*   + *Contractor initiated variations*   + *Breach of contract* |

# Asset Management / Disposal Strategy

## Relevant references

|  |
| --- |
| * Directions of the Minister under the Financial Management Act 1994 * Health Services Act 1988 * HSV Purchasing Policies * Government’s Supply Policies and Guidelines (Disposal of Public Property) |

## Contract administration issues

|  |
| --- |
| * Asset treatment (classification, depreciation etc.) * Control mechanisms (security, responsibilities etc.) * Maintenance/warranty arrangements * Review and reporting requirements * Financial (accrual accounting) management requirements |

## End of life arrangements

|  |
| --- |
| * Transfer of ownership * Disposal options * Financial arrangements (valuation versus residual, write-offs etc.) * Necessary approvals * Accounting system adjustments |

# Disclaimer

The information presented in this document is general in nature and based on HealthShare Victoria’s interpretation of the *Health Services Act 1988 (Vic)* and any ancillary legislation and regulations in effect at the time and should not be relied upon as legal advice. Please consider seeking professional and independent advice from your legal representative as to the applicability and suitability of this information and the legislation to your own business needs or circumstances.