**Contract Management Plan (simple)**

| Contract | Details |
| --- | --- |
| Contract Recordkeeping | File Number |
| Approval and review of this plan | * Financial Delegate that approved this plan * Date of approval * Arrangements for reviewing and updating this plan |
| Contractor | * Name * ABN * Address * Contractor Representative * Position * Telephone * Facsimile * Email * SME: Yes/No |
| Contact Details | Specification or scope of work |
| General Conditions of Contract | Identify the standard form contract (including version number if applicable) used (department specific or whole-0f-government, such as IT model contacts) |
| Contract Start Date | Date |
| Contract End Date | Date |
| Contract variations | List contract variations and requirements that need to be met to implement a variation. This should be consistent with the provisions in the contract |
| Contract extension options | Detail process for managing and accessing possible contract extension options. Note: *Possible contract extensions should be examined at least six months before the contract end date to give time to go out to market if required* |
| Contract Manager | Name |
| Contract Sponsor | Note: *the Contract Sponsor should have sufficient delegations to approve contract invoices for payment and any variations to the contract* |
| Confidentiality requirements | Record details of any confidentiality requirements, including the need for confidentiality undertakings by the contractor and/or individual contractor staff |
| Conflict of interest | Record details of requirement to submit conflict of interest declarations |
| Payment Schedule / Total Contract Value / Payment Arrangements | Detail how often payments are to be made (e.g. on completion of deliverables, at milestones or monthly) |
| Insurance | Record details of currency and adequacy of insurance certificates and procedures for obtaining evidence from the contractor of future currency |
| Invoice Verification | Advise operational process of confirmation and payment |
| Incentive or Penalty payments | List any incentive or penalty payments that have been applied |
| Milestones | List all milestones and key dates |
| Performance measures | List performance measures and methods of data collection and analysis |
| Reporting Requirements | Format of reporting and frequency |
| Communication Protocols | How regularly will the HSV and contractor communicate and format of communication |
| Risk Assessment and Review | What is the Risk Assessment at the beginning of the contract? |
| Contractor Performance Assessment | Regularly review the contract to determine if the risk status has changed in any significant way |
| Lessons learned | Detail the process to be followed to review contractor performance including the process and resources required (in-house or external) |

# 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.