CONTRACT DEVELOPMENT ROAD MAP

To be used in conjunction with the Developing and Managing University Contracts Handbook

This road map is a guide to the usual steps that are involved in developing agreements in the University specific context, from the point at which a decision is made to commence negotiations on an arrangement to the signing of the contract and ongoing management. It provides a quick reference for those who undertake contracting activities for or on behalf of the University to understand what steps need to be taken, how are they to be taken, by whom and when.

More complex arrangements may involve additional steps which address their unique characteristics and requirements. The road map begins after the completion of a Pre-Agreement Evaluation (refer to paragraph 1.5 of the Contract Handbook).

DEVELOPING THE CONTRACT

Key tasks:
- Identify contract requirements and risks
- Obtain senior management/Committee approvals
- Confirm resource allocations
- Consult stakeholders
- Appoint a Contract Manager

DRAFTING AND NEGOTIATING THE CONTRACT

Key tasks:
- Draft / review contract
- Negotiate contract

EXECUTING AND REGISTERING THE CONTRACT

Key tasks:
- Signature of contract by appropriate signatory
- Registration of the Contract

ONGOING CONTRACT MANAGEMENT

Key tasks:
- Perform contract and/or monitor contractor performance
- Contract administration

More complex arrangements may involve additional steps which address their unique characteristics and requirements.

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