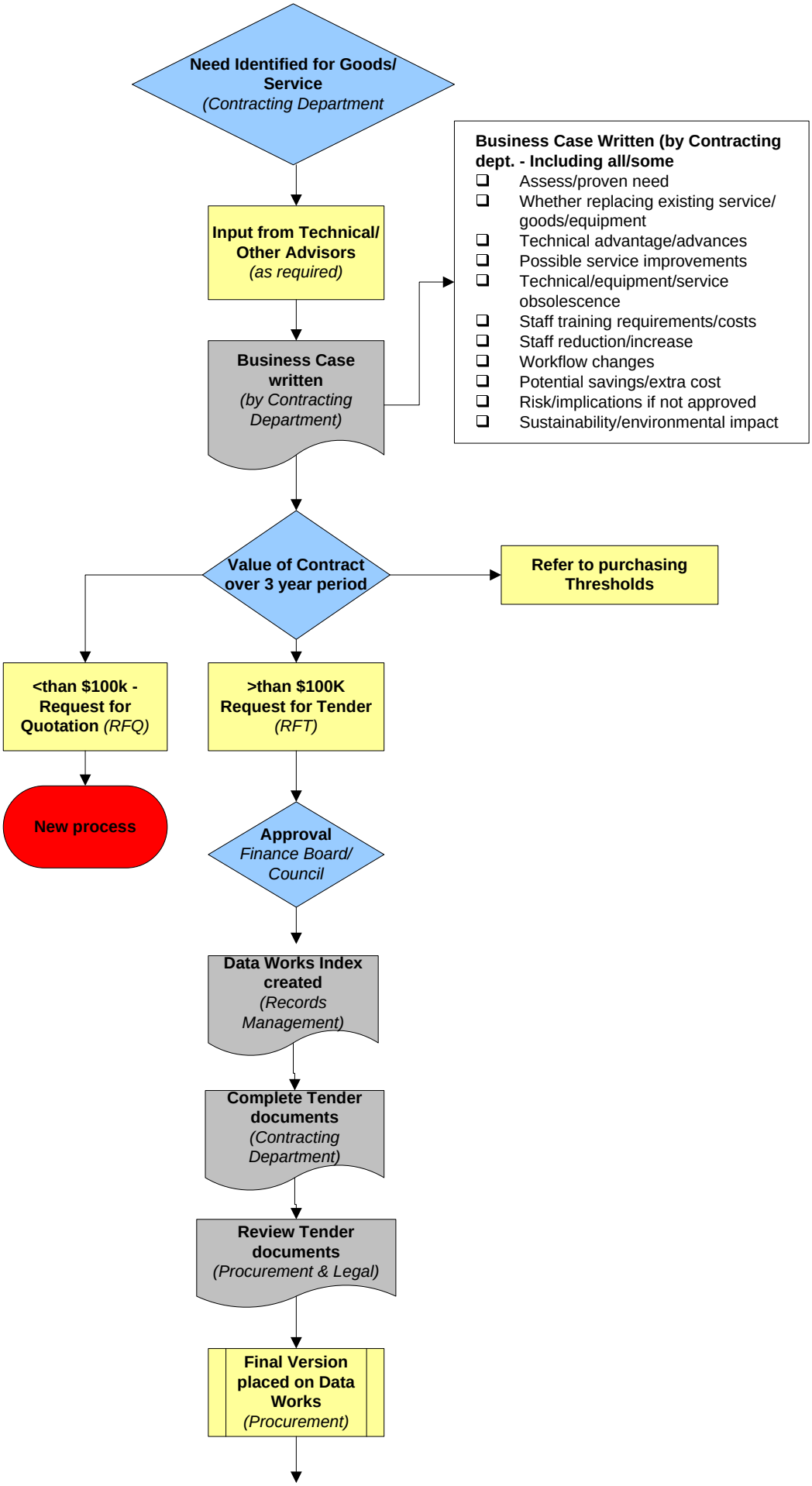
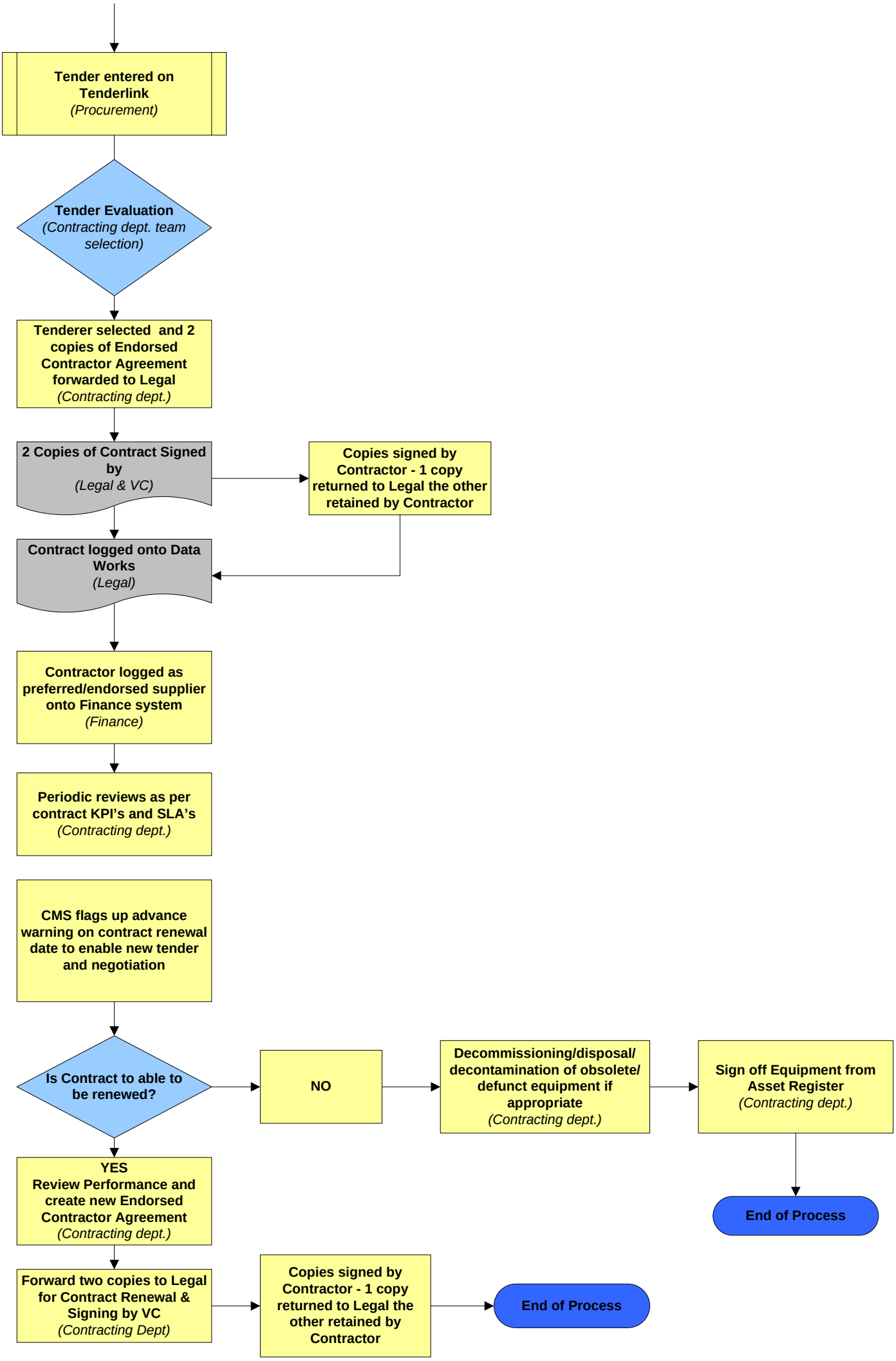
Contract Management Flowchart




Tender entered on Tenderlink
(Procurement)
Tender Evaluation
(Contracting dept. team selection)
Tenderer selected and 2 copies of Endorsed Contractor Agreement forwarded to Legal
(Contracting dept.)
2 Copies of Contract Signed by
(Legal & VC)
Copies signed by Contractor - 1 copy returned to Legal the other retained by Contractor
Contract logged onto Data Works
(Legal)
Contractor logged as preferred/endorsed supplier onto Finance system
(Finance)
Periodic reviews as per contract KPI's and SLA's
(Contracting dept.)
CMS flags up advance warning on contract renewal date to enable new tender and negotiation
Is Contract to able to be renewed?
NO
Decommissioning/disposal/ decontamination of obsolete/ defunct equipment if appropriate
(Contracting dept.)
Sign off Equipment from Asset Register
(Contracting dept.)
End of Process
YES
Review Performance and create new Endorsed Contractor Agreement
(Contracting dept.)
Forward two copies to Legal for Contract Renewal & Signing by VC
(Contracting Dept)
Copies signed by Contractor - 1 copy returned to Legal the other retained by Contractor
End of Process