

FMPM 713 Procurement Contract Management Procedure

Intent

This procedure provides a guide to the contract management process along with tools and templates to assist JCU staff in effectively managing procurement contracts.

Scope

This procedure focuses on procurement contract management related to post-award activities. That is, once a procurement contract has been established through the sourcing process.

The procedure does

managers should be allocated to these contracts. A detailed contract management plan is required.

Strategic Procurement Group (SPG) – the Strategic Procurement Group within the Financial & Business Services Directorate.

Supplier – supplies goods or service to JCU and includes a contractor or consultant. Also termed as party in the CMS.

University or JCU refers to James Cook University ABN 46 253 211 955 a body corporate constituted under the James Cook University Act 1997 (Qld) and where the context permits, includes

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Introduction

The procedure describes the responsibilities associated with the four major phases.

1. Pre-award activities

Classify the contract risk and establish KPIs

2. Contract set-up

Knowledge articles have been written under the category “Procurement Contracts and Agreements” which provide more detail on the contract management steps and procedures and links have been provided throughout this document.

The steps required varies depending on the [contract value/risk classification](#) and are detailed in the table below. Each [hyperlink](#) in the table leads to the relevant section in this procedure.



Principles

Generally, contracts with a value of less than \$200,000 will be classed as routine.

All contracts greater than \$200,000 must be referred to SPG [via a Service Now request](#) to properly assess the value/risk classification.

Contracts that are of the same nature but utilise different suppliers (e.g., External Clinical Teaching (ECT) for GP Training) need only be assessed once as a group and the appropriate management applied to all.

The decision tree overleaf can be used as a guide to assess the value/risk classification of



1.2 Establish KPIs and Contract Reviews

Establishing Key Performance Indicators (KPIs) is a fundamental

2.3 Handover to Project Manager

Once the contract is set up, the Procurement/Finance Representative will handover the contract to the Project Manager in the organisational unit. This can

agreed terms and conditions, making sure that the contract is closed in the CMS.

This [knowledge article](#)

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