

Contract Roles & Responsibilities

Key to level of involvement:

●= very high involvement, ◐= high involvement, ◑= involved, ◒= low involvement ○= very low involvement

Process		Service	CPU	Comments
Budget Approval		●	○	
Establish cross functional team	• Agree individual roles and responsibilities	◑	◑	
	• Agree project management principles	◑	◑	
Draft commodity strategy	• Identify initial requirement	●	○	Service arrange meeting with CPU Officer once requirement is identified to advise of requirement and provide the detail necessary (background; spend; roles; timescales, etc).
	• Engage with stakeholders	◑	◑	
	• Draft Commodity Strategy	◒	◐	CPU Officer to complete with service to inform.
	• Conduct market research	○	●	
	• Conduct option appraisal	◒	◐	
	• Agree market approach	○	●	
	• Finalise & sign off Commodity Strategy	◒	◐	Joint sign off of Commodity Strategy between Service & CPU. Authority to sign off will be dependant on value of contract to be procured.
PQQ / Tender	• Agree selection and award criteria	◑	◑	Open tender (one stage): both selection & award criteria apply Restricted tender (two stage): selection criteria applies to stage 1 (PQQ) and award criteria applies to stage 2 (tender).
	• Define specification & service level expectations	◐	◒	Tender stage only
	• Create PQQ / tender documentation	◒	◐	
	• Publish contract notice / e-PQQ / e-tender / documentation	○	●	

		<ul style="list-style-type: none"> • Monitor & update e-tender Bulletin Board 	🕒	🕒	CPU Officer will monitor and update but service will be required to feed into technical responses.
PQQ / Tender Evaluation		<ul style="list-style-type: none"> • Check for compliancy & completeness 	○	●	
		<ul style="list-style-type: none"> • Undertake financial checks 	○	●	
		<ul style="list-style-type: none"> • Facilitate checks with other departments. 	○	●	Including insurance checks; health & safety checks; checking of bonds / guarantees / warranties, etc
		<ul style="list-style-type: none"> • Agree tender short-list 	🕒	🕒	PQQ stage only
		<ul style="list-style-type: none"> • Undertake commercial evaluation 	🕒	🕒	Tender stage only and includes the evaluation of price and whole life costs / total cost of ownership.
		<ul style="list-style-type: none"> • Undertake quality and service evaluation 	🕒	🕒	
		<ul style="list-style-type: none"> • Evaluate technical submission 	●	○	
		<ul style="list-style-type: none"> • Conduct site visits / vendor assessments / presentations 	🕒	🕒	
Post Tender		<ul style="list-style-type: none"> • Agree award strategy & obtain authorisation (HoS / Director level) to award the contract / seek prior board approval to award the contract. 	🕒	🕒	
		<ul style="list-style-type: none"> • Prepare & issue board report if applicable 	🕒	🕒	
		<ul style="list-style-type: none"> • Conduct tender debriefs 	🕒	🕒	
		<ul style="list-style-type: none"> • Draft & issue standstill letters if applicable & issue award letters / co-ordinate with legal on issue of award letters 	○	●	May be done through order process for low value procurement exercises. CPU to award all below threshold contracts.
		<ul style="list-style-type: none"> • Publish contract award notice 	○	●	
Contract & Supplier Management	Operational	<ul style="list-style-type: none"> • Manage contract performance on a day to day basis. 	●	○	Issues which can't be resolved at an operational level are to be escalated to the quarterly contract review meetings (strategic level) or if a quick resolution is required then an emergency meeting of the strategic team should be called.
	Strategic	<ul style="list-style-type: none"> • Conduct contract initiation meeting 	🕒	🕒	
		<ul style="list-style-type: none"> • Conduct quarterly contract review meetings 	🕒	🕒	

		• Benchmark performance against KPI's	●	●	
		• Benchmark costs against market	◐	◑	
		• Address issues of non conformance	●	●	
		• Investigate Value Add opportunities	●	●	
		• Review and capture lessons learned	◐	◑	

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N.B.: The above table is an indication only of level of involvement and may vary according to the commodity / works in question.

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