



Summary

Objective

To create a contract for Health Sector Procurement.

Owner Name withheld

Expert Name withheld

Procedure

1.0 Allocate Contract number

Contract Administrator

a Allocate the Contract number where contract numbers should always reflect the HW number, eg HW0001/ABC0001.

b Ensure the supplier has an HW number.

NOTE **What if the supplier does not have a HW number?**

1) Allocate one from the following path:
\\ACCfiles\Data\PSD\03 Health Procurement\04 Standard Terms & Conditions\01 Allocation of Numbers\TandC Number Allocation.2019.xlsx.

2) Select next sequential Standard Terms and Conditions 'HW' number and populate with supplier-specific details. Please ensure a valid email address is entered.

NOTE **What happens if the email address is not valid?**

Contact the Vendor and request one.

c Determine if the Contract is a variation or full contract.

NOTE **How do you know if it is a full Contract or a Variation?**

- If the Vendor doesn't have an existing HW#, then it is a full Contract.
- If they have an HW#, then it is a Variation.

d Go to appropriate next step: 2.0 Create standard terms and conditions (full contract) or go to 2.1 Create Variation to Contract (variation).

2.0 Create standard terms and conditions

Contract Administrator

a Open the Standard Terms and Conditions document.

NOTE **Where can you locate the standard terms and conditions?**

The standard terms and conditions can be located here: \\ACCfiles\Data\PSD\03 Health Procurement\04 Standard Terms & Conditions\04 Terms & Conditions\Standard Terms and Conditions.April 2018.docx.

b Update highlighted yellow fields with corresponding HW and supplier details and remember to remove yellow highlight when finished.

c Double check details are correct.

d Put the legal entity in full, eg Ltd/Limited, Co/Company but do not add the entities trading as details.

NOTE **Where do you save the standards terms and conditions?**

Save As "HW####.ABC.MA.Initials.YYMMDD" into the following folder I:\PSD\03 Health Procurement\04 Standard Terms & Conditions\03 Supplier Versions.

e Print two copies, single sided where the Service schedule and Standard terms and conditions are attached together to make the Contract.

2.1 Create variation to Contract

Contract Administrator

a Open the variation to standard terms and conditions.

NOTE **Where do you locate the variations to terms and conditions?**

The document can be located here. \\ACCfiles\Data\PSD\03 Health Procurement\04 Standard Terms & Conditions\04 Terms & Conditions\Variation to Terms and Conditions.docx.

b Update highlighted red fields with corresponding HW and supplier details and remember to remove red highlight when finished.

c Double-check details are correct.

d Save As "HW####.ABC.Var.Initials.YYMMDD" into the following folder I:\PSD\03 Health Procurement\04 Standard Terms & Conditions\03 Supplier Versions.

e Print two copies, single sided where the Service schedule and Standard terms and conditions are attached together to make the Contract.

3.0 Create Service schedule

Contract Administrator

a Go to your respective service folder and click down into the next sub/sub folder '01 Contracting/01 Generic SS'.

b Open the generic service schedule.

c Update fields with corresponding contract number and supplier details.

d Double-check details are correct.

e Save As 'ABC###.SupplierName.YYMMDD" into the supplier folder "01 Contracting/01 Supplier SS'.

f Print two copies, single sided where the Service schedule and Standard terms and conditions are attached together to make the Contract.

4.0 Create and send Contract offer cover letter

Contract Administrator

a Open the Contracts Admin template.

b Update fields with corresponding HW number, contract number and supplier details.

c Update the fields with relevant Contract Administrator contact details.

d Save As 'ABC####.ConOffLtr.YYMMDD' into the supplier folder Service '02 Correspondence/02 Supplier'.

e Print one copy on ACC letterhead – Tray 1.

f Update CLR in [comments] field, 'DD/MM/YY Contract offer sent'.

- g** Have the contract offer and covering letter peer reviewed by another CA team member.

NOTE What if there are issues when peer reviewing?

Discuss the issue with the Contracts Admin team member that created the document and resolve.

- h** Click on the [Courier form] in the Contracts admin templates.
- i** Update Recipient details with Delivery Address and contact phone number (5 lines maximum, 30 characters maximum per line).
- j** Add your name and signature before printing.
- k** Enclose Contract offer and Letter into courier bag and attach Courier request form to the outside of the courier bag and place in designated courier tray for despatch.

NOTE Where do you save the Return letter?

Save as: ABC###.Rtn.Sgn.Con.your initials.YY.MM.DD into "Service" 02 Correspondence/02 Supplier.

- d** Ensure Name, Contact details and signature are correct.
- e** Print on ACC Letter Head – Tray 1.
- f** Enclose Return letter into courier bag, attach Courier request form to the outside of the courier bag and place in designated courier tray for despatch.

5.0 Receipt of signed contract

Contract Administrator

- a** Check each page of the returned signed contract for any hand written amendments.

NOTE What if there are hand written amendments?

- 1) Review the amendments and discuss if needed.
- 2) Reprint if needed and send for re-signing.

- b** Print Contract Brief Sheet and fill in all of the relevant details.
- c** Update the CLR – tracking information.
- d** Get contract signed by Health Procurement and Contracting Manager.
- e** In MFP, go to [Contract Class].
- f** Locate relevant service in the drop down list, search, this will bring all contracts for this class up.
- g** Find [Latest Dummy Suffix] (check date range is current).
- h** Duplicate the [Dummy Suffix].
- i** Ensure you select tick box [Copy all Budget Information] (do not select any other tick boxes as you want your new contract to have no suffix).
- j** Complete the Contract information.

NOTE What Contract information do you need?

- Start date and expiry date (as per contract/ contract brief)
- Contract number
- Vendor ID (if you do not have the ID, you can search the name)
- TLA
- Areas (as per contract)
- Named Providers (if required)
- [Status] =Active.

- k** Save the Contract.

6.0 Notify relevant parties

Contract Administrator

- a** Create a new email from the Outlook signatures To: Contract Update Recipients.
- b** Follow the email template and send.
- c** Prepare the return letter.

NOTE Where do you get the return letter from?

Within Word, click into '2 Contract Admin' folder, then open 'Return Signed Contract.dotx'.