



Contract Management Framework

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CTO/P 2.5 SOURCING – CONTRACT MANAGEMENT FRAMEWORK

Government Policy on Information & Communication Technology

CTO/P 2.5 Sourcing – Contract Management Framework

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The South Australian public authorities required to adhere to this Policy are defined in CTO/P1.1 Government Policy on Information & Communication Technology – Governance – Compliant Authorities.

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Approval:

Name	Title	Signature	Date
Mike Grillo	Chief Technology Officer & Executive Director Government ICT Services	Original signed	4 April 2007

1. BACKGROUND

1.1 Policy Intent/Purpose

The Contract Management Framework (CMF) is a model for developing plans, processes, systems and tools that can be applied by people in contract management and purchasing functions. Its development has been prompted by the advent of the Future ICT Services initiative in SA Government and the associated need to ensure consistency in contract development processes.

While recognising that contracts are rarely identical, persons responsible for their day-to-day management and operation will invariably develop contract management and operational plans that are based on accepted management principles. The four principles of contract management applied in the CMF are: -

- Risk management;
- Performance & compliance management;
- Relationship management; and
- Change management.

The Government recognises the importance and value of agencies establishing suitable risk management models (standards and practices) and implementing those models.

1.2 Audience

The audience for this policy is all South Australian Government instrumentalities covered by Government Policy on Information & Communication Technology CTO/P1.1 Governance – Compliant Authorities. It is targeted at those persons responsible for managing Government contracts at both portfolio and agency level with particular reference to ICT contracts.

Advice regarding exemptions from the policy is provided in the Government Policy on Information and Communications Technology entitled 'CTO/P1.2 Governance – Exemptions'.

2. SCOPE

The Contract Management Framework:

- describes a high-level framework for managing contracts made between the South Australian Government (**Government**) and the private sector with particular reference to Information and Communication Technology (**ICT**) contracts;
- reflects the requirements for contract management and administration outlined in the Government's Prudential Management Framework; and
- recognises the commonality (overlap) between the principles established under this model and other existing Government frameworks (eg service management framework, financial management framework, risk management framework, asset management framework etc).

2.1 Policy Statement

Agencies are required to comply with the Contract Management Framework when developing contract management plans, processes, systems and tools.

2.2 Mandate

The Contract Management Framework has been endorsed by the ICT Governance Council.

3. MANAGEMENT RESPONSIBILITIES

Chief Executives are responsible for ensuring the compliance of their organisations with this policy.

Chief Executives are required to implement risk management standards and practices reflective of the Australian and New Zealand Standard on Risk Management (**AS/NZS 4360**) (or its equivalent). Accordingly, contract risk management ultimately resides at an agency level, although for across -Government contracts, central government (i.e. agencies responsible for establishing the contract) will be responsible for managing risk during the contract formation stage and managing ongoing risks as they apply to the Government collectively.

Chief Information Officers are responsible for ensuring that this policy is integrated into their organisation's ICT contract management arrangements.

4. REFERENCES & LINKS

- CTO/P1.1 Governance – Compliant Authorities
- CTO/P1.2 Governance – Exemptions