

Contract Activity Checklist

Activity	Strategic Govt Board		Contract Manager		Procurement & Commercial Services		OGC		Stakeholder	
	Own	Direct	Own	Support	Own	Advise	Own	Advise	Own	Support
Active sponsorship of Contract Management initiative	✓			✓		✓		✓		✓
Escalations from Contract Management	✓		✓			✓				
Agree KPI's/performance measurements			✓			✓		✓		✓
Monitor contract & supplier performance against KPIs & other specified performance indicators			✓			✓				✓
Facilitate & champion supply chain innovation, continuous improvement & best practice			✓			✓				✓
Analyse & communicate performance & efficiency gains			✓			✓				✓
Manage supplier performance reviews & disseminate outcomes		✓	✓			✓				✓
Manage performance issues & complaints		✓	✓			✓		✓		✓
Monitor take-up & spend through the contract or framework			✓			✓				✓
Ensure value for money		✓	✓			✓				✓
Negotiate contract Terms (including commercials)				✓	✓			✓		
Manage framework agreement variations, & disseminate outcomes				✓	✓	✓				✓
Manage the extension of any optional extension periods/re-tender process/exit strategy				✓	✓	✓				✓
Compile, validate, disseminate management information			✓			✓				✓
Manage supplier relationship at a senior level		✓	✓			✓		✓		
Manage supplier relationships at a local, operational level				✓					✓	✓
Create & issue supplier/customer surveys where appropriate			✓							✓
Manage risk		✓	✓			✓			✓	
Ensure service continuity		✓	✓			✓				✓
Use incentives & sanctions appropriately			✓			✓		✓		✓