

CONTRACT RECORDS

Every School should include at least:

<p>A “Contract Register”: Which must lists every contract more than £10,000. <i>Ideally is should include all contracts</i></p>	<p>See typical spreadsheet Template T1</p>
<p>The Contract File: <i>The level of detail recorded should reflect the value of the contract. A £100,000 contract will require more detail than one for £10,000.</i></p> <p>For every Contract there should be a separate and securely stored, folder containing at least:</p>	
<ul style="list-style-type: none"> • The written and appropriately signed Contract with its Terms and Conditions, Specification and Monitoring arrangements 	<p>See Contract Templates</p>
<ul style="list-style-type: none"> • Copies of related leases / hire agreements etc. 	<p>Section 4.8</p>
<ul style="list-style-type: none"> • Written letters agreeing any / all changes made to the contract signed by both parties. 	<p>See Side Letter Template T15</p>
<ul style="list-style-type: none"> • A Copy of the School Purchasing Appraisal Form Appendix T9 containing a statement of who took the roles of : <ul style="list-style-type: none"> ○ The Chief Officer ○ The Contracting Officer ○ The contract Manager in this contract, in accordance with HCC Contract Regulations. 	<p>See Section 2.3</p>
<ul style="list-style-type: none"> • A record on the School Purchasing Appraisal Form, Appendix T9, of what pre purchase steps that were taken, with outcomes (brief bullet point statements not an essay) to include items such as: <ul style="list-style-type: none"> ○ Needs analysis. ○ Resource mapping exercise. ○ Consultations ○ Market analysis ○ Identification of procurement method 	<p>See Section 3.1</p>
<ul style="list-style-type: none"> • If “Tendered” – copies of: <ul style="list-style-type: none"> ○ All tender documents. ○ The evaluation criteria and scoring ○ The evaluation panel membership 	<p>See Templates T9 – T14</p>
<ul style="list-style-type: none"> • If a single tender process – Complete Appendix T9b, Single Tender Approval, signed by the Chief Officer, and attach to the “School Purchasing Appraisal Form”, appendix T9, approving the single tender process. 	<p>See Section 2.2 (or C8, Contract Regulations)</p>
<ul style="list-style-type: none"> • Minutes of post contract monitoring meetings and monitoring outcomes with any reports produced for, or as a result of, the monitoring meetings. 	<p>See Section 5.9</p>
<ul style="list-style-type: none"> • Copies of any dispute resolution and / or performance plan put in place as a remedy. 	<p>See Section 5.9</p>