**Procurement Journey**

**Contract Implementation - Example Slide/Presentation Content**

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| **Insert Framework / Contract Management**  **Framework Agreement / Contract Launch Event**  **Insert title and reference of Framework Agreement/Contract and Date** |

|  |
| --- |
| **Purpose** |
| **To Communicate:**   * **Framework Agreement / Contract information** * **Roles & Responsibilities** * **Framework Agreement / Contract Management Strategy** * **How Customers can engage** |

**Please note, the below are examples of content that can help you create contract implementation slides and must be amended/updated to reflect the Framework Agreement/Contract that is being implemented.**

**Framework / Contract**

**What:**

Framework Agreement / Contract for the supply of **e.g.** Occupational Health

Services.

* The Core Services include: **e.g.** Case referrals; Case conferences; III-health retirement assessments; Pre-employment referrals and regular provision of generic advice.
* The Non-Core Services include: **e.g.** Statutory and non-statutory health surveillance; Injury benefits - full pay extension and annual allowance; Health screening; Lifestyle screening Immunisation / Vaccination; Workplace assessments; Specialist medicals/examinations; Diagnostic testing and laboratory investigations; Specialist assessments e.g. physiotherapy / osteopathy; Health promotion activities; Overseas work advice; Awareness training and policy development; Home visits; Fast track/emergency appointments.

**Why:**

**e.g**. To maximise attendance (reduce and prevent absence) ensuring that Customers’ are legally compliant and adhere to medical best practice; facilitating employees being fit for employment; promoting employee health, wellbeing and safety; providing advice and support for HR ensuring best fit for the organisation rather than simply best practice; and Compliance with the Customers’ processes.

**Who:**

**e.g**. ALL central government organisations, agencies and non-departmental public bodies (NDPBs) as well as the Scottish Parliamentary Corporate Body, the Forestry Commission, the Student Loans Company Ltd and the Scotland Office (Customers) to access.

**When:**

**e.g.** Started on 1st Sep 2008 and expires on 31st Aug 2011

**Further information:**

**e.g.** Available in the Framework Agreement / Contract documentation:-

* Conditions of Framework / Contract Schedule A
* Specification Schedule B
* Schedule C – Pricing (Commercially Sensitive)
* Schedule D – Contractors Proposal (Commercially Sensitive)

Any Customer wishing sight of these sections should contact the Contractor or the Lead Authority.

**Roles & Responsibilities**

* Framework / Contract & Commercial Management of the Framework Agreement / Contract
* Provide guidance, advice and best practice tools to Customers
* Receive, store, monitor and communicate Contractors spend and performance information against Framework Agreement / Contract
* Chair Meetings with Customers & Contractor
* Facilitate continuous improvement & best practice
* Feed into Supplier Management & Supplier Development
* Undertake Contractor spot checks/audits with Customer if required
* Manage Framework Agreement / Contract dispute resolution if required

**Framework / Contract Management Strategy**

* **Mobilisation**
* Met with Contractor prior to Framework Agreement / Contract start
* Established Customer points of contact
* Supported Launch Events/s
* **Manage**
* Manage Meetings with Customer’s
* Manage Meetings with Contractor
* Review Spend
* Review Performance
* **Transition & Closure**
* **Termination**

**How Customers can engage**

* Have a look at the website e.g. [www.abc123.co.uk](http://www.abc123.co.uk)
* Attend Launch Event – Today (Thank you)
* Attend & input into Customer Meetings – Date?
* Attend & input Meetings with Contractor/s – Date?
* Feedback to Lead Authority on Performance
* Verify spend data
* Contact your Centre of Expertise/Contractor(s)

**Framework / Contract & Commercial Management**

* Framework Agreement / Contact
* Roles & Responsibilities
* Framework Agreement / Contract Management Strategy
* How Customers can engage

**Any Questions?**

**Thank you!**