



CONTRACT MANAGEMENT MANUAL

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1. CONTRACT FORMATION

- 1.1. Prior to entering into an Agreement, the Owner must consult with relevant stakeholders and obtain all necessary approvals, as outlined in the Contract Approval and Management Policy.
- 1.2. Legal must be consulted in advance in connection with the drafting and/or review of all Agreements. Unless exempted under the Contract Approval and Management Policy, Legal must complete an Agreement Authorisation Sheet for all Agreements prior to being signed.
- 1.3. Agreements may only be signed/approved by a person with the appropriate delegated authority.

2. CONTRACT MANAGEMENT

- 2.1. The Owner must forward at least one (preferably original) signed copy of the Agreement to Legal for filing. The details of all Agreements are entered onto the Contracts Database by Legal, and electronic and physical copies of signed Agreements are retained on file by Legal. The Owner must also retain a copy of the signed Agreement. If the signed Agreement is received directly by Legal, a copy of the signed Agreement shall be forwarded to the Owner.
- 2.2. The Owner is responsible for managing the relationship with the other party (or parties) and reviewing and managing Agreements to ensure Unitec's rights and obligations under the Agreement are met.
- 2.3. The Legal Team will advise the Owner of key dates and/or milestones to assist the Owner in monitoring and managing the Agreement. Any key dates and/or milestones should be noted and/or diarised by the Owner in order to ensure timely follow-up.
- 2.4. The Owner must note key performance indicators (KPIs) included in the Agreement and make adequate arrangements to ensure that contract performance is being measured and monitored against any agreed KPIs.
- 2.5. Owners should hold regular meetings with the other party (or parties) to review progress with the Agreement.
- 2.6. The Owner is responsible for managing the budget and the use of any contingencies for an Agreement. Any costs or expenses relating to an Agreement must be approved in accordance with the financial delegated authorities specified in the Delegated Authorities Policy.
- 2.7. If a material issue arises that has potential to create risk of any type for Unitec, the Owner must advise their manager and review the Agreement with their manager to ascertain what action (if any) needs to be taken. If a dispute arises, it should be dealt with proactively and in accordance with the dispute resolution clause in the Agreement.
- 2.8. To assist the Owner in managing the Agreement, a template contract management plan and contract risk assessment are both attached as Appendices to this Manual.

3. CONTRACT RENEWALS

- 3.1. Agreement renewals must be pro-actively undertaken by the Owner sufficiently in advance of the Agreement expiry date, in order to secure the best result for Unitec.
- 3.2. A renewal of an Agreement must be approved in accordance with the agreement approval procedures outlined in *the Contract Approval and Management Policy*.
- 3.3. In accordance with the Procurement Policy, the Procurement Officer must be consulted prior to renewal of any procurement-related Agreements that exceed \$50,000 in total value (including the value of both the current term and the renewed term of the Agreement).
- 3.4. All Agreements must be reviewed by the Owner and any other relevant stakeholders on renewal. Agreements must not be continually rolled over without regular review and, specifically, Agreements should not be left to roll over indefinitely on a monthly basis, other than in exceptional circumstances as approved by the relevant DCE.

4. EXPIRED / TERMINATED CONTRACTS

- 4.1. An Agreement expires on the specified expiry date (unless renewed or extended in accordance with *the Contract Approval and Management Policy*) or if terminated by either party or as agreed between the parties.
- 4.2. On expiry of an Agreement, Legal shall mark the Agreement as 'expired' in the Contracts Database.
- 4.3. The Owner is responsible for ensuring that all outstanding obligations are completed prior to expiry / termination of the Agreement.

5. DEFINITIONS

Term	Definition
Agreement	<p>Any agreement which commits Unitec in financial or legal terms. This includes, but is not limited to, agreements relating to:</p> <ul style="list-style-type: none">• Education• Finance• Licensing• Property• Services• Equipment• Sponsorships/Scholarships/Grants/Funding• International• Tender submissions/proposals which, when accepted, will constitute a contract. <p>For the purposes of this Manual, an Agreement includes written agreements not intended to be legally binding which may include letters of intent, memorandums of understanding or similar documents.</p>

Term	Definition
	The Contract Approval and Management Policy and the Contract Management Manual do not apply to employment agreements but do apply to independent contractor agreements and supplier agreements. To determine whether a third party should be engaged as an employee, contractor or supplier, please consult People and Culture or Legal for further advice.
Agreement Authorisation Sheet	<p>Provides a summary of the key terms and features of an Agreement, including:</p> <ul style="list-style-type: none"> • Parties • Value • Term • Key terms • High-risk/unusual terms • Key dates/milestones • Other matters to note <p>Any special signing instructions for the Agreement.</p>
Contracts Database	The database maintained and held by the Legal team that records the key details of all of Agreements that are held by the Legal team.
Owner	The staff member named in the Agreement Authorisation Sheet and Contracts Database as the person accountable for the management of the Agreement, and responsible for ensuring that Unitec's rights and obligations under the Agreement are met.
Staff	Includes employees and independent contractors.

REVISION HISTORY

Date	Revision
[TBC]	Manual created in response to audit recommendations

APPENDIX 1: TEMPLATE CONTRACT MANAGEMENT PLAN

TEMPLATE CONTRACT MANAGEMENT PLAN

This template contract management plan is intended to assist contract owners in managing signed contracts for which they are responsible. This contract management plan should be reviewed and updated throughout the life of the contract. Please contact the Legal team if you have any questions about this template.

CONTRACT DETAILS

Contract Name	
Other Party(ies)	
Category	
Sub-Category (if applicable)	
Contract Commencement Date	
Contract End Date	
Optional Extensions / Renewals	
Revenue / Expenditure Contract	
Annual Contract Value	
Total Contract Value	
Contract number (if applicable)	

CONTACT PERSONS / ADDRESSES

Unitec	Address 1: Address 2: Name: Phone: Email:
Other Party	Address 1: Address 2: Name: Phone: Email:
Other Party	Address 1: Address 2: Name: Phone: Email:

KEY STAKEHOLDERS

Name	Position	Organisation

MILESTONES / DELIVERABLES

Description	Responsibility	Due Date

KEY PERFORMANCE INDICATORS

Measure	Target	Frequency of Measurement

INCENTIVES

KPI / Measure	Action

IMPROVEMENT PLANS

Date	KPI/ Measure	Agreed Actions	Review Date	Open/ Closed

REPORTING REQUIREMENTS

Report Name / Type	Frequency	Responsibility

AGREED CONTRACT VARIATIONS

Type	Change Made	Date of Execution

CONTRACT REVIEWS

Review Type	Frequency / Due Date	Responsibility	Actions/ Outcomes

APPENDIX 2: TEMPLATE CONTRACT RISK ASSESSMENT

TEMPLATE RISK MANAGEMENT PLAN

This template contract management plan is intended to assist contract owners in managing contract risks. This risk management plan should be reviewed and updated throughout the life of the contract. Please contact the Legal team if you have any questions about this template.

Category	Description	Likelihood Rating	Impact Rating	Financial Impact Range	Risk Level	Insurable (Y/N)	Insurance Type	Other Mitigation