

# Contract management toolkit

This Contract Management guidance is divided into five key stages as detailed below.

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Each stage of the cycle is represented by a section of the pie chart and further information can be accessed by clicking the appropriate section of the pie or the numbered title below.

## 1. Pre-procurement

Work to be undertaken prior to any engagement with the marketplace, ensuring all internal processes and legal requirements are adhered to

## 2. Procurement

Work in partnership with the department and lead the procurement process.

## 3. Implementation

Work in partnership with Procurement and the successful provider in order to commence operation of the contract



1. Pre-procurement 2. Procurement 3. Implementation  
4. Contract management 5. Exit-management

## 4. Contract management

An ongoing business process that continues across the life of the contract – led by departmental leads with support from Procurement as required.

## 5. Exit management

Body of work to be undertaken when the contract comes to an end.