

Contract management toolkit

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

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.

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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.