***Text Legend*** *Delete this legend before finalising the document*

*Red text is an instruction and should be deleted after reading*

*Blue text should be edited or deleted as required. Change Blue text to Black if keeping*

*Black text should generally be considered as fixed text, however, can be edited to better suit the State Agency's requirements where necessary*

Contract Review Form – Low Risk

*[Goods and Services procurement templates - Contract review form - Low risk]*

Contract Title:

[Insert the Contract Title]

Contract Number:

[Insert the Contract Number]

State Agency:

[Insert name of State Agency]

Prepared By:

[Name of Officer]

Date of Report:

[Day Month Year]

**Approved by:**

**….../……/202**

[Insert name of State Agency’s Authorised Officer]

# Contract Summary

|  |  |
| --- | --- |
| State Agency |  |
| Contract Manager |  |
| Contract Number |  |
| Contract Title |  |
| Contractor |  |
| Initial Term |  |
| Extension Options |  |
| Contract Commencement Date |  |
| Current Expiry Date |  |
| Est. Total Contract Value at Award | $ |
| Contract Spend (to date) | $ |

# Review Recommendation

The key findings (i.e. achievements, issues, efficiencies, etc) identified as part of the review:

|  |
| --- |
|  |

The recommendation from this review is to *[choose applicable option and delete other options]*:

* exercise the available extension option or
* decline to exercise the available extension option as the contract is no longer required or
* decline to exercise the available extension option, and establish a new contract (develop and retender) to better fulfil State Agency requirements or
* retender the contract as there are no extension options available yet there is an ongoing need for the Goods/Services or
* let the contract conclude as there are no extension options available and the service is no longer required or
* no action is required as this is a regular performance review.

# Ratings and Review

|  |  |  |
| --- | --- | --- |
| Very Poor | Serious and/or reoccurring issues | Note: *These ratings are a guide only. Ongoing feedback should be provided to the contractor, particularly if there are concerns about not fulfilling the requirements of the Contract.* |
| Poor | Minor issues to be addressed |
| Satisfactory | Generally in accordance with the Contract |
| Very Good | Always in accordance with the Contract |
| Excellent | Generally exceeds the Contract requirements |
| Not Applicable | Not a requirement of the Contract |

*Rate and provide commentary (including any feedback to and/or from the Contractor) about the following criteria in line with the requirements of the contract.*

|  |  |
| --- | --- |
| Criteria (*Edit criteria as required*) | Rating |
| Contract deliverables (quality/quantity/delivery/milestones) |  |
| *Comments:* | |
| Communication/customer service |  |
| *Comments:* | |
| Reporting |  |
| *Comments:* | |
| Meetings |  |
| *Comments:* | |
| KPIs or other performance measurement mechanism |  |
| *Comments:* | |
| Payment/invoicing |  |
| *Comments:* | |
| Overall Rating |  |
| *Comments:* | |

Detail any issues/concerns/complaints/risks:

|  |
| --- |
|  |

Detail any efficiencies/improvements that have been identified:

|  |
| --- |
|  |

Detail any variations, and who approved them:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Is the Contract spend within the Contract value/budget (to date)?   * If no, detail the reason/s. | Yes / No / NA |
|  | |
| Are the Contractors’ requirements (i.e. insurances) up to date?   * If no, detail the reason/s. | Yes / No / NA |
|  | |
| Have any conflicts of interest been identified?   * If yes, provide details. | Yes / No / NA |
|  | |
| If the Contract is to expire, are there any transition out requirements?   * If yes, provide details/attach reference. * If no, provide details. | Yes / No / NA |
|  | |
| Is the Contractor debarred or suspended?   * If yes, provide details. | Yes / No |
| *Detail whether the Contractor is debarred or suspended and what the agency is going to do.*  *State agencies* ***must*** *not extend the scope or duration of Contracts with debarred or suspended Contractors as identified under the* [*Western Australian Debarment Regime*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies)*. Refer to the* [*Excluded Suppliers*](https://www.tenders.wa.gov.au/watenders/news/browse.do?CSRFNONCE=BC47BF6C8B895C8C0C0CB75B4FF0C4AF&&ss=1) *page on Tenders WA for more information. If a Contractor is debarred or suspended, refer to the* [*Debarment Regime: Guide for Western Australian Government agencies*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies) *–* [*Contracts with excluded suppliers and subcontractors*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies#contracts-with-excluded-suppliers-and-subcontractors) *section for further information.* | |