***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 Report

*[Goods and Services procurement templates - Contract review report]*

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]

# Purpose

The purpose of this review is to determine the achievement of the contract requirements/outcomes/deliverables, whether value for money is being obtained, gauge the performance of the contractor(s) and identify whether there is still an ongoing need for the contract.

The findings from this review will be used to decide whether to:

exercise the extension option available; or

decline to exercise the available extension option if the contract is no longer required, or

decline to exercise the available extension option and establish a new contract that will better satisfy State Agency requirements; or

retender the contract as there are no further extension options available yet there is an ongoing need for the Goods and Services.

# Contract Summary

|  |  |
| --- | --- |
| Contract Manager: |  |
| Contract Number: |  |
| Contract Title: |  |
| Contract Commencement Date: |  |
| Contract Term: | Initial:  Extension Options: |
| Current Expiry Date: |  |
| Est. Total Contract Value at Award: | $ |
| Contract Spend (to date): | $ |
| Variation Mechanism: |  |
| Contract File Reference #: |  |
| Previous Review Reference #: |  |

## Scope / Specification

*Provide a brief overview of the scope/specification as per the Request document, including the contract requirements/outcomes/deliverables. Note – you can include the full specification as an Attachment or provide the file reference number.*

## Contractor(s) Details

*Identify the contractor/s and include any necessary details.*

|  |  |
| --- | --- |
| Name of Legal Entity |  |
| Business Name |  |
| Contact Person |  |
| Contact Person Position |  |
| Email |  |
| Contact Number |  |

## Contract Variations

*Detail any variations to the contract. Include information such as date, cost, any change to scope, who it was approved by, file reference number etc.* Insert additional columns as required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number | Description | Amount | Approved By | Date Approved | File reference |
|  |  |  |  |  |  |

## Contract Expenditure

*Detail the estimated spend versus the actual spend per annum.*

|  |  |  |
| --- | --- | --- |
| Year/Term | Estimated Spend | Actual Spend |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Contract Deliverables

## Contract Requirements/Outcomes/Deliverables

*Provide a summary of the achievement/non-achievement of the contract requirements/outcomes/deliverables to date.*

*Also include a statement about how the actual contract spend is tracking against the awarded contract value and/or budget to date (i.e. is value for money being achieved).*

## Strengths

The **strengths** of the current contract are *(detail any strengths of the contract e.g. established good supplier relationship, excellent performance delivery, excellent customer service).*

## Weaknesses

The **weaknesses** of the current contract are *(detail any weaknesses of the contract e.g. insufficient policy compliance, high transaction costs, poor contract management / administration, lack of feedback from supplier, delivery issues). Detail any strategies that have been implemented to manage these weaknesses. These should be clearly outlined so that future contracts can be improved upon.*

## Significant Issues

The following issues arose during the current contract term:

*Detail any significant issues and the strategies implemented to manage them.*

## Efficiencies

The following efficiencies/improvement opportunities have been identified during the current contract term and should be considered during any future planning and redevelopment of the contract:

*Detail any efficiencies/improvements that have been identified, noting whether or not the current contract has been varied to incorporate them.*

# Contract Management Requirements

The Request document outlined a number of contract management requirements to assist in monitoring the contract and contractor performance. Below is a summary.

## Reporting

*Provide a summary of the reporting requirements and results. Include a statement about any feedback/issues.*

*Include file reference #/attachments where necessary.*

## Meetings

*Provide a summary of any meeting requirements and results (e.g. minutes). Include a statement about any site visits, feedback/issues.*

*Include file reference #/attachments where necessary.*

## Key Performance Indicators

*Provide a summary of any KPIs included in the Request and applicable results. Include a statement about any feedback/issues. Include file reference #/attachments where necessary.*

*Where KPIs are not used, details should be provided about how contractor performance has been measured, any feedback provided and the results to date.*

# Risks

## Risk Assessment

The Procurement Plan/Business Case/contract planning process/Contract Management Plan (EDRMS #) outlined a number of risks and the strategies which would be used to minimise these risks. The risks are shown in the table at Appendix A (A1.1). The final column in the table ‘Current Status of Risk’ shows the status/progress of the risks as assessed during the contract term.

## New Risks

The following new risks have been identified during the contract term:

*Provide a summary of any new risk/s that have been identified and the strategy that will be used to manage them.*

*Note: any new risks should be added to Appendix A (A1.2) and monitored throughout the term of the contract.*

## Conflict of Interest

*Choose an option and modify as required.*

*Option 1:*

No conflicts of interests were identified.

*Option 2:*

The following conflicts of interests were identified:

* *Detail any conflict of interest issues (actual, perceived and/or potential) and include reference # if applicable.*

The following mitigation strategies have been put in place to manage these risks:

## Western Australian Debarment Regime

*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.*

The Contractor(s) has/have been confirmed as not being debarred or suspended.

*or*

The Contractor(s), as listed below, has/have been confirmed as being debarred or suspended:

[insert Contractor name] is debarred or suspended. *[add further contractors and edit as required]*

*Detail what the State Agency is going to do where a Contractor is debarred or suspended. Refer to the* [*guide*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies#contracts-with-excluded-suppliers-and-subcontractors) *for further information.*

## Transition Out Strategy

*If the contract is due to expire or the recommendation is not to extend the contract, detail any issues to be finalised or any transition out requirements (e.g. return of documents, assets, access cards).*

# Recommendation Summary

Based on the comprehensive review of contract [insert contract title] the following course of action is recommended.

*Choose a recommendation, modify as required and include a reason/s.*

*Option 1:*

Exercise the first/second/third etc [number]-month/year extension option, extending the contract until [Day Month Year].

This recommendation is based on *(detail reason/s).*

*Option 2:*

Decline to exercise the first/second/third etc [number]-month/year extension option and undertake a process to finalise the contract. The contract will expire on [Day Month Year]. A procurement process will be undertaken to establish a new contract to better satisfy State Agency requirements.

This recommendation is based on *(detail reason/s).*

*Option 3:*

Establish a new contract as there are no further extension options remaining. The contract expires on [Day Month Year].

This recommendation is based on *(detail reason/s).*

# ****Appendix A****

The Procurement Plan/Business Case/contract planning process/Contract Management Plan (EDRMS #) outlined a number of risks and the strategies which would be used to minimise these risks. The risks are shown in the below table. The final column ‘Current Status of Risk’ has been added to show the updated status of the risk at the time this contract review report was written.

**A1.1 Risks identified during Contract Planning**

| **Risk** | **Likelihood** | **Consequence** | **Management Strategies** | **Current Status of Risk** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**A1.2 New risks** *(delete if no new risks identified)*

| **Risk** | **Likelihood** | **Consequence** | **Management Strategies** | **Current Status of Risk** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |