



# The Global Standard for Procurement and Supply

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Leading global excellence in procurement and supply

# Segment 5.1 Contract Administration

**Level:** Tactical

**Theme:** Contracting

Knowledge: Will know and understand	Capabilities: Will be able to
<p>The main types of contracts and agreements including:</p> <ul style="list-style-type: none"><li>• The use of spot purchases</li><li>• Term contracts</li><li>• Framework agreements (or blanket orders/panel agreements)</li><li>• Call offs</li></ul>	<p>Contribute to the preparation of the main types of contracts and agreements</p>

The documents that compose a contract for the procurement or supply of goods or services, including:

- The specification
- The key performance indicators (KPIs)
- The contract terms
- The pricing schedule
- Other schedules (for health and safety, use of sub-contractors, non disclosure/confidentiality agreements)

Identify and explain to stakeholders the documentation that comprises a typical contract

Knowledge: Will know and understand	Capabilities: Will be able to
<p>The stages involved in forming contracts for purchased goods or services</p> <ul style="list-style-type: none"> <li>• Requests for quotations/information/tender enquiries</li> <li>• Quotations/tenders received</li> <li>• Orders/acceptance of tenders</li> <li>• Delivery notes/acknowledgements</li> <li>• Invoicing and payment</li> </ul>	<p>Identify and explain to colleagues and other internal stakeholders the key stages involved in forming contracts for goods and services</p>
<p>The details that should be included in contractual documents</p>	<p>Review draft contracts to ensure that contractual documents are fully accurate</p>
<p>Key tasks associated with contract administration to ensure the completion of contractual documentation</p>	<p>Deal with any queries raised by internal staff and suppliers related to the completion of contract documentation</p>
<p>The impact of stage payments and cash flows in the performance of contracts</p>	<p>Recognise the importance of cash flows and stage payments made in contracts with suppliers</p>
<p>The use of contract registers and other sources of data on contracts let with suppliers</p>	<p>Publicise and promote the use of contract registers with internal stakeholders</p>

## Related CIPS Knowledge Links

[Sourcing and Tendering - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Supplier---bid---tender-evaluation/Sourcing-and-Tendering/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Supplier---bid---tender-evaluation/Sourcing-and-Tendering/)

Terms and Conditions and the Developing of Contracts -

<http://www.cips.org/Knowledge/Procurement-topics-and-skills/Developing-and-managing-contracts/Terms-and-Conditions-and-the-Developing-of-Contracts/>

Stakeholders - <http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Stakeholders/>

Legislation - <https://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/External-Environment/Legislation1/>

Specification Development - <https://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Understand-Need---Market-and-options-assessment/Setting-KPIs/>