

Version Control

Version Number	Release Date	Comments
v 1.0	28/10/17	Baseline
v 1.1	12/11/17	DLAP amends
v1.2	13/11/17	CCS consistency with ITT
<u>v1.3</u>	<u>15/11/17</u>	<u>DLAP amends</u>
<u>V1.4</u>	<u>16/11/71</u>	<u>CCS Policy consistency with Core Terms</u>

CROWN COMMERCIAL SERVICE

AND

SUPPLIER

FACILITIES MANAGEMENT SERVICES FRAMEWORK AGREEMENT

AGREEMENT REF: RM-3830

CALL-OFF SCHEDULE 11 (OPTIONAL)

CONTRACT MANAGEMENT

1. MANAGEMENT OF THE DELIVERABLES

- 1.1 The Parties shall ensure that appropriate resource is made available on a regular basis such that the aims, objectives and specific provisions of this Contract can be fully realised.

2. CONTRACT MANAGEMENT MECHANISMS

- 2.1 Both Parties shall pro-actively manage risks attributed to them under the terms of this Call-Off Contract.
- 2.2 The Supplier shall develop, operate, maintain and amend, as agreed with the Authority, processes for:
- (a) the identification and management of risks;
 - (b) the identification and management of issues; and
 - (c) monitoring and controlling project plans (including ~~but not limited to~~ Mobilisation Plan, Test Plan, Rectification Plan and Security Management Plan).
- 2.3 The Supplier allows the Authority's Contract Manager to inspect at any time within working hours the accounts and records which [the Supplier] is required to keep.
- 2.4 The [Supplier] will maintain a Risk Register which is a register of the risks which are listed in the Contract [Call-Off Order Form] and the risks which the Authority's Contract Manager [and/] or the [Supplier] have identified.

3. [SUPPLIER'S CONTRACT MANAGER'S RESPONSIBILITIES

- 3.1 The Supplier's Contract Manager's shall be:
- (a) the primary point of contact to receive communication from the [Authority] [Buyer] and will also be the person primarily responsible for providing information to the [Authority][Buyer];
 - (b) able to delegate his position to another person at the Supplier but must inform the [Authority][Buyer] before proceeding with the delegation and it will be delegated person's responsibility to fulfil the Contract Manager's responsibilities and obligations;
 - (c) able to cancel any delegation and recommence the position himself; and
 - (d) replaced only after the [Authority][Buyer] has received notification of the proposed change.
- 3.2 The [Authority][Buyer] may provide revised instructions to the Supplier's Contract Manager's in regards to the Contract and it will be the Supplier's Contract Manager's responsibility to ensure the information is provided to the Supplier and the actions implemented.
- 3.3 Receipt of communication from the Supplier's Contract Manager's by the [Authority] [Buyer] does not absolve the Supplier from its responsibilities, obligations or liabilities under the Contract.]

