Life cycle of a contract

Last updated: Jan 2022

Description: This mural describes the steps various people in OPRE go through to initiate and manage a contract, from understanding what money they have available, to making spending plans, to initiating procurement actions, to finalizing awards, to invoicing, to closing out. OPS will need to be designed to service, streamline, and simplify this workflow.

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A summary of the key stages and steps involved with initiating and managing a contract, along with the status of budget lines at the end of each stage. Also included are the budget amounts OPRE would want to see at each stage, both on the contract and on the CAN-level or org-level spending plan.

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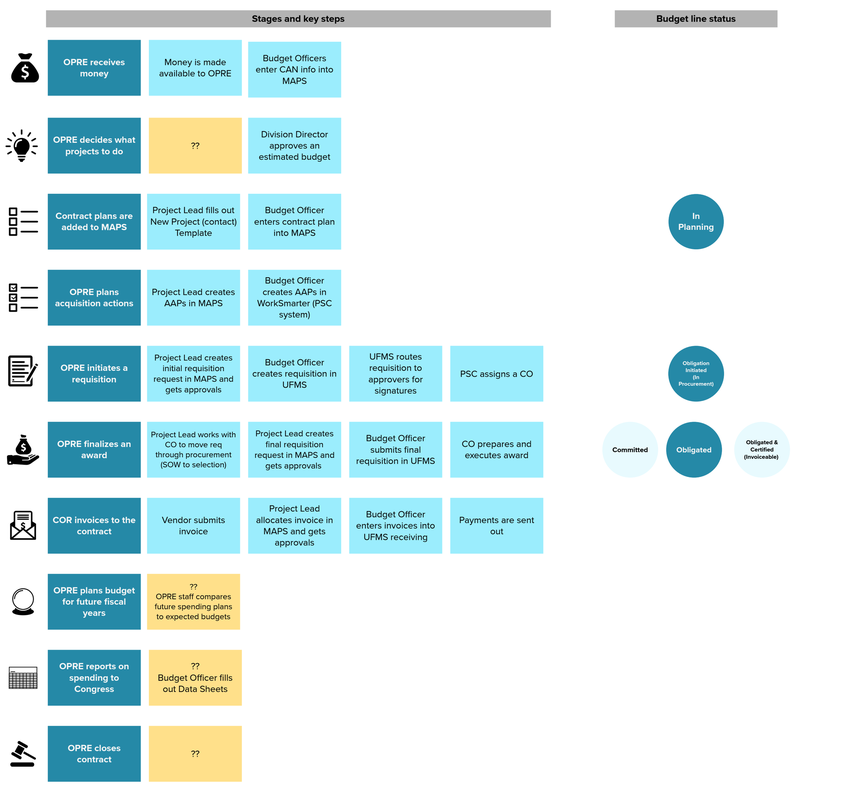
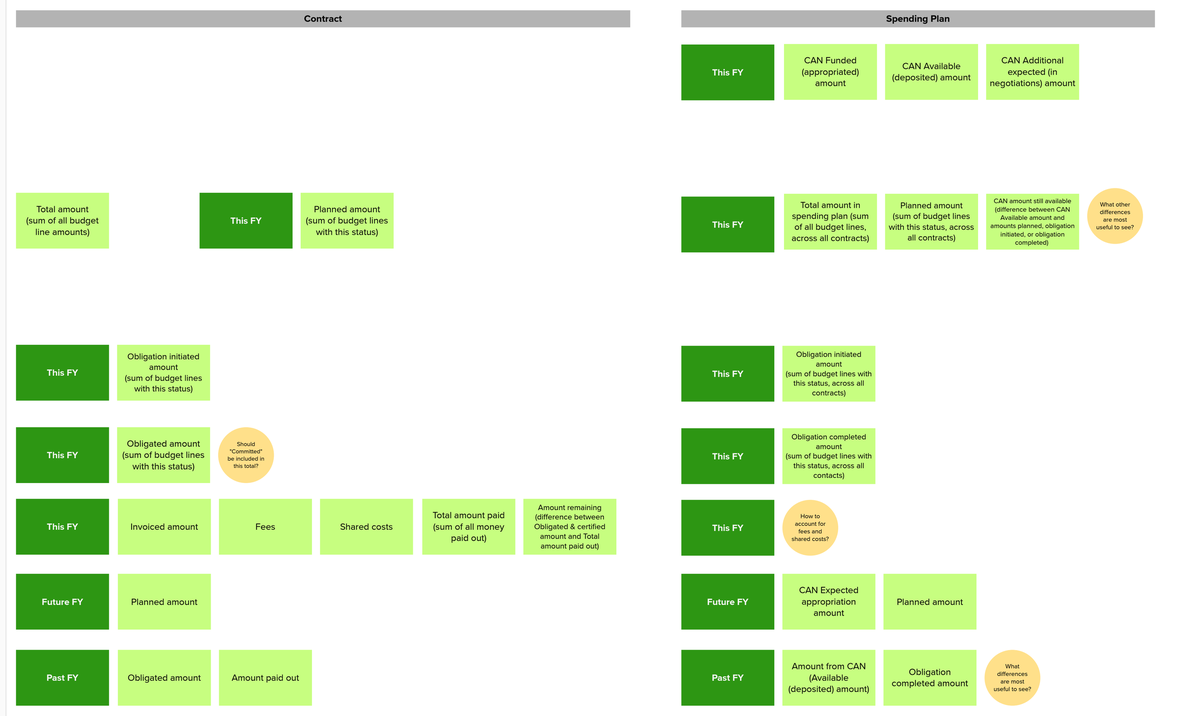
A more detailed view that breaks down every step, who is responsible, what systems or tools they are using, and what their sentiment is. This view highlights the large number of handoffs and systems OPRE has to manage, and points to opportunities for OPS to streamline and simplify.

Summary view

Lifecycle of a contract (summary)



Associated budget amounts



Notes

This life cycle is relevant for a direct contract handled by PSC (ACF's procurement shop).

However, PSC will not be working on any new contracts. It's TBD how the process would be different if a different proc shop were involved.

OPRE is planning to leverage assisted acquisitions to fill the gap. It's TBD what that process will look like moving forward.

E-invoicing is an initiative coming online in 2022. It's TBD how that will change the invoicing process.

For any process, expect additional steps if the Project Lead is not a COR (a fed) and/or if the Budget Officer is not a fed, as the Project Lead will complete the bulk of the work but there are certain steps only a fed can do.

Detailed view

OPS "Module"

CANs

Contracts

Procurement / Requisitions

Procurement / Requisitions

Procurement / Requisitions

Contracts

Contracts

CANs

Invoices

Contracts

CANs

Reporting / Data Sheets

Contracts

Life cycle of a contract (details)

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