

**DEPARTMENT OF HUMAN SERVICES**

*<See Instructions: Enter DHS Cluster and/or Unit-Office Name>*

**<Project Name> Project Contract and Procurement  
Management Plan Document**

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**Title** *<briefly identify proposed project – if necessary, add a short subtitle of no more than 1 or 2 lines>*

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**From:** <

<Enter Project Name> Contract & Procurement Plan

### ***Template Instructions***

*The template instructions are brief and rely on the user to use the Project Management Guide and current examples available on both the PMO web site, <http://egov.oregon.gov/DHS/admin/pmo/>, and within the organization.*

*This template contains suggested boilerplate language and assumes that the project will make appropriate additions, deletions and changes for their specific needs.*

*Insert information between left and right brackets - <>  
Delete brackets.*

*Additional template instructions in the document are noted in italics.  
Delete all italicized instructions.*

*Under “File” on the menu bar go to Properties; in the Summary Folder enter the document title and author (person or group).*

*If the document is longer than five pages, you should insert a table of contents.*

<Insert Diagram or Picture - Optional>

### **Purpose of the Document**

The Procurement Plan identifies which project needs can be best met by procuring products or services outside the project’s organization. The questions to be answered in the plan are whether to procure, how to procure, what to procure, how much to procure, and when to procure it. The Procurement Plan communicates how all the procurements/contracts will be managed from solicitation planning, solicitation, source selection, contract tracking and administration, and contract closeout.

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**Document Change Activity**

The following is a record of the changes that have occurred on this document  
from the time of its original approval

#	Change Description	Author	Date

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## <Enter Project Name> Contract & Procurement Plan

*The Contract & Procurement Management Plan may be formal or informal, highly detailed or broadly framed based on the needs of the project. In some cases it may start informal and broadly framed and evolve into the opposite. It is intended to be a subsidiary element of the Integrated Project Plan. Like the other plans, it is a living plan and should be updated throughout the project as changes occur. The template is organized from the Project Manager's point of view to cover the purpose of the plan, the goal and responsibilities of project as it relates to this type of plan, the planned contracts and procurements, and the project's process to create, review, approve, track and report procurement activities.*

### **1. CONTRACT MANAGEMENT PLAN (CMP) PURPOSE:**

The purpose of the CMP is to select qualified contractors and manage them effectively.

The <PROJECT NAME> CMP involves selecting contractors, establishing commitments with the contractors, and tracking and reviewing the contractor's performance and results.

The project's agreed and documented Integrated Project Plan and Product Requirements covering both the technical and non-technical, (e.g., delivery dates), requirements will be established and used as the basis for the development of the statement of work and subsequent contract(s). The work to be done by the contractors and the plans for the work will be documented. The standards that are to be followed by the contractor must be compatible with DHS standards.

The <PROJECT NAME> Project Manager or other designee performs the planning, tracking, and oversight activities to ensure the contractors work is performed appropriately and that the products delivered by the contractors satisfy the agreed upon acceptance criteria.

### **2. THE GOALS OF THE <PROJECT NAME> PROJECT'S CMP ARE:**

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1. The <PROJECT NAME> Project selects qualified vendors or contractors.
2. The <PROJECT NAME> Project and the contractors agree to their commitments to each other.
3. The <PROJECT NAME> Project and the contractors maintain ongoing communications.
4. The <PROJECT NAME> Project tracks the contractor's actual results (deliveries, dates, quality, costs) and performance against its commitments.
5. The <PROJECT NAME> Project keeps senior management aware of contracting activities, status, issues, and amendments in a timely manner.

### **3. THE RESPONSIBILITIES OF <PROJECT NAME>'S CMP ACTIVITIES ARE:**

*The following responsibilities may be adjusted based on type of contract(s), procurement, or based on numerous planned contracts.*

1. The work to be contracted is defined and planned according to the DHS Contracts Unit's documented procedure. See the DHS Contract Unit's web page at <http://www.dhs.state.or.us/admin/contracts/index.htm>
2. The Contractors are selected, based on an evaluation of the Contract bidders' ability to perform the work, according to all requirements contained in the Request For Proposal.
3. The contractual agreement between the DHS <PROJECT NAME> Project and the Contractor is used as the basis for managing the contract.
4. The contractor will provide a documented Work Plan to be reviewed and approved by the <PROJECT NAME> Project.
5. A documented and approved Contractor's Work Plan will be incorporated into the <PROJECT NAME> Integrated Project Plan, which will be used for tracking the contractor's activities and communicating status.
6. Changes to the Contractor's Statement of Work, contract terms and conditions, and other commitments are resolved according to

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the contract requirements and the DHS Contract Unit's documented procedure.

7. The <PROJECT NAME> Project will conduct periodic status/coordination reviews with the contractor's management.
8. Periodic technical reviews and interchanges are held with the contractors.
9. Formal reviews to address the contractor's accomplishments and results are conducted at selected milestones according to the <PROJECT NAME> Integrated Project Plan's Schedule.
10. The Quality Assurance Group monitors the requirements analysis contractor's quality assurance activities according to the Quality Assurance Plan.
11. The <PROJECT NAME> Project conducts acceptance testing as part of the delivery of the contractor's products according to a written acceptance-testing plan.
12. The Contractor's performance is formally evaluated on a periodic basis, and the evaluation is reviewed with the contractor.

### **4. CMP INPUTS, CONSTRAINTS, ASSUMPTIONS**

*The following list needs to be changed to reflect the realities of a particular project.*

The following are the basis or inputs for this procurement plan:

#### **4.1 PRODUCT DESCRIPTION:**

<enter a brief description of the product of the project. Reference the longer Product Description Document. This is not a description of the product or services to be contracted; it is a high-level description of the project's product>.

#### **4.2 WBS:**

<Briefly indicate what portion of the project's WBS will be performed under contract, goods, or services. For example if the entire requirement phase is intended to be delivered under contract, you may list that phase, if only specific portions of the phase are intended to be contracted the activities or task should be listed. Leave the details in the referenced WBS. If a product is being purchased, i.e.

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software/hardware reference the WBS element that relates to the purchase of the product>.

### **4.3 CONSTRAINTS:**

*List any constraints such as cost (not to exceed) and schedule, quality plans, cash-flow projections, work breakdown structure, risks, staff plans, contracting process duration that will limit the projects contract or procurement options.*

### **4.4 ASSUMPTIONS:**

*List factors that for procurement planning purposes are considered to be true, real, or certain.*

## **5. CONTRACT AND PROCUREMENT CONSIDERATIONS:**

### **5.1 MARKET CONDITIONS:**

*List generically or if known, in detail, what products and services are available in the market place, from whom, and under what terms and conditions.*

### **5.2 MAKE OR BUY ANALYSIS:**

*Provide a brief analysis of the direct and indirect cost associated with either making or buying the service or product. For example, the “buy” analysis should include cost for both out-of-pocket to procure and cost to manage the purchasing process. This may be the summary of a feasibility study when required.*

### **5.3 INTERNAL EXPERT JUDGMENT:**

*List any experts that will be required to participate as part of the procurement or contracting process. This may include consultants, technicians, business experts, or other.*

### **5.4 CONTRACT EXPERTS:**

*List any experts or expert skills that will be required as part of the contract. This may include consultants, technicians, project management, domain expertise, business experts, or other.*



**5.5 CONTRACT TYPE SELECTIONS:**

*Provide the justification for the type of contract(s) selected as appropriate for this project.*

**5.6 STANDARD PROCUREMENT DOCUMENTS:**

*List the standard procurement documents to be utilized to procure and contract. For example, Contract Request Form, RFP Forms, Contract Templates... A complete list of 18 available templates, from the DHS Contract Unit, can be found at:*

<http://www.dhs.state.or.us/admin/contracts/index.htm>

*Internal DHS-OIS PMO Planning, Tracking, Routing Templates can be found at: <http://egov.oregon.gov/DHS/admin/pmo/>*

**6. CMP STAFF ROLES AND RESPONSIBILITIES:**

**6.1 PROCUREMENT STAFF:**

*List who or what group will be performing the procurement related activities. If the project or DHS Unit does not have a formal contracting group, then the project team will have to supply both the staff and expertise to support project procurement activities. The following table may be left high-level or very specifically detailed.*

#	Activity Description	Responsible
1.	<b>Procurement Planning</b> – Identifying which project products and services should be bought. <i>This plan accomplishes this activity.</i>	<name(s), position title, or unit>
2.	<b>Solicitation Planning</b> – preparation of the documents to support the solicitation of information from the sellers. <i>You may want to list the specific types of procurement documents to be used on this project and the name of the person responsible. I.e. SOW – Project Manager Contract Request Form – Project Manager</i>	<name(s), position title, or unit>

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	<i>Contract – Person From Contract Unit</i>	
3.	<b>Solicitation and Source Selection</b> – Obtaining the information and receipt of documents from sellers and the evaluation of this information against criteria to select a seller.	<name(s), position title, or unit>
4.	<b>Contract Administration</b> – Organizing, tracking, filing, and modifications to ensure that the seller meets the commitments and requirements of the contract and the project and management is kept aware of these commitments and contract time frames.	<name(s), position title, or unit>
5.	<b>Contract Closeout</b> – Verifying that the requirements of the contract were met. Documenting the contracting lessons learned and archiving of information generated as a result of the procurement management.	<name(s), position title, or unit>

**7. REVIEW AND APPROVALS:**

<Indicate or list the review and approvals needed per contract or contract type. Describe the review and approval process to be used by the project. Indicate if the review and approval process is different or the same for a contract amendment, work order release, or exercising of a contract option. See the “contract\_process\_form”, to be used for obtaining review and approvals, located with other contract templates at the end of this document.> *Note this template can be accessed via the PMO web site, under templates/controlling.*

**8. CONTRACT ADMINISTRATION:**

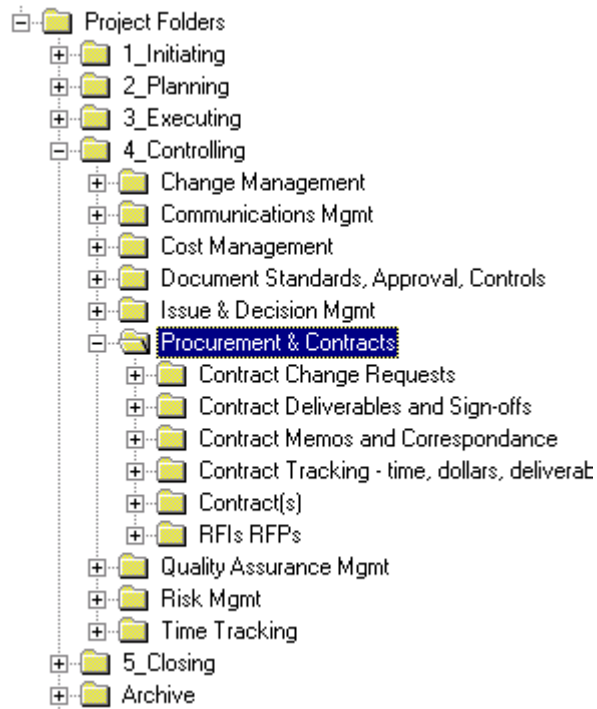
*Indicate the process and templates that the project will use to organize, track, file, and modify contracts, as well as, keep management aware of the contract commitments and contracted time frames.*

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## 8.1 CONTRACT FILING:

The <enter project name> will file the project contract documents and related information in the Standard Project Directory Path:

Project acronym/4\_Controlling/Procurements and Contracts/



The project will also keep a hard copy binder, series of binders, or file for contract reference, audit or review purposes. The binder and table of contents represent the activity of one contract with a vendor. The minimum table of content for an auditable contract binder is as follows:

RFI, RFP

Contract(s)

Contract Amendments

Work Orders or Executed Options

Change Requests

Deliverables and Deliverable Approvals

Contract Memos and Correspondence

*Contract Justification or Feasibility (Optional)*

*Evaluation and Scoring (Optional)*

## **8.2 CONTRACT CHANGE MANAGEMENT PROCESS:**

Contract changes will follow the project's change management process as defined in the <project name> Change Management Plan document, however additional requirements for the review and approval process for all types of contract change is described in this CMP Plan and the contract requirements. *It is recommended that the projects Change Management Plan incorporate all additional requirements for contract changes via this plan and the contract requirements – this allows the project to refer to the project Change Management Process Plan as the governing document for all project changes including contracts.*

## **8.3 CONTRACT TRACKING:**

In order to ensure that the vendor meets the commitments and requirements of the contract and the project and management is kept aware of these commitments and contract time frames the project will do the following tracking activities. The project will use the Contract Planning and Tracking Spreadsheet to track the project's contracts progress and the Status Report template will be used to report summary level contract information to the senior management. Contracting information to be tracked will be obtained by the project from several sources, the contract, CSTAT Application, submitted invoices and other.

The following items will be tracked in spreadsheet format depending upon type of contract:

### General Contract (no options, no work orders)

Contract #, Contract Term dates, Days remaining, Contract Administrator, Contract Not to exceed dollars, Contract Not to Exceed hours, Contract Not to exceed Travel and Expenses, Amendment #

### Per Work Order, Option, (if applicable)

Work Order #, Option #, term dates, not to exceed dollars, not to exceed hours, not to exceed travel and expenses,

### Per each invoice

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Invoice #, invoice date, invoice billing period, not to exceed dollars per deliverable, hours billed, travel & expenses \$ billed, Total Amount Invoiced, \$ Balance Remaining. *Contracts that are not tracked by hours, but rather a fixed price deliverable, would not use the "Hours Columns".*

### Spreadsheet Totals

Total Hours to Date, Total Hours Remaining, Total \$ Spent to Date, Total \$ Balance Remaining.

Items to reported via the Status Report to Senior Management  
Per Contract on Project:

Contract and Work Order or Option Term dates,  
120/90/60/30 Day Warning of Expiration  
Total Dollar Value, Total Dollar Remaining, % of Work  
Complete  
Contract Status Comments:

See the Contract\_Procurement\_Planning\_Tracking Template located with other contract templates at the end of this document. *Note: this can be accessed via the PMO Web site, under templates/controlling.*

### **8.4 CONTRACT CLOSE-OUT AND ARCHIVING**

The project will verify that the requirements of the contract were met and documenting the contracting lessons learned. The project will also archive the contract information generated as a result of the procurement management.

Indicate what information the project plans to archive, how they will archive, and the length of time the records must be retained.

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*The following are pictures of templates available for contract and procurements. They are included in the planning document so the readers of the plan are aware of the templates to be utilized in the project relating to contracts. The actual templates can be found on the DHS-OIS PMO Templates page, under Controlling. If the project needs to modify the templates they should update the planning document to reflect the actual templates utilized so those who read the plan have a correct visual reference.*

## Contract Process Form – Template

Contract Process Routing Form		
Project:	_____	Process Start Date _____
Type of Contract:	_____	Expected Completion Date: _____
		Process Owner: _____
<b>Participants</b> – <i>List of who participated in the creation of the contract.</i>		
Primary Author:	_____	Co-author: _____
Subject Expert 1:	_____	Subject Expert 2: _____
Contract Expert:	_____	Other: _____
 <i>Check box to indicate required approvals. Add or modify titles of approvers. You may need to change order or sequence of approvals.</i>		
<b>Required Approvals</b>	<b>Date</b>	<b>Comments</b>
<input type="checkbox"/> 1. Business	_____	_____
<input type="checkbox"/> 2. PMO	_____	_____
<input type="checkbox"/> 3. OIS	_____	_____
<input type="checkbox"/> 4. DHS Contracts	_____	_____
<input type="checkbox"/> 5. IRMD	_____	_____
<input type="checkbox"/> 6. DAS Contracts	_____	_____
<input type="checkbox"/> 7. DOJ	_____	_____
<input type="checkbox"/> 8. Federal	_____	_____
<input type="checkbox"/> 9. Other	_____	_____
<input type="checkbox"/> 10. DAS Contracts (Notice to Proceed)	_____	_____
 Author: PMO [\\PMO\Templates\2_Planning Templates\Contract Process Form.doc Created on: 7/1/2002		

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*The following is an available spreadsheet; you may prefer written text to describe the procurements and contracts being planned for the project. The contract status options to be used may need adjusting in the footer. The first "sheet" in the spreadsheet is for planning purposes, additional "sheets" cover contract tracking with additional columns to track deliverables, timelines and due date, invoices, payments, costs and hours. The template offers 3 examples; the template columns are based on the description defined in this document.*

Contracts and Procurement Planning													
Product/Service Needed	Date Required	Rough Cost Estimate	Make/Buy	Market Conditions	Project Constraints	Needed Internal Expert to evaluate	Needed Contract Expertise	Contract Type	Contract Process Status*	Approvals <name> <date>	Process Start Date	Days Elapsed	RFP/Contract/etc Numbers

\*Contract Status Options: 1. Not Started, 2. Contract File Created, 3. SOW Drafted, 4. SOW Approved, 5. RFP Drafted, 6. RFP Let out, 7. Proposals in Evaluation, 8. Contract Negotiated & Signed, 9. Amendment, Work-order, Option or change order in progress, 10. Change Approved, 11. Contract Closed-out



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### Contracts and Procurement Tracking – Spreadsheet Template

Contract #/WO#		MISC:		Option Based?				
Amendment #				Yes	No			
Term Dates		Days						
Start	End	Remaining		Total Dollars				
		<b>Totals Not To Exceed:</b>						
				0	0			
		<b>Balances Remaining:</b>		0	0			
Invoice #	Invoice Date	Billing Period	NTE\$ per Deliverable	Hours Billed	Hours Remaining	T & E Billed	T & E Remaining	Total Amount Billed
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
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					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
<b>TOTALS:</b>				0	0	0	0	0

\*Contract Status Options: 1. Not Started, 2. Contract File Created, 3. SOW Drafted, 4. SOW Approved, 5. RFP Drafted, 6. RFP Let out, 7. Proposals in Evaluation, 8. Contract Negotiated & Signed, 9. Amendment, Work-order, Option or change order in progress, 10. Change Approved, 11. Contract Closed-out