**CONTRACT REQUIREMENTS GUIDE**

**Disclaimer:**

This template/document/framework is not intended to be comprehensive or exhaustive - rather, it seeks to provide a framework, be a reference, stimulate discussions, generate ideas, and facilitate further analysis to encourage additional exploration, research and/or policy development for your organization or group.

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**Preamble:**

This document serves as a tool to assist in documenting a contract’s purpose, requirements, and deliverables in order to facilitate contract monitoring. Information may be available in the vendor’s contract, project proposal, or separate documentation. Each contract is unique; the user of this document may add to this tool as required to meet its particular circumstance.

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**CONTRACT REQUIREMENTS GUIDE**

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| Community Name |  |
| Site Location |  |
| GPS Coordinates |  |

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| --- | --- |
| Project Name |  |
| Vendor |  |
| Contact On-Site |  |
| Insurance Information |  |
| Vendor Supervisor (Name and Contact) |  |

|  |  |
| --- | --- |
| Name of person completing this document |  |
| Date |  |
| Name of person reviewing this document |  |

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| --- | --- | --- |
| **Initiating Stage** | **Items for Consideration** | **Notes/Comments** |
| 1 | Purpose of the ProjectProblem to Address  | * The rationale for the project is defined through a series of conversations, brainstorming sessions, and other formal or informal discussions about the project concept with key contacts.
* The problem to address or resolve is defined.
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| 2 | Project Sponsorship  | * The person, department, or entity responsible to absorb the costs of the project is identified.
* This person is responsible for signing off when the project is completed.
* Depending on the type of project, it may include additional stakeholders, which are those individuals or organizations that will play a particular role throughout the project decision-making process.
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| 3 | Project Co-ordinator  | * The person within the organization who will lead and be responsible for the project.
* This person is the main point of contact with the community, the project sponsor, and the vendor.
* They ensure everyone is advised about the status of the project.
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| **Additional Notes About the Project** |
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| **Planning Stage** | **Items for Consideration** | **Notes/Comments** |
| 1 | Project Scope | * The project scope is defined through a series of formal/informal discussions about the project concept.
* It includes what is within the scope of the project and what is outside of scope; therefore, it should not be completed by the vendor.
* All people involved in the project, such as the project sponsor, other individuals involved in the decision-making process, and project team members should be informed of the scope of the project.
	+ A good practice is to hold a “kickoff meeting” where all members involved are oriented and agree to their roles and responsibilities.
	+ A document called “Terms of Reference” could provide guidance about the project scope and project team accountabilities.
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| 2 | Desired Finished Product  | * The project co-ordinator and vendor may collaborate through formal/informal discussions to define and agree on specific project deliverables and the desired finished product(s):
	+ Interim deliverables that support contract monitoring such as reports, flow charts, list of deliverables, timeline chart, etc.; and
	+ All finished deliverables (the final product) that will be turned over to the project sponsor to provide final approval when the project is completed.
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| 3 | Estimated Timelines and Budget  | * The vendor will estimate the duration and the resources required to complete each project task. The vendor can provide a timeline chart or the project co-ordinator can create a timeline, for easy reference.
* An estimate of project costs, including the costs of labour, materials, supplies, and any other costs are approved by the sponsor, which may include a description of all assumptions made in the cost estimate.
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| 4 | Resources and responsibilities  | * The resources (staff, equipment) are secured through a hiring or procurement process.
* An overview of roles and their responsibilities is developed and provided to the project co-ordinator. Vendor may include sub-tasks assigned to specific team members.
* A contact list is created and made available to most people involved in the project in order to facilitate communication and problem solving.
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| 5 | Vendor Information  | * Vendor is awarded and the requirements are provided to the project co-ordinator. (For example: site and equipment requirements, number of resources to secure access)
* Vendor provides insurance certificate, certificate of liability, etc.
* Vendor provides contact information, escalation process, and any required safety assessments.
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| **Implementation Stage** | **Items for Consideration** |  |
| 1 | Results (Items to Be Delivered/Deliverables)  | * If a timeline chart is available, including deliverables, the diagram may show the sequence and flow of all project activities.
	+ The sequence and correlation of activities helps to determine those activities that can be performed simultaneously or that have a dependency before they initiate.
	+ The timeline should capture important dates for the project (if any).
* Each task contains a timeframe for completion that will support the monitoring of the project progress and the approval of deliverables as they evolve.
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| 2 | Success Metrics/Measuring Results | * The vendor and project co-ordinator agree on how success will be measured. In other words, what are the metrics that determine if the project is meeting the desired results?
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| 3 | Process to Manage Changes | * The process to manage and the individual or organization that will approve changes to the cost, work (scope), or time required, including any amendments to the agreement with the vendor, is defined.
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| **Monitoring Stage** | **Items for Consideration** |  |
| 1 | Project Progress/Performance reports | * The process for periodic progress checks, including performance reports to be provided by the vendor, is defined.
* The process for inspection and communication of the overall project may include:
	+ Reviewing initial, current, and desired end result
	+ Creating a process to communicate feedback to the vendor or other people involved in the project
	+ Accepting products/results provided that meet the expectations
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| 2 | Corrective Actions | * The process for interventions to correct problems, remove obstacles, and keep the project moving as planned is defined, and may include:
	+ Identify problems with services
	+ Rejecting incorrect deliverables or products that fail to meet expectations
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| **Closing Stage** | **Items for Consideration** |  |
| 1 | Acceptance of Deliverables | * Process to settle all pending issues is described (warranty, correction, re-work, payment penalties).
* May include the process to reconcile terms and conditions with actual end result, including the process to return equipment and materials, site clean-up, etc.
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| 2 | Payment | * The approval process and information required from the vendor to process payment for project deliverables and phases as they are completed is defined.
* Invoice should include project reference.
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| 3 | Close out Phase | * The process for project sponsor sign-off and approval of all finished project deliverables and the overall completed project is defined.
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