# **Contract transition‑in checklist**

## What is the contract transition‑in checklist?

The contract transition‑in checklist is a checklist of tasks to ensure the efficient and effective transition‑in to a new supply arrangement.

## How to apply the contract transition‑in checklist?

The contract transition‑in checklist ensures that all project objectives and contract requirements are understood by stakeholders and that any disruption to business continuity is minimised. If the procurement activity is a transfer from one supplier to another, the transition‑in process should coincide with the transition‑out process from the previous supply arrangement.

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| --- | --- | --- |
| Item | Item description | Yes/No |
| 1 | Has a copy of the executed contract been stored in the document management system/contract register/contract management system? |  |
| 2 | Have relevant contract details, including banking details, payment terms been entered into the financial management (payables) system and confirmed? |  |
| 3 | Have the supply arrangement details been updated in the contract register/contract management system? |  |
| 4 | Has an overview of the department or relevant public body including organisational chart, facilities and site locations been provided to the supplier? |  |
| 5 | Has a copy of the RACI template (appendix 7) outlining roles and responsibilities been provided to key stakeholders including buyers and suppliers? |  |
| 6 | Have the roles and responsibilities of all suppliers and buyers been communicated to all key stakeholders? |  |
| 7 | Has a communication strategy been established to instruct business users on how to buy off the new contract including catalogues? |  |
| 8 | Has consideration been given to maintaining continuity of services during the transition period? |  |
| 9 | Have key stakeholders been educated on associated policies, procedures rules and regulations? |  |
| 10 | Have OH&S and environmental requirements been addressed? |  |
| 11 | Has the transfer of intellectual property been managed? |  |
| 12 | Has a file management system been established for the contract in accordance with public record requirements? |  |
| 13 | Has the supplier's transition plan been incorporated into the CMP (if applicable)? |  |

## Using this tool

This tool accompanies the [Contract management - Goods and services procurement guide](https://buyingfor.vic.gov.au/contract-management-goods-and-services-procurement-guide).

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