Government of South Australia
Department for Child Protection

Procurement Manual

Version 5.5 August 2022

The Procurement Manual is a resource for Procurement and Contracting staff to undertake procurement activities within CMLS.

Contents

System introduction

The Contract Management and Licensing System (CMLS) is an online program using the Nimblex software platform. It is all online, no download or software necessary and is linked to your Department for Child Protection user ID, so no need to remember additional passwords.

CMLS has been moulded around DCP and Government processes and will integrate with other DCP information, communication and technology (ICT) systems such as:

- Digital workspace (Sharepoint) – Record Management system to be implemented
- Docusign (electronic signature and workflow)
- Finance general ledger, job costing, accounts payable and receivable
- C3MS (flat file import).

Will include 3 modules aligned to DCP functional areas:

- Procurement
- Contract management
- Licensing.

Procurement module key features

- ✓ Tracking from commencement of the procurement to execution of the contract.
- ✓ Gateways at each procurement stage, prompting approvals and substantiating evidence to be attached.
- ✓ Contracts generated from the system.
- ✓ Ability to create multiple contracts from a single procurement process and execute electronically via DocuSign.
- ✓ System managed contract variations / extensions and execution electronically via Docusign.
- ✓ Comprehensive audit trail tracking procurement and contracting activity.
- ✓ Reporting to support governance, business controls, improvement and compliance to SPB enabling:
  - ability to track / monitor procurement activity including point in time reporting
  - provision of details of procurement savings
  - exportable contract register aligned to SPB reporting requirements.

Production (live) and test (UAT) environment

To access the live production environment copy or insert this link into your browser https://dcpcmls.sa.gov.au/app/EFormRecord.aspx?EFormType=Home

To access the test (UAT) environment insert this link into your browser https://cpsvrnmblxu/app/EFormRecord.aspx?EFormType=Home

Use your DCP ID and password to logon

Navigation

1. Top left navigation bar

A B C D E

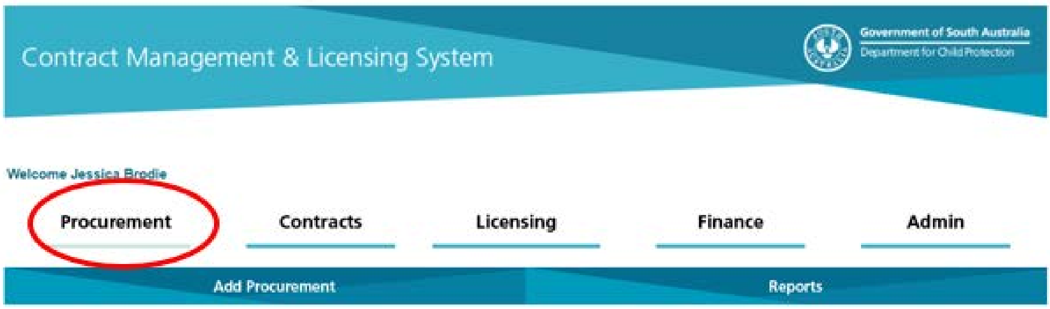
A. Show / hide side panel button = depending on screen will show additional options (eg when on reports will highlight export options).
B. Home button (will take you back to the CMLS home page).
C. My records: shows all records that have been assigned to a user.
D. Quick links: shortcut and document library.
E. EForms: provides another way to look at data eg can search for all variations in the system.

2. Top right navigation bar

A B C D E F

A. EULA = End user licence agreement for eBMS software (don't need to do anything with this).
B. Search field.
C. Acting = will only see if you've been set up by the CMLS Support team to act on someone else's behalf (eg for leave).
D. Link to Nimblex website = Please seek help from Super user or CMLS Support team.
E. Account settings = DO NOT RESET PASSWORD HERE, stick to normal DCP Login ID reset processes via the IT helpdesk.
F. Log off.

3. Home page



Using the Parent Button

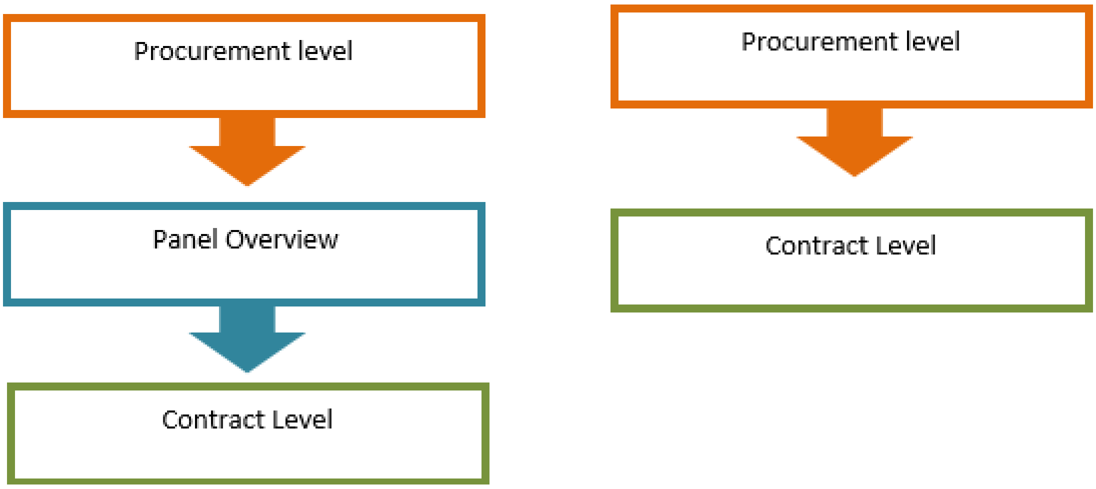
a) The Parent button in the top right hand corner of every screen will take you back to the parent record of the record you are currently in.

Panel overview

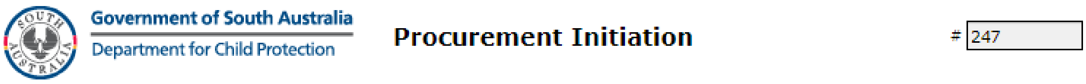
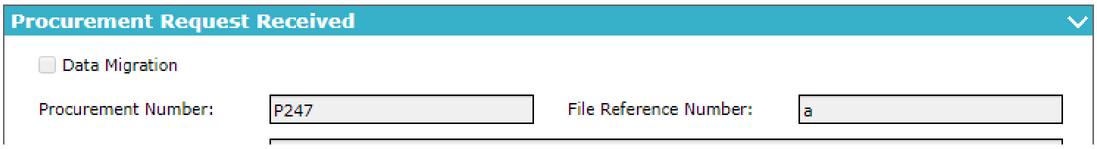
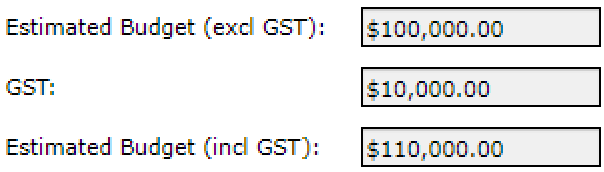
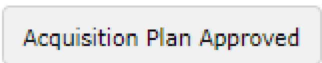
In a panel agreement, a number of suppliers are selected and each are able to supply goods or services to DCP.

In CMLS terms, when a panel agreement is input, an additional parent level is created, as per the below diagram.

This may affect CMLS functionality when utilising the parent button.



Terminology

<table>
<tr><td>Tabs</td><td>Menu across the top of the Home Screens, identifying different parts of the system. Below is a tab menu for Procurement.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Record</td><td>Data is stored in the system as a Record. Each record is allocated a unique record ID to identify the data within the system. Records can only be allocated by CMLS Support team.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Forms</td><td>The different areas of data, grouped into various information and action. Below is an example of the Contract Risk Assessment form.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Fields</td><td>An area where the user / system enters a unit of data. Some fields are display only or are calculated by the system based on logic entered in associated fields. Below are two examples of fields, the Risk Assessment name and the Risk Assessment Date. A field maybe a free text area, drop down menu, or date selection.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Buttons</td><td>A control element that allows the user to trigger an event. Below are some examples of buttons seen throughout the system.</td></tr>
<tr><td colspan="2">
</td></tr>
</table>

Record management

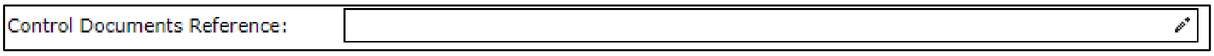
Interim storage location

In preparation for the implementation of the Digital Workspace (Sharepoint) an interim LAN structure has been set up here for Out of home care service Contract Management here S:\Procurement and Contract Management\OOHC Service Contracts. This is to be the location that any contract management documents created or attached in CMLS are to be stored. This will be the hyperlink location for any Contract management CMLS related documentation until Digital Workspace is available.

The executed Agreements are to be stored in a Procurement folder. Contract Managers can access a copy of the executed Agreement through the Contract screen in CMLS.

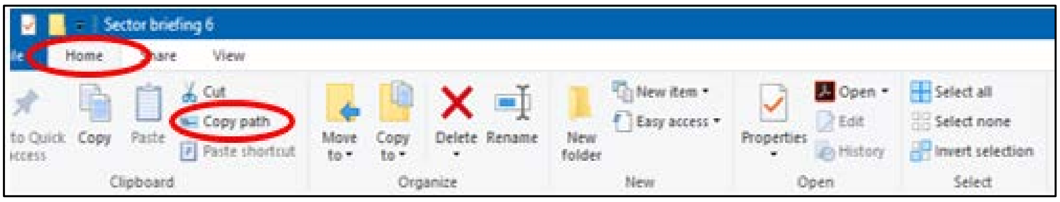
Hyperlinking documents

a) Some forms will provide the user the opportunity to hyperlink a document.



b) Click on the **Pen** button in the **Reference** field and paste the hyperlink.

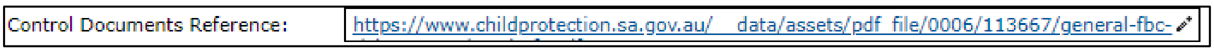
Note: to copy the file path of a document, open the document folder in windows explorer, click on the document, click on the Home tab, click Copy Path.



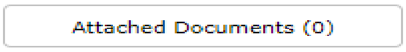
Click Control V to paste into the required space.

Ensure to delete the quotation marks " " at the beginning and end of the pathway. If these are not deleted the document will not open.

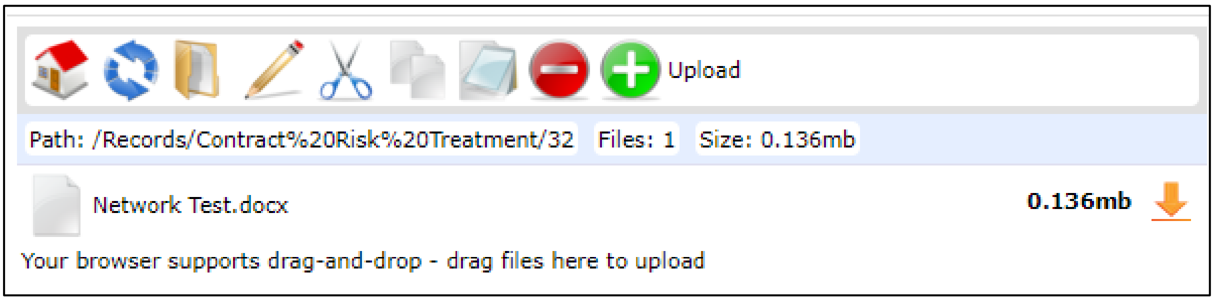
c) The **Reference** field will update to show the hyperlink.

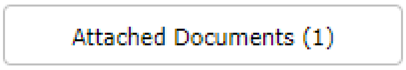


Attaching documents

a) Some forms will provide the opportunity to attach a document. Click on the **Attached Documents button**. 

b) Users can either drag and drop a file to upload, or click on the **Green Plus + button** to browse and select file.



c) Click **Close** to save the document to that form. The **Attached Documents button** will then show the number of documents attached. 

1. Procurement project planning

CMLS is designed to be used in conjunction with the procurement project plan. The below template identifies what action in CMLS should be completed at each stage of a procurement.

A template of the procurement project plan is available on the Procurement shared drive.

Procurement phase	Mandatory CMLS sections	CMLS action
Acquisition plan initiation	Yes - Funding Approval	Update acquisition planning information and record **Funding Approval** and Risk management plan approval details (if over $4.4M or high risk)
Acquisition plan endorsement		
Submission for acquisition plan approval		
Acquisition plan approval	Yes	Record acquisition and risk management approval details and link to approval documents and mark **Acquisition Planning Approval** and **Risk Management tick box** section as completed.
Evaluation plan initiation		
Evaluation plan approval	Yes	Update evaluation plan approval details and link to approval document and record **Evaluation Plan Approval** section as completed.
Market approach preparation		Enter initial market approach information including proposed advertising (opening) and closing dates. Please identify any tentative industry briefing dates and details.
Market approach documentation approval	Yes	Update the above details as required and record **Market Approach** section as completed.
Market approach advertisement		
Market approach close		Complete **Procurement Evaluation Outcome** section
Evaluation	Yes	Complete **Schedule of Responses and finalise recording of funding approach (if not already done)**

Procurement phase	Mandatory CMLS sections	CMLS action
Purchase recommendation initiation		Record final cost of procurement in the Purchase Recommendation section and update the risk plan if required
Purchase Recommendation endorsement		
Purchase recommendation approval	Yes	Record purchase recommendation approval details and link to approval document and record **Purchase Recommendation** section as completed.
Agreement preparation	Yes	To complete Procurement record, capture **Successful Service Provider**, undertake **Final Check on Correspondence** and record **Contract Award and Creation** details. In the Contract record commence drafting the contract including all relevant **Contract Details**, **Attachments**, and **Funding and Payment** details. When capturing **Contract Execution** details ensure all Docusign accounts have been created and activated.
Agreement signature - supplier	Yes	Complete **Submit for Approval** and execute via Docusign
Agreement execution - DCP	Yes	Executed via Docusign
Debriefing unsuccessful suppliers		
Contract disclosure		
Contract Management handover meeting	Yes	Undertake **Contract Handover** process for all G&S and NFP contracts.

2. Acquisition planning

Summary: This process describes how the procurement manager initiates a Procurement Request within CMLS and how the procurement lead progresses through to the In Market process.

Frequency: Required for every procurement.

Output: Procurement progresses throughout the Acquisition Planning core business process by completing Acquisition Plan, Single Sourcing Plan, Funding Approval, Evaluation Plan, Deviation Plan approvals with documents saved in the record management system.

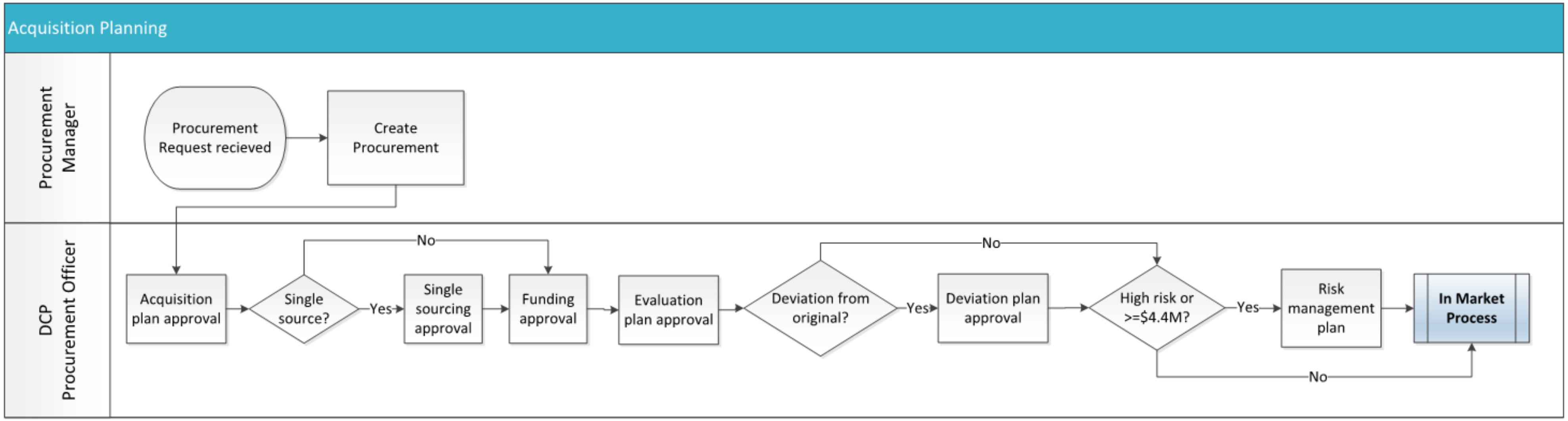
CMLS responsibilities:

Process step	Person responsible
Create Procurement	Procurement manager
Acquisition plan approval	Procurement officer
Single sourcing approval	Procurement officer
Funding approval	Procurement officer
Evaluation plan approval	Procurement officer
Deviation plan approval	Procurement officer
Risk management plan	Procurement officer

Process step detail:

When procurement receives a procurement request, the acquisition planning (core business process) commences. The procurement manager is to record the new procurement details and nominate a procurement officer in the procurement request form. The procurement officer then completes the acquisition plan, single sourcing, funding approval, and evaluation plan and deviation approval. Once complete, the procurement officer can then commence the market approach process.

Acquisition planning: Process flow



2.1. Create procurement

This process will be completed by the Manager, Procurement.

a) From the main menu, select the **Procurement tab**.

b) Click on the **Add Procurement button**.

c) This will create a **Procurement Initiation record**.

d) In the **Procurement Request Received form**, enter the data into required fields.

e) The **procurement number** will be automatically created by the system as per the Naming Conventions. (eg P212: P = Procurement 212 = procurement number)

f) **File Reference Number**: not required – may relate to objective or SharePoint.

g) **Procurement Name**: In the digital workspace, there are naming limits. Procurement name should be short and succinct.

h) **Procurement Description**: is the space available for description of services / procurement

i) **Initial Date of Receipt of Request**: select the date the request was received by procurement.

j) **Procurement Officer**: select a procurement officer from the populated list.

k) **Date Procurement Officer assigned**: today's date

l) **Procurement Category & Format**: use drop down menus to select data. See the Contract Formation Table

For contracts drafted, approved, and executed electronically via CMLS, select one of the following procurement formats:

- Goods and Services – a standard Goods and Services Agreement
- Goods and Services Panel – A panel agreement using a standard G&S agreement with the ability to utilise work orders.
- Goods and Services Placement – a standard G&S contract with placement details
- NFP – a standard Not for Profit block funded agreement

For bespoke contracts that are drafted, approved, and executed outside of CMLS (i.e. the executed PDF copy of the agreement is stored in CMLS) select the procurement format:

- Other: - if Other is selected, continue to the **Other Format field** and select the required format (Across Government, MOAA, MOU, or Other).
- Other Panel: The other panel option does not allow users to complete Performance Management or Issue Management in CMLS. If these functions are required, please select the Goods and Services Panel option.

m) **Contract Manager for OOHC Contracts**: Select the contract manager from the drop down menu

n) **Historical Reference Number**: if the contract is a renewal, use the dropdown menu to select the original contract number/numbers. Users can select multiple original contracts if required.

o) **Consultancy**: Yes or No

p) **Procurement Method**: select from drop down menu the procurement method to be utilised during the procurement.

q) **On Hold tick box**: Only tick this box when a procurement is put on hold. When ticked, the procurement will show as TRUE in the on hold column of the **My Procurements** and **My Team Procurements forms** within the **Procurement tab**.

r) **Lead Agency**: select from drop down menu

s) **Work order tick box**: CMLS will automatically apply a tick when panel type agreement is selected as the **Procurement format**.

t) **Directorate and Business Unit information:** The DCP directorate that the procurement is to be completed for.

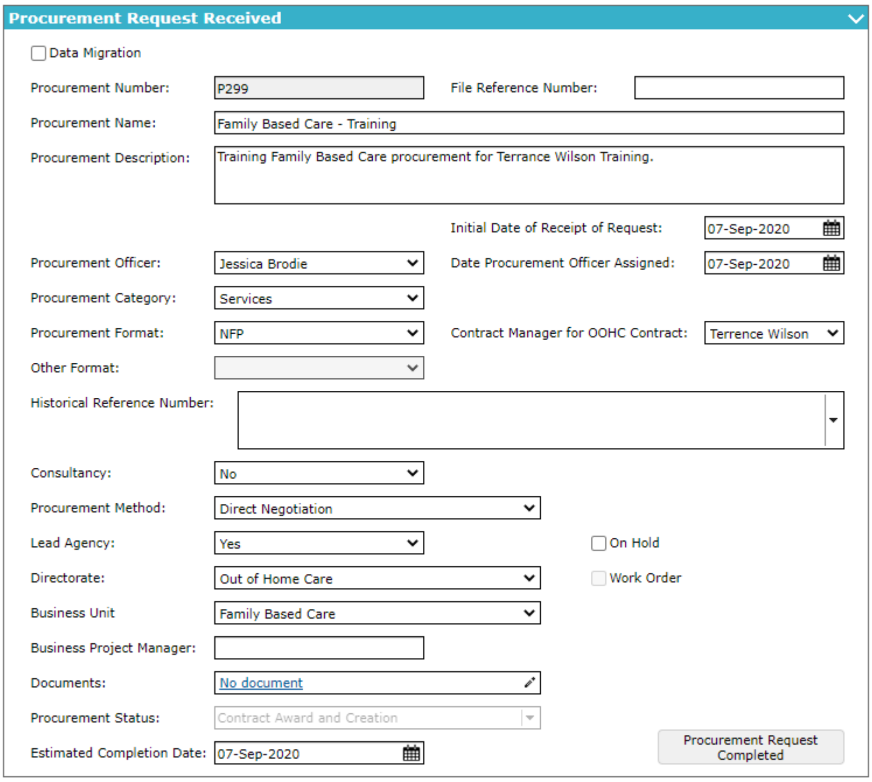
u) **Business project Manager:** Business / Project manager who is responsible for the procurement.

v) **Documents:** Hyperlink to the procurement process initiation document received.

w) **Estimated completion date:** estimated date of procurement completion.

x) Click the **Procurement Request Completed button.**

y) Note: The procurement manager can edit any fields in this form (except Procurement Format) until the contract is awarded. After the Contract is awarded, the CMLS Support team must be contacted to edit this block.


Procurement Request Received

Data Migration

Procurement Number:	P299	File Reference Number:	
Procurement Name:	Family Based Care - Training		
Procurement Description:	Training Family Based Care procurement for Terrance Wilson Training.		
		Initial Date of Receipt of Request:	07-Sep-2020
Procurement Officer:	Jessica Brodie	Date Procurement Officer Assigned:	07-Sep-2020
Procurement Category:	Services		
Procurement Format:	NFP	Contract Manager for OOHC Contract:	Terrence Wilson
Other Format:			
Historical Reference Number:			
Consultancy:	No		
Procurement Method:	Direct Negotiation		
Lead Agency:	Yes	On Hold	
Directorate:	Out of Home Care	Work Order	
Business Unit	Family Based Care		
Business Project Manager:			
Documents:	No document		
Procurement Status:	Contract Award and Creation		
Estimated Completion Date:	07-Sep-2020	Procurement Request Completed	

Procurement required fields matrix

The below matrix demonstrates the mandatory fields as per the type of procurement. If users do not enter the mandatory information, CMLS will not be able to complete the procurement and generate the contract. Complete the required forms as per the procurement required fields matrix.

Section/ Block	Direct Negotiation	RFQ	Public ITS	Selective ITS	EOI/ROI	Other
Acquisition Planning						
Acquisition Plan Approval Details	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Single Sourcing Approval Details	Mandatory	Optional	Optional	Optional	Optional	Optional
Funding Approval Details	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Evaluation Plan Approval Details	Optional	Optional	Mandatory	Mandatory	Optional	Optional
Deviation Approval Details	Mandatory only if there is a deviation	Mandatory only if there is a deviation	Mandatory only if there is a deviation	Mandatory only if there is a deviation	Mandatory only if there is a deviation	Optional
Risk Management Plan Approval Details	Mandatory if over4.4 milion or High Risk	Mandatory if over4.4 milion or High Risk	Mandatory if over4.4 milion or High Risk	Mandatory if over4.4 milion or High Risk	Mandatory if over4.4 milion or High Risk	Optional
Market Approach	N/A	Optional	Mandatory	Mandatory	Mandatory	Optional
Clarification Notice Details	N/A	Optional	Optional	Optional	Optional	Optional
Schedule of Responses	N/A	Optional	Mandatory	Mandatory	Optional	Optional
Negotiation Plan Approval Details	Optional	Optional	Optional	Optional	Optional	Optional
Purchase Recommendation			Mandatory (Purchase	Mandatory (Purchase		
Purchase Recommendation Approval Details	Optional	Optional	Recommendation	Recommendation	Optional	Optional
Contract Award & Creation	Optional	Optional	Optional	Optional	Optional	Optional
Procurement Notes	Optional	Optional	Optional	Optional	Optional	Optional

2.2. Acquisition plan approval

This process will be completed by the procurement officer once they have received the Procurement Request from the procurement manager.

a) In the **Acquisition Planning Approval form**, complete the required fields:

- **GST Required box**: this box should be ticked. If this box is unticked, speak to the Systems Administrator who will check if GST is required and update the vendor file in the CMLS system
- **Estimated budget**: enter the budget value excluding GST
- **Proposed Contract Term**: enter the full contract term including all anticipated extensions.
- **Base term**: select the contract base term
- **IPP/ECT Required** : select the correct value
- **Purchase recommendation**: confirm if a purchase recommendation is required. If this box is ticked, the purchase recommendation form will be viable in the Procurement Outcomes form. A purchase recommendation will be mandatory for all procurements unless progressed via a Simple Procurement Report or specifically approved
- **Risk Level:** select a whether the risk level is low, medium, high, or extreme. If the estimated budget (including GST) is equal to or over $4.4m and/or the risk level is high or extreme, the risk management plan fields will become visible and are mandatory to complete
- **Risk Management Plan Completed tick box**: tick this box if a Risk Management plan has been completed

- if a risk management plan has been completed, attach the document in the **Risk Management Plan Document** field
- **Extension Required box**: if contact extensions are anticipated, tick this box, then enter in the number of months within the extension. Click the green + button to add more extensions to the contract.

b) Click the **Terms Validation button**. This will validate the proposed contract term, base term, and extension term to ensure there are no errors.

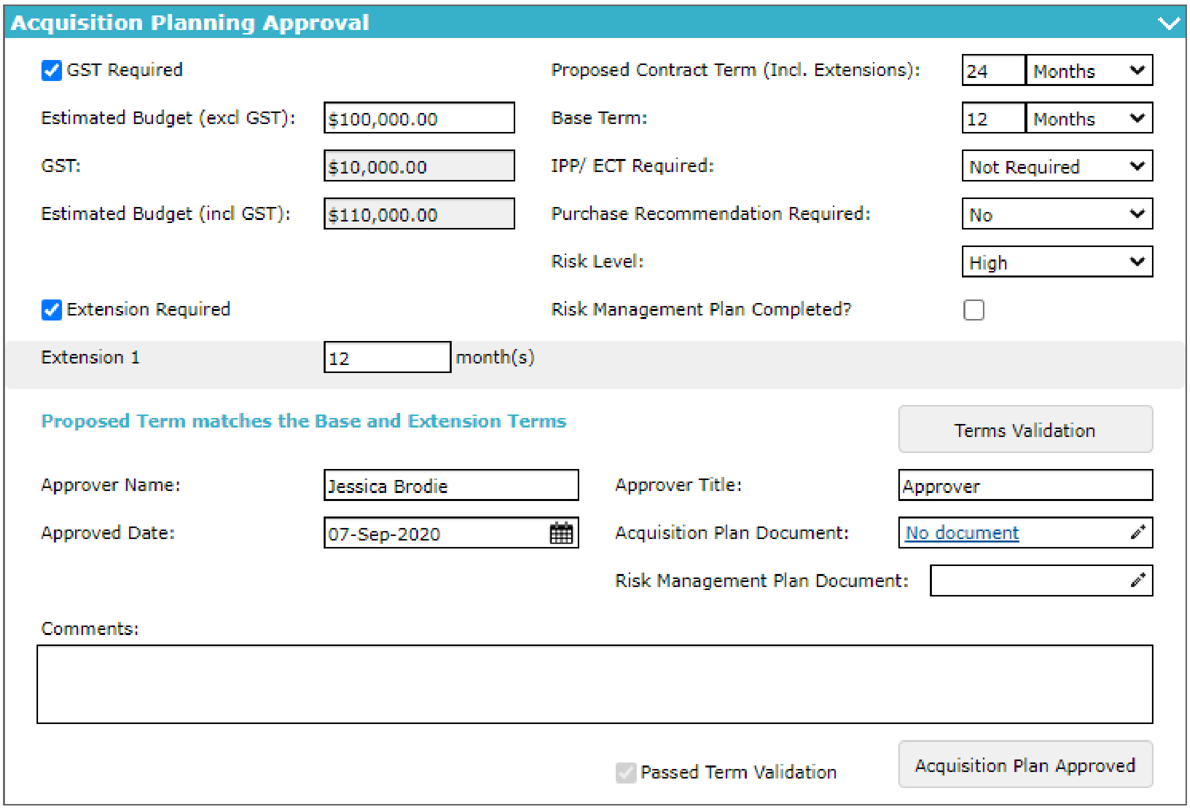
Note: the total number of months should equal the data Proposed Contract Term. If the months do not match, an error message will be displayed.

c) Move to the **Approver Form** and enter in the **Approver Name, Title,** and **Date.**

d) Hyperlink the **Acquisition Plan Document** from the interim LAN structure.

e) Enter any **comments** about the acquisition plan or approval.

f) Click the **Acquisition Plan Approved button** to move to the next procurement stage Once you click the approved button – you cannot change the data. If you wish to save a draft, click the Save button at the top of the screen.



2.3. Procurement promotion planning

a) Review the promotional requirements for the procurement.

b) Complete the procurement promotion request email template (below) and send to DCPBusinessImprovement@sa.gov.au to flag promotional activity and support required.

ATTENTION: DCPBusinessImprovement@sa.gov.au

Procurement project name: CMLS reference and project name

We are currently in the acquisition planning stage for the above mentioned procurement project and wish to flag promotion activity to support the procurement project being released to the market will be required by Business Improvement.

The indicative project plan noting as the project sponsor, is anticipating:

- procurement approval to be received by
- tender released by.

Please see below initial information to assist with promotion planning and event coordination (if required). The Procurement Project will be released to the market via an Invitation to Supply (ITS) and will require the following promotion activities:

Promotion activity	Description	Required?	When is it expected to occur? (month year)
1.ITS Release Branded communication pack	- published on Open Procurement and upcoming events page of DCP website - DCP linked in post - email communication to procurement stakeholders. *(all communication is linked to any event registration and Tenders SA URLs related to the procurement project)*	Yes – minimum required for ITS	
2a. Information briefing session	Required when Procurement approval will not be received at the time of the event being held. Provides information on the business requirements/service model and other key components of what is anticipated to be procured, and may provide the opportunity to give feedback on drafted procurement documents.	Yes/No	
2b.Pre-tender briefing session	Required when procurement approval will be received at the time of the event being held, but the tender not yet released. Provides information on the business requirements/service model and other key components of what is anticipated to be procured, and may provide the opportunity to	Yes/No	

	give feedback on drafted procurement documents.		
3.Tender briefing session	Required once the tender has been released and provides an overview of the business requirements/service model, as well as goes through the procurement process.	Yes/No	

2.4. Event coordination request

a) If the procurement requires event coordination (i.e. information session, pre-tender, tender), complete the Event Coordination Request Form <hyperlink to form online>.

2.5. Single sourcing

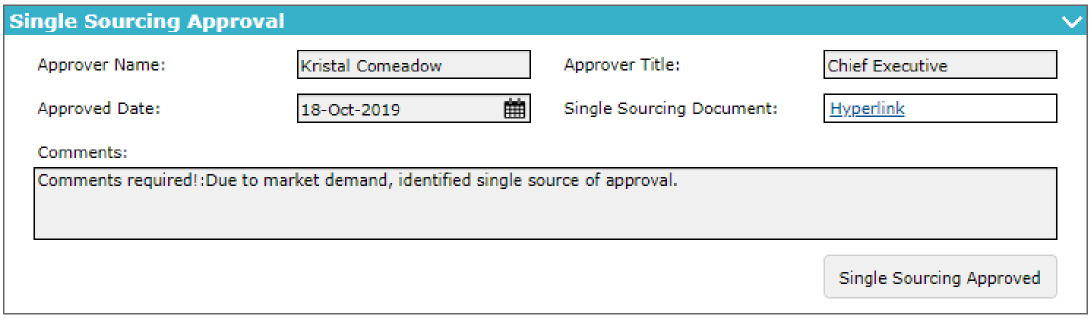
a) If the market approach is a single source or direct negotiation market approach, the procurement officer is to continue with point 1.3, or otherwise progress to point 1.4.

b) Input information into the **Single Sourcing Approval form**, **Approver name**, **Title**, and **date**.

c) Hyperlink the **Single Sourcing Docum**ent from the interim LAN structure.

d) **Comment field**: information included here flows through to Reporting requirements.

e) Click on the **Single Sourcing Approved button** to move to the next procurement stage.


Single Sourcing Approval

Approver Name: Kristal Comeadow | Approver Title: Chief Executive

Approved Date: 18-Oct-2019 | Single Sourcing Document: Hyperlink

Comments:

Comments required!:Due to market demand, identified single source of approval.

Single Sourcing Approved

2.6. Funding approval

a) The **Funding Approval form** is mandatory for all contract formats except other, where funding approval is optional for instances like MOAs etc.

b) If the costs are associated with a job cost, tick **JC Account String** in the **JC/GL Account String field**.

- Select the **JC Client ID code**, **Task code**, and **cost code**.
- Enter the value into the **JC Account Value**.
- You can enter multiple project codes / object codes / cost centres by clicking the Green plus button.

c) If the costs are associated with a General Ledger, tick **GL Account String** in the **JC/GL Account String field**.

Note: Only GL objects 75219 and 75221 will have grant codes associated with them. If the grant code is not one of these two GL Object Codes, the grant code should remain blank.

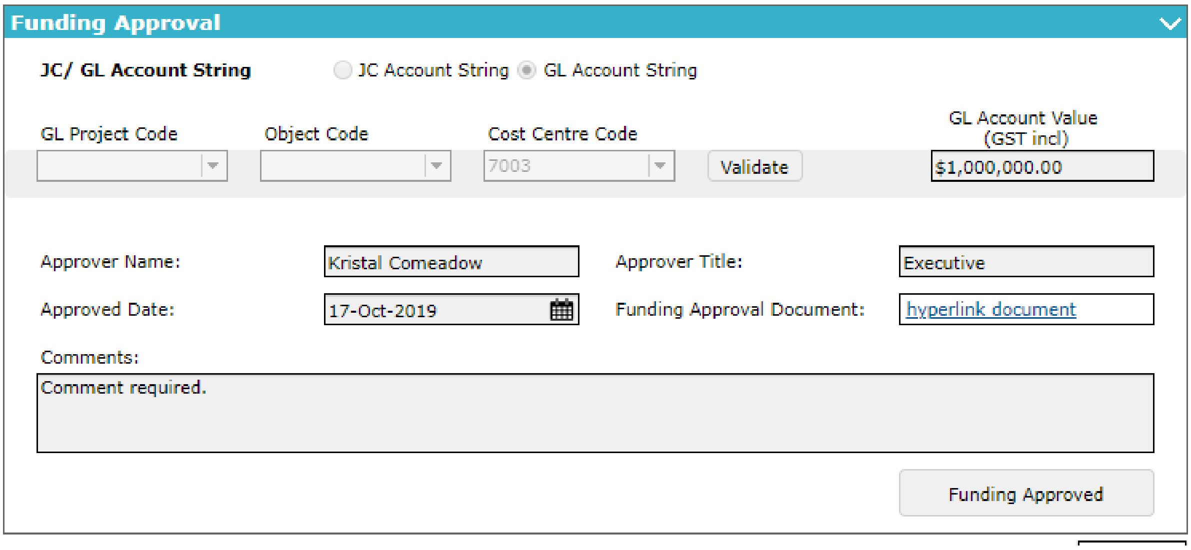
- Select the **GL project code**, **object code**, and **cost centre code**.
- Click the **Validate button** to validate that the correct codes have been entered. If an Invalid Error is displayed, check the number and re-validated.
- Enter the value into the **GL Account Value field**.

d) Input information into the **Approver Name**, **Title**, and **Date fields**.

e) Hyperlink the **Funding Approval document** from the interim LAN structure.

f) **Comment field**: information included here flows through to Reporting requirements.

g) Click on the **Funding Approved button** to move to the next procurement stage.



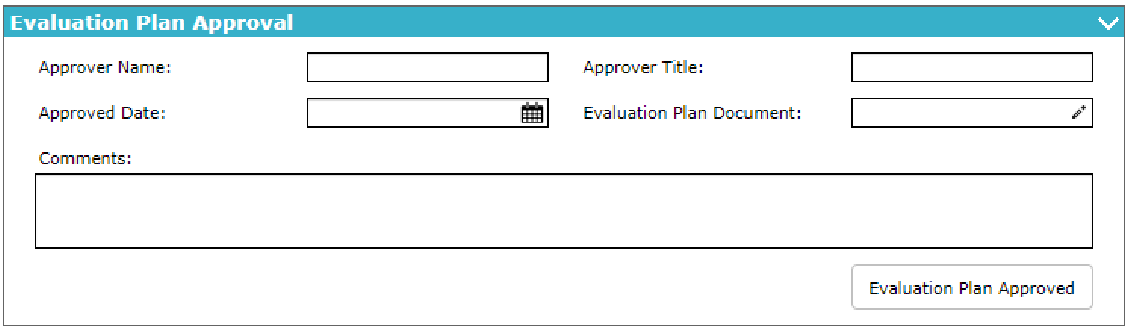
2.7. Evaluation plan

a) The **Evaluation Plan Approval form** is mandatory for ITS and selective ITS contracts.

b) Input information into the **Evaluation Plan Approval form**; **Approver name**, **Title**, and **date**.

c) Hyperlink the **Evaluation Plan document** from the interim LAN structure.

d) **Comment field**: information included here flows through to Reporting requirements.



2.8. Deviation approval

a) The **Deviation Approval form,** is to be completed if at any stage during the procurement process there is a deviation from the approved acquisition plan or evaluation plan. Formal approval is required for this deviation before progressing further. Multiple deviations may be recorded by using the **Expander button.** Where no deviation needs to be recorded, move to step 1.7.

b) **Level of Deviation**: select whether the deviation is Low, Medium, High, or Extreme.

c) In the **Deviation Comments field**, enter a brief explaination and outcome of the deviation.

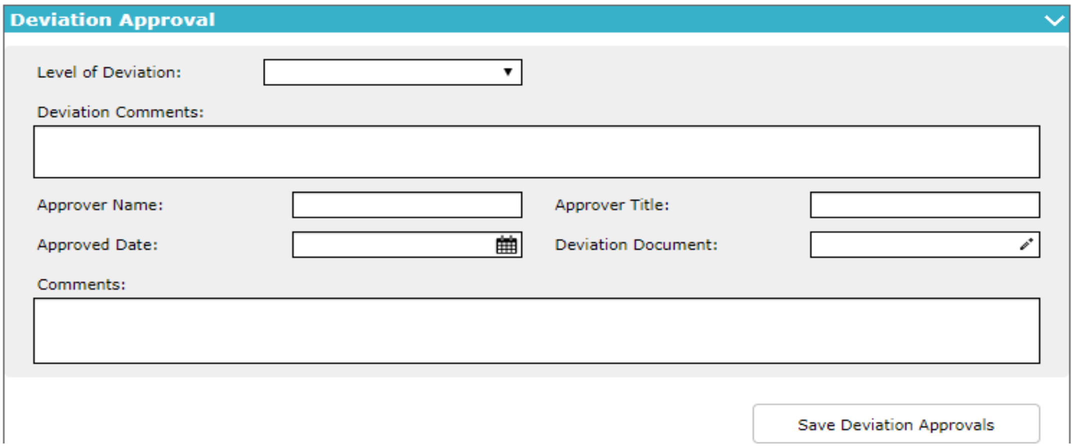
d) Input approver information; **Approver name**, **Title**, and **date**.

e) Hyperlink the **Approved Deviation Document** from the interim LAN structure.

f) Enter any comments about the deviation approval into the **comment field.**

g) Click the **Save Deviation Approvals button** to move to the next step in the procurement process.

h) To add further deviations, click on the **Green Plus button** and repeat the process above.

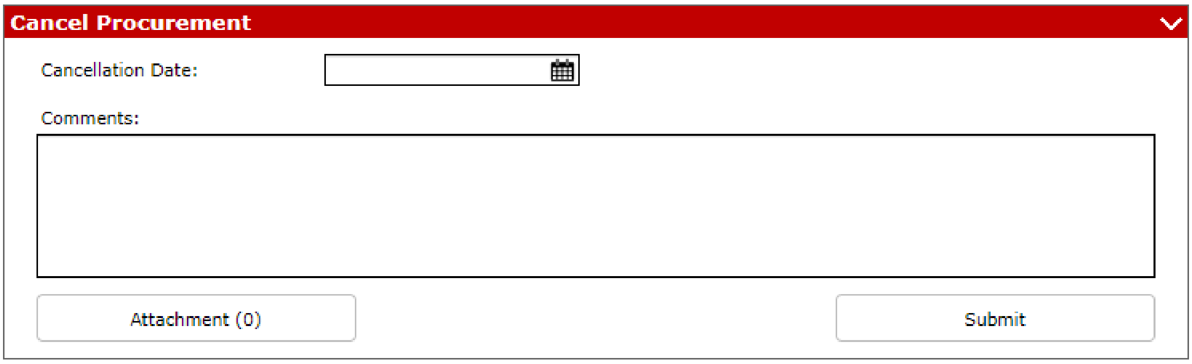


2.9. Cancel procurement

In the case that a procurement is to be cancelled prior to the contract being awarded, the procurement manager enters **Cancellation Date**, **Comment**, and **attach** an approval document in the Cancel Procurement form.

If a procurement is to be cancelled after the contract being awarded, the procurement manager is to send an email to DCPCMLSSystem@sa.gov.au and CMLS Support team will cancel the procurement and enter the cancellation date and comment.

After cancellation information is submitted, the procurement status will change to Cancelled.


Cancel Procurement
Cancellation Date:
Comments:
Attachment (0)
Submit

3. In market

Summary: This process follows the Acquisition Planning Process and describes the procurement lead undertaking the In Market activities and develops a list of shortlisted suppliers.

Frequency: Required for every procurement.

Please note: the schedule of responses is used by all procurements to select the relevant service provider.

Output: Completes service provider details, market response details recorded, and the service provider short list.

Related documents

Shared Services SA Vendor Creation Form

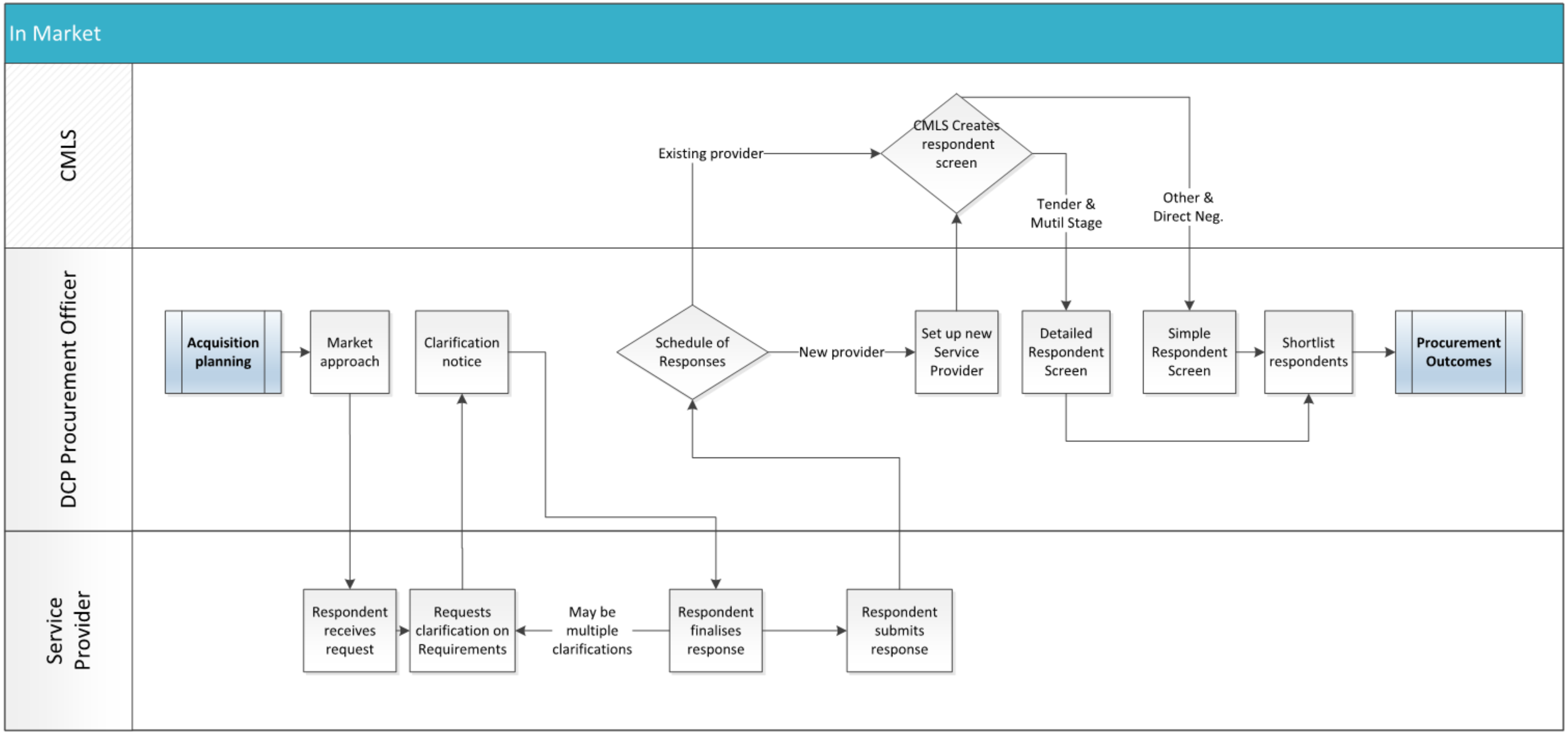
CMLS responsibilities:

Process step	Person responsible
Market approach	Procurement officer
Clarification notice details	Procurement officer
Schedule of responses	Procurement officer
Response record	Procurement officer
Shortlist respondents	Procurement officer

Process step detail:

The procurement officer records the DCP procurement approach details, supplier details, supplier's response details, and then confirms the list of respondents with in the *In Market* core business process. Finally, the procurement officer shortlists service provider before moving to the Procurement Outcomes core business process.

Market approach: Process flow



3.1. Market approach

Market approach is not required for direct negotiation procurements.

i) In the **Procurement Request Received form**, check that you are editing the correct procurement record.

j) Open the **Market Approach form** and complete the below fields.

- **Number of Service Providers to be approached:** enter the number of service providers to be approached for the procurement. If public, type in 'Public'.
- **Date Advertised:** Select the date advertised.
- **Validity Period:** enter number of days (the default is 90 days).
- **Date closed:** select the date the market approach closes. CMLS will auto calculate and display the **Validity Start Date, Validity End Date** and **Market Open Period** in days.
- If the Market approach closing date is to be extended, select the new date in the **Extended Date Closed field**. CMLS recalculates the **Validity End Date.**
- **Industry Briefing Date**: enter the date of industry briefing, if occurred. Note any details in the **Industry Briefing Details field**.

3.2. Clarification Notice of Details

Outside of CMLS, the procurement lead issues the procurement request to the service provider / market. The service provider may request clarification of the requirements. The Procurement lead then records any clarification notices in CMLS.

Clarification notice details is not required for direct negotiation procurements. Click the **Market Approach completed button** to move onto the next step.

a) Open the **Clarification Notice Details form** and input the below fields.

- **Clarification notice date**: select date.
- **Clarification notice details:** provide a summary of the clarification notice.
- **Clarification document**: hyperlink to the clarification document.

b) When complete, click the **save button**.

c) Repeat the process for additional clarification notices from the same service provider or other service providers by clicking the **Green Plus button**.

3.3. Schedule of responses

Outside of CMLS, the service provider finalises and submits their response. This step is required for all market approaches including direct negotiation.

Existing service providers

a) In the **Schedule of Responses form**, use the drop down menu to select a **Responses received by field**.

Note: If the service provider is listed, they are currently registered with Shared Services as a Vendor. If the service provider is not listed, follow the New service provider steps below.

b) Use the **Scheduling Officers drop down menu** to select the scheduling officers.

c) Click the **Add Responders button** to add the selected service provider.

Note: Check the Service Provider's ABN is correct. The ABN is the only method of ensuring that you have selected the correct vendor and is the CMLS field used to update vendor information.

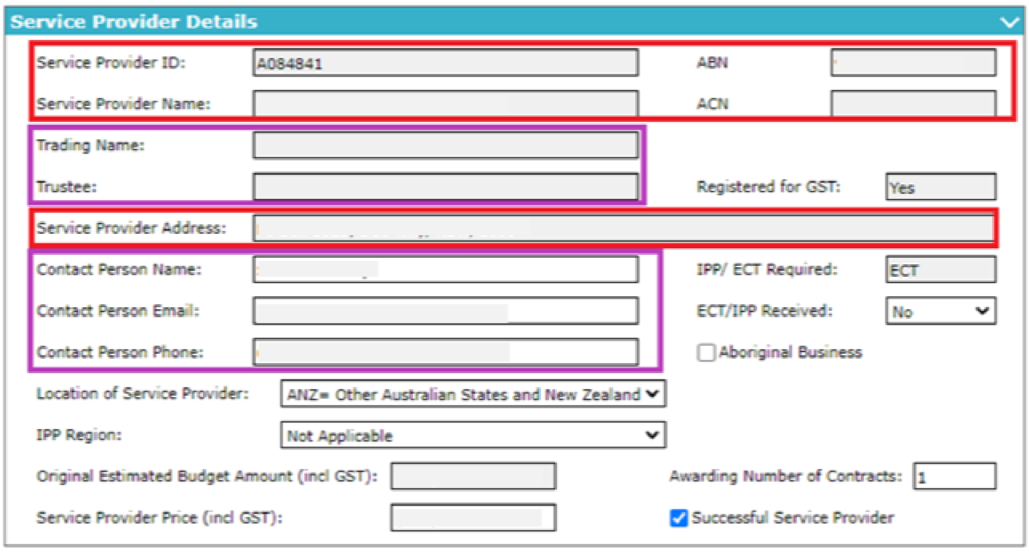
d) The responder will now be listed in the Schedule of Responses. Please note, that the shortlisted provider column will show as 'FALSE' until the shortlists have been approved.

Amend Existing service provider Details

a) Any incorrect service provider details should be updated at this point.

b) Amendments to fields shown below in the red boxes, **service provider name, vendor email address** (not shown on CMLS), **vendor postal address or ABN Number**, must be made through Shared Services.
   - Complete the Shared Services SA Vendor Creation Form on the Shared Services Website.
   - Email the completed form with your full email signature block to APVendors@sharedservices.gov.au for processing and cc a copy of the email to DCPCMLSSupport@sa.gov.au.
   - Changes will be visible in CMLS 48 hours after Shared Services have advised the updates were made.

c) Amendments to fields shown below in the purple boxes, **trading name, trustee, contact person name, contact person email,** or **contact person phone**, should be made by emailing DCPCMLSSupport@sa.gov.au.



Add a new service provider

a) Click the **Add New Service Provider button** to add a new service provider to CMLS. This will create a new **Service Provider record**.
b) In the Service Provider form, complete all the fields except the Vendor ID. Click Save.
c) Download the Shared Services SA Vendor Creation form from the Shared Services Website and email the completed form to Shared Services SA.
d) After Shared Services have set up the Vendor in Basware, CMLS will automatically be updated with those details, including the Vendor ID. The ABN will be used to match the CMLS record with the vendor in Basware.
e) Complete the Existing Service Provider steps to add responder to the Schedule of Responses.

3.4. Response record

When the procurement officer adds a service provider to the Schedule of Responses, CMLS creates a Respondent record that must be completed. The type of Procurement Method determines the type of Respondent record CMLS will create.

- Public Invitation to Supply (ITS), Selective (ITS) and RFQ market approaches create a detailed respondent screen.
- Direct Negotiation and ‘other’ market approaches create a simple respondent screen.

Detailed respondent screen

a) In the **Schedule of Responses form**, click on the service provider required. CMLS opens the **Respondent record**.
b) In the **Service Provider Details form**, enter in the following fields:

- **Contact Person fields** including name, email, and phone details
- **ECT/IPP Received field**: if required, confirm if the ECT / IPP information has been received
- **Aboriginal Business tick box**: tick if the service providers identifies as an Aboriginal Business
- **Location of Service Provider**: select the location from the dropdown box
- **IPP Region**: select region from the dropdown box
- Service Provider Price (inclusive of GST): enter the price submitted.

d) In the **Tender Details form**, complete the following fields.

- **Date Tender Box Opened**: select the date the tender box was opened.
- **Potential number of Contracts**: enter the maximum number of contracts the service provider could be awarded for the procurement.
- **Tender Comments**: enter any relevant details in regards to this tender.

e) For late responses, move to the **Late Tender Response Form** and complete the following steps:

- **Late Response Box**: tick this box if the tender was received past the close date
- select the **date and time** the late response was received by DCP
- **Late Response Reason**: write why the late response is being rejected / accepted
- **Approved / Rejected:** tick whether the late response was approved / rejected
- enter the approver's name, title, and approval date.

f) In the **Scheduling Details form**, complete the following fields:

- **Scheduling Date / Time**: enter date and time
- **Scheduling Officers**: select scheduling officers from the drop down box. If the scheduling officers were selected on the initial schedule form, these will flow through
- **Comments**: enter any relevant scheduling comments.

g) In the **Service Provider Evaluation Outcome form**, complete the following fields:

- **ECT/IPP Score**: type in the score
- **Final score (%)**: enter the final score.

Note: Do not tick the shortlist supplier at this stage.

h) Click the **Save button**.

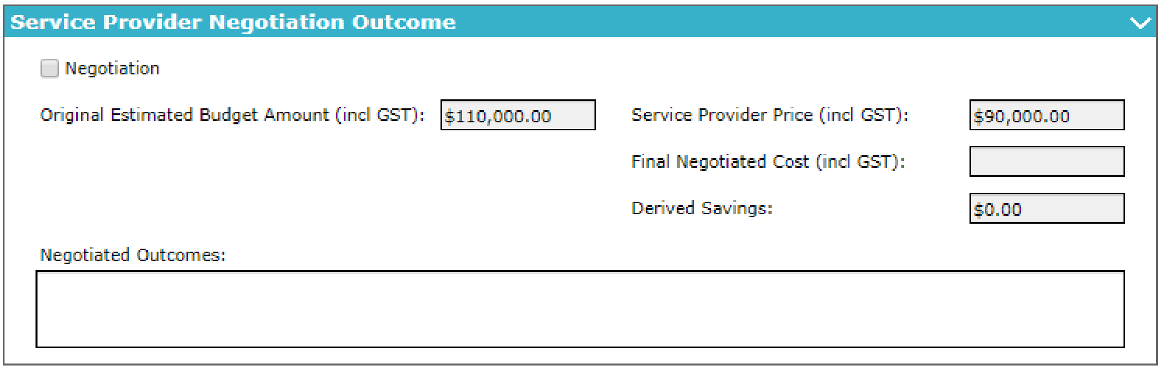
i) If a negotiation is undertaken, complete the following fields in the **Service Provider Negotiation Outcome form**:

- tick the **Negotiation box**
- **Final Negotiated Cost (inclusive of GST)**: enter the final cost upon completion of negotiations. The derived savings will calculate automatically and be displayed
- **Negotiated Outcomes**: enter the details of any non-financial outcomes that resulted from the negotiation.

j) Click the **Save button**.

Simple respondent screen

a) In the **Schedule of responses form**, click the service provider required. CMLS will display the respondent screen.
b) The response information is much simpler than the detailed response information above.
c) Complete the **Service Provider Details**, **Scheduling Details**, **Service Provider Evaluation Outcome**, and **Service Provider Negotiation Outcome form**s as described above in the Detailed Respondent screen instruction.
d) Click the **Save button**.



3.5. Shortlist respondents

During the evaluation process, the procurement officer must short list the service provider(s) in CMLS so that later during the Approval and Award core business process, the service provider can be selected as a successful service provider that then allows a contract to be generated.

a) In the **Schedule of Responses form**, click on the **service provider name**.

b) Open the **respondent details form**.

c) Navigate to the **Service Provider evaluation outcome form**.

d) Tick the **shortlisted service provider box** provided.

e) Repeat this process until all short listed service providers have been shortlisted.

4. Procurement outcomes

Summary: The Procurement outcomes process follows the In Market process and is where the procurement lead undertakes the evaluation, negotiation, and purchase recommendation activities.

Frequency: Required for every procurement.

Output: Evaluation, negotiations, and purchase recommendation are completed allowing the Approval and Award core business process to commence.

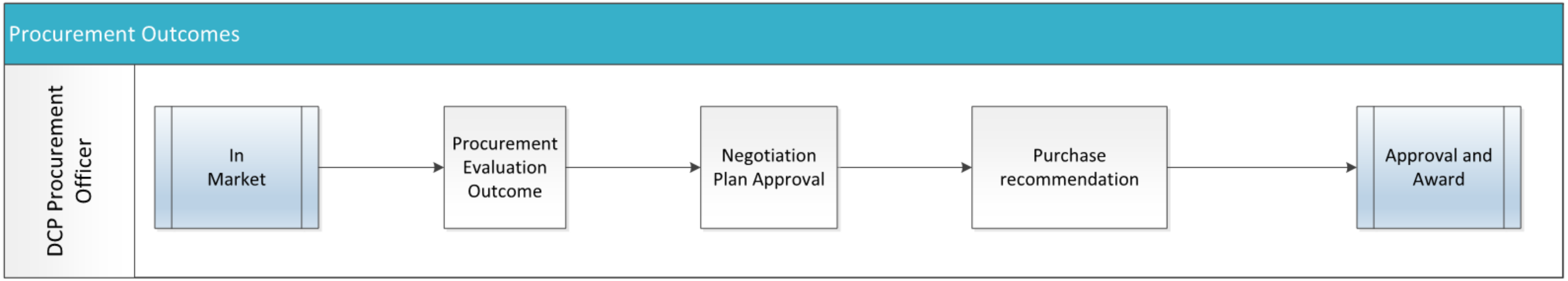
CMLS Responsibilities:

Process step	Person responsible
Procurement outcomes	Procurement officer
Negotiation plan approval	Procurement officer
Purchase recommendation	Procurement officer

Process step detail:

At the completion of In Market core business process, the procurement lead undertakes evaluation of the procurement and completes negotiations in accordance with the approved Negotiation Plan.

Procurement outcomes: Process flow



4.1. Procurement evaluation outcome

a) In the **Procurement Request Received form**, check that you are editing the correct procurement.

b) Open the **Procurement Evaluation Outcome form**, hyperlink the **Scoring document**.

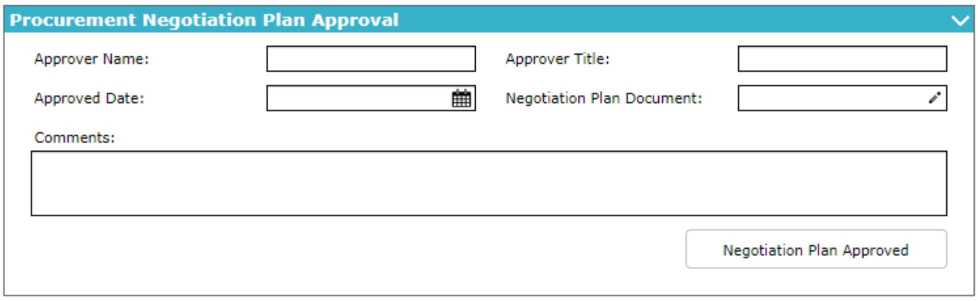
c) Click the **Evaluation Completed button**.

4.2. Negotiation plan approval

a) In the procurement **Negotiation Plan Approval form**, enter the **approver information** (name, title, approved date) and hyperlink the **Negotiation plan document**.

b) Enter any comments relating to the negotiation plan into the **comments field**.

c) Click the **Negotiation Plan Approved button**.



4.3. Purchase recommendation

This section does not have to be completed to move onto the Approval and Award stage.

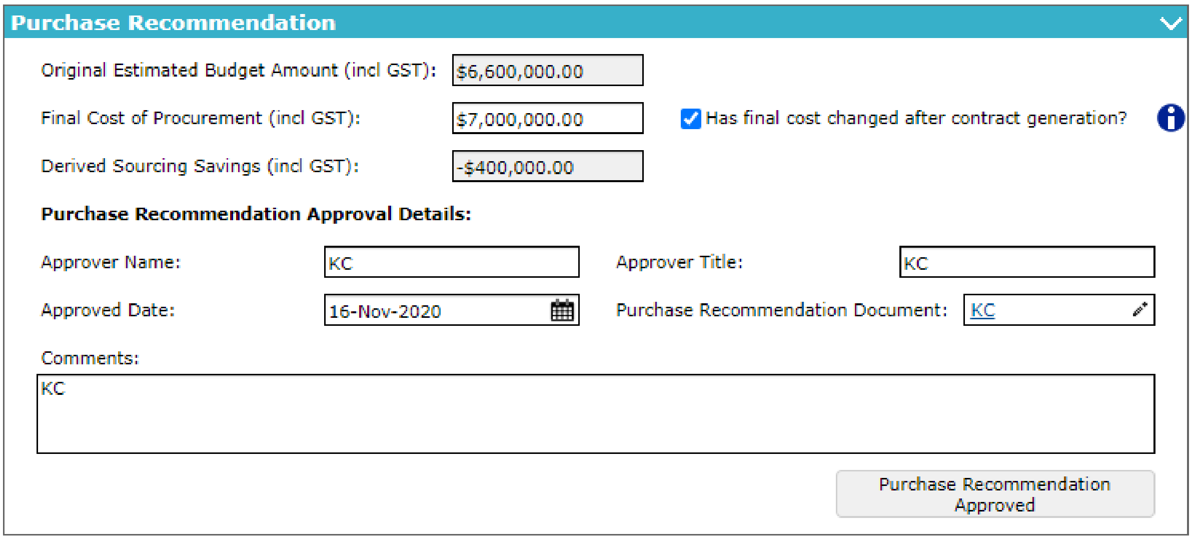
a) Open the **Purchase Recommendation form** and complete the following fields:

- **Final cost of procurement field (inclusive of GST):** enter the final cost of the procurement. Once submitted, the new contract values will automatically update in the Contract Form for draft contracts
- **Has final cost changed after contract generation tick box:** tick this box if there has been a change to the final cost of procurement. Ticking this box will generate an update contract values field in the Approval and Award section
- **Approver Name**, **Title**, and **Approved Date**
- hyperlink the **Purchase Recommendation document**
- **Comments**: add any comments that are relevant to the purchase recommendation.

b) Click the **Purchase Recommendation Approved button**.

Please note: if the purchase recommendation approved button has not been clicked, CMLS will not allow users to distribute Procurement Outcome Correspondence or execute contract.

Once the Purchase Recommendation has been approved, the Final Check on Correspondence button will unlock.



5. Approval and award

Summary: The approval and award process continues from the procurement outcomes process, and is where the procurement lead must award the contract to the successful respondents. The procurement lead then creates the required number of contracts for each service provider in CMLS.

Frequency: Required for every procurement requiring a contract.

Output: CMLS contract record that allows the contract setup process to commence.

CMLS responsibilities:

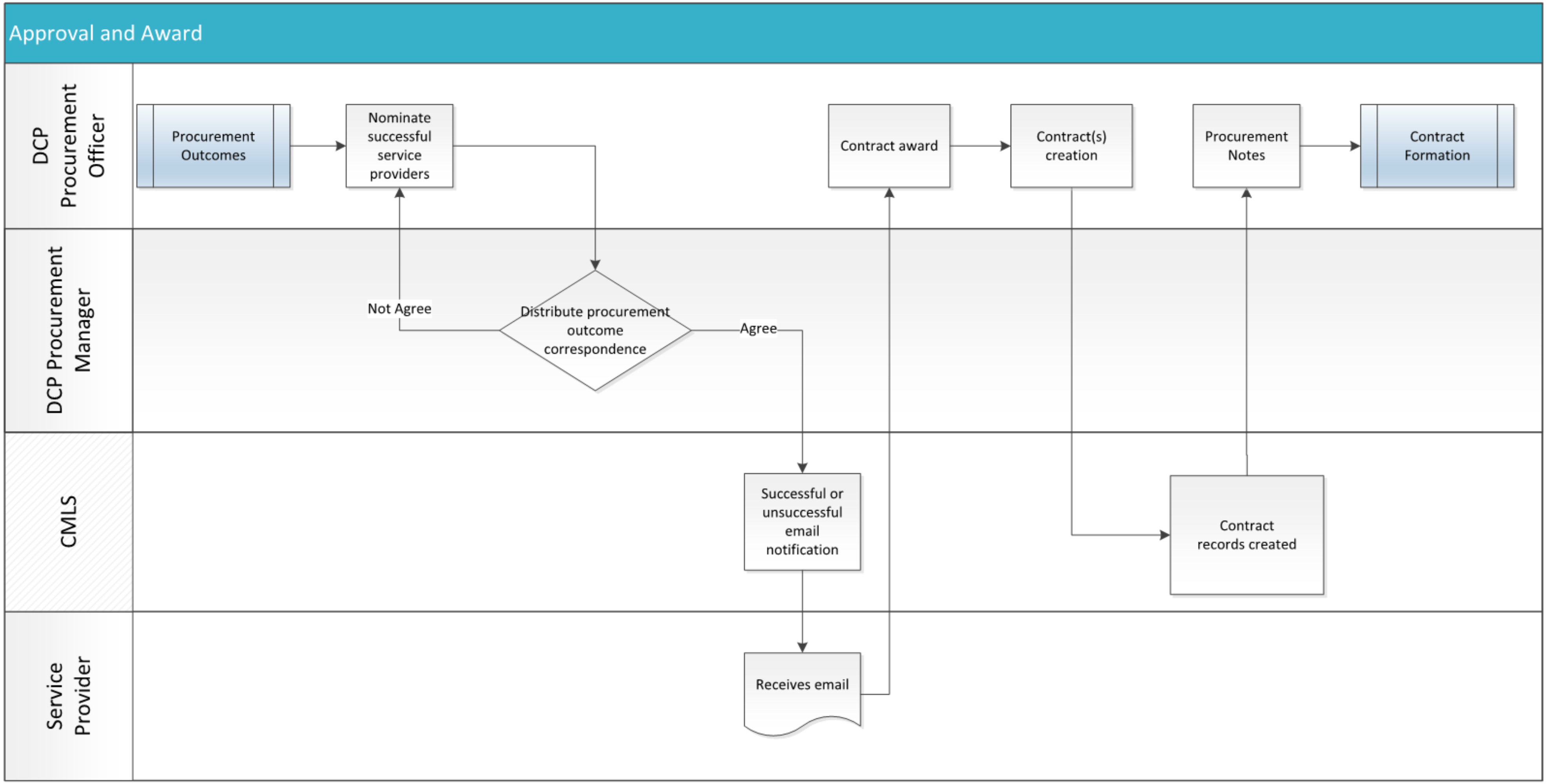
Process step	Responsible person
Nominate successful Service providers	Procurement officer
Distribute procurement outcome correspondence	Procurement manager
Contract Award	Procurement officer
Contract Creation	Procurement officer

Process step detail:

At the completion of the procurement approval and award process, the procurement lead awards contract(s) to the successful respondent(s).

The procurement lead then creates the required number of contracts for each successful respondent.

Approval and award: Process flow



5.1. Nominate successful service providers

a) Click the **Approval and Award tab** on the main procurement menu.

b) Open the **Procurement request received form** and check that you are creating contracts for the correct procurement.

c) In the **Successful Service Provider form**, the table should be empty. Complete the following fields:

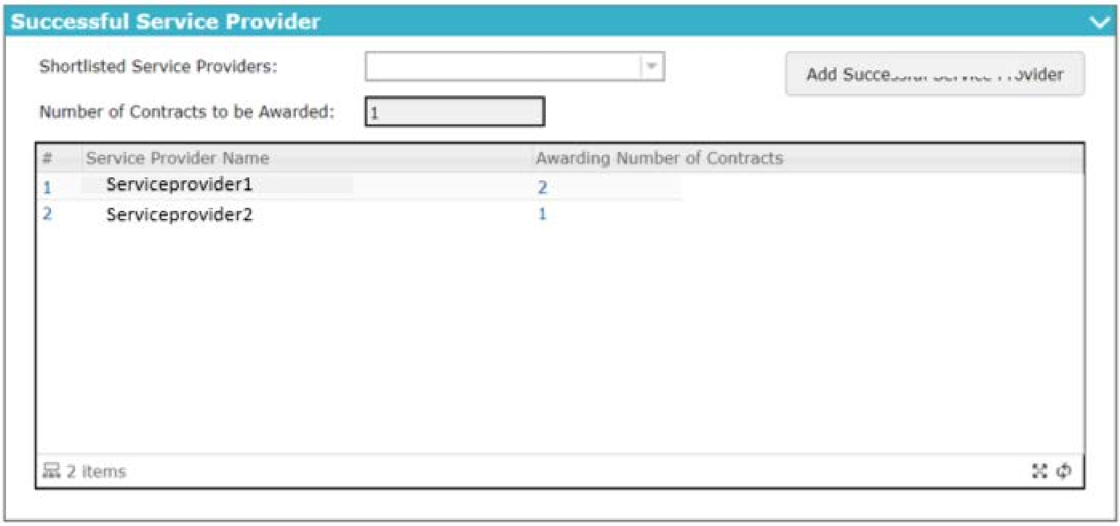
- **Shortlisted Service Provider**: select the shortlisted service provider from the drop down list.

  Note: If the provider is not listed, the shortlist box was not ticked in the respondent screen during the In Market process. Refer to process 2.5 Shortlist Respondents.

- **Number of Contracts to be awarded**: Total number of contracts to be awarded to the service provider.

d) Click the **Add Successful Service Provider button**. The service provider name and number of contracts will appear in the Successful Service Provider table.

e) Repeat this process until all service providers are selected and all contracts nominated to a service provider.



5.2. Distribute procurement outcome correspondence

Approval to distribute correspondence is to be completed by the procurement manager.

Please note; procurement outcome correspondence cannot be distributed unless the Purchase Recommendation document has been approved.

a) In the **Successful Service Provider form**, click the **Check Final on Correspondence button**. The final check on correspondence form will be displayed.

b) The procurement manager is to check that the correct successful and unsuccessful service providers listed in a table and the correct email address is reflected.

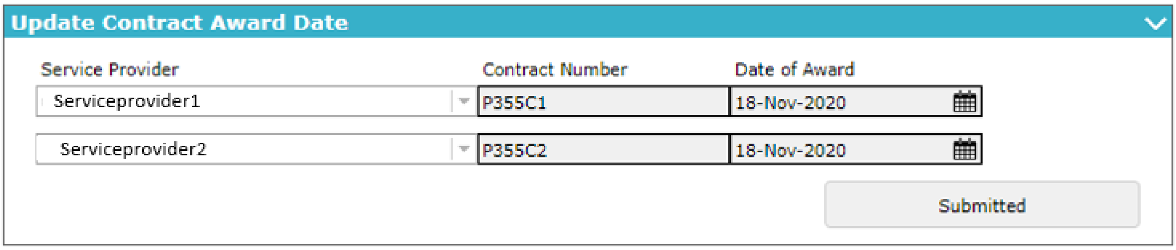
c) **If incorrect:** click the **Not Agree button**. Return to the procurement officer to correct.

d) **If correct:** click the **I Agree button**. CMLS will send the successful and unsuccessful email notifications.

5.3. Update contract award date

a) If the procurement officer has previously drafted contracts, use this field to manually change the contract award date.

b) These updated dates are reflected on the contract award and approval block in the procurement record for future reporting.



5.4. Contract award

The procurement lead is responsible for creating all the contracts associated with this procurement in CMLS.

a) In the Contract Award and Creation form.

b) If there are multiple contracts to be created, use the **Green Plus button** to add a new contract data set for each contract.

Note: If the correct number of contract boxes are not added, an error message will be displayed next to the **create button** when clicked. If this occurs, simply add or delete boxes as required.

c) Check that the correct contract type is displaying in the **Contract Type box**.

d) The **Contract Number** and **Tax code fields** are automatically displayed.

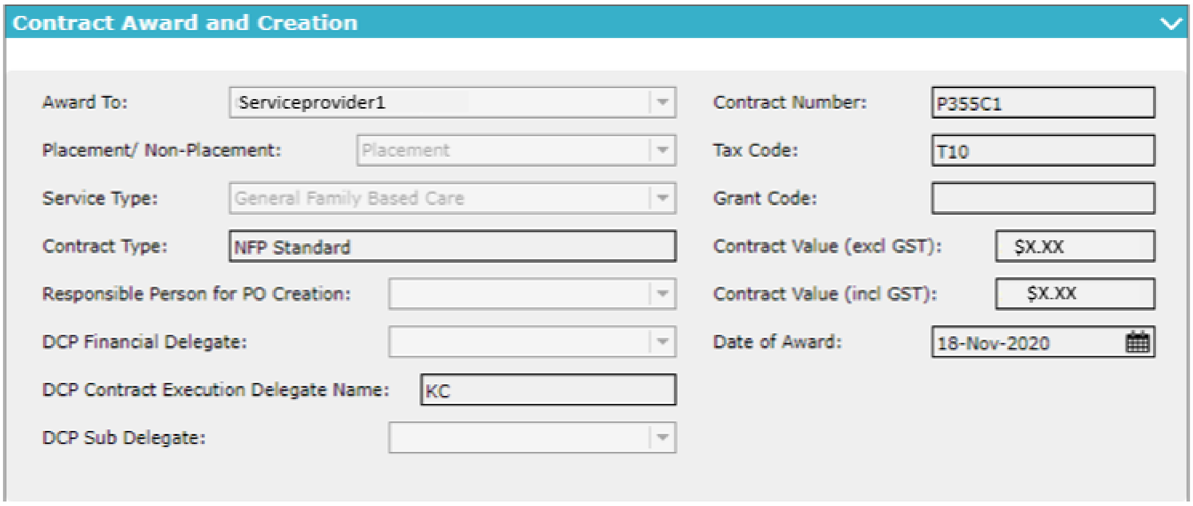
e) For each contract, complete the following fields:

- **Award To**: select the service provider
- **Placement/Non placement**: select if the contract has a minimum placement target or no placement target

- **Service Type**: select the service type. For all ‘Other’ type of contracts select N/A
- **Date of Award**: enter the date the contract is being awarded
- **Responsible Person for PO Creation**: for OOHC contracts only – should be the contract manager. For all other contracts, leave blank. The procurement officer can record the PO information for these contracts
- **DCP Financial Delegate**: where applicable, nominate the DCP financial delegate
- **Grant Code**: where applicable, enter the grant code

Note: Only GL objects 75219 and 75221 will have grant codes associated with them. If the object code is not one of these two GL Object Codes, the grant code should remain blank.

- **Contract Value**: enter in the value excluding GST
- **DCP Contract Execution Delegate**: enter the name of the DCP execution delegate
- **DCP Sub Delegate**: nominate the sub delegate if required.



5.5. Update contract values (Excl and Incl)

a) Once Final Check on Correspondence has been completed, if the final cost of the procurement has changed after contract generation, the **Update Contract Values (excl and Incl) form** will be visible.

b) Enter the new contract values in **Contract Value (excl GST)** and **Contract Value (incl GST).**

c) Click **Submit.**

5.6. Contract creation

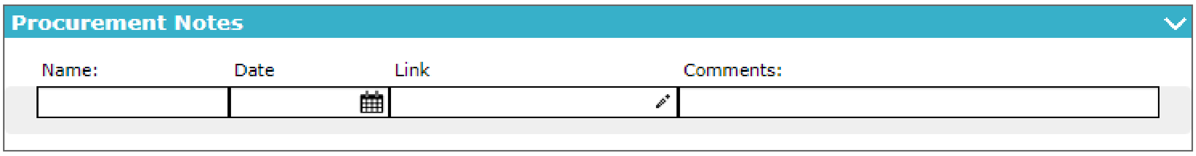
a) Check that the details in the **Procurement Request Received**, **Successful Service Provider**, and **Contract Awards** and **Creation forms** are correct.

b) Check if contract details are correct and there are the correct number of contracts.

Note: please check all details carefully prior to creating the contract record.

c) Click the **Create button** to create the contracts in CMLS. Contract Number will be created.

d) If required, input **Procurement Notes**.



5.7. Prepare for electronic execution via DocuSign

a) To set up the service provider executor in DocuSign:

- complete the CMLS support online form to lodge a request for a new DocuSign user. DocuSign users do not need to have a CMLS user account. You will need the following information; first and last name, work email address, organisation, phone number.

b) Send *How to DocuSign* email to service provider including:

- How To DocuSign factsheet
- Activation and Set Up of your DocuSign Account factsheet.

c) This emails provides advice as to what the service provider should expect to receive and the actions they need to undertake (inclusive of instructions).

d) This must be sent in parallel to the email sent to CMLS support, as the set up process of DocuSign undertaken by CMLS Support team will generate the account activation email mentioned in the template (see below).

Subject	Electronic execution of DCP Contract via DocuSign
Attached	4a DCP How to DocuSign factsheet.pdf 738 KB; Activation and Setup of your DocuSign Account.pdf 708 KB

Dear insert name

Re: Execution of Department for Child Protection (DCP) contract insert contract number and name

This contract will be issued shortly and will be executed electronically via our new procurement and contract management system using Docusign.

As part of this process you will receive 2 emails from Docusign and it is important that they are actioned in the correct sequence.

Email 1 – Account Activation (this is a once off email to take the necessary action to set up your DCP Docusign account)
An account activation email will be issued to activate your DCP Docusign account to allow you to execute DCP contracts electronically.
Please see attached the Activation and Setup of your DocuSign Account factsheet for instructions on setting up your account.
Please Note: This account activation must be undertaken before any contract can be executed

Email 2 – Review Document (associated with the execution of DCP contract)
A second email will be issued by Docusign that will contain the contract requiring execution.
This should only be actioned after you have completed the activation of your account.
Please see attached the DCP How to DocuSign Factsheet for instructions on executing the contract electronically via DocuSign.

We hope that this process saves you time and reduces administrative burden and thank you for helping us reduce our environmental impact.
Please let us know if we can be of any further assistance in setting up your account and/or executing the DCP contract.

Kind Regards

insert email signature

SOUTH AUSTRALIA Government of South Australia Department for Child Protection | *For all children and young people to grow up cared for, connected and empowered to reach their full potential*

RESPECT TRUST COURAGE

This email may contain confidential information, which also may be legally privileged. Only the intended recipient(s) may access, use, distribute or copy this email. If this email is received in error, please info
for viruses.

Please consider the environment before printing my email.

e) CMLS Support will set up a DocuSign account for service provider executor.

f) Complete contract formation in CMLS and prepare draft approved contract as per Contract formation.

6. Contract formation

Summary: The Contract Formation process sets up the CMLS to be able to select and populate the correct contract template. This process explains what templates need to be completed by the procurement officer.

Frequency: Required for every procurement requiring a contract.

Output: Completed Service Agreement.

CMLS Responsibilities:

Process Step	DCP
Contract details	Procurement officer
NFP Attachment 1 Agreement details	Procurement officer
G&S Attachment 1 Agreement details	Procurement officer
NFP and G&S Terms and conditions, glossary, special conditions	Procurement officer
NFP Attachment 4 Funded services	Procurement officer
NFP Attachment 5 Funding and payment	Procurement officer
Free text Attachments	Procurement officer

Process step detail:

The Contract Formation process sets up the CMLS to be able to select and populate the correct contract template. The Contract Formation table below demonstrates the Contract Formation requirements by Contract Type.

Contract Formation Table

	Procurement Request			Data Field	Description of Use			
	Proc. Category	Proc. Format	Other Format	Contract Formation	Service: Type	Service: KPIs	Placement Contract	Template
Goods and Services Contracts (Pay on Invoice)	Goods or Good and Services or Services	G&S	N/A	**Execution Page** **A1 Contract Details** **A2 Standard T&Cs** **A3 Glossary of Terms** **A4 Select Options** **A5 Specification** **A6 Pricing and Payment**	General FBC Residential Care Respite Care SILS Specialist FBC	KPI Bank and Contract Specific KPI	YES YES YES YES YES	Type B
		G&S Panel (Work Orders)			Advocacy and Support Family Support Services G&S Other	Specific KPI only	N/A N/A N/A	**1-2** G&S
NFP Contracts (Block Funded)	Services	NFP	N/A	**Execution Page** **A1 - Contract Details** **A2 - Standard T&Cs** **A3 – Select Options** **A4 - Funded Services** **A5 - Block Fund and Payment** **A6 - Acquittal Form**	General FBC Residential Care Respite Care SILS NFP Other	KPI Bank and Contract Specific KPI	YES	**3** NFP
				Execution Page **A1 - Contract Details** **A2 - Standard T&Cs** **A3 – Select Options** **A4 - Funded Services** **A5 - Block Fund and Payment** **A6 - Acquittal Form**	Specialist FBC	KPI Bank and Contract Specific KPI	YES	**4** NFP
				Execution Page **A1 - Contract Details** **A2 - Standard T&Cs** **A3 – Select Options** **A4 - Funded Services** **A5 - Block Fund and Payment** **A6 - Acquittal Form**	General FBC (RATE BASED) Specialist FBC (RATE BASED)	KPI Bank and Contract Specific KPI	Placement = 0 Not currently in use	**5** NFP
				Execution Page **A1 - Contract Details** **A2 - Standard T&Cs** **A3 – Select Options** **A4 - Funded Services** **A5 - Block Fund and Payment** **A6 - Acquittal Form**	Advocacy and Support Family Support Services NFP Other	KPI Bank and Contract Specific KPI	N/A	**6** NFP
Other. Eg Licensing Agreement	Goods or Good and Services or Services	Other	MOAA, MOU Across Gov. Other Other Panel (Work Orders)	Basic data entered into the CMLS for reporting purposes. Drafted and executed externally to CMLS but PDF attached CMLS	N/A	N/A	N/A	N/A

LEGEND – How data is entered	
CMLS Form	CMLS forms with predetermined data fields. The data selected from dropdown boxes, check boxes, or entered as text by the procurement officer.
Locked Template	SA Government standard T&C templates managed by the CMLS Support team. CMLS automatically adds to the contract at the Award and Creation process.
Bespoke Appendices	Full free text page(s) bespoke specifications, or pricing and payment details entered into CMLS by the procurement officer. Nothing held in system.

Select Options	SA Government standard special conditions managed by the CMLS Support team. Selected for inclusion into the contract by the procurement manager.

6.1. Contract details

Summary: The contract setup phase confirms all the details required to create a contract. In addition, the setup phase confirms contact and executor details.

Contract data is entered in 3 stages, *Contract Details*, *Attachments,* and *Funding and Payment*. This process describes how the procurement lead enters the *Contract details* into the CMLS.

Frequency: Required for every contract raised in the CMLS.

Output: Completed Contract set-up, DCP and Service provider roles, purchased order details, account details and number of extensions confirmed. In addition, the record management structure is set up to enable recording of all contract relevant documents.

Related documents

PC027 – Disclosure of Government Contracts

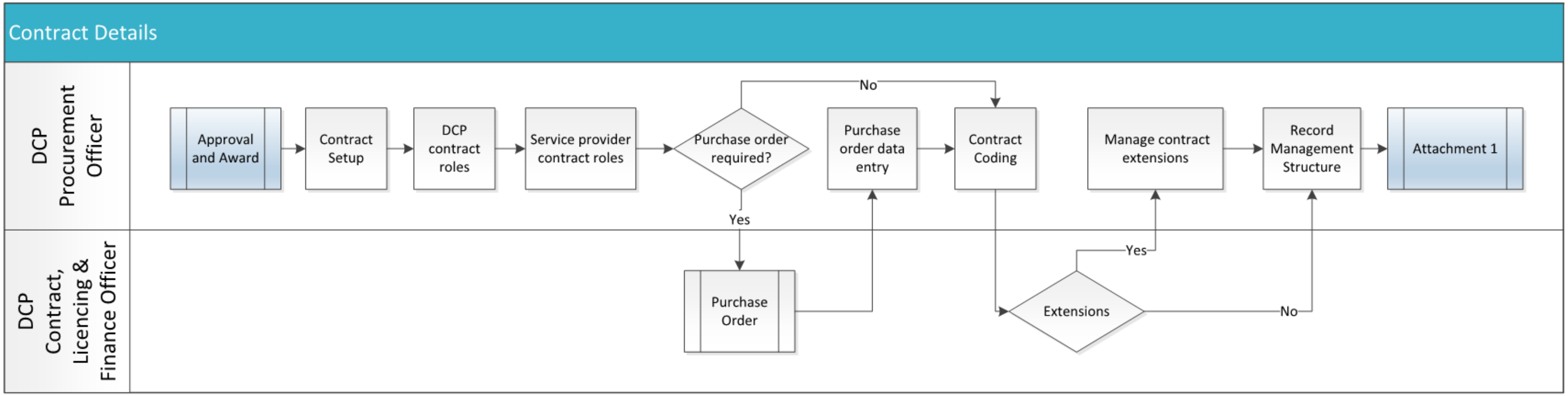
CMLS responsibilities:

Process step	Person responsible
Contract setup	Procurement officer
DCP contract roles	Procurement officer
Service provider contract roles	Procurement officer
Purchase order	Contracts, Licencing and Financial Business Advisor (for OOHC Contracts)
Contract coding	Procurement officer
Manage contract extensions	Procurement officer
Record management structure	Procurement officer

Process step detail:

The Contract Formation process sets up the CMLS to be able to select and populate the correct contract template. The Contract Formation table below demonstrates the Contract Formation requirements by Contract Type.

Contract details: Process flow

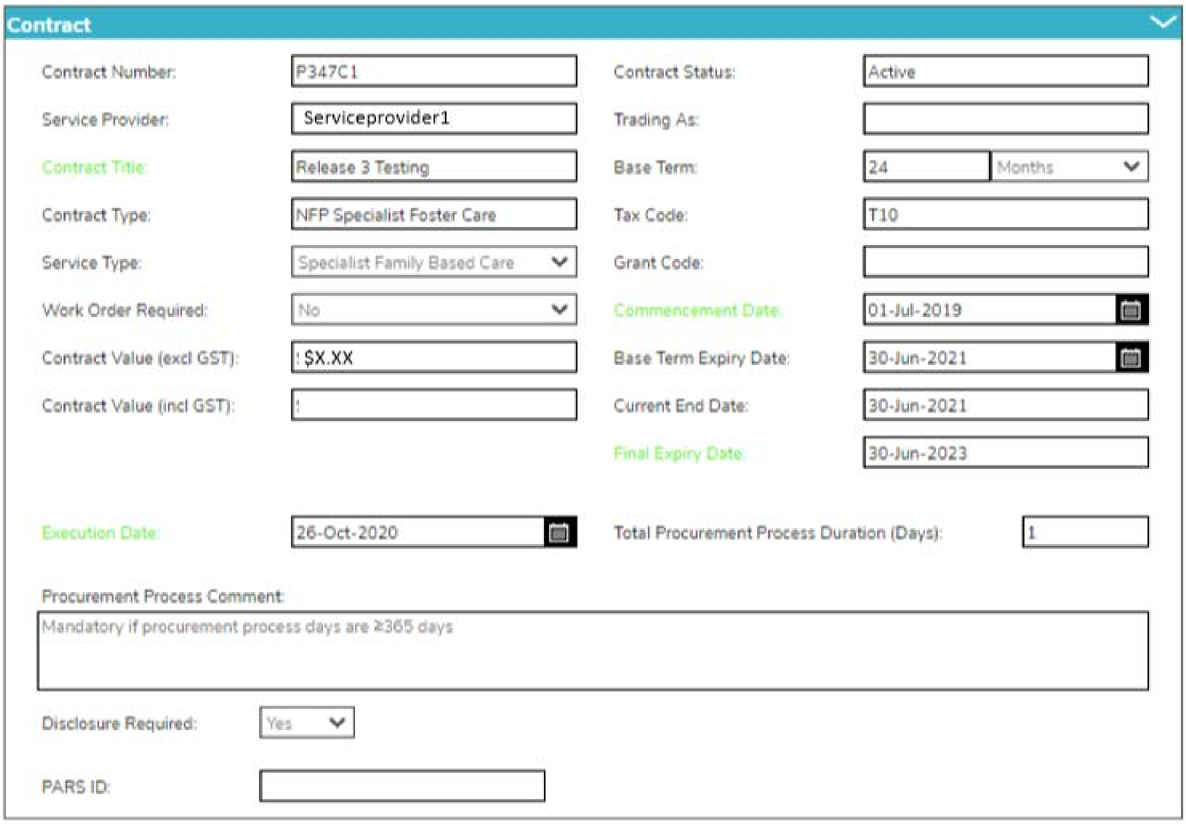


6.1.1. Contract set up

a) Before commencing, open the **Contract Setup form** and check you are adding details to the correct contract.

b) In the **Contract Setup Form**, complete the following fields:

- **Contract Title:** title of the contract
- **Base Term:** enter the number of months of the base term
- **Commencement Date**: select the contract commencement date
- **Grant Code:** enter the grant code
- **Base Term Expiry Date field**: this will be auto calculated by the system based on the commencement date and the base term (it can be manually overridden if required)
- **Current End Date:** this will default to the Base term expiry date when the contract is drafted (will update later in the contract lifecycle if an extension is exercised)
- **Final Expiry Date:** this will auto calculate based on the Base Term Expiry Date and any available extension periods defined for the contract
- **Procurement Process comments**: enter any relevant comments
- **Disclosure Required**: if eligible for contract disclosure, select Yes. If excempt select No and then elect the exemption reason from the dropdown box. Refer to PCO27 – Disclosure of Government Contracts.



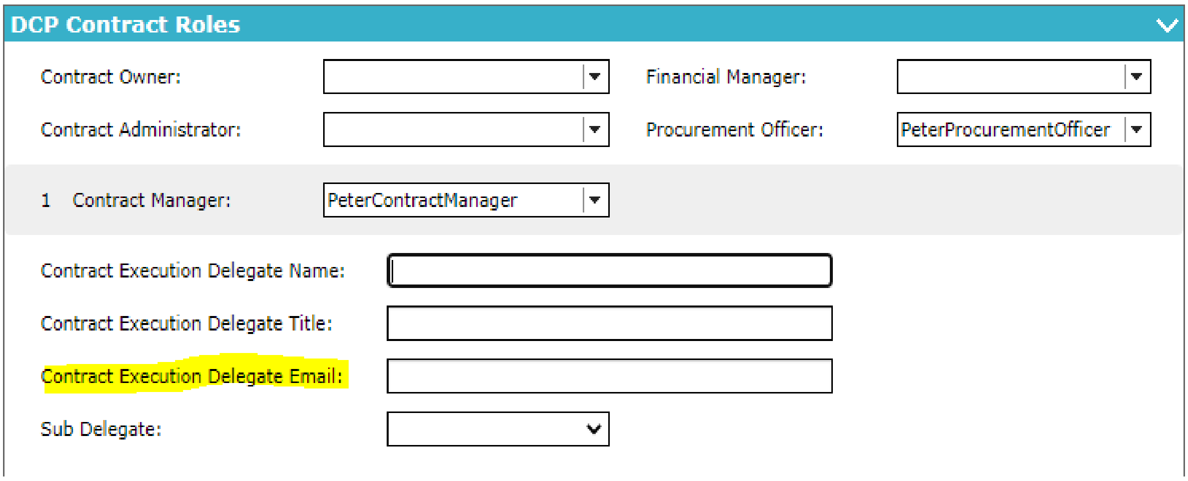
6.1.2. DCP contract roles

a) In the **DCP Contract roles form**, complete the following fields.

- **Contract Owner:** select the contract owner from the dropdown list. For Service Contracts and Licensing (SC&L) managed contracts, select the incumbent of the Manager, Service Contracts and Licensing role. For non-SC&L managed contracts, select incumbent of the Manager, Procurement and Contracting role.
- **Financial Manager:** select the financial manager from the dropdown list.
- **Contract Administrator:** select the contract administration if required.
- **Procurement Officer:** auto filled from Procurement Request Received block, however this can be edited if the contract is in Draft status.
- **Contract Manager:** for SC&L managed contracts select the DCP contract manager. For non SC&L managed contracts select DCP Admin.
- **Contract Execution Delegate:** enter the name and title of the person who will be executing the contract. Ensure the name and title is entered in full and spelling is correct, as this will form part of the executed agreement.
- **Contract Execution Delegate Email:** email entered into this field will auto populate in the Contract Execution approval form.
- For any changes to DCP Contract roles in an active contract, email DCPCMLSSupport@sa.gov.au

Note: The contract executor does not need to be a CMLS user as the contracts DocuSign will execute contracts externally to CMLS.

- **Sub Delegate:** if DCP has an approved sub delegate that is authorised to execute contracts or variations on behalf of the original execution delegate (eg CEO on behalf of the Minister), include their name here.
- **Sub Delegate Approval Limit:** if the sub delegate has an approval limit, tick the Sub Delegate Approval Limit tick box and enter the approval limit and any relevant comments.

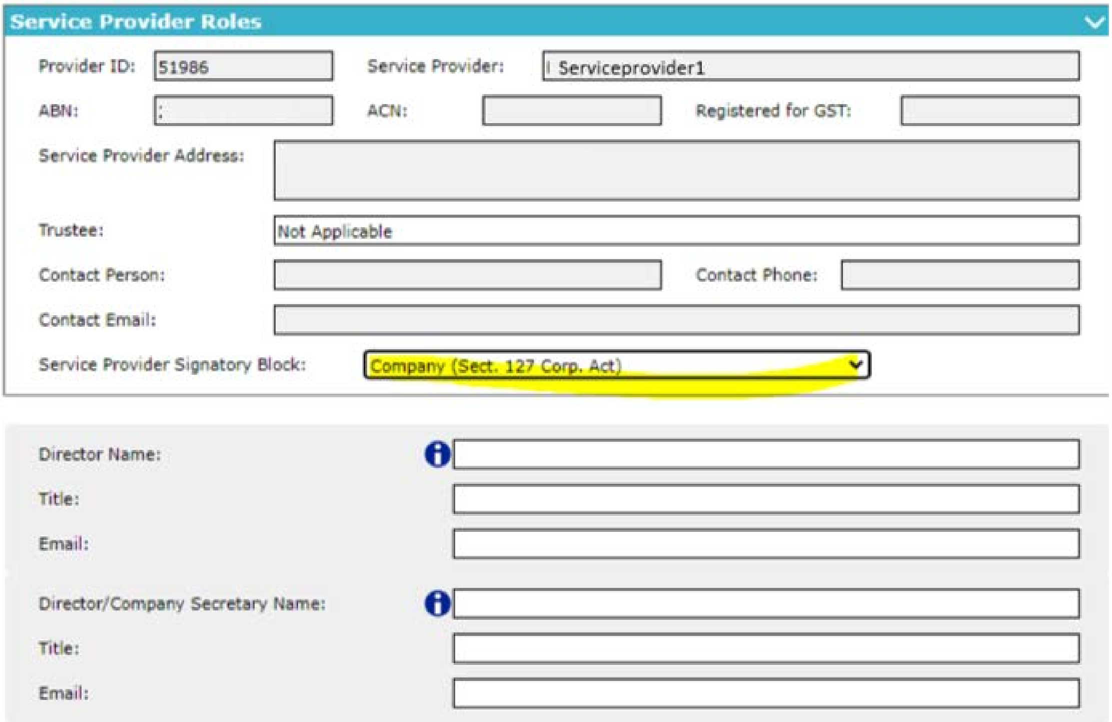


6.1.3. Service provider contract roles – SC&L managed contracts

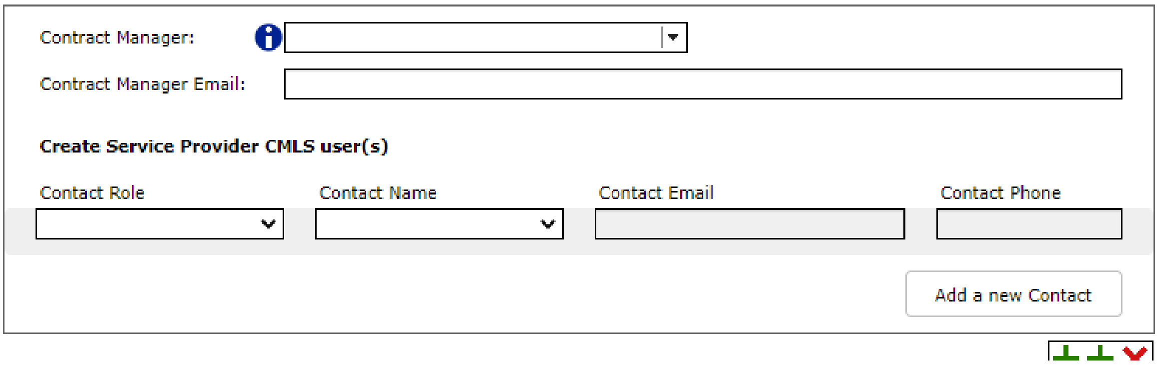
Follow the below process for contracts managed by the Service Contracts and Licensing Team.

a) In the **Service Provider Roles form**, complete the following fields:

- if the service provider is a current Basware vendor, CMLS will pull through the current vendor data
- **Trustee:** provide trustee details if relevant
- **Contact Person:** these details will be auto filled using information provided during schedule of responses
- **Service Provider Signatory Box**: select the correct signature block from the drop down box. CMLS will identify the number of signatories required
- **Contract Executor**: manually enter the contract executor name, title and email



- **Contract Manager**: leave this section blank for contracts managed by SC&L team. This information will be entered by the DCP Contract Manager after the contract handover to ensure the CMLS service provider user profile is set up after the contract execution and kick off meeting
- Any other **SP Contract Roles** will also be created by the DCP Contract Manager post contract kick off.

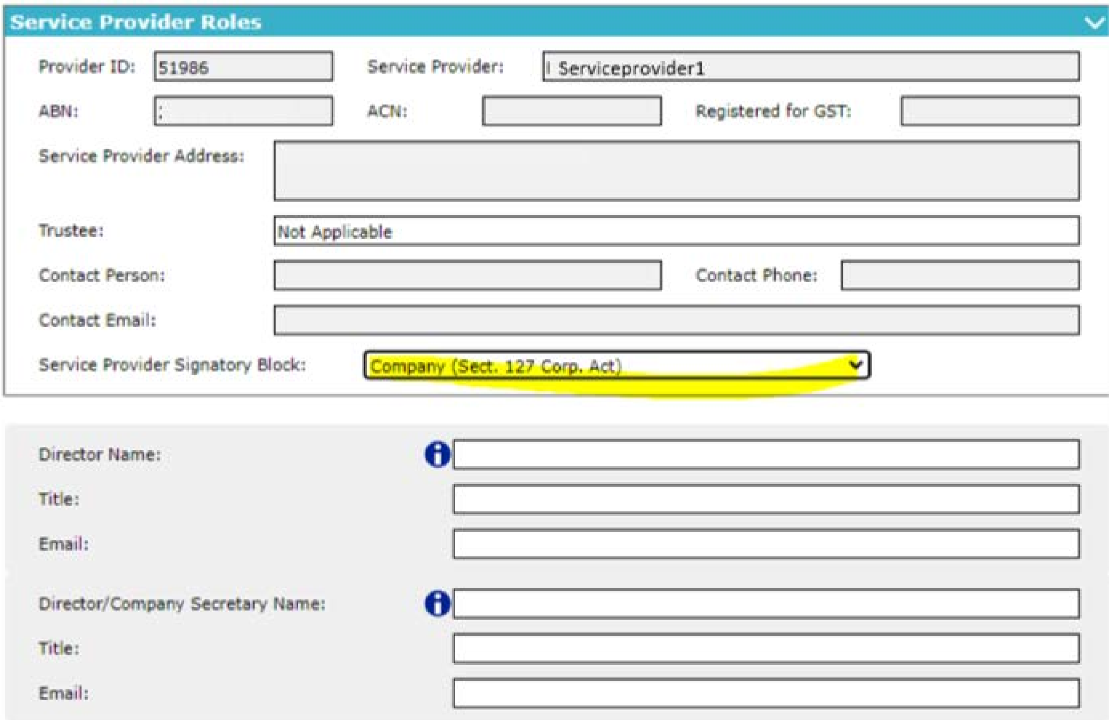


6.1.4. Service provider contract roles – Non-SC&L managed contracts

Follow the below process for contracts not managed by the SC&L team.

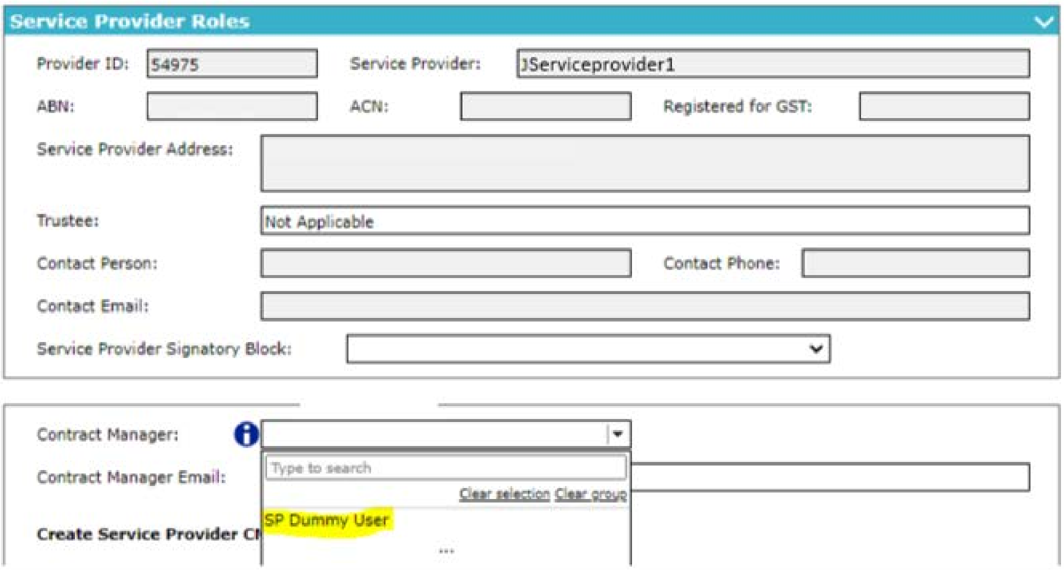
a) In the **Service Provider Roles form**, complete the following fields:

- if the service provider is a current Basware vendor, CMLS will pull through the current vendor data
- **Trustee:** provide trustee details if relevant
- **Contact Person:** these details will be auto filled using information provided during schedule of responses
- **Service Provider Signatory Box**: select the correct signature block from the drop down box. CMLS will identify the number of signatories required
- **Contract Executor**: manually enter the contract executor name, title and email.

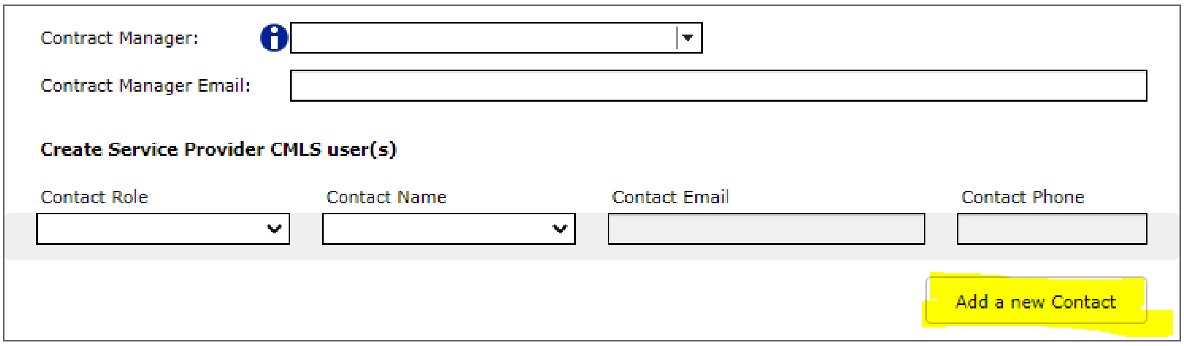


b) **Contract Manager**: to ensure contract workflows are correct, all non-SC&L managed contracts require a 'dummy' service provider contract manager.

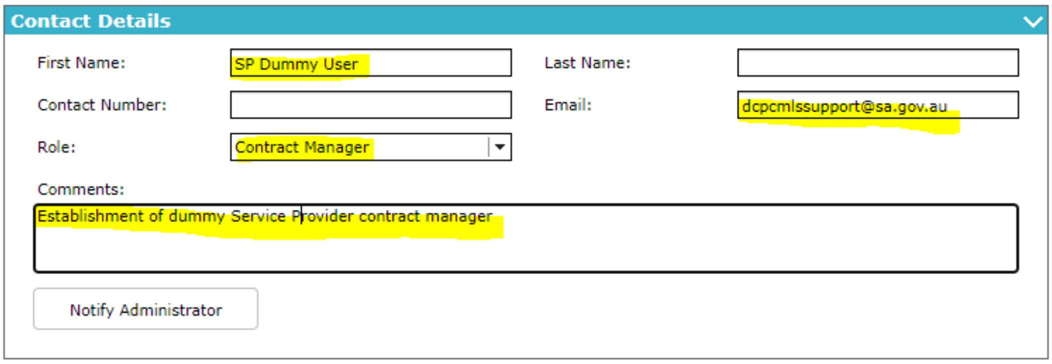
- Use the dropdown menu to select the SP Dummy User. CMLS will update the service provider roles with the necessary account details to ensure appropriate workflows.



- If there is not a SP Dummy User available create a new dummy service provider contract manager account:
    - click the **Add a new Contact button** in the Service Provider Roles form



    - enter the Name, Email, Role, and Comment field as per the below screenshot



    - click the **Notify Administrator button**. This will send a notification to CMLS Support team to create the dummy user account
    - once CMLS Support team has created the dummy user account, they will notify the procurement officer

- o once advised that the account has been created, the procurement officer can select the user from the drop down list of SP Contract Managers and click **Save**.

6.1.5. Purchase order

A purchase order is required for all OOHC G&S contracts and some other contracts. Purchase orders are not required for NFP contracts.

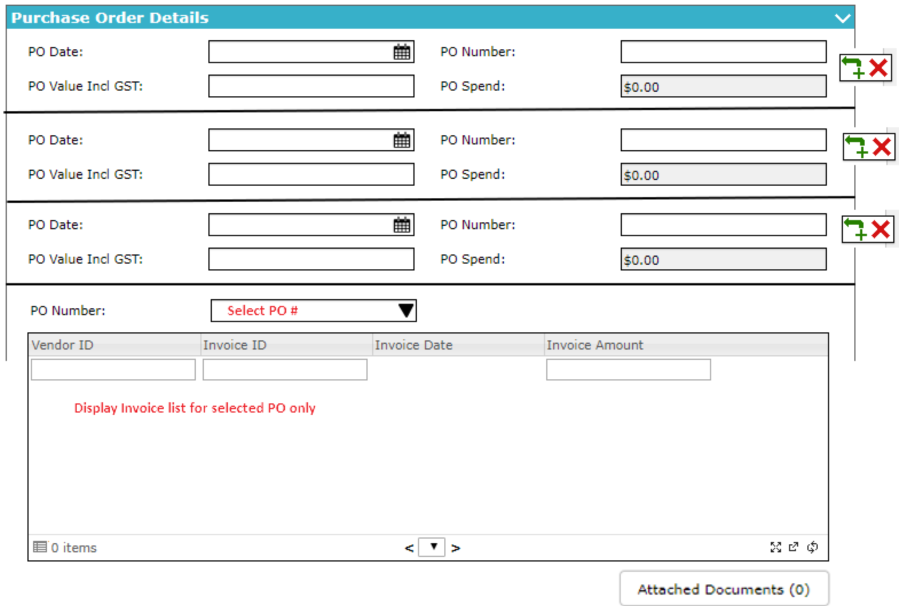
The PO value is to be equal to the approved contract value (i.e. at the commencement of a new contract the PO will be for the base term and will exclude any extensions). The procurement officer is to see the Contracts and Licencing Financial Business Advisor to obtain the Basware PO number.

a) In CMLS, open the **Purchase Order Details form** and complete the below fields:

- **PO Date:** select the date shown on the Basware purchase order
- **PO Number**: enter in the Basware PO number
- **PO Value**: incl GST and enter the GST inclusive price and click the **Save button**.

b) CMLS can hold multiple purchase orders against an individual contract or work order if required.

c) To replicate the purchase order block use the "plus" sign and enter all relevant PO data in each PO block.



6.1.6. Contract coding

For NFP contracts: the contract manager provides the contract account codes.

For G&S contracts: the account codes will be available from the purchase order (see the Contracts and Licencing Financial Business Advisor).

a) Open the **Contract Account Details form**.

b) For contracts with funds allocated to a job cost select the **JC Account String radio button** and enter in the **Client ID, Task ID, Cost Code and Account Value**.

c) For contracts with funds allocated to a general ledger account select the **GL Account String radio button** and enter in the **Project Code, Object Code, Cost Centre Code** and then click the **Validate button** to confirm the account string is a valid number. Next enter the **Account Value** and click **Save**.

Note: Only GL objects 75219 and 75221 will have grant codes associated with them. If the grant code is not one of these two GL Object Codes, the grant code should remain blank.

d) Press the **Green Plus button** to add additional lines if required.

e) Click **Save.**

6.1.7. Base funding – NFP contracts

Prior to continuing, for all NFP Contracts the contracts base term funding must be entered to ensure the indexation rate is correct throughout the term of the contract.

a) Move to NFP Attachment 5: Funding and Payment.

b) Complete the block funding table.

c) Continue with Manage contract extensions.

6.1.8. Manage contract extensions

If the contract is to include any extension(s) tick the **Extension Required Box** and then click the **Add Extension button**. This will open the **Extension Record**. Repeat for each extension required within the contract.

a) Open the **Manage Contract Extensions form** and complete the following fields.

- Select the **extension required** from the dropdown box.

Note: The last extension must be selected as the Final Extension. If there is only one extension offered, this is to be selected as the Final Extension.

- **Extension Start Date**: select the start date.
- **Extension Term**: select the number of months within the extension.

b) **For G&S and Other contracts**, click **Save** and the **Parent contract button**.

c) **NFP Agreements**, move to the **Extensions form** and complete the following fields:

- **Financial Year**: click the Green Plus button to add all the years of the contract including any extensions (i.e. base term plus extension)

Extensions

Financial Year:	2019-20	Indexation:	0%
Financial Year:	2020-21	Indexation:	3%
Financial Year:	2021-22	Indexation:	2.8%
Financial Year:	2022-23	Indexation:	2.8%
Financial Year:	2023-24	Indexation:	2.8%

- **Select the financial year** for each line shown and the CMLS will automatically display the indexation rate
- Click the click the **Green Plus button** to add the required Quarters to complete the contract extension term
- Select the **financial year** and **quarter** for each line
- Enter the **block funding** and any **ERO** amounts (excluding GST) for each line. Include any Carer reimbursement and Respite care reimbursement for Specialist Foster Care
- Once complete check the **Total** is correct.

d) Repeat the above for all extensions to be included in the contract.

e) Click **Save.**

#	Financial Year	Quarter	Block Funding (excl GST)	ERO (excl GST)	Carer Reimbursement (excl GST)	Respite Care Reimbursement (excl GST)	Total Funding (excl GST)
1	2021-22	Q4	$40,000.00	$10,000.00			$50,000.00 2.8
2	2022-23	Q1	$40,000.00	$10,000.00			$50,000.00 2.8
3	2022-23	Q2	$40,000.00	$10,000.00			$50,000.00 2.8
4	2022-23	Q3	$40,000.00	$10,000.00			$50,000.00 2.8
5	2022-23	Q4	$40,000.00	$10,000.00			$50,000.00 2.8
6	2023-24	Q1	$40,000.00	$10,000.00			$50,000.00 2.8
7	2023-24	Q2	$40,000.00	$10,000.00			$50,000.00 2.8
8	2023-24	Q3	$40,000.00	$10,000.00			$50,000.00 2.8
		Total	$320,000.00	$80,000.00	$0.00	$0.00	$400,000.00

6.1.9. Record management structure

a) The procurement officer should confirm with the contract manager that the network structure is set up to enable the storage of contract files. When the file structure is complete and available tick the **Record Management Structure set up for Contract checkbox**.

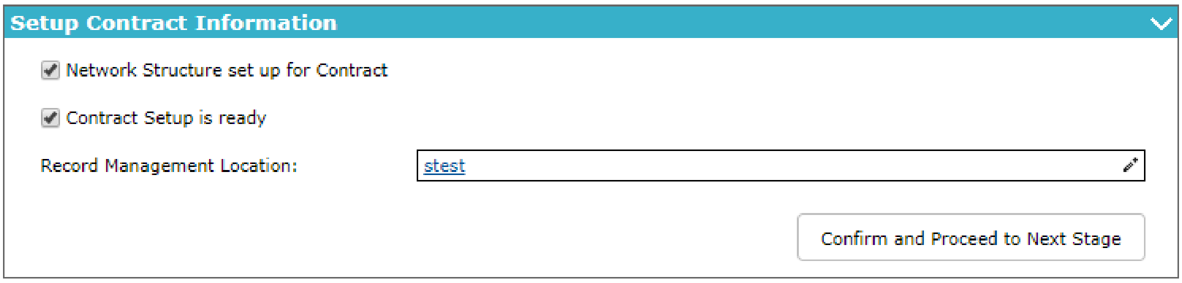
Note: If SharePoint is not implemented, this means setting up the folder structure on the existing network platform.

If SharePoint is operational, this means ensuring the file structure is set up in SharePoint.

b) The procurement officer is to check all the above actions. Once complete tick the **Contract Setup is Ready checkbox**.

c) Enter the location where the contract files are stored in the **Record Management Location box.**

d) Click **Confirm and Proceed to Next Stage** and move to Attachments.



6.2. Attachment 1: Agreement details

Summary: Attachment 1 Agreement Details is where the procurement officer completes Attachment 1 details (i.e. contract managers, quality, insurance, transition, subcontractor, termination for convenience and the funding acknowledgement details).

Frequency: Every contract raised in the CMLS

Output: Completed Attachment 1.

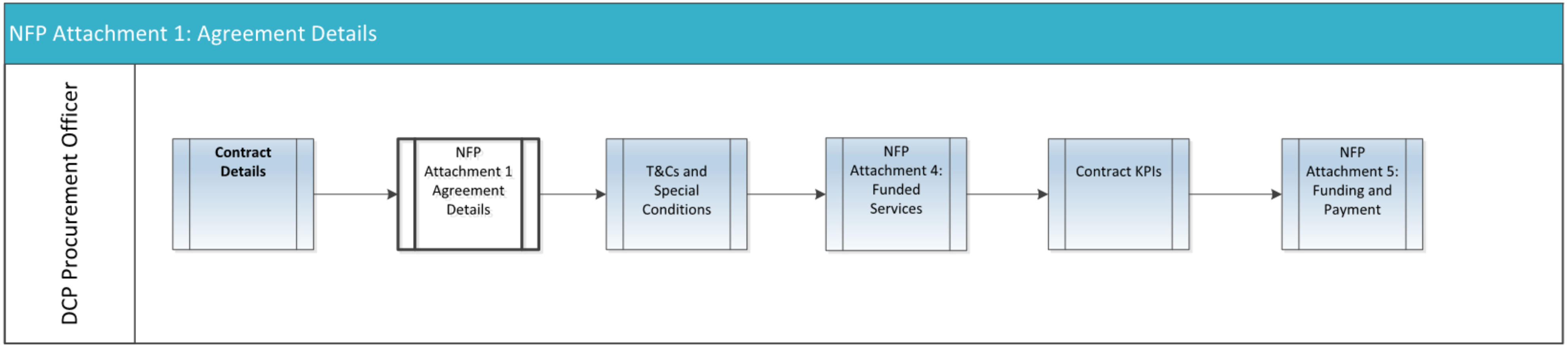
CMLS responsibilities:

Process Step	Responsible Person
NFP Agreement	Procurement officer
G&S Agreement	Procurement officer

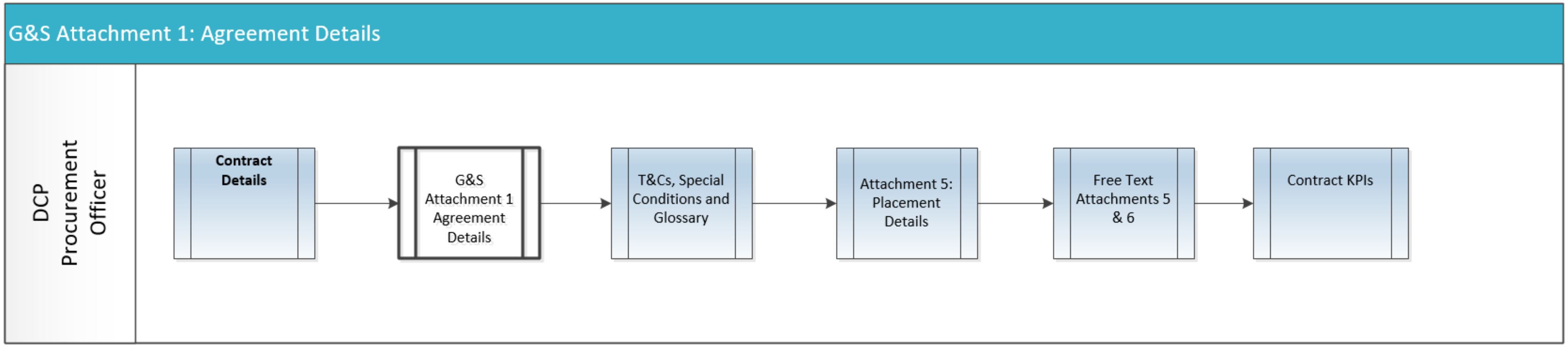
Process step detail:

Attachment 1 Agreement details is where the remainder of the Attachment 1 (A1) data is completed. For NFP Agreements: the procurement officer is to confirm the DCP and service provider contract managers, quality, insurance, transition, subcontractor, termination for convenience, the funding acknowledgement details, and then enter the data into the CMLS.

NFP Agreement: Process flow



G&S Agreement: Process flow



6.2.1. NFP Attachment 1

a) In the **Contract Formation > Attachments tab**, review the **Contract Setup Form** and check you are adding details to the correct contract.

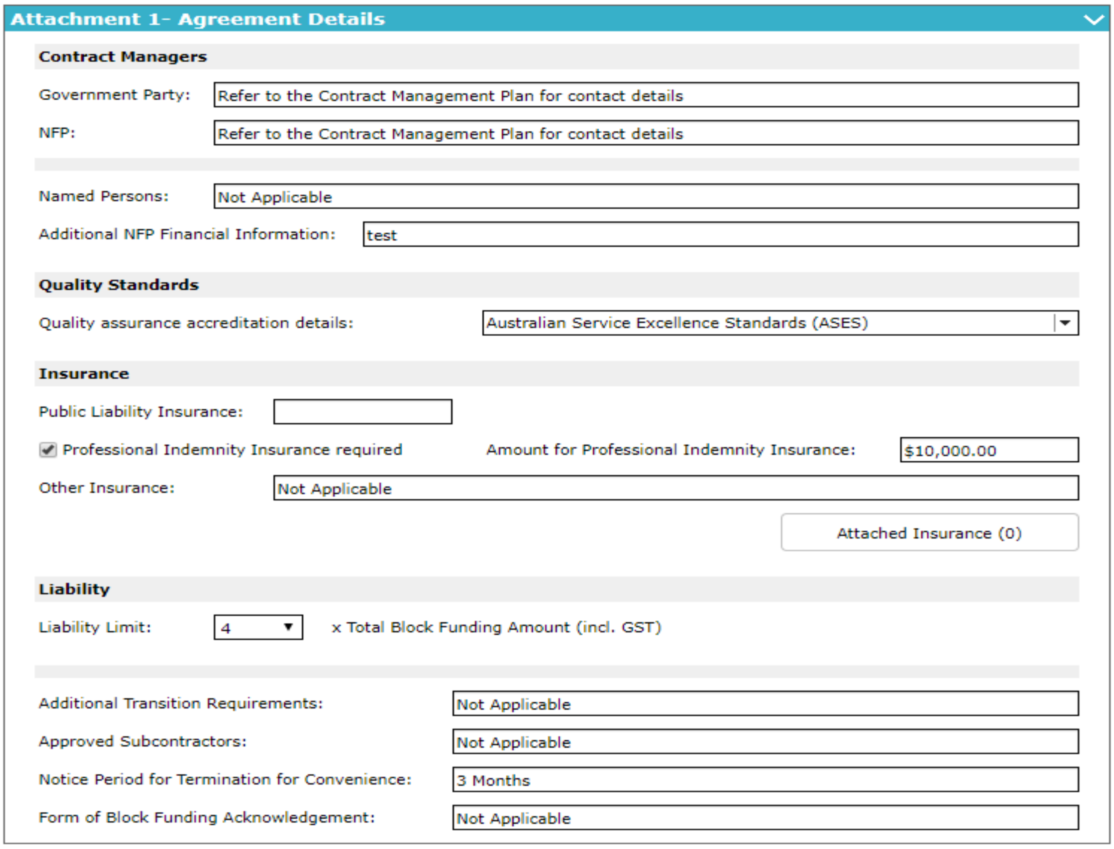
b) Open the **Attachment 1 – Agreement Details form** and complete the following fields:

- **Contract Managers:** each party must nominate a Contract Manager. For these contracts leave the default text which refers to the contract management plan where the Contact Manager details are to be recorded
- **Named Persons**: this is most relevant where particular person(s)' expertise is required or where due to security or safety reasons, only named personnel can be engaged to provide the Funded Services if required, enter the name or if no name leave as Not Applicable
- **Additional NFP Financial Information**: if the NFP organisation is not required by law to prepare audited financial statements, the government party can specify that the optional financial information specified in T&C clause 12.3 is required. Otherwise, enter Not Applicable
- **Quality Standards**: select the service provider's quality standard from the dropdown box
- **Insurance:** the only mandated insurance is public liability insurance. For Public Liability enter in the required $ amount to be covered. For Professional Indemnity Insurance, tick the box if professional indemnity insurance is required and enter in the $ amount to be covered. For Other Insurance enter in the details of any other relevant insurances
- attach any relevant documents

Note: It is not a DCP requirement to save copies of certificates of currency for any of the insurance types.

- **Liability:** a service provider's liability will be capped at a multiple of between 1 and 5 of the total contract value. Select the appropriate number from the dropdown box
- **Additional Transition Requirements**: default value is Not Applicable. If there are additional requirements to those specified in clause 24 (Transition) then they can be inserted here (eg requirement for NFP organisation to have a written transition plan)
- **Approved Subcontractors:** default value is Not Applicable. If the NFP organisation has indicated as part of their offer to provide Funded Services that it will be using subcontractors, then the names and services scope details of those subcontractors can be included in this item
- **Notice Period for Termination for Convenience**: the default value is 3 months for NFP, but can be modified if required
- **Form of Block Funding Acknowledgement:** the default value of Not Applicable is to remain.

c) Click **Save.**


Attachment 1- Agreement Details
Contract Managers
Government Party: Refer to the Contract Management Plan for contact details
NFP: Refer to the Contract Management Plan for contact details
Named Persons: Not Applicable
Additional NFP Financial Information: test
Quality Standards
Quality assurance accreditation details: Australian Service Excellence Standards (ASES)
Insurance
Public Liability Insurance:
Professional Indemnity Insurance required
Amount for Professional Indemnity Insurance: $10,000.00
Other Insurance: Not Applicable
Attached Insurance (0)
Liability
Liability Limit: 4 x Total Block Funding Amount (incl. GST)
Additional Transition Requirements: Not Applicable
Approved Subcontractors: Not Applicable
Notice Period for Termination for Convenience: 3 Months
Form of Block Funding Acknowledgement: Not Applicable

6.2.2. G&S Attachment 1

a) In the **Contract Formation > Attachments tab**, review the **Contract Setup Form** and check you are adding details to the correct contract.

b) Open the **Attachment 1 – Agreement Details form** and complete the following fields:

- **Contract Managers:** each party must nominate a Contract Manager. For these contracts leave the default text which refers to the contract management plan where the Contact Manager details are to be recorded

- **Named Persons:** this is most relevant where particular person(s)' expertise is required or where due to security or safety reasons, only named personnel can be engaged to provide the Funded Services. If required, enter the name or if no name enter Not Applicable

- **Details of Goods:** if Goods are being purchased under the contract, a brief functional description can be included here. If the contract is for a service, enter Not Applicable

  Note: If there is a detailed specification of the goods, enter in "Refer to Attachment 5 Specification for a detailed description", and complete the details in Attachment 5"

- enter the **Delivery date** and **delivery point** or **Not Applicable**

- enter the **Installation Date or Not Applicable**

- enter the **Warranty Period or Not Applicable**

- **Details Services**: enter a description of the services. If the contract is for goods enter Not Applicable

Note: If there is a detailed specification for the services, enter in "Refer to Attachment 5 Specification for a detailed description", and complete the details in Attachment 5."

- enter the **Delivery date** and **Delivery Point** or Not Applicable
- **Reports and Manuals**: please specify reports that the Supplier must provide as part of the Services or any user manuals that the Supplier must provide with the goods
- **Milestone dates**: enter critical dates during the period of the contract by which Goods and Services must be supplied

Note: If there is a detailed specification, enter in "Completion of agreed milestones to comply with the timeframes specified in Attachment 5", and complete the details in Attachment 5

- **Price and Payment:** the price and payment details are flowed through from the Contract Values entered
- **Insurance:** the only mandated insurance is public liability insurance. For Public Liability enter in the required $ amount to be covered. For Professional Indemnity Insurance, tick the box if professional indemnity insurance is required and enter in the $ amount to be covered. For Other Insurance enter in the details of any other relevant insurances. Attach any relevant documents

Note: It is not a DCP requirement to save copies of certificates of currency for any of the insurance types.

- **Liability:** a service provider's liability will be capped at a multiple of between 1 and 5 of the total contract value. Select the appropriate number form the dropdown box
- **Other Termination Rights:** default value is Not Applicable. If it is necessary due to the nature of the particular procurement to have other rights to end the contract, they can be included in this item
- **Approved Subcontractors:** default value is Not Applicable. If the Supplier has indicated as part of their offer to provide goods and services that it will be using subcontractors, then the names and service scope details of those subcontractors can be included in this item
- **Notice Period for Additional Personnel Checks:** the Standard Terms and Conditions include a right for the government party to require police checks of supplier personnel. If due to the nature of the procurement (eg delivery of services or goods at schools) it is necessary for further suitability checks of supplier's personnel, these can be included in this item.

  If the contract is for an OOHC service, enter in the **personnel checks clause** contained in the NFP agreement
- **Notice Period for Termination for Convenience:** the default value for G&S Agreements is 30 days. The Standard Terms and Conditions includes a right for the government party to terminate for convenience. The period should not be less than 30 days unless the contract itself is for a very short period.

c) Click **Save**

6.3. T&Cs, Special Conditions, Glossary

Summary: Explain how the T&Cs, Special Conditions and Glossary work in the CMLS

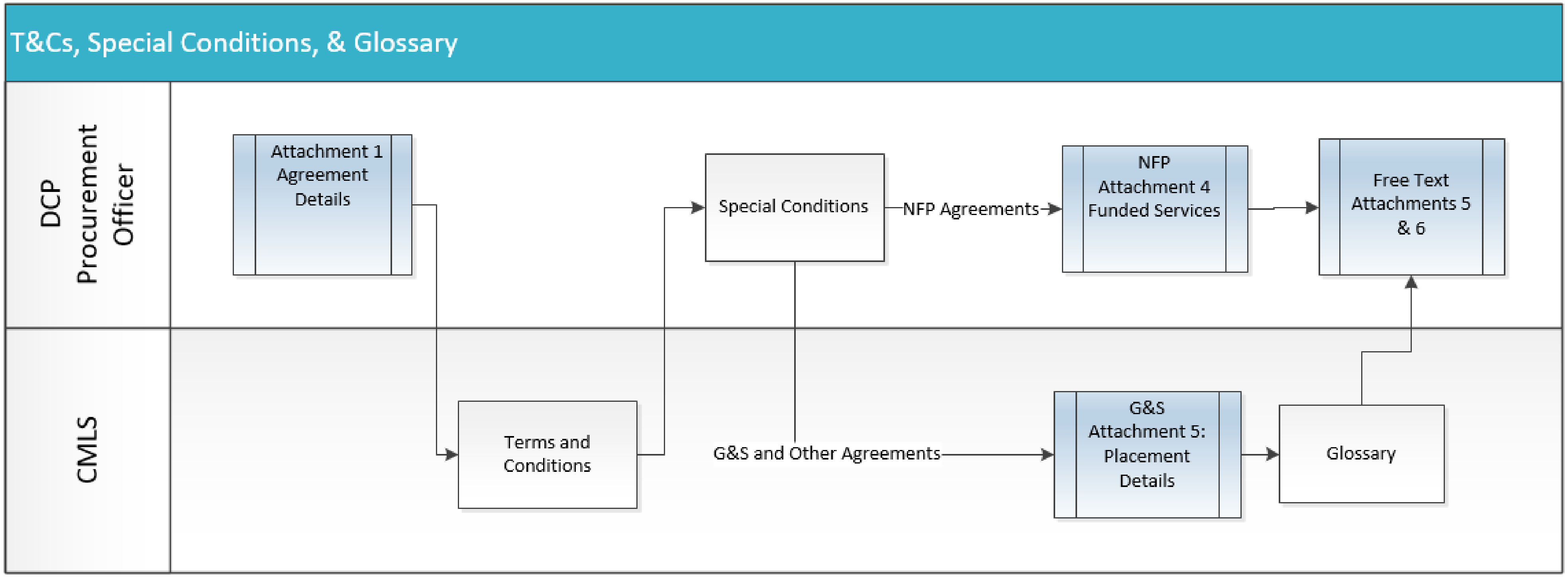
Frequency: Every contract raised in the CMLS except other. NFP agreements do not include a Glossary.

Output: procurement officer will understand how the T&Cs, Glossary and Special conditions work in the CMLS

CMLS responsibilities:

Process step	**Person responsible**
Terms and conditions	Procurement officer
Special conditions	Procurement officer
Glossary	Procurement officer

T&Cs, special conditions, glossary: Process flow



6.3.1. Terms and conditions (T&Cs)

CMLS automatically inserts the T&Cs into the contract when the contract draft is generated.

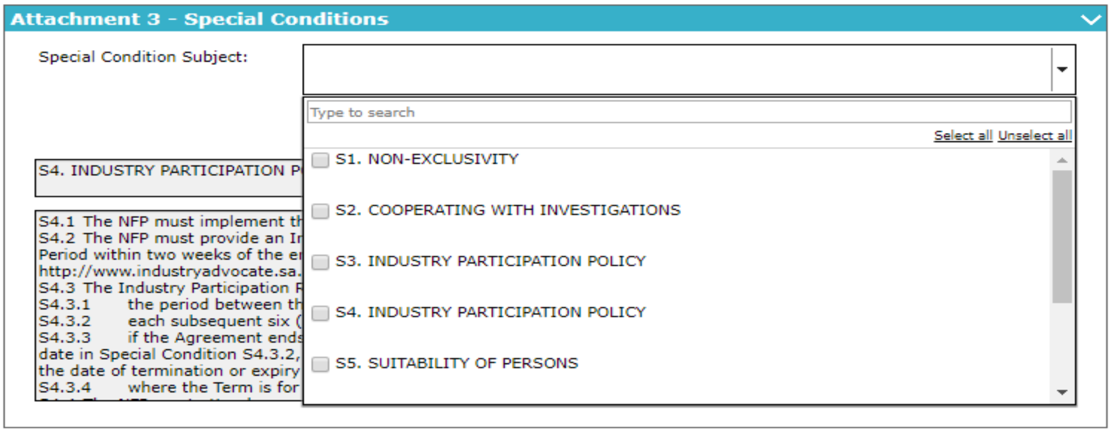
There is no action required by the procurement officer.

T&Cs are a locked template. The CMLS Support team, via a global variation, must complete any T&Cs changes to either the NFP or the G&S glossary made by the SA Government.

The above applies T&Cs in both NFP and G&S contracts.

6.3.2. Special Conditions

a) For NFP Agreements: From **Contracts, Contract Formation, Attachments tab** open the **Attachment 3 – Special Conditions form**.
   For G&S Agreements: From **Contracts, Contract Formation, Attachments tab** open the **Attachment 4 – Special Conditions form**.
b) Click on the **drop down box arrow**. Select the conditions to be included in the contract, and then click outside the dropdown box to return to the form.
c) Click the **Add Special Conditions to Contract button** and CMLS will list selected conditions.
d) Check the list conditions and amend as required following the above instructions.
e) Click **Save.**



6.3.3. Glossary

Glossary is not applicable to NFP agreements.

G&S contracts, the glossary is Attachment 3.

CMLS automatically inserts the glossary into Attachment 3 when the contract draft is generated.
There is no action required by the procurement officer.

The G&S Attachment 3 Glossary is a locked template. The CMLS Support team, via a global variation, must complete any changes to the G&S glossary made by the SA Government.

6.4. Funded services / Placement details

Summary: To confirm the service required and outline placement details.

Frequency: Every NFP contract raised in the CMLS and any G&S placement contracts.

Output:

NFP Attachment 4: Funded services
G&S Attachment 5: Placement details

Related documents

Service Specifications webpage

CMLS responsibilities:

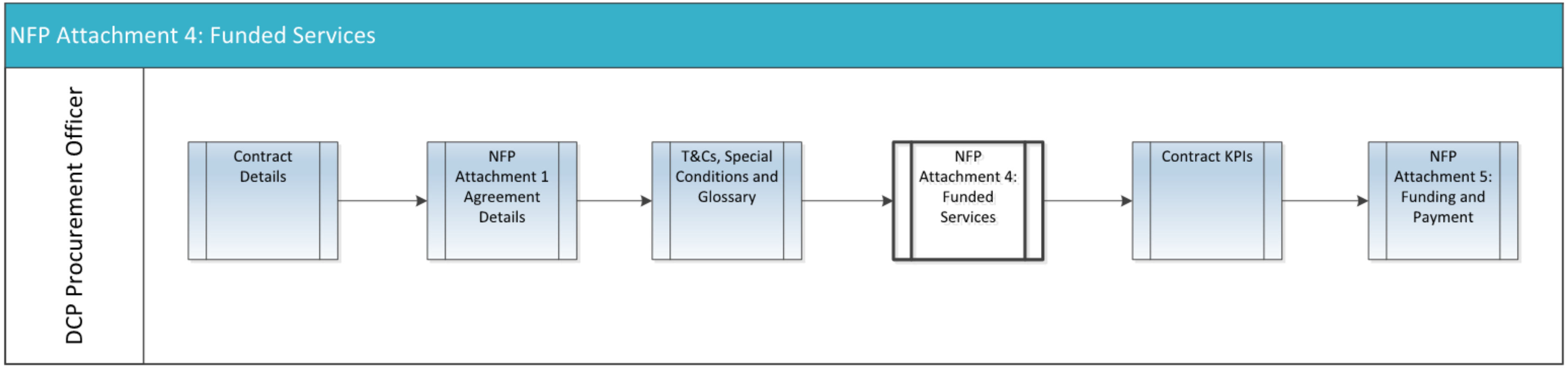
Process step	Person responsible
NFP Attachment 4: Funded services	Procurement officer
G&S Attachment 5: Placement details	Procurement officer

Process steps:

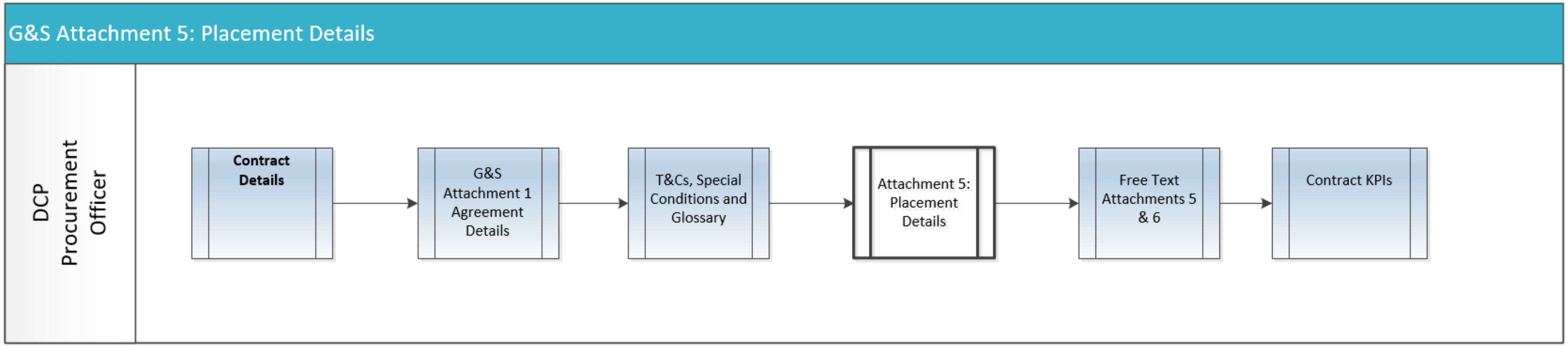
The specified funded service requirements include the Service, Target Group, Minimum Placements and licencing. After each section there is an 'additional conditions' field where extra clauses can be added to clarify requirements.

Note: For NFP Other contracts (Family support services to Advocacy) where the specification is not reflected on the internet under Service Specifications and is free text, refer to 5.5 Free Text Attachments. This procedure describes how to complete a free text specification.

NFP Attachment 4 Funded services: Process flow



G&S Attachment 5 Placement details: Process flow



6.4.1. NFP Attachment 4: Funded services

a) Open the **Contract Setup form** and check you are completing the funded services specification for the correct contract.

b) Move down and open **Attachment 4 – Funded Services.** Complete the below fields.

Item 1 – Service

- **Service Type:** self-populates from the Approval and Award process.
- **Hours of operation**: select the requirements from the dropdown box, and leave N/A in the time boxes unless there are specific operating hours to be specified.
- **State Government Regions:** select the regions that this contract services.
- **Additional Service Conditions:** to add conditions to clarify the service. Enter any additional requirements into the free text field.

Item 2 – Target group

- **Target Age:** select the target age from the dropdown box. Select Not Specified for contract with no age requirements.
- **Additional Target Age Conditions:** occasionally there is a need to specify additional conditions to clarify the target age requirements. Enter any additional requirements into the free text field.
- **Aboriginal and Torres Strait Islanders:** select the correct requirement from the drop down box.
- **Culturally and Linguistically Diverse Backgrounds (CALD):** select the correct requirement from the drop down box.
- **Disability:** select the correct requirement from the drop down box.
- **Complexity Assessment Tools (CAT) Level:** select the correct requirement from the drop down box.
- **Additional Target Group Conditions** : to add conditions to clarify the target group. Enter any additional requirements into the free text field.

Item 3 – Minimum placements

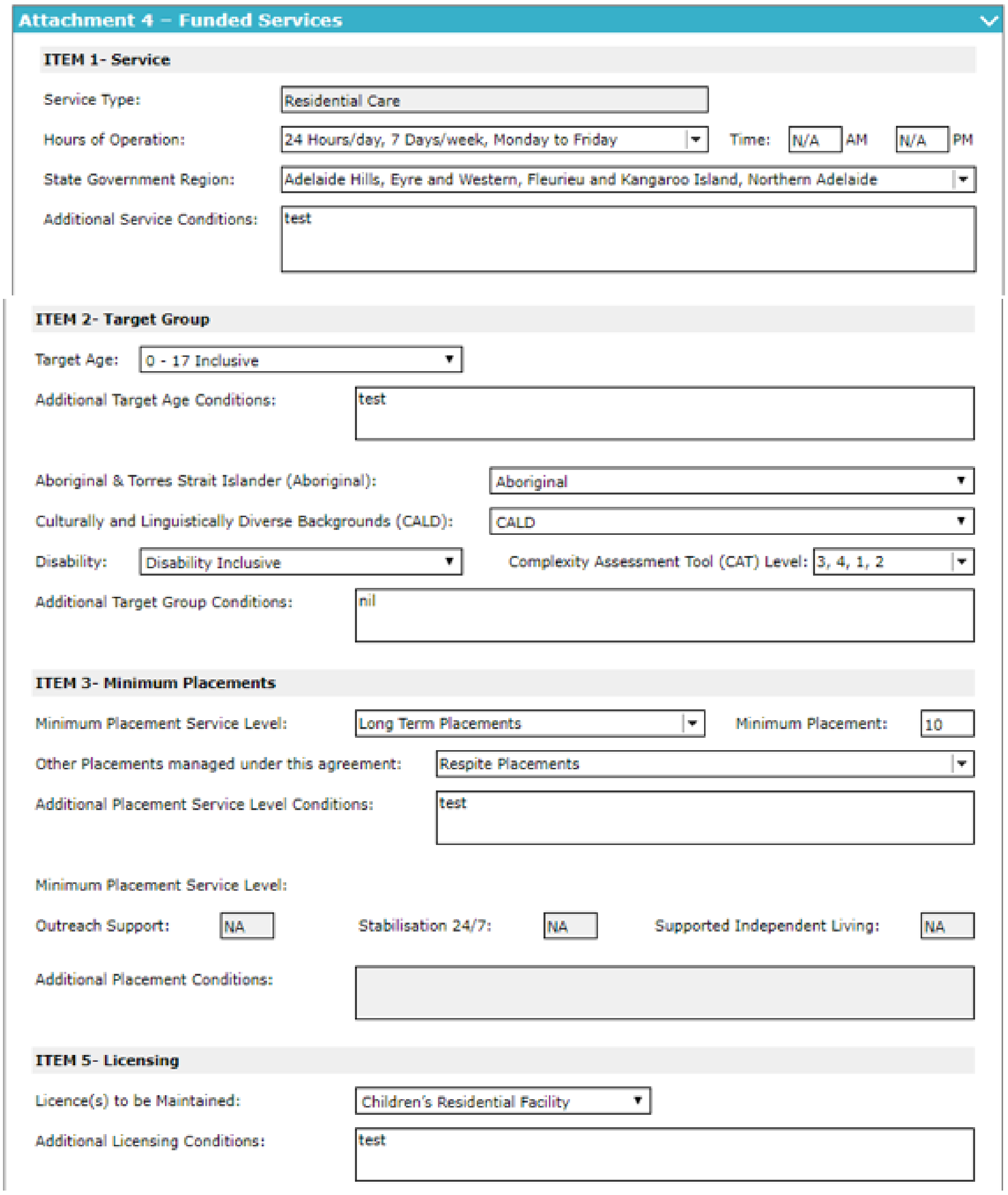
- **Minimum Placement Service Level:** select the type of placement from the dropdown box.
- **Minimum placement**: enter the contracted number of minimum placements.
- **Other Placements managed under this agreement**: from the dropdown box select any other placement type to be provided as part of the contract.
- **Additional Placement Conditions:** to add conditions to clarify the placements. Enter any additional requirements into the free text field.

- **Additional Placement Conditions:** to add conditions to clarify the placements. Enter any additional requirements into the free text field.

Licensing

- **Licence(s) to be maintained:** select the required licence(s) from the dropdown box.
- **Additional Licence Conditions:** to add conditions to clarify the licence(s). Enter any additional requirements into the free text field.

c) Click **Save** and progress to Free Text Attachments.



Attachment 4 – Funded Services

ITEM 1- Service

Service Type: Residential Care

Hours of Operation: 24 Hours/day, 7 Days/week, Monday to Friday Time: N/A AM N/A PM

State Government Region: Adelaide Hills, Eyre and Western, Fleurieu and Kangaroo Island, Northern Adelaide

Additional Service Conditions: test

ITEM 2- Target Group

Target Age: 0 - 17 Inclusive

Additional Target Age Conditions: test

Aboriginal & Torres Strait Islander (Aboriginal): Aboriginal

Culturally and Linguistically Diverse Backgrounds (CALD): CALD

Disability: Disability Inclusive Complexity Assessment Tool (CAT) Level: 3, 4, 1, 2

Additional Target Group Conditions: nil

ITEM 3- Minimum Placements

Minimum Placement Service Level: Long Term Placements Minimum Placement: 10

Other Placements managed under this agreement: Respite Placements

Additional Placement Service Level Conditions: test

Minimum Placement Service Level:

Outreach Support: NA Stabilisation 24/7: NA Supported Independent Living: NA

Additional Placement Conditions:

ITEM 5- Licensing

Licence(s) to be Maintained: Children's Residential Facility

Additional Licensing Conditions: test

6.4.2. G&S Placement details

d) Open the **Contract Setup form** and check you are completing the placement details specification for the correct contract.

e) Move down and open **Attachment 5 – G&S Placement Details.** Complete the below fields.

Item 1 – Service

- **Service Type:** self-populates from the Approval and Award process.
- **Hours of operation**: select the requirements from the dropdown box, and leave N/A in the time boxes unless there are specific operating hours to be specified.
- **State Government Regions:** select the regions that this contract services.
- **Additional Service Conditions:** to add conditions to clarify the service. Enter any additional requirements into the free text field.

Item 2 – Target group

- **Target Age:** select the target age from the dropdown box. Select Not Specified for contract with no age requirements.
- **Additional Target Age Conditions:** occasionally there is a need to specify additional conditions to clarify the target age requirements. Enter any additional requirements into the free text field.
- **Aboriginal and Torres Strait Islanders:** select the correct requirement from the drop down box.
- **Culturally and Linguistically Diverse Backgrounds (CALD):** select the correct requirement from the drop down box.
- **Disability:** select the correct requirement from the drop down box.
- **Complexity Assessment Tools (CAT) Level:** select the correct requirement from the drop down box.
- **Additional Target Group Conditions**: to add conditions to clarify the target group. Enter any additional requirements into the free text field.

Item 3 – Minimum placements

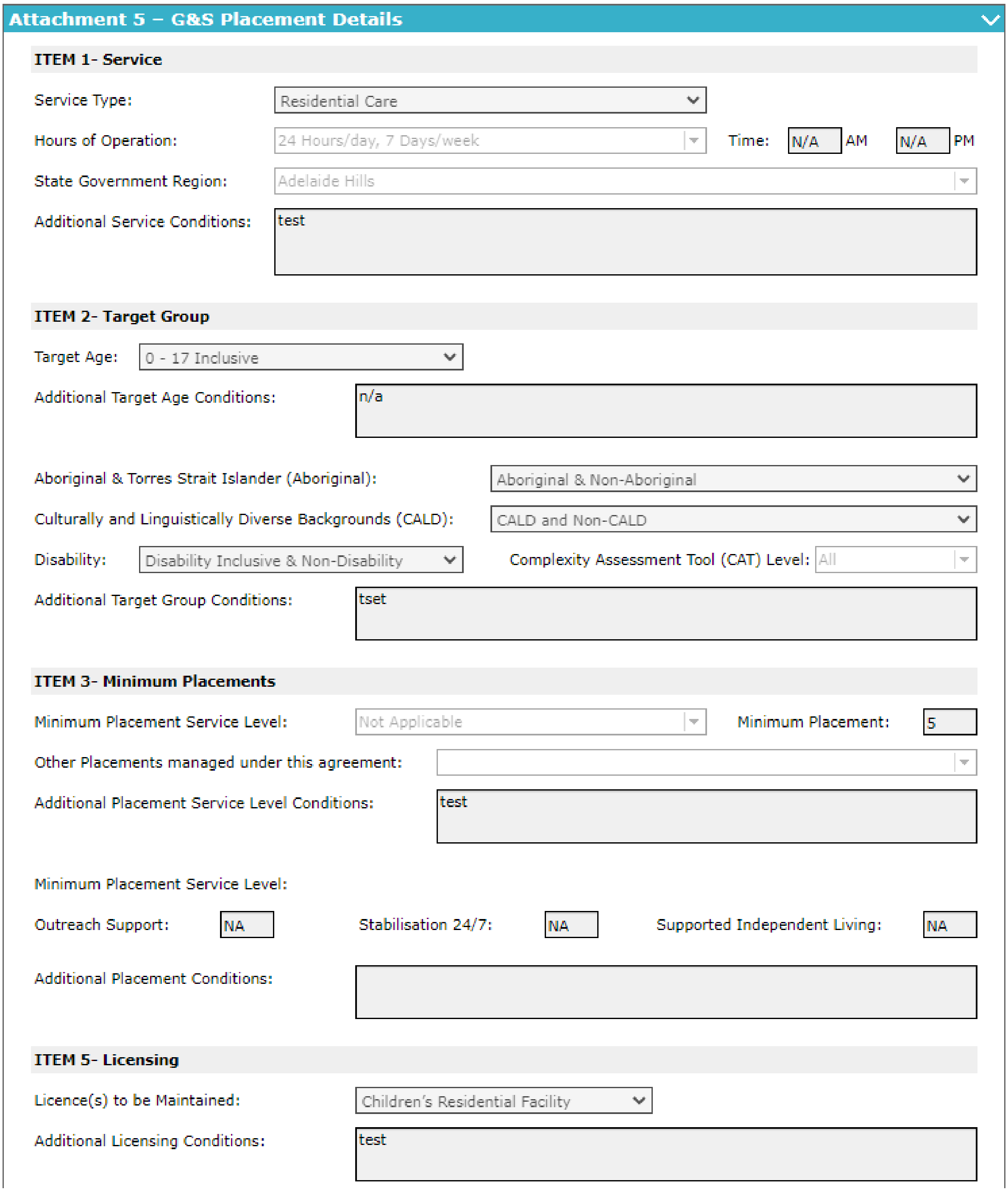
- **Minimum Placement Service Level:** select the type of placement from the dropdown box.
- **Minimum placement**: enter the contracted number of minimum placements.
- **Other Placements managed under this agreement**: from the dropdown box select any other placement type to be provided as part of the contract.
- **Additional Placement Conditions:** to add conditions to clarify the placements. Enter any additional requirements into the free text field.

- **Additional Placement Conditions:** to add conditions to clarify the placements. Enter any additional requirements into the free text field.

Item 5 - Licensing

- **Licence(s) to be maintained:** select the required licence(s) from the dropdown box.
- **Additional Licence Conditions:** to add conditions to clarify the licence(s). Enter any additional requirements into the free text field.

f) Click **Save** and progress to Free Text Attachments.



Attachment 5 – G&S Placement Details

ITEM 1- Service

Service Type: Residential Care

Hours of Operation: 24 Hours/day, 7 Days/week Time: N/A AM N/A PM

State Government Region: Adelaide Hills

Additional Service Conditions: test

ITEM 2- Target Group

Target Age: 0 - 17 Inclusive

Additional Target Age Conditions: n/a

Aboriginal & Torres Strait Islander (Aboriginal): Aboriginal & Non-Aboriginal

Culturally and Linguistically Diverse Backgrounds (CALD): CALD and Non-CALD

Disability: Disability Inclusive & Non-Disability Complexity Assessment Tool (CAT) Level: All

Additional Target Group Conditions: tset

ITEM 3- Minimum Placements

Minimum Placement Service Level: Not Applicable Minimum Placement: 5

Other Placements managed under this agreement:

Additional Placement Service Level Conditions: test

Minimum Placement Service Level:

Outreach Support: NA Stabilisation 24/7: NA Supported Independent Living: NA

Additional Placement Conditions:

ITEM 5- Licensing

Licence(s) to be Maintained: Children's Residential Facility

Additional Licensing Conditions: test

6.5. Free text attachments

Summary: Explain how to complete a free text attachment.

Frequency: Every contract G&S agreement and Advocacy agreement.

Output: Completed free text attachment inserted into the draft contract before execution.

Related documents

User Guide: Standard Goods and Services Agreement, State Procurement Board

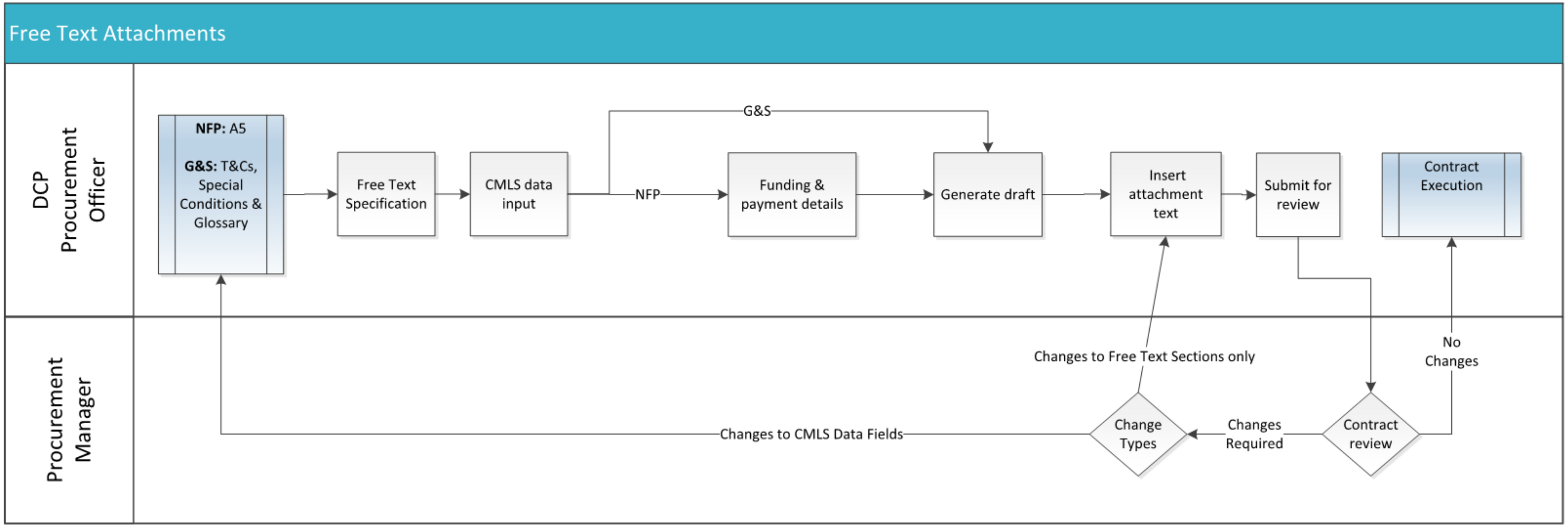
CMLS responsibilities:

Process step	Person responsible
Free text specification	Procurement officer
CMLS data input	Procurement officer
Generate draft and insert attachment text	Procurement officer
Changes to free text sections	Procurement manager
Changes to CMLS data fields	Procurement manager

Process steps: The procurement officer is to use free text attachments for non-standard specifications and payment details. Unlike standardised CMLS templates that appear automatically when the contract draft is generated, free text attachments require the full text content to be inserted in the word document when the contract draft is generated at the Contract Execution stage (before being attached for DocuSign).

Complete the specification in a Word document, and save for later use during the contract execution phase (NAME+VERSION)

Free Text Attachments: Process Flow



6.5.1. Free text specification

Complete the specification in a Word document, and save for later use during the contract execution phase (NAME+VERSION).

6.5.2. CMLS data input

G&S Attachment 5 - Specifications

a) From **Contracts, Contract Formation, Attachments Tabs** open the **Attachment 5 – Specifications form**.
b) Move to the **text field** and enter “Detailed specification, refer separate document NAME+VERSION”.

G&S Attachment 6 – Pricing and payment

a) From **Contracts, Contract Formation, Attachments Tabs** open the **Attachment 6 – Pricing and Payment form.**
b) Move to the **text field** and enter “Detailed pricing and payment, refer separate document NAME+VERSION”.

NFP Attachment 4b – Funded services

Block funded non-placement contracts only.

a) From **Contracts, Contract Formation, Attachments Tabs** open the **Attachment 4 – Funded Services form**.
b) Move to the **text field** and enter “Detailed funded services specification, refer separate document NAME+VERSION”.

For NFP agreements progress to Funding and Payment. Complete the funding and payment details, and progress to the Contract Execution.

6.5.3. Generate draft and insert attachment text

a) From **Contracts>Contract Execution** open the **Submit for Approval form**.
b) Click the **Generate Contract Draft button**. The draft contract will download to the “Downloads” folder and will appear as a word.docx icon at the bottom left hand corner of the screen.
c) In the word document, move to the attachment to be updated and copy in the previously completed attachment details (funded services (NFP), or specification and pricing and payment (G&S).

For G&S Residential Care contracts

- Generate Draft contract.
- Click the **Export button**, and select **mail merge export**.
- Select **Type 3**.

- Copy attachment 4 table, from NFP to include in Attachment 5 of G&S. Paste and insert as new rows.
- Tidy up the table, delete superfluous rows, remove highlights and update information (eg placements).
- Find NFP and replace supplier (more match case).

d) **Save the document**.
e) Submit the draft version to the procurement manager for review.
a) The procurement manager is to check the contract and advise the procurement officer of any changes.

6.5.4. Changes to free text sections

If the proposed changes are to be made only to the previously added attachment, the procurement officer can amend the word version.

If the free text attachment also changes, update the drafted word version of the attachments before copying into the newly generated draft contract.

Resubmit to the procurement manager for approval.

Upon approval, progress to the Contract Execution business process.

6.5.5. Changes to CMLS data fields

If the proposed changes affect previously entered CMLS entered data, do not edit the draft word version. The procurement officer must repeat the entire process starting from 5.4 Agreement details. This is to ensure any changes are recorded in CMLS, are reflected in the regenerated agreement and any future variations.

Resubmit to the procurement manager for approval.

Upon approval, progress to the Contract Execution business process.

6.6. Contract KPIs

Summary: Explain how the procurement officer adds service default and contract specific KPIs to the contract.

Frequency: Occurs for most contracts.

Output: KPIs added to the contract.

Related documents

Contract Performance Management webpage
Contract Performance Management Framework
Performance Measurement Specification
Adding or changing KPI process (under development)

CMLS responsibilities:

Process step	**Person responsible**
Add contract KPIs	Procurement officer
Add new KPIs to the KPI bank	CMLS systems administrator
Additional service level conditions	Procurement officer

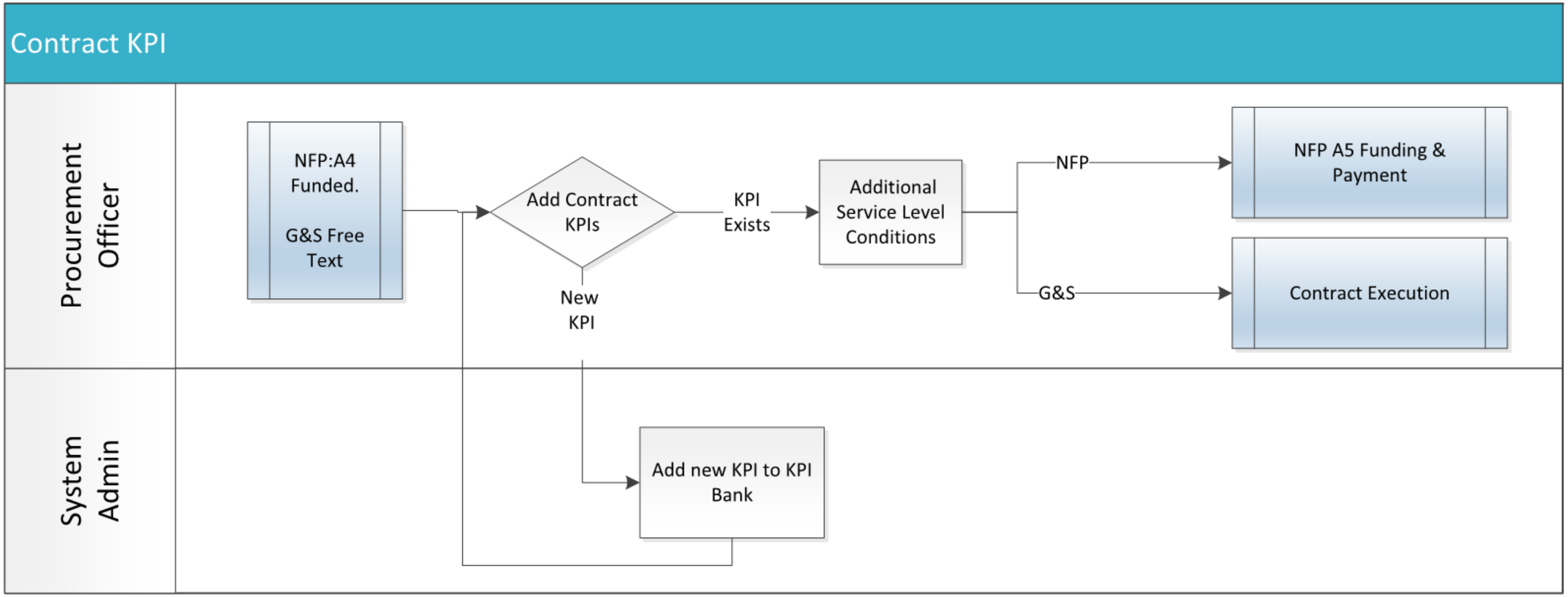
Process steps:

The following OOHC service types have a set of default Key Performance Indicators (KPIs) retained within the CMLS KPI bank (managed by the CMLS Support team). The procurement officer, via CMLS, loads the service default KPIs into the contract (the exception is Advocacy contracts).

- Family Reunification
- General Family Based Care
- Residential Care
- Residential Care – Disability Specific
- Specialist Family Based Care
- Supported Independent Living

In addition, for contracts that have contract specific requirements, the procurement officer can add contract specific KPIs to the contract to help manage the contract specific requirements. If a contract specific KPI does not exist, the procurement officer needs to advise the CMLS Support team who will then add the new KPI to the CMLS KPI bank.

Contract KPIs: Process Flow



6.6.1. Add contract KPIs

a) Open the **Contract Setup Form** and check that you are adding KPIs to the correct contract and then open **Contract KPI form**.

b) To add the service standard KPIs to the contract, click on the **Load Service Default KPIs button** and CMLS will add display in the **Contract KPI form**, all the standard KPIs that are applicable to the contract.

c) To add any **contract specific KPIs**:

d) Check if the KPI exists in the KPI bank using the **KPIs drop down box**. Select the required KPI to be added and then click the **Add Contract Specific KPI button**.

e) If the KPI does not exist in the KPI bank, see the CMLS Support team who will add the KPI to the KPI Bank.

f) To ensure contract specific KPIs appear in sequence, add the largest # KPI first.

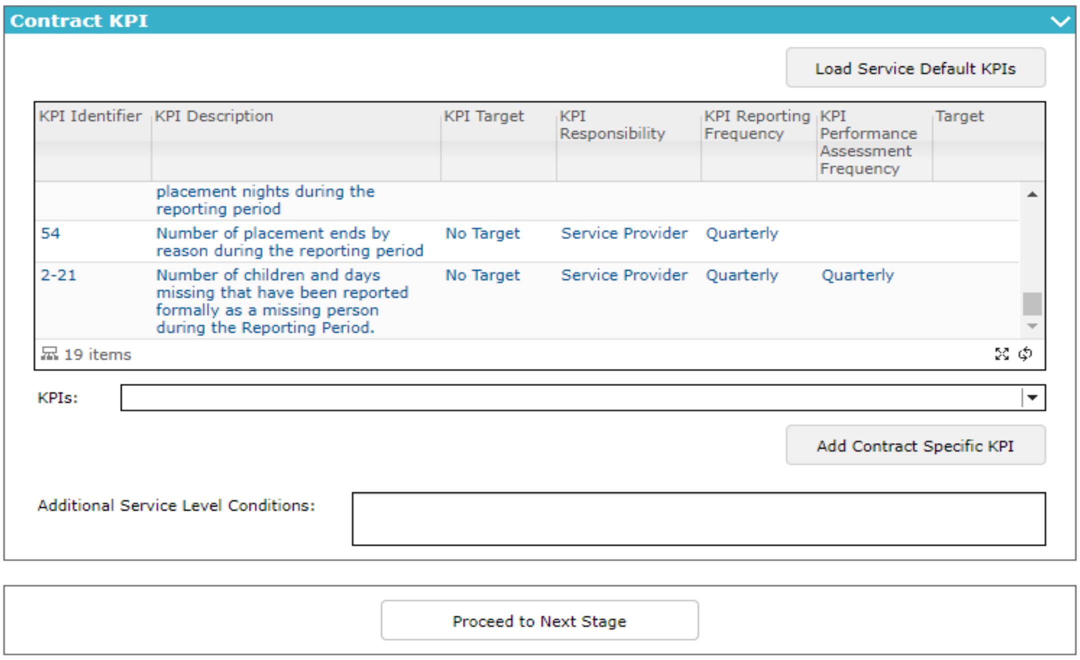
Note:
Tier 1 KPIs - displayed in the CMLS within the Contract KPI form and in the printed contract.
Tier 2 KPIs - displayed in the CMLS within the Contract KPI form, but are not displayed in the printed contact.

6.6.2. Additional service level conditions

a) Move to the **Additional Service Level Conditions free text field** and enter in any additional service level requirements.

b) Click **Proceed to Next Stage** to proceed to:

- G&S: 6.0 Contract Execution.
- NFP: [5.7 A5 Funding & Payment.]



6.7. NFP Attachment 5: Funding and payment

Summary: The contract setup phase confirms all the details required to complete the NFP Attachment 5 Funding and payment. This confirms the base term funding.

Frequency: Every NFP contract raised in the CMLS.

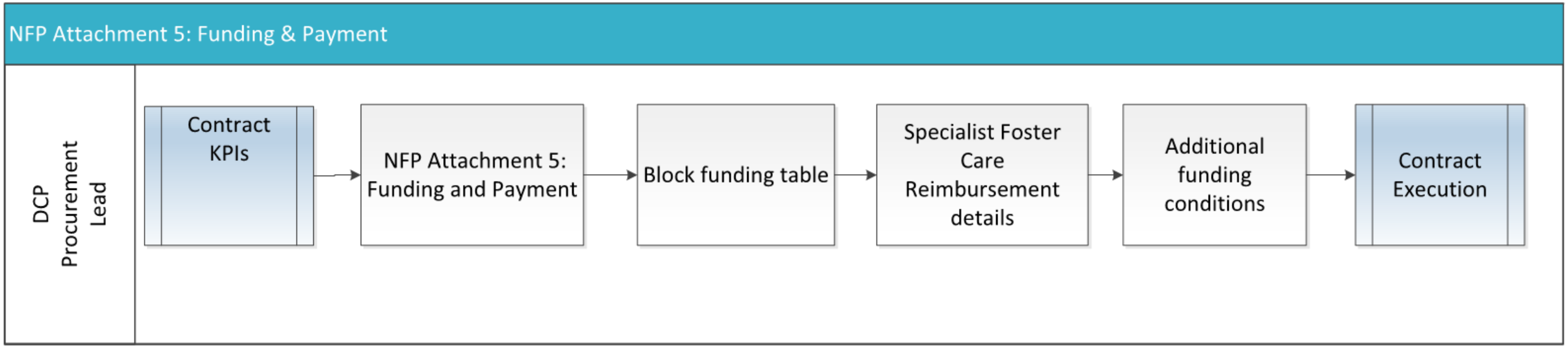
Output: Completed NFP Attachment 5.

CMLS responsibilities:

Process step	Person responsible
NFP Attachment 5: Funding and payment	Procurement officer
Block funding table	Procurement officer
Specialist foster care reimbursement details	Procurement officer
Respite care reimbursement details	Procurement officer
Additional funding conditions	Procurement officer

Process steps: Funding and payment is sub-business process of contract formation process that confirms the base term funding and payment details of the contract.

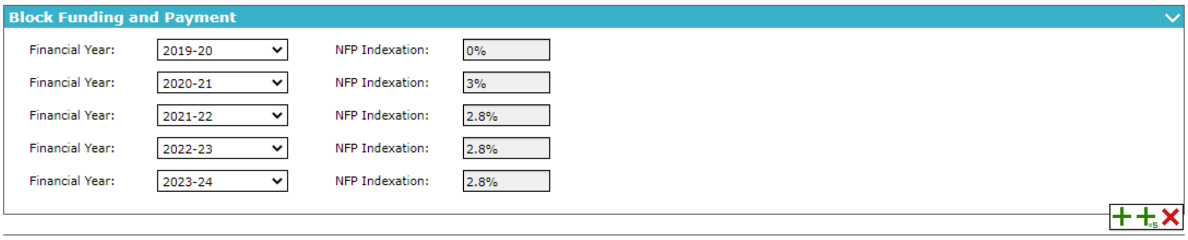
NFP Attachment 5: Funding and payment



6.7.1. NFP Attachment 5: Funding and payment

a) In the **Contract> Contract Execution> Funding and Payment tab**, review the **Contract Setup form** and check you are completing the funding details for the correct contract.

b) Move to **Block Funding and Payment form** and click the **Green Plus button** to add all the years of the contract including any extensions (i.e. base term plus extension).



c) Select the **financial year** for each line shown and CMLS will automatically display the NFP indexation rate.

6.7.2. Block funding table:

a) Click on the click the **Green Plus button** to add the **required quarters** to complete the contract base term.

b) Select the **financial year** and **quarter** for each line.

Note: Please ensure financial years + periods are entered in the way you wish them to be displayed in the contract.

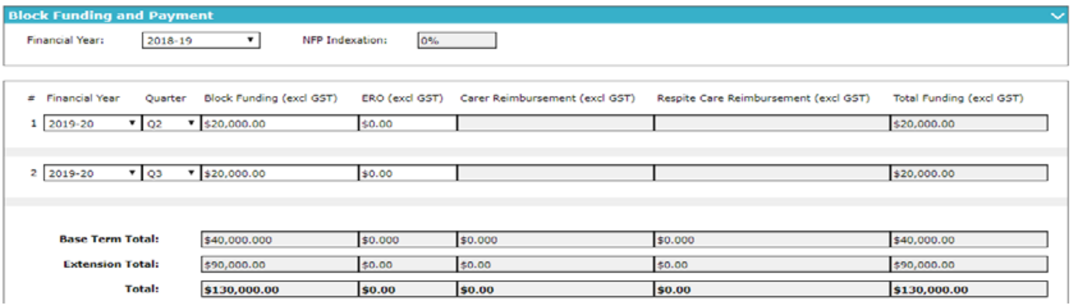
c) Enter the **block funding** and any **ERO amounts** (excluding GST) for each line.

d) Once complete check the **Total** is correct.

e) If there are extensions, CMLS will display the extension funding and the total contract funding.

f) Check all totals are correct.

Note: If the contract is a non-specialist FBC, the Carer Reimbursement and Respite Care Reimbursement fields will be shown as grey and are not editable.



Note: A validation exists that will check that the total value of the base block payments entered plus the total value of any extension payment records entered equal the total contract value. If this is not true a message will be displayed to this affect and the user will not be able to progress the contract for execution.

6.7.3. Specialist foster care reimbursement details

a) Repeat steps 5.7.2, but also complete the **Carer Reimbursement funding** in the table.
b) Once complete check the **Total** is correct.
c) If there are extensions, CMLS will display the extension funding and the total contract funding. Check all totals are correct.
d) Open the **Specialist Foster Care Reimbursement Funding Details form**.
e) Click on the **Green Plus button** to add the required **financial years** to complete the **Base and Extension years**.
f) Enter the **contracted number of placements**, and the **volume of 52** weeks for each year.

Specialist Foster Carer Reimbursement Funding Details

Specialist Foster Carer Reimbursement Funding Details

	Financial Year	Indexation	Period	Placements	Volume	Rate (excl GST)	Total (excl GST)
1			Weeks				$0.00

Grand Total: $0.000

6.7.4. Respite care reimbursement details

a) Repeat the steps for 5.7.2, but also complete the **Respite Care funding** in the table.
b) Once complete check the **Total** is correct.
c) If there are extensions, CMLS will display the extension funding and the total contract funding. Check all totals are correct.
d) Open the **Respite Care Reimbursement Funding Details form**.
e) Click on the click the **Green Plus button** to add the required **financial years** to complete the **Base and Extension years**.
f) Enter the **contracted number of placements**, and the **volume of 24** weeks for each year.

Respite Care Reimbursement Funding Details

	Financial Year	Indexation	Period	Placements	Volume	Rate (excl GST)	Total (excl GST)
1			Nights				$0.00

Grand Total: $0.000

6.7.5. Additional funding conditions

a) From time to time, there are additional funding requirements to be specified in the contract. Move to the **Additional Funding Conditions field** and enter in any **additional funding conditions**.
b) Click **Proceed to Next Stage** to progress to 6. Contract execution business process.


Additional Funding Conditions
Additional Funding Conditions:
test
Proceed to Next Stage

7. Contract execution

Summary: generating a contract for checking before submitting for execution and submitting for execution.

Frequency: every contract raised in the CMLS.

Output: executed agreement save in PDF format in the CMLS.

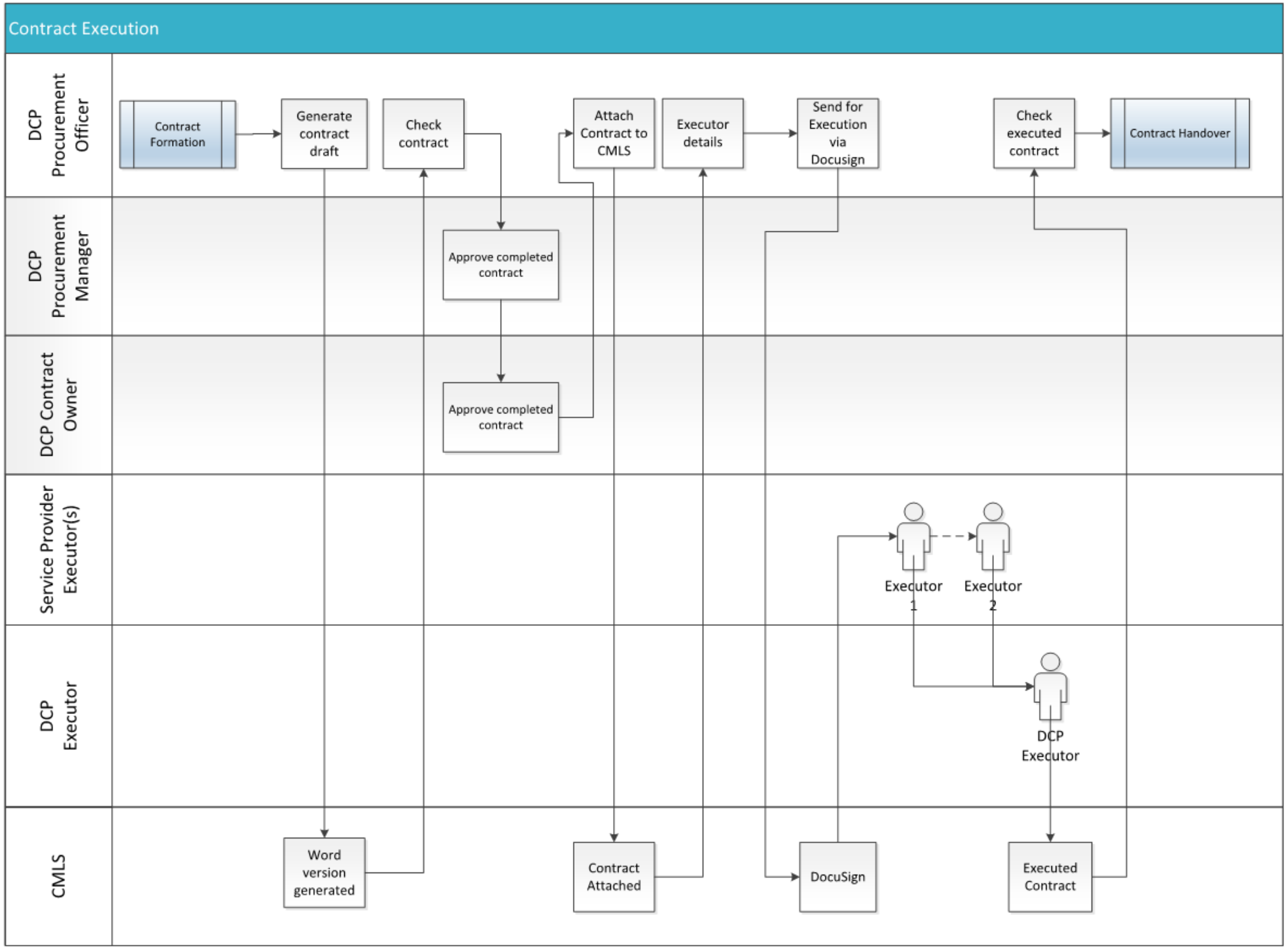
How to DocuSign for Service Providers

CMLS responsibilities:

Process step	Person responsible
Generate contract	Procurement officer
Execution (via DocuSign)	Procurement officer
Check executed contract	Procurement officer

Process steps: the full contract draft is to be generated as a word document, checked, and altered if required prior to the execution process. When the contract is final, the word document is to be uploaded into the CMLS and executed via DocuSign.

Contract execution: Process flow



7.1. Generate and execute an Other contract type

Other contract types are not generated in CMLS.

a) The procurement team drafts and finalises the contract outside of CMLS.

b) Execute the contract manually.

c) In the **Contracts > Contract Execution tabs**, enter the **Execution Date** and then scroll down to the **Other Contract Type approval**.

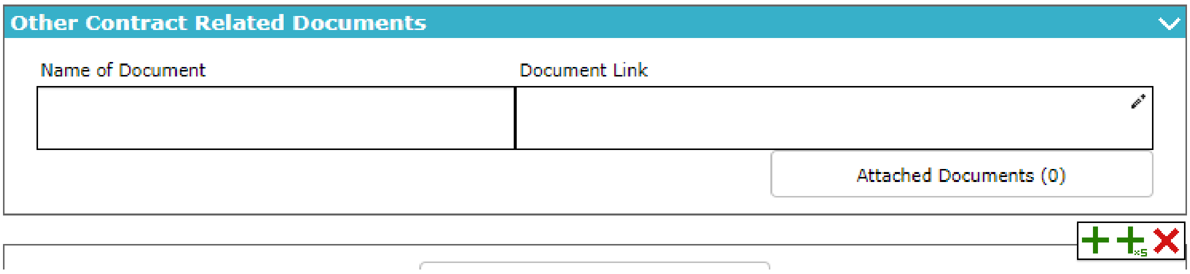
d) Click the **Green Upload button** to upload a copy of the executed contract.

e) Click **proceed to next stage**.

f) Upon entering the next stage, CMLS will change the contract status to ‘Active’. Procurement Status changes to ‘Contract Handover Complete’. Once this status has been updated, the active procurement record will be removed from the My Procurements table and be moved to the My Team Procurements table.

g) Please note, there is no Contract Handover for Other contract types.

h) Any other documents related to the Other contract can be uploaded in the **Contract Management tab** under **Other Contract Related Documents.**



7.2. Generate an NFP or goods and services contract

a) In the **Contracts > Contract Execution tabs**, review the **Contract Set up form** and check you are generating the correct contract.
b) Scroll to the **Submit for Approval form**.
c) Click the **Generate Contract Draft button** to generate a Word version of the entire agreement.
d) Check the contract is correct:

- for NFP agreements, pay special attention to:
- the funding and payment details and ensure all the financial years and quarters are correct
- check that the funding numbers are correct
- check that all contract Tier 1 KPIs are reflected.
- check that the placement level(s) is correct

- check that the service provider details are correct and GST Y/ N in attachment 1. If these are missing or incorrect, see the CMLS Support team. They will amend vendor details in CMLS and then regenerate the contract.
- Ensure any additional conditions are visible and formatted correctly.

e) Correct any identified errors, regenerate another copy of the contract and recheck that the changes are correct.

7.3. Seek QA check from Chief Financial Officer

a) Email Chief Financial Officer and request to review the contract and assess readiness for DocuSign. Please include Contract Number, a copy of the final word version intended to be distributed to the service provider for execution. If the request is urgent, please indicate the required dates and justification.

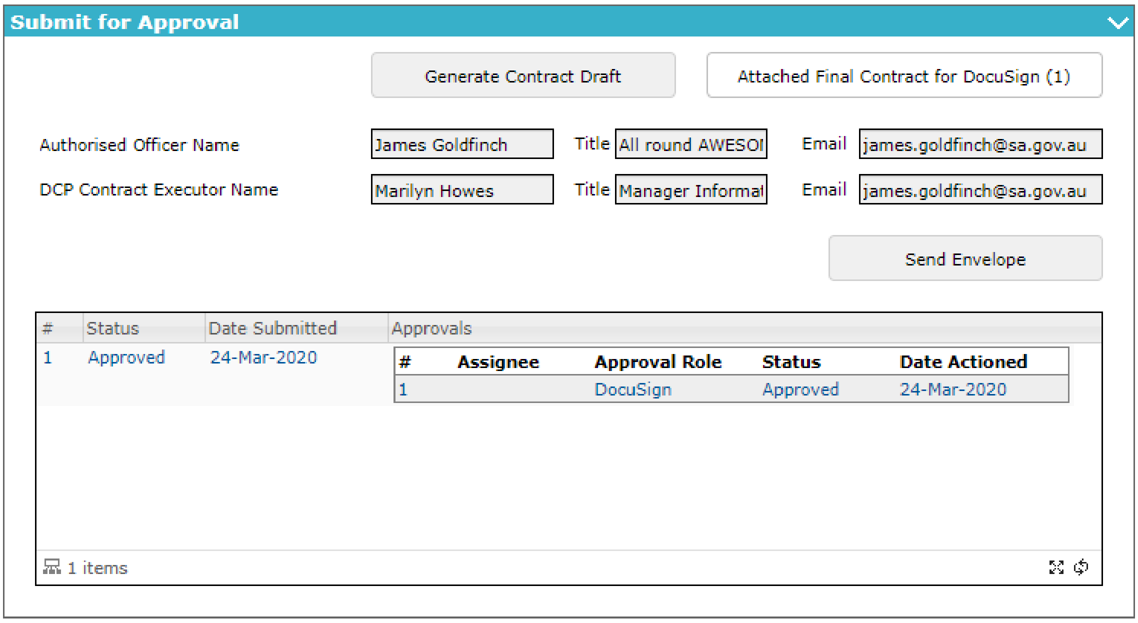
7.4. Attach final contract

a) When the contract is correct and has been through all necessary management reviews, rename using the below naming convention, and attach the final word version to CMLS by clicking the **Attach Final Contract for DocuSign button**. The number on the button will change from (0) to (1), confirming that the contract is attached.

- Agreements: PXXCXX Title Supplier (eg *P123C1 Residential Care AFSS*).
- All other documents: PXX - Status Document Type Title Date (eg *P123- Approved acquisition plan Residential Care January 2021)*.

b) Executor details will automatically populate based on data entered in the [DCP & Service Provider Contract roles.]

c) Click the **Send Envelope button** to initiate the DocuSign process.



#	Status	Date Submitted	Approvals
1	Start	17-Oct-2019	

#	Assignee	Approval Role	Status	Date Actioned
1		DocuSign	Pending	

1 items

7.5. DocuSign

DocuSign will complete the following process steps:

a) the service provider executor(s) who will view and electronically sign the contract

b) if the DCP Executor is the Chief Financial Officer (CFO):

- DocuSign will flow the document to the CFO to match the contract with relevant supporting documentation
- the CFO will then execute the document

c) if the DCP Executor is the Chief Executive (CE):

- DocuSign will flow the document to the DCP Briefing Unit to match the DocuSign record with the Contract CE Briefing
- the CE executes the agreement

d) if the DCP Executor is the Minister:

- DocuSign will flow the document to the DCP Briefing Unit to match the DocuSign record with the Contract CE Briefing
- the Minister's liaison officer matches contract DocuSign record with the Contract Ministerial briefing
- the Minister will Execute the contract

e) DocuSign Execution Process is finalised

f) an executed copy of the contract is issued to the service provider

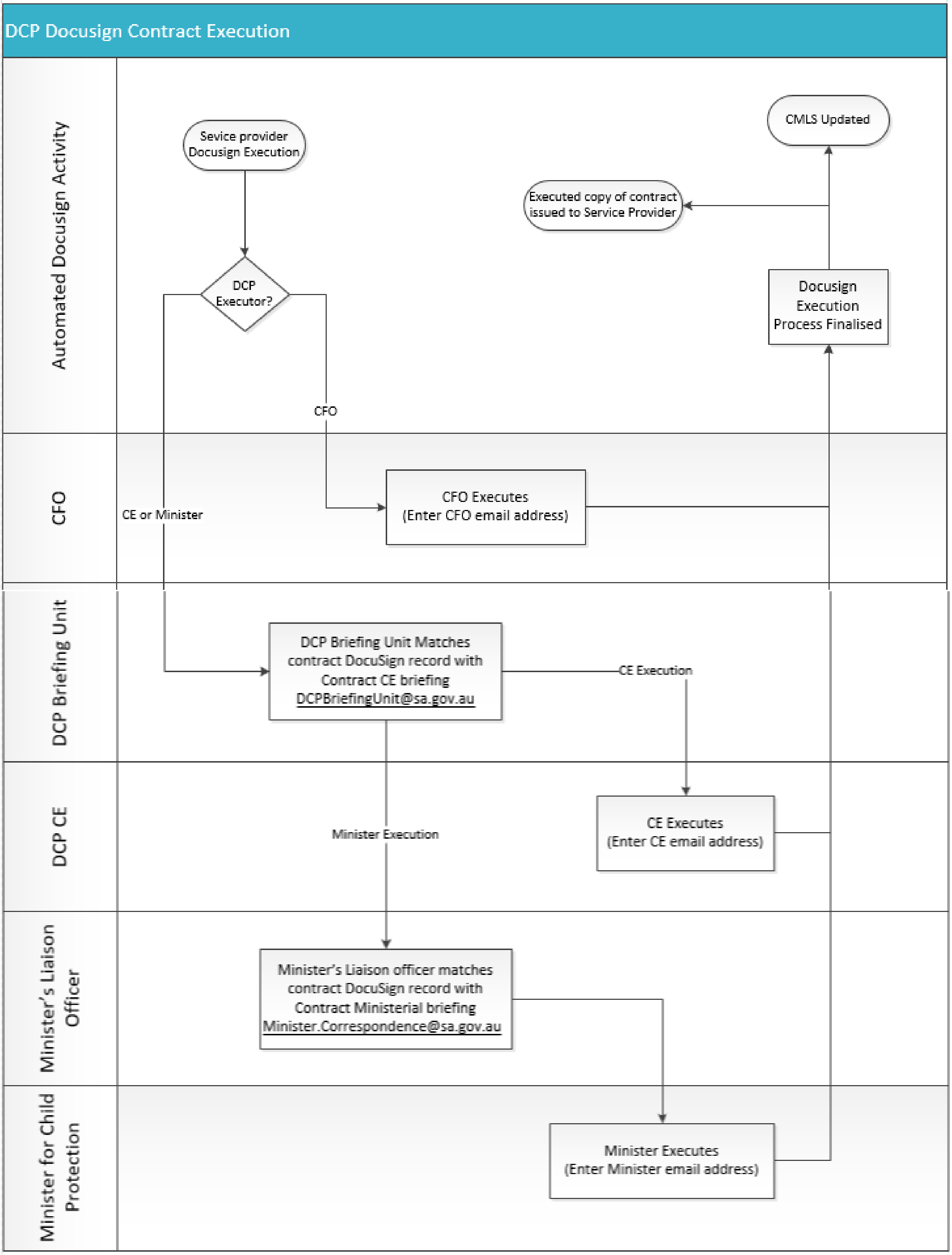
g) CMLS is updated.

Refer to the process flow below for input into the briefing process.

Service providers should be referred to the DCP Document: How to DocuSign for Service Providers.

Note: If the service provider does not want/cannot sign the contract electronically, DocuSign has a Sign on Paper option. The service provider must use the upload option and not fax.

Due to the electronic signature and recorded audit, witnessing the signing of contracts is not required.


DCP Docusign Contract Execution
Automated Docusign Activity
CFO
DCP Briefing Unit
DCP CE
Minister's Liaison Officer
Minister for Child Protection
Sevice provider Docusign Execution
DCP Executor?
CFO
CE or Minister
CFO Executes (Enter CFO email address)
DCP Briefing Unit Matches contract DocuSign record with Contract CE briefing DCPBriefingUnit@sa.gov.au
CE Execution
CE Executes (Enter CE email address)
Minister Execution
Minister's Liaison officer matches contract DocuSign record with Contract Ministerial briefing Minister.Correspondence@sa.gov.au
Minister Executes (Enter Minister email address)
Docusign Execution Process Finalised
Executed copy of contract issued to Service Provider
CMLS Updated

7.6. Check executed contract

a) Upon execution CMLS status will change from **Pending to Approved.**

b) A PDF copy of the signed contract is stored in the **Signed Contract Form**. The contract cannot be deleted, but can be downloaded and viewed.

c) A PDF of the Certificate of Completion is stored in the **Signed Contract Form**. This certificate records the names, signatures, emails and date stamps included in the execution process.

d) When the DocuSign process is complete, the procurement manager is to check that the signed copy of the contract PDF is showing in the CMLS in the **CMLS Signed Contract form**.

e) Click the **Parent: button** at the top of the screen to return to the procurement screen.

8. Contract handover

Summary: Handover of the executed OOHC NFP or Goods and Services agreement from Procurement to Contract Management.

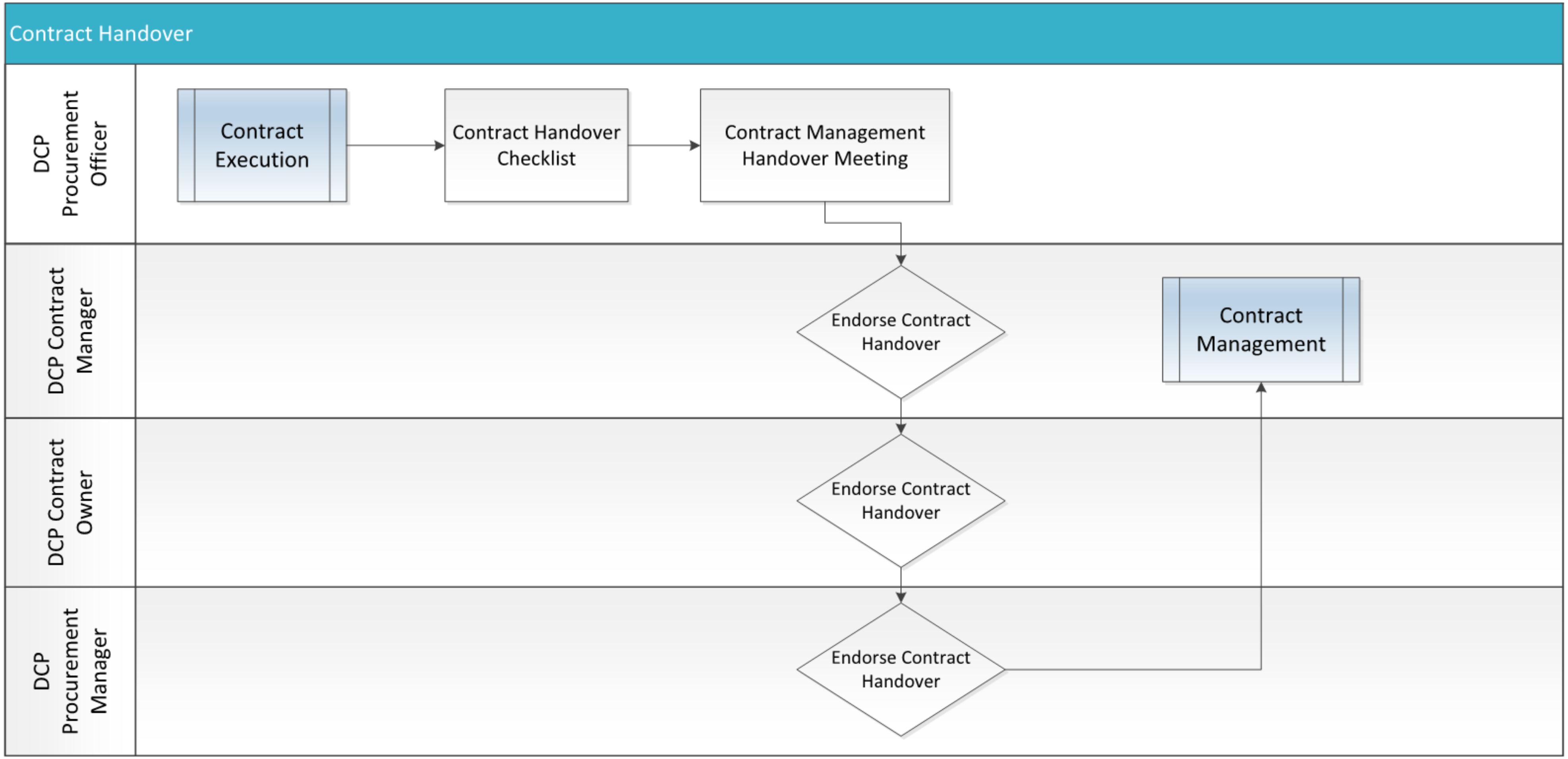
Frequency: Required for every OOHC contract. Please note, there is no Contract Handover for Other contract types.

CMLS responsibilities:

Process step	**Person responsible**
Contract handover checklist	Procurement officer
Contract management handover meeting	Procurement officer
Contract handover endorsement	Contract manager Contract owner Procurement manager

Process steps: The procurement officer is responsible for ensuring all documentation is attached and arranging the contract management handover meeting. The Contract Manager is not to endorse the contract handover unless all the documents and checklist are accounted for.

Contract Handover: Process Flow



8.1. Contract handover checklist

a) In the **Contracts > Contract Management > Contract Handover tabs**, review the **Contract form** and check you are completing the checklist for the correct contract.

b) Scroll to the **Contract Handover Checklist form** and in the **Procurement Process File Completion Checklist** tick the boxes as completed.

Procurement Process File Completion Checklist

Procurement Lead: Elizabeth Chmielewski

- [x] PCMGC approvals recorded on CMLS
    - Acquisition Plan
    - Purchase Recommendation (where applicable)
- [x] All elements of procurement process (including SPB requirements) recorded on CMLS
- [x] EDRMS / shared drive uploaded with final and scanned versions of all documentation and all draft versions archived / deleted
- [x] Physical file (if relevant) updated with any original signed documentation
- [x] Contract disclosure undertaken (where Value> $500,000)
- [x] Key DCP Contract staff confirmed and recorded on CMLS- this includes Contract Manager and Contract Owner
- [x] Key provider Contract staff confirmed and recorded on CMLS- this includes Contract Manager and Contract Owner (executor)

8.2. Contract management handover meeting

a) Schedule the handover meeting with the contract manager.

b) At the meeting, work through the contract management handover meeting checklist.

c) Once the meeting has finished, the procurement officer is to complete the handover meeting checklist on CMLS.

d) In the **Contracts > Contract Management > Contract Handover tabs**, review the **Contract form** and check you are completing the checklist for the correct contract.

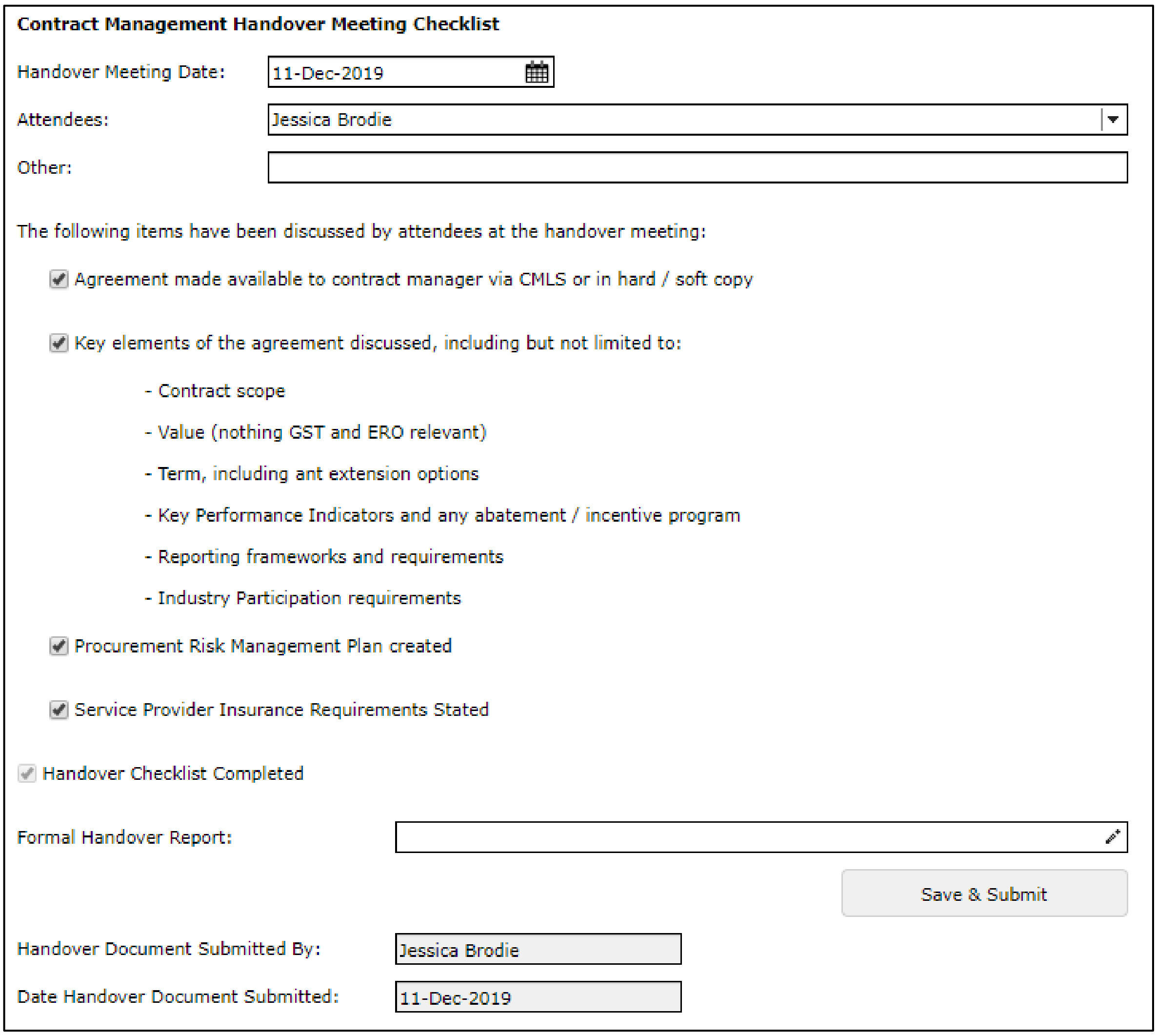
e) Scroll to the **Contract Handover Checklist form** and in the **Contract Management Handover Meeting Checklist tick** the boxes once completed.

f) Attach the formal handover report if required.

g) Click **Save and Submit**. CMLS will flow the handover checklist to the contract manager, contract owner, and procurement manager to endorse and approve.

h) Once the endorsement/approvals have been completed, the contract manager takes over responsibility for the contract.

i) Once handover has been completed, the procurement status will change to Contract Handover Complete. This will move the procurement record from the My Procurements table to the My Team Procurements table. If a procurement has multiple contracts awarded, then all handovers must be complete before the procurement status will change.



Contract Management Handover Meeting Checklist

Handover Meeting Date: 11-Dec-2019

Attendees: Jessica Brodie

Other:

The following items have been discussed by attendees at the handover meeting:

- [x] Agreement made available to contract manager via CMLS or in hard / soft copy
- [x] Key elements of the agreement discussed, including but not limited to:
    - Contract scope
    - Value (nothing GST and ERO relevant)
    - Term, including ant extension options
    - Key Performance Indicators and any abatement / incentive program
    - Reporting frameworks and requirements
    - Industry Participation requirements
- [x] Procurement Risk Management Plan created
- [x] Service Provider Insurance Requirements Stated

- [x] Handover Checklist Completed

Formal Handover Report:

Save & Submit

Handover Document Submitted By: Jessica Brodie

Date Handover Document Submitted: 11-Dec-2019

9. Contract extensions

Summary: generating a contract extension in CMLS.

Frequency: when requested by Contract Manager.

Output: contract extension letter to service provider requesting to acknowledge the extension.

For NFP agreements, when the service provider acknowledges the extension, the CMLS adds the extension payment records.

For NFP and G&S agreements CMLS adds KPI records and updates the approval and end dates for the contracts as well as shows an executed extension.

CMLS responsibilities:

Process step	Person responsible
Initiate extension process	Contract manager
Assign a procurement officer	Procurement manager
Contract extension checklist	Procurement officer
Contract review	Contract manager
Contract review approval	Contract owner
Submission to service provider	Procurement manager
Update purchase order	Contract manager

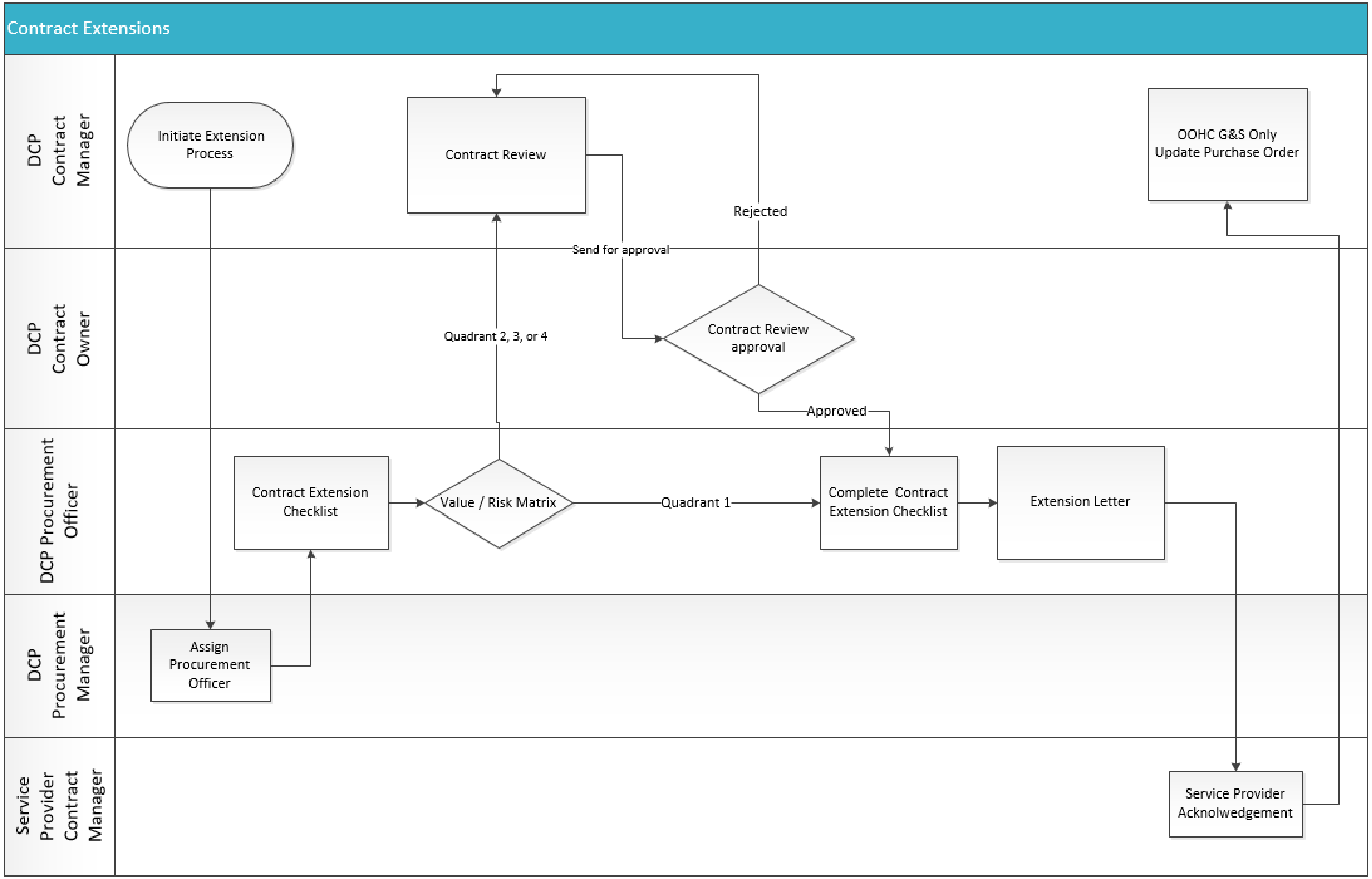
Process steps: The contract manager may extend the contract for the extension periods listed in the Contract Extensions form on CMLS, by providing the service provider written notice. For NFP contracts, it is recommended to provide this notice 6 months before the contract expiry date. For G&S contracts 3 months is sufficient.

The contract manager will review the current contract by completing complete the extension checklist. The review includes revisiting the supplier's performance and spend, and the service demand and market.

For contracts of significant value or duration, a contract review report is to be completed that provides a more detailed contract review.

Upon approval of the contract review by the contract owner, the procurement officer is to notify the service provider via a CMLS generated letter that advised that DCP is exercising its option to extend the contract.

Contract extension: Process fow



9.1. Initiate extension process

Contract manager is to send an email to DCPProcurement@sa.gov.au with the following information to allow the procurement officer to start the contract extension in CMLS. Ensure to allow sufficient time for the completion and approval of contract review to ensure the letter of extension is issued 6 months before the contract end date.

- Contract name and number
- Day and date that the extension letter is required to be issued (6 months before contract end date)
- Original base term and extension term
- Reason for extension request
- Details of any previous extensions
- Will this extension result in increased costs?
- Will this extension result in change to the original scope?
- Value/Risk of the contract.

9.2. Assigning a procurement officer

The procurement manager will:

- review the extension request and assign the work to a procurement officer
- email CMLS support team to ensure the procurement officer has correct access to that contract
- email the procurement officer to advise them they have been assigned the extension.

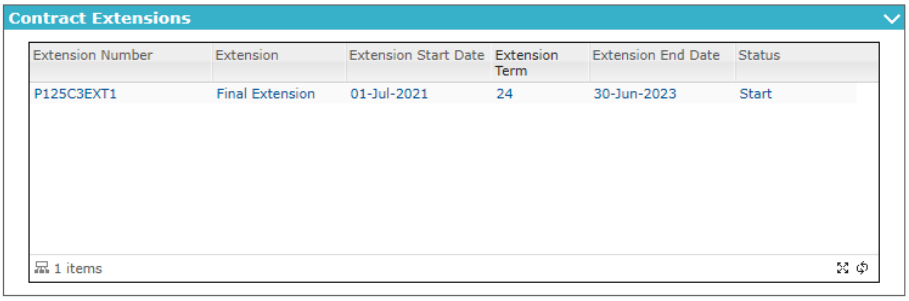
9.3. Contract extension checklist

a) In the **Contract Management, Managing tab**, view the **Contract Setup form** and check that you are extending the correct contract.

b) Open the **Contract Extensions form**. Available extensions have a status of Start. Click on the required **extension** and the **Contract Extension record** displays.

Note: Contract extensions cannot be amended, added, deleted, after contract execution (funding values excluded).

c) If all available extensions options are exhausted, a new procurement/contract process must be initiated.



Contract Extensions

Extension Number	Extension	Extension Start Date	Extension Term	Extension End Date	Status
P125C3EXT1	Final Extension	01-Jul-2021	24	30-Jun-2023	Start

1 items

d) Open the **Contract Details form** and confirm the **extension**, the **extension start date**, and **the term**.

e) Open the **Contract Extension Checklist form** and complete the following:

- **Do you wish to extend the contract?** Confirm whether the contract is to be/or not to be extended, and provide the reason(s) for the decision in the text box
- **Provide details of any previous extensions**: give a summary of all previous extensions
- **Will this extension result in increased costs or change to the original scope**? Tick the box required box(s).

Note: A contract extension cannot change the contract cost, or scope. If the contract cost or scope has changed, consult the contract owner to confirm whether a contract variation is required to formalise the proposed changes.

- **Term of original contract** and show the **original term length** (obtained from the original contract).

f) Confirm the **quadrant classification**. Click **Save.**

- If the quadrant classification is 2, 3, or 4 – email the contract manager and request that they complete step **7.4 Contract Review and 7.5 Approve Contract Review**. Do not continue with the extension checklist until after you have received an email from the contract manager advising contract review is complete.
- If the quadrant classification is 1 – continue with the extension checklist.

g) **Supplier Performance** and confirm (via the dropdown boxes) if the supplier's performance is satisfactory and if the service levels have been met. In the **free text field** comment on the service provider's performance (including how performance was verified).

h) **Spend Under Contract**. Confirm the original contract value, the spend to date and complete the 2 standing offer questions.

i) **Demand** and complete the anticipated future demand details. If the new demand differs to the original scope, in the free text box, provide an explanation of your decision to extend rather than got to market.

j) **Price/Market Review** and complete the value for money questions (via drop down box), and in the text box answer the market research and value for money questions.

k) **Consultation** and for this extension list who you have consulted (List stakeholders by name, position and identify which of them are key customers/buyers under the contract).

9.4. Contract review – Contract manager

This step is to be completed by the contract manager. See the Contract Management Manual for more information.

9.5. Contract review approval – Contract owner

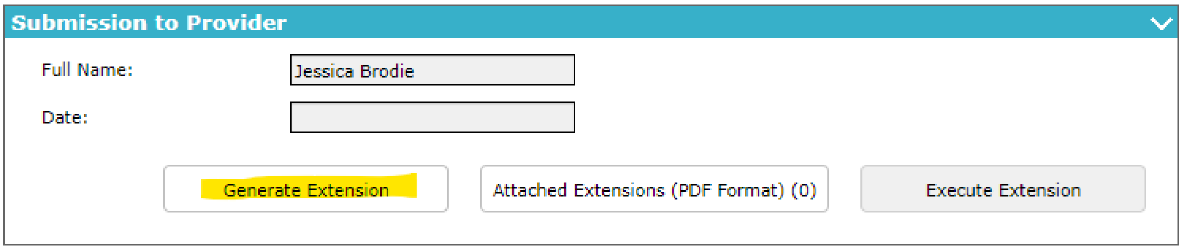
This step is to be completed by the contract owner. See the Contract Management Manual for more information.

9.6. Submission to service provider

Please note: This process is for service providers who have access to CMLS. If a service provider does not have access to CMLS, extension letters will need to be generated in CMLS and then sent manually and service providers will have to manually sign / advise of acknowledgement via email.

The procurement manager will complete the following steps:

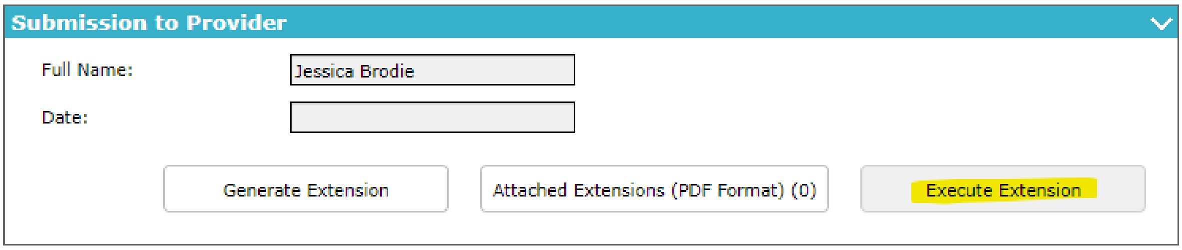
a) navigate to the **Contract Management > Managing** tab
b) scroll down to the **Contract Extensions form** and click on the hyperlinked text to open the extension record
c) review the **Contract Extension Checklist** to ensure completed
d) in the **Submission to Provider form**, click the **Generate Draft button**



e) CMLS will generate a draft extension letter. This will be downloaded as a word document
f) check the letter and amend if required
g) rename the file to Contract Number# Extension# and attach the final letter to CMLS, by clicking the **Attach Extension button**.

- Click the **Green Plus button.**
- Choose the PDF Contract Extension Letter. **Word version should never be attached**.
- Click **Open**.
- Click **Close**.

h) to issue the extension letter, click the **Execute Extension button**. CMLS will send an email to the service provider asking them to acknowledge the extension



i) the service provider will review the extension letter and must accept the extension by clicking the **Acknowledge button** in CMLS

j) Once the service provider has accepted the extension, CMLS will send an email notification to the service provider contract manager and the DCP procurement officer confirming acceptance has occurred.

9.7. Update purchase order (OOHC G&S contracts only)

a) Once the service provider has acknowledged the extension, the contract manager is to advise the Service Contracts and Licensing Financial Business Advisor, and ask them to update the purchase order to include the cost of the new extension.

10. Contract variations

There are three types of variations that can occur within a contract agreement managed through CMLS.

Web based content variation

A change is made to web based content referenced (hyperlinked) in the agreement (eg Service provision requirements or Service specifications). These changes do not occur in CMLS as the URLs in the agreement do not alter. However any changes made to web based content must go through Business Improvement in order to assure adherence to the OOHC Service Contract Consultation Guidelines. These changes are not a formal contract variation as the executed agreement does not change, there is no impact to CMLS, and no variation record in the system.

Global variation

A change is made across more than one contract for CMLS held content. These changes effect the executed agreements. Some changes that may require a global variation include; terms and conditions, and indexation rates.

Contract specific variation

A change made to one or more specific contract/s. This change will occur through CMLS and will affect the executed agreement of one contract only. Some changes that may reflect a contract specific variation include; contract specific KPI target, funding amount, minimum placement targets, and contract dates.

Variations of contract types **'Other'**, are created and executed manually outside of CMLS. When the executed version is received, this should be sent to DCPCMLSSupport@sa.gov.au who will update CMLS.

Related documents

Contract Management Framework
OOHC Service Contract Consultation Guidelines
Adding or changing KPI process (under development)

10.1. Web based content variation

If a change is required to be made to web based content that is referenced in the executed agreement:

a) email Business Improvement team (DCPBusinessImprovement@sa.gov.au) with details of the change and why it is required. Include any deadlines or important dates

b) Business Improvement will conduct an assessment and coordinate the change process including any consultation with service providers.

10.2. Global variation

CMLS responsibilities:

Process step	Person responsible
Request a global variation	Relevant business unit
Validate a global variation	Procurement officer
Approve a global variation	Chief Financial Officer
Create a global variation	CMLS support team
Review impacts of global variation and approval to proceed	Procurement (with business unit input where required)
Generate contract level variations	CMLS support team
Manage and execute variation	Procurement officer

10.2.1. Request a global variation

Requests for global variations may be generated from any business unit, however typically they will be initiated within procurement due to their nature.

10.2.2. Validate a global variation

Any global variation request received by Procurement must be validated and all impacted stakeholders engaged to understand the impact, prior to a determination being made to progress with the variation. Often global variations will be dictated by broader government policy or directives, however it is important to ensure that the impact is understood and there is a clear plan in place for managing the global variation process and the resulting contract level variations.

10.2.3. Approve global variations

The Chief Financial Officer is the approver for all global variations, including stakeholder impact and engagement plan.

10.2.4. Create a global variation

An email should be sent to DCPCMLSSupport@sa.gov.au requesting a global variation be created. The request should contain the following:

a) type of global variation

- indexation rate
- goods and services terms and conditions
- goods and services special conditions
- goods and services glossary of defined terms
- NFP terms and conditions
- NFP special conditions
- general foster care unit rate (used to reset standard unit rates each financial year)
- specialist foster care unit rate (used to reset standard unit rates each financial year)

b) details of the changes required and the driver for the change. This can also include documents that need to be attached to the global variation record for reference purposes (internal only)

c) CFO approval (memo or email demonstrating the CFO approval of the global variation and stakeholder engagement and communication plan).

The CMLS support team will create the global variation record in CMLS.

10.2.5. Review impacts of global variation and approval to proceed

The CMLS support team will process the global variation to identify the contracts that will be impact. This information will be provided to the procurement officer to review and confirm that the impact is in line with expectations.

This data can be viewed in the global variation record or via a report created by CMLS support.

10.2.6. Generate contract level variations

a) Following the review of the impact, the procurement officer will provide their approval via email to DCPCMLSSupport@sa.gov.au to proceed with the global variation.

b) Identify any contract records (from the impact list) that are to be excluded from the global variation. CMLS support will mark those records not to proceed.

c) CMLS support will generate all of the contract level variations arising from the global variation. This will create all of the required contract level variations.

10.2.7. Manage and execute contract level variations

a) The contract level variation records created will be managed in the same way as a standard contract level variation.

b) The procurement manager will need to review the contracts to ensure the appropriate procurement officer is assigned to each contract to progress the contract level variation.

c) The procurement officer will follow the contract specific variation process from **Variation assessment**.

10.3. Contract specific variation

Summary: A change required to one specific contract. This change will occur through CMLS and will affect the executed agreement of one contract only. Some changes that may reflect a contract specific variation include; contract specific KPI target, funding amount, minimum placement targets, and contract dates.

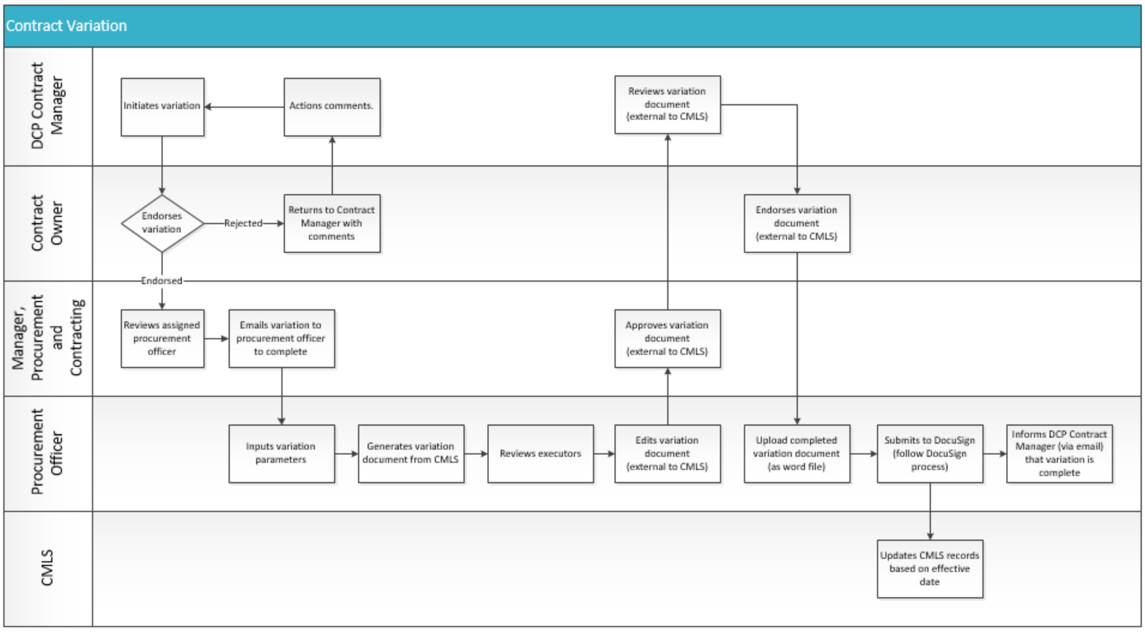
Frequency: when required.

Output: Executed contract variation and updated contract record.

CMLS responsibilities:

Process step	Person responsible
Initiate variation	DCP contract manager
Endorse variation	DCP contract owner
Assign procurement officer	Manager, Procurement and Contracting
Variation assessment	Procurement officer
Review executors	Procurement officer
Create variation document	Procurement officer
Upload endorsed variation document	Procurement officer

Process flow



10.3.1. Initiate a contract specific variation

The DCP contract manager is responsible for initiating contract variations within CMLS.

Note: if the contract is not actively managed by an SC&L manager (ie the contract manager is DCP admin), the procurement officer is responsible for obtaining all necessary variation information from the relevant business group and emailing it to DCPCMLSSupport@sa.gov.au who will initiate the variation process.

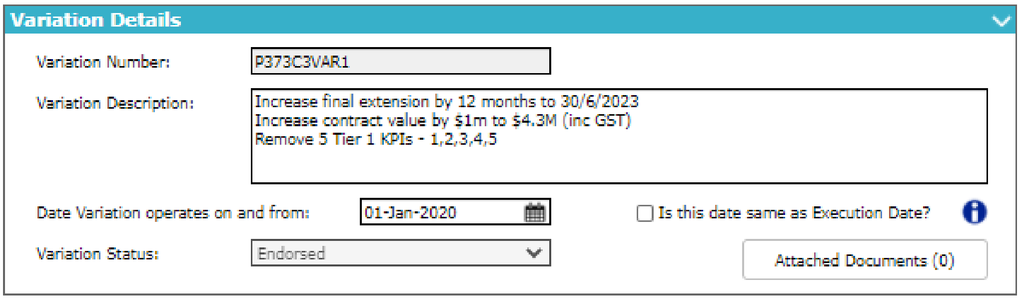
a) In CMLS, navigate to the **Contract Management > Managing tab**.

b) Scroll down to the **Contract Variations form**.

c) Click on the **Add Variation button**.

d) In the **Variation Details form**, add a detailed description of the variation requirements in the **Variation Description field**. This should provide enough detail of the procurement officer to be able to set up the variation document. This field cannot be viewed by the service provider users.

e) Contract managers can choose to attach a document using the **Attached Documents button**. This may include financial data or other documents, which provide further information on the required variation.



Variation Details

Variation Number: P373C3VAR1

Variation Description: Increase final extension by 12 months to 30/6/2023
Increase contract value by $1m to $4.3M (inc GST)
Remove 5 Tier 1 KPIs - 1,2,3,4,5

Date Variation operates on and from: 01-Jan-2020

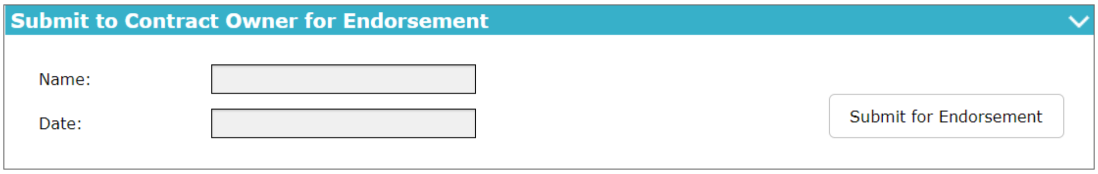
Is this date same as Execution Date?

Variation Status: Endorsed

Attached Documents (0)

f) Click the **Save button** to save the changes without submitting.

g) In the **Submit to Contract Owner for Endorsement form**, click the **Submit for Endorsement** button to submit to the contract owner.



Submit to Contract Owner for Endorsement

Name:

Date:

Submit for Endorsement

10.3.2. Endorse variation

a) CMLS will send an email notification to the contract owner to endorse the variation request.

b) Click on the email notification hyperlink.

c) Review the variation details input by the DCP contract manager.

d) Click on the **Pending status** in the approved box.

e) Endorse or Reject the variation;

- Endorse – click the **Endorse button**
- Reject – enter a comment in the **Comment box**, then click the **Reject button**.

f) If the variation is rejected, the contract manager can edit the variation and resubmit for endorsement.

10.3.3. Assign procurement officer

a) CMLS will send an email notification to the Manager, Procurement and Contracting with the endorsed variation request.

b) Review the assigned procurement officer and notify CMLS support team (DCPCMLSSupport@sa.gov.au) if this should be changed.

c) Once the correct procurement officer is assigned to the contract, send the email notification of the variation through to the procurement officer.

10.3.4. Variation assessment

The procurement officer is responsible for identifying if there are any future or in draft variations that will be affected by this variation.

a) In the **Contract Management > Managing tab**, scroll down to the **Contract Variations form**.

b) Review any variations with a status of DRAFT or a future variation date.

c) If these variations have an impact on the same area of the contract as the current variation, the procurement officer must either:

- cancel the draft or future variation and incorporate into the current variation
- wait until the draft or future variation is completed (executed and variation date past) then process the current variation.

d) Identify the areas of the contract that will be impacted by the variation by using the Contract Templates table below.

Goods and services contracts templates

Field in Contract Template	Variation checkbox
Attachment 1	
Attachment 1: Item 3: Commencement Date	Commencement Date or base term completion date
Attachment 1: Item 5: Extension Period(s) – add to existing	Adding New Extension
Attachment 1: Item 5: Extension Period(s)	Extension Variation
Attachment 1: Item 16: Milestone Dates	Milestone Dates
Attachment 1: Item 17: Price and Payment	Max Price
Attachment 5	
Attachment 5: Item 1: Service Additional Service Conditions	Additional Service Conditions
Attachment 5: Item 2: Target Group Additional Target Age Conditions	Additional Target Age Conditions
Attachment 5: Item 2: Target Group Additional Target Group Conditions	Additional Target Group Conditions
Attachment 5: Item 3: Minimum Placements Number of Placements	Minimum Placement
Attachment 5: Item 3: Minimum Placements Other placements managed under this agreement	Other Placements managed under this agreement
Attachment 5: Item 3: Minimum Placements Minimum Placement Service Level	Minimum Placement Service Level
Attachment 5: Item 3: Minimum Placements Additional Placement Conditions	Additional Placement Conditions
Attachment 5: Item 4: Contract Performance Management	KPI Target

Update in KPI table	
Attachment 5: Item 4: Contract Performance Management Remove from KPI table	Removing Existing Tier 1 KPI
Attachment 5: Item 4: Contract Performance Management Insert into KPI table with other KPIs	Adding Tier 1 KPI
Attachment 5: Item 4: Contract Performance Management Additional Service Level Conditions	Additional Service Level Conditions
Attachment 5: Item 5: Licensing Additional Licensing Conditions	Additional Licensing Conditions
Attachment 6	
Attachment 6: Pricing and Payment	Attachment 6: Pricing and Payment
Other Variation	
Not part of any specific attachment – do NOT map to any field	Other Variation

NFP contracts templates

Field in Contract Template	Variation Checkbox
Attachment 1	
Attachment 1: Item 3: Commencement Date	Commencement Date
Attachment 1: Item 5: Extension Period(s) – add to existing and Attachment 5 Extension Funding Tables	Adding New Extension
Attachment 1: Item 5: Extension Period(s) and Attachment 5 Extension Funding Tables	Extension Variation
Attachment 1: Item 11: Block Funding and Payment Details	Contract Value
Attachment 1: Item 19: Additional Transition Requirements	Additional Transition Requirements
Attachment 1: Item 20: Approved subcontractors	Approved Subcontractors
Attachment 4	
Attachment 4: Item 1: Service Additional Service Conditions	Additional Service Conditions
Attachment 4: Item 2: Target Group Additional Target Age Conditions	Additional Target Age Conditions
Attachment 4: Item 2: Target Group Additional Target Group Conditions	Additional Target Group Conditions
Attachment 4: Item 3: Minimum Placements Additional Placement Conditions	Additional Placement Conditions
Attachment 4: Item 3: Minimum Placements Number of Placements	Minimum Placement
Attachment 4: Item 3: Minimum Placements Other Placements managed under this agreement	Other Placements managed under this agreement

Field in Contract Template	Variation Checkbox
Attachment 4: Item 3: Minimum Placements Minimum Placement Service Level	Minimum Placement Service Level
Attachment 4: Item 4: Contract Performance Management Update in KPI table	KPI Target
Attachment 4: Item 4: Contract Performance Management Insert into KPI table with other KPIs	Adding Tier 1 KPI
Attachment 4: Item 4: Contract Performance Management Remove from KPI table	Removing Existing Tier 1 KPI
Attachment 4: Item 4: Contract Performance Management Additional Service Level Conditions	Additional Service Level Conditions
Attachment 4: Item 5: Licensing Additional Licensing Conditions	Additional Licensing Conditions
Attachment 4 Funded Services	Attachment 4 Funded Services
Attachment 5	
Attachment 5 Block Funding Tables	Block Funding
Attachment 1: Item 5: Extension Period(s) – add to existing and Attachment 5 Extension Funding Tables	Adding New Extension
Attachment 1: Item 5: Extension Period(s) and Attachment 5 Extension Funding Tables	Extension Variation
Attachment 5: Additional Funding Conditions	Additional Funding Conditions
Other Variation	
Not part of any specific attachment – do NOT map to any field	Other Variation

10.3.5. Input variation components

a) In the **Variation Details form**, review the **Variation Description** and identify the variation components.

b) Input the start date of the variation into the **Date Variation operates on and from date field** OR select **Is this date same as execution date check box**. If this check box is ticked the variation will become operational from the date the contract variation is executed.

c) Review the Variation Component Table below to identify which **Variation Types** to tick.

d) Click the **Save button** to save your changes as you go.

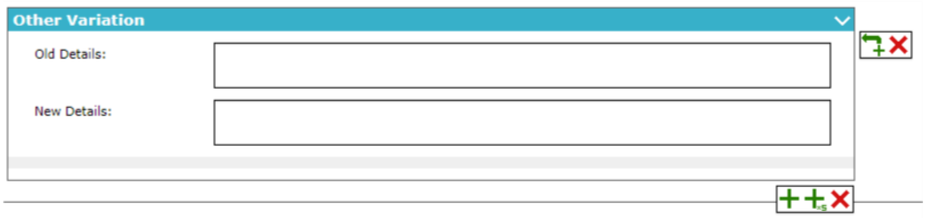
Variation components table

Variation Type check box	Further information	Contract Type			
		NFP Placement	NFP Non Placement	G&S	G&S Placement
Adding new extension	Adding a new extension will result in changes to indexation and a new extension block-funding table. CMLS will open these fields automatically. In addition, overall contract value and contract dates may be impacted.	✓	✓	✓	✓
Adding Tier 1 KPI	This is used to add additional Tier 1 KPI. If the change relates to a service specific KPI, this must be completed in conjunction with Business Improvement as further updates will be required to key documents such as the PMS and PMSIG and sector consultation. Any new KPIs will need to be created in CMLS prior to creating the variation.	✓	✓	✓	✓
Additional funding conditions	Edit additional placement conditions. Free text field.	✓	✓	✗	✗
Additional licensing conditions	Edit additional licensing conditions. Free text field.	✓	✓	✗	✓
Additional placement conditions	Edit additional placement conditions. Free text field.	✓	✓	✗	✓
Additional service conditions	Edit additional service conditions. Free text field.	✓	✓	✗	✓
Additional service level conditions	Edit additional service level conditions. Free text field.	✓	✓	✓	✓
Additional target age conditions	Edit additional target age conditions. Free text field.	✓	✗	✗	✓
Additional target group conditions	Edit additional target group conditions. Free text field.	✓	✓	✗	✓
Additional transition requirements	Edit additional transition requirements. Free text field.	✓	✓	✗	✗
Approved subcontractors	For use when changing, adding, or removing approved subcontractors.	✓	✓	✓	✓
Attachment 4 funded services	Changes to attachment 4: Funded service. Free text field.	✓	✓	✗	✗
Attachment 5 Specifications	Changes to attachment 5: specifications. Free text field.	✗	✗	✓	✗
Attachment 6 Pricing and Payment	Changes to attachment 6: pricing and payments. Free text field.	✗	✗	✓	✓
Block funding	Changes to block funding will impact upon Contract Value. CMLS will automatically select this tick box for you. Block funding changes may also impact upon Extension Variations.	✓	✓	✗	✗
Commencement date or base term completion date	Changing the commencement or base term expiry date will also impact upon extensions and block funding. CMLS will automatically select these boxes for you.	✓	✓	✓	✓

Variation Type check box	Further information	Contract Type			
		NFP Placement	NFP Non Placement	G&S	G&S Placement
Contract value	Changing the contract value (excluding GST) will also impact upon extension and block funding table. CMLS will automatically select these boxes for you.	✓	✓	✗	✗
Extension variation	A variation to a pre-existing extension may result in changes to indexation fields. CMLS will open these fields automatically. In addition, overall contract value and contract dates may be impacted.	✓	✓	✓	✓
KPI target	This should only be used for KPIs that are established with a variable rate per contract (i.e. KPI Target Type: Variable). Any changes relating to Locked KPI targets (such as those assigned as service specific KPIs) will require a global variation.	✓	✓	✓	✓
Max Price	Changes to the maximum total price (including GST).	✗	✗	✓	✓
Milestone Dates	Changes to Milestone Dates – free text field.	✗	✗	✓	✓
Minimum placement	Changes to the minimum placements will impact upon the Contract value and block funding. CMLS will automatically select these boxes for you.	✓	✓	✗	✓
Minimum placement service level	Edit the minimum placement service level – select from drop down menu.	✓	✗	✗	✓
Other placements managed under this agreement	Changes to drop down menu to select respite, immediate response placements.	✓	✗	✗	✓
Other variation	For use when changing or including a free text field.	✓	✓	✓	✓
Removing existing tier 1 KPI	This is used to remove any Tier 1 KPI. If the change relates to a service specific KPI, this must be completed in conjunction with Business Improvement as further updates will be required to key documents such as the PMS and PMSIG and sector consultation.	✓	✓	✓	✓

10.4. Additional information on variation components

10.4.1. Other variations

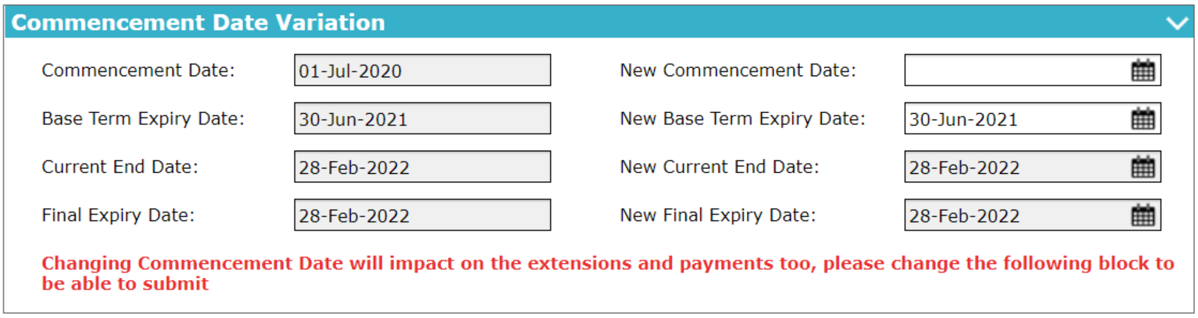


For use when changing or including any field, label or other contract content not covered by one of the available checkbox selections. The content entered into the other variation text box will not be applied to any area of the system or mail merge template.

The procurement officer will be required to make the necessary modifications on the mail merge template generated and if the change is to be applied to all future contracts the procurement officer should liaise with CMLS Support to make the necessary system change to the relevant contract template or underlying data structures.

10.4.2. Variations affecting funding

Commencement date or base term completion date



Commencement Date Variation

Commencement Date:	01-Jul-2020	New Commencement Date:	
Base Term Expiry Date:	30-Jun-2021	New Base Term Expiry Date:	30-Jun-2021
Current End Date:	28-Feb-2022	New Current End Date:	28-Feb-2022
Final Expiry Date:	28-Feb-2022	New Final Expiry Date:	28-Feb-2022

Changing Commencement Date will impact on the extensions and payments too, please change the following block to be able to submit

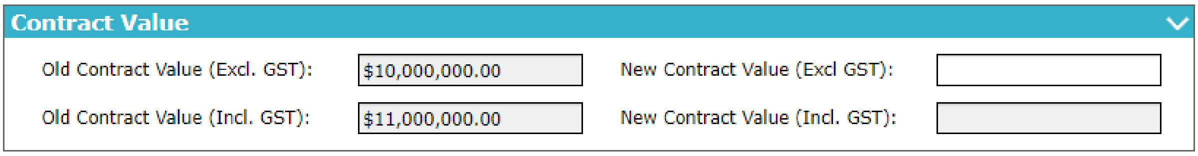
If the commencement date is changing: input the **New Commencement Date**. The **New Base Term Expiry Date** will automatically update based upon the contract base term length.

If the base term expiry date is changing: input the **New Base Term Expiry Date**, leaving the **New Commencement Date field** blank.

If the base term expiry date changes the procurement officer should also review if any extension records are impacted and require their dates to also be changed

Contract value

Changing the contract value (excluding GST) will also impact upon extension variation and block funding table. CMLS will automatically select these boxes for you.



Contract Value

Old Contract Value (Excl. GST):	$10,000,000.00	New Contract Value (Excl GST):	
Old Contract Value (Incl. GST):	$11,000,000.00	New Contract Value (Incl. GST):	

Extension variation

This field allows you to edit current extensions. You may also need to select '**Adding new extension'** to create a new extension record.

a) In the **Extension Variation form**, select all future extensions from the **Extension Number drop down menu.**

b) Click the **Show Details button**.

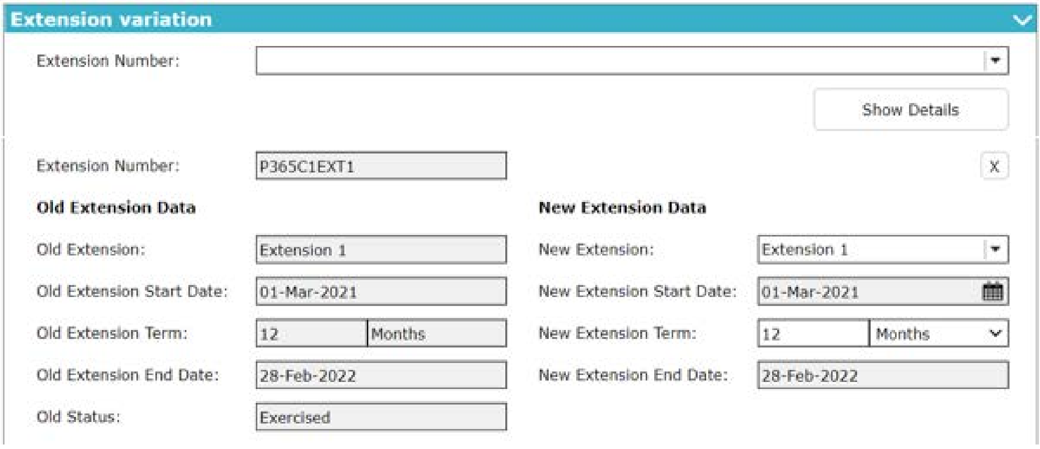
c) In the **New Extension field**, select the **New Extension Number** or final extension.

d) Enter the **Extension Start Date.**

e) Enter the **New Extension Term** using days or months.

f) The **New Extensions End Date** will automatically calculate.

g) The variation will display all of the payment records associated with the extension and these will be editable if unpaid or for information only if already paid.

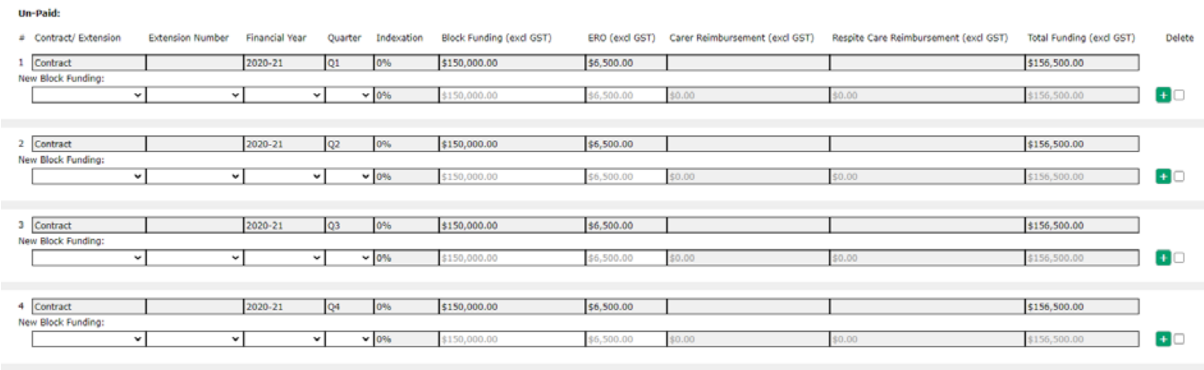


Block funding

The block funding table will be displayed in two sections; un-paid block funding and paid block funding. The paid block funding table cannot be edited.

If an additional payment is required for a financial year/quarter that has already been paid, include a new line in the un-paid block funding table (by clicking on the **green plus button** at the bottom of the block funding table) and enter the unpaid portion of the additional payment.

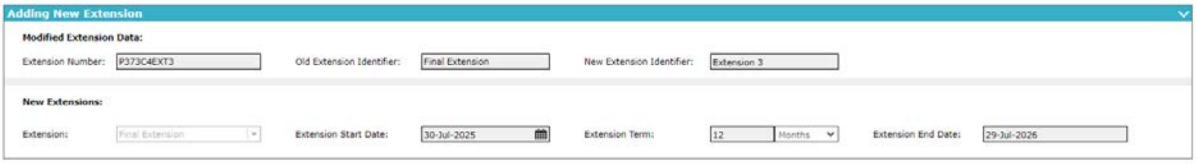
Edit the new block funding line within the unpaid block funding table to include updated funding figures.



Adding new extension

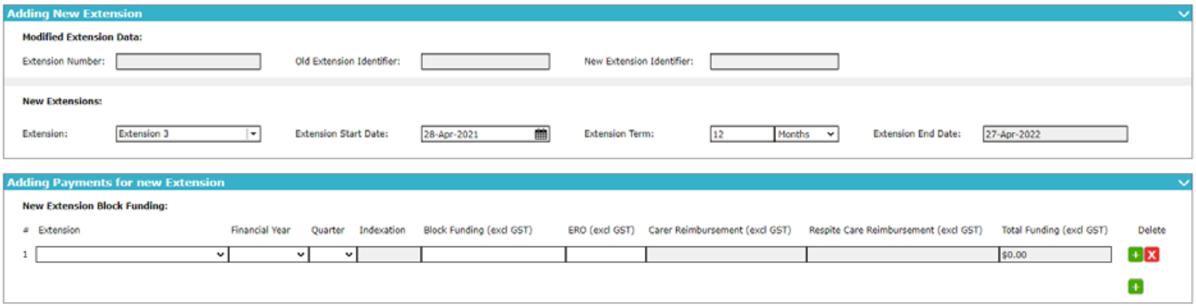
Use the new extension field to enter the **New Extension Name, Start Date and Term**. The **Extension End Date** will automatically populate.

If this new extension will result in an existing “Final” extension no longer being the final extension the details of how that extension will be changing will be shown in the **Modified Extension Data fields.**



a) Click the **green plus button** to add more than one extension line.

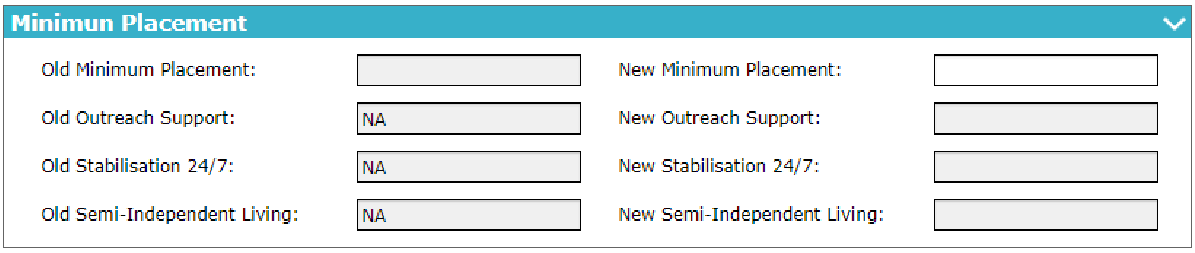
b) Users must also create a new extension block funding line for any new extensions.



Minimum placement

Changes to minimum placements will also affect the contract value and block funding. CMLS will automatically check these tick boxes for users to complete.

The procurement officer should also determine if the change in minimum placements impacts extension records as extension variation is not automatically selected.



For Type 4 contracts (Specialist Family Based Care) the funding blocks will also display the carer reimbursement and respite funding blocks as these are directly impacted by the minimum placement of the contract.

10.5. Review executors

a) In the **Submit for Approval form**, review and edit the contract variation executors as required.

b) Click the **Save button** to save changes.

c) Please note that any executor entered here should already have been set up in DocuSign using the same email as that recorded in the execution block.

10.6. Create variation document in CMLS

a) Once all variation details have been input into CMLS, navigate to the **Submit for approval form** and click on the **Generate Contract Variation Draft button**.

b) CMLS will download a word document for review and editing.

c) The procurement officer can edit the word document as required, however the first four pages of the contract variation document should not be removed or altered outside CMLS.

d) The procurement officer should not change any values in the template generated unless it relates to details recorded under the "Other" contract variation option. All other data should be modified in the variation record within CMLS and the draft regenerated.

e) Email the completed contract variation document to the Manager, Procurement and Contracting for approval.

f) Once approval has been received, email the completed contract variation document to the DCP contract manager for review and endorsement.

g) The DCP contract manager will request approval from the contract owner.

h) Once endorsement from the contract owner has been received, navigate to the **Submit for Approval form** and click the **Attach Contract Variation for DocuSign button**.

i) Upload the final contract variation as a word document.

j) Click the **Submit Envelope button** to end through the DocuSign process. Review the DocuSign process more information.

k) Once the contract variation has been executed CMLS will update all affected records based on the effective date.

l) The procurement officer is to advise the DCP contract manager that the variation has been executed.

11. Reporting and extracting data

Any data that is entered into the system is able to be grouped, segmented and exported as a PDF or excel file. Different kind of reports can be developed based on your requirements, for example this may include:

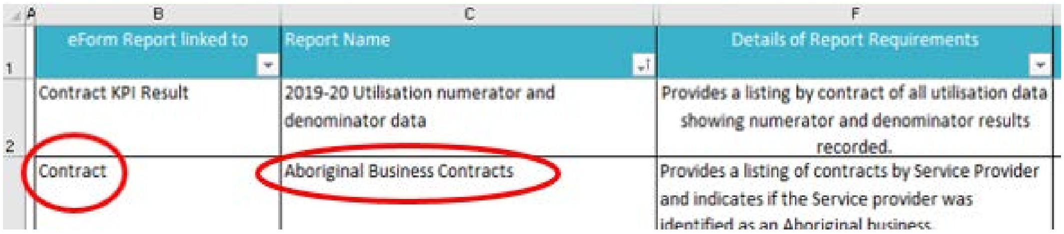
- listing of data that meets a criteria eg open contracts
- categorising and flagging at risk parameters eg overdue and upcoming contract review.

Review the CMLS Report Register for a list of available standardised reports. If you require additional or edited reports, please contact DCPCMLSSupport@sa.gov.au.

11.1. Running a report

a) In the CMLS Report Register, identify which report you wish to run. You will need to know:

- eForm Report linked to
- Report name.



eForm Report linked to	Report Name	Details of Report Requirements
Contract KPI Result	2019-20 Utilisation numerator and denominator data	Provides a listing by contract of all utilisation data showing numerator and denominator results recorded.
Contract	Aboriginal Business Contracts	Provides a listing of contracts by Service Provider and indicates if the Service provider was identified as an Aboriginal business.

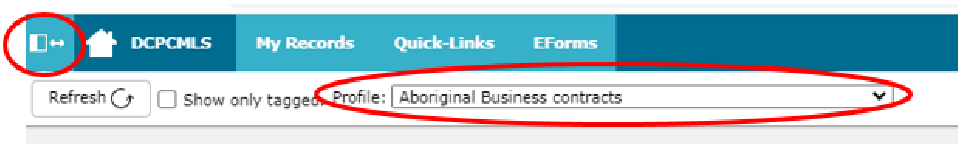
b) In CMLS, click on the E-Forms tab.

c) In the eForm Type column, select the eForm Report linked to from the CMLS Report Register.

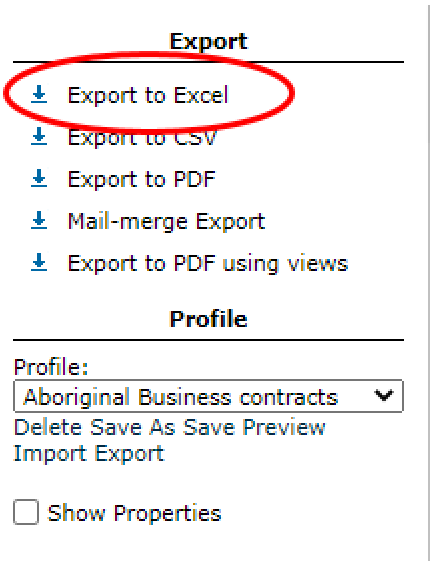
- For example, to run the Aboriginal Business Contracts report, select Contract.

d) Use the Profile drop down menu to select the Report Name.

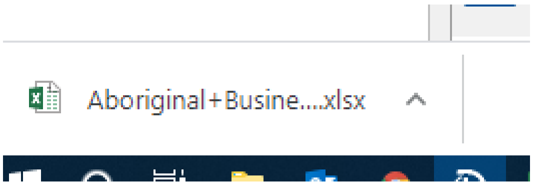
e) Click the show/hide side panel button.



f) Click Export to Excel.



g) The report will download into your download folder and on the bottom of your screen.



Document control

Reference No./ File No.			
Document Owner		**Lead Writer (name, position)**	
Directorate/Unit: Service Contracts and Licensing, Finance and Corporate Services		Jessica Brodie, Business Improvement Consultant, Finance and Corporate Services	
Accountable Director: Joanne Male			
Commencement date	29 August 2022	**Review date**	3 December 2023
Risk rating **Risk Assessment Matrix**	**Consequence Rating**	**Likelihood**	**Risk Rating**
	Minor	Unlikely	Low

REVISION RECORD		
Approval Date	**Version**	**Revision description**
29 August 2022	V5.5	Minor screenshot updates
7 September 2021	V5.4	Update regarding CMLS system changes.
4 June 2021	V5.3	Inclusion of Contract Variation process. Minor amendments throughout document.
5 March 2021	V5.2	Update to business process – service provider user profiles. Update to Service Types. Update System Admin to CMLS Support team
5 February 2021	V5.1	Inclusion of Naming Conventions
3 December 2020	V5.0	Inclusion of how to run CMLS Reports Formatting changes to header and footers Inclusion of Phase 2 Release 2 updates
August 2020	V4.0	Removal of reference numbers in process tables Inclusion of how to amend vendor details Inclusion of PGC Document Control Inclusion of DCP Logo
29 July 2020	V3.0	Updates to processes to include procurement officer feedback. Inclusion of procurement promotional planning.
29 July 2020	V2.2	Contract formation process updated and formatting correction on GL objects
15 June 2020	V2.0	Interim Variation process content included