

### **BCA manager**

1. Defines the scope of work
2. Determines the value of the contract, and determines the level of authorisation required.
3. Completes business case for use of contractor and gains approval from Council management to engage contractor.
4. Reviews Council procurement policies and determines if tender required (**see TA Policy procurement**)
5. If no tender required chooses an approved contractor ( **refer to PRO 100 choosing contractors**)
6. Informs other party that BCA Manager has no authority to bind the TA.
7. Fills in SLA template (**A1**) and schedules.
8. Checks draft contract **A1** against checklist (**CKL 100**) and signs and dates checklist.
9. If template SLA terms and conditions (**body of contract**) (**A1**) is modified draft contract is sent to TA legal advisors and Insurer for checking.
10. Modifies contract (**A1**) based on advice received from insurer and/or legal advisors
11. Completes business justification sheet (**BJ100**)
12. Forwards completed draft SLA (**A1**), completed business justification sheet, and completed contract check sheet to internal reviewer

### **Internal reviewer**

1. Reviews information.
2. If all information is complete correct and accurate, reviewer signs checklist and returns all contract documents and checklists to BCA Manager.
3. If inadequacies identified, records inadequacies on checklist and returns all copies of contract documents to BCA Manager for rework.
4. Once rework completed, BCA manager returns paper work to internal reviewer for sign off (see Internal reviewer step 1)

### **BCA Manager**

1. Receives confirmation from internal reviewer that documents are complete and accurate
2. Prints 2 copies of contract (**A1**)
3. Requests contractor sign both copies and return to BCA Manager
4. Receives signed copies of contracts
5. Completes contract coversheet (**Form 101**)
6. Provides the following:
  - coversheet (**Form 101**);
  - 2x hard copies of signed contracts (**A1**);
  - business justification (**BJ100**);
  - contract check sheet (**CKL 100**);
  - reviewer checklist (**RCL100**); andfor internal review sign off to Chief Executive Officer

### **Chief Executive**

1. Checks all documents attached to coversheet are completed (Refer above item 6.)
2. Reviews documents as he/she thinks appropriate
3. Signs contract and returns to BCA Manager.

**BCA Manager**

1. Sends copy of signed contract to contractor (**A1**) with letter highlighting start date and any contract review terms
2. Enters contract details into contracts register (EXCEL spreadsheet) (**Form 100**)
3. Manages contract review and corrective action (in writing) as required by contract