### Contract Development and Management

**TSC Description**
Manage contract creation, evaluation, negotiation and tendering to maximise operation and financial performance of an organisation

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
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<td>TOU-CFC-2005-1.1-1</td>
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<td>Support contract development and sourcing efforts</td>
<td>Collaborate with legal teams to prepare contracts and tender documents</td>
<td>Review contracts and tender documents to ensure alignment to business requirements and negotiated terms</td>
<td>Negotiate and confirm service levels with service providers</td>
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#### Knowledge
- Types of supporting documents required for contract development
- List of eligible vendors
- Procedures and guidelines for contract and tender document formulation and amendments
- Industry standards for service agreements
- Factors vitiating contracts, contract terminations and breach of contract
- Differentiation between ownership, risk, delivery and acceptance of goods or services
- Sales of Goods Act
- Tender requirement management
- Supplier assessments
- Contract management
- Tender risk management
- Negotiation strategies and techniques
- Financial management
- Supplier selection techniques
- Suppliers management approaches
- Purchasing ethics and scopes
- Pricing strategies

#### Abilities
- Prepare supporting documents accompanying contract development
- Invite eligible vendors to tender for the provision of products and/or services
- Analyse and document contractual and tender terms
- Collaborate with legal teams to ensure contract and tender formulations and amendments are compliant
- Review business contracts according to negotiated service levels, vitiating factors and purchasing ethics
- Drive contract creation timelines and milestones
- Facilitate tender development and submissions
- Review supplier efficiency and effectiveness
- Drive business negotiations with vendors to ensure business profitability
- Determine needs of organisation and construct specifications for purchases
- Formulate strategies to obtain optimum mix of reliability, costs and services from service providers
- Oversee management of contract creation, evaluation, negotiation and tendering
| | | | • Evaluate tendering risks  
• Formulate metrics for  
supplier assessments |