



State of Texas  
Office of the Attorney General

**Contract Management Plan**

Contract Name:

Contract Term: **XX/XX/XXXX - XX/XX/XXXX**

## Type of Services Provided

Vendor Name	Purchase Order #	Contract Term	Value

### Contract Purpose

Description of provisions the contract offers.

### Contract Duration

The contract was executed **Enter Date** with an initial term beginning **Enter Date** continuing through **Enter Date**. The Office of the Attorney General (OAG), at its sole and absolute discretion, may renew the contract for four (4) one-year periods by August 31 of each subsequent year. The final expiration date is **Enter Date**.

- The OAG entered into a contract **Enter Date**.
- Prior to August 31<sup>st</sup> of each year, the Procurement Division will notify the vendor of the OAG’s intention to renew for the upcoming fiscal year.
- In the event the agency’s intention is to re-bid the services contained in the contract, the Contract Manager will notify the vendor within 60 days of contract expiration.
- Twelve months prior to the contract expiration date, the Contract Manager will initiate the “Needs Assessment Process” to allow for sufficient time to properly perform the “Procurement Process”.

### Needs Assessment

A group of subject matter experts from various divisions were assembled to identify the agency needs for **Enter Service**. The group developed a requirements document and the Procurement Division developed a procurement in which **Enter Service** vendors were initially selected under the **Enter Contract**.

### Duties and Policies & Procedures

The following statutory requirements, agency rules, policies, and business processes will be impacted by this contract.

# OAG Business Processes Affected by Service

Description of business processes affected by the contracted service.

## Request for Services under the Contract

Description of process that occurs when a need is identified and contracted services are required.

## Contract Oversight

The vendor sends monthly invoices to Accounting for services that were received/performed. Accounting sends the invoices to the division which utilized the services for confirmation that invoice charges are accurate and consistent with the contract pricing sheet.

If vendor is not in compliance with the terms and conditions of the contract, the Contract Manager is notified by the division that encountered the issue.

The Contract Manager works with the vendor to remedy the issue and develops a corrective action plan. The Contract Manager monitors the situation to ensure the corrective action plan is implemented. As appropriate, issues are communicated to Management and stakeholders in accordance with the Contract Communication Plan.

## Risk Assessment

Risk assessments are used to evaluate the level of risk associated with a contract. The tool guides the contract management team to rank potential risk areas using this method. The plan outlines the method of risk assessment used to evaluate the contract and serves as a guide to the contract management team to rank potential risk areas.

## Communication Plan

The purpose of the Communication Plan is to outline how communication will be managed throughout the contract lifecycle. Communication consist of e-mail, conversations, reports, and/or phone calls. Information is communicated about various aspects of contract management and may include monitoring reports, issue tracking, and issue resolution.

See the table below for the Communication Plan for the **Contracted Service**.

Information to be Communicated	Frequency	Recipient	Comments
Contract Renewal Documentation			
Vendor Performance Report			
Budget Information			
Issue Tracking and Resolution			

## Contract Close-Out

The contract close-out process ensures the vendor has met all terms and conditions as specified in the contract, goods/services procured under the contract have been satisfactorily received and verified, vendor performance reporting has been completed, final invoices have been received, processed, and paid, and additional funds have been released. In addition, the contract close-out process documents record retention policies and provides a means for tracking. The Contract Close-Out tool is utilized to document contract close-out activities.