APPENDIX 1

CONTRACTS TRACKING PROCESS		
MATERIALS MANAGEMENT		
Analyst / Trainer	Post *Department Standing Order Report* to Materials Management (MM) CityNet website	#th of every month
DEPARTMENT		
Contract Administrator (CA) or designate	Check MM CityNet website for Department Standing Order Report http://citynet/matmgt/	monthly
	Copy Excel file to department drive	(optional)
	The C.A. may have additional contract information to record. E.g. automatic renewal clause • Additional information, e.g. automatic renewal clause, should be forwarded to MM for their records.	Excel file must be downloaded to department's drive to add information/notes
	On follow-up date: • Contract Administrator (or department designate) will receive a reminder notice from Materials Management • Department to Initiate extension or tender process • Issue extension letter and/or prepare tender/rfp for issuance to Materials Management website. Materials Management will assist with extension letter and/or tender/rfp on request.	Follow-up date will consider timing for Cloud review, tender timing, difficulty in replacing contract e.g. migration period, etc.
	Provide extension letter (signed by contractor) or draft tender to Contracts Officer (template provided by MM)	Shortly after follow-up date (well before expiration of existing contract)
	Process Award Report – consider award authority when planning timing for Report approval.	Prior to expiration of existing contract

STANDING ORDER CONTRACT TEMPLATE

Transaction Number	Description	Department	Contract Administrator	Contractor	Contract Value	Original Start Date	Expiry Date	Critical Follow-up Date	Contract Details