

Project title:		Date prepared :
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1.- Procurement Authority // Policy.

- Describe the Project Manager's decision authority and limitations, including at least; budget, signature level, contract changes, negotiation and technical oversight.

2.- Roles , Responsibilities and Authorities.

Role.	Responsibilities.	Authority.
• Project Manager	• Define the responsibilities of the Project Manager.	• The extent to which the role permits decision making and managing project resources.
• Procurement Department	• Define the responsibilities of the Procurement or contracting representative and department	

3.- Standard Procurement Documents.

- List any standard procurement forms, documents, policies, and procedures relevant to procurements.

4.- Contract type.

- Identify the contract type, incentive, or award fees and the criteria for such fees.

5.- Bonding and Insurance requirements.

- Define the bonding or insurance requirements that must be met by the bidders

6.- Legal Jurisdiction and Currency.

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7.- Selection criteria.

Weight.	Criteria.
<ul style="list-style-type: none">Identify relative weighting.	<ul style="list-style-type: none">Identify selection criteria.

8.- Procurement Assumptions and Constraints.

- Identify and document relevant assumptions and constraints related to the procurement process.

9.- Independent Estimates.

- A description of the skills, processes, approaches, tools and techniques that will be applied to improve the process.

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10.- Integration requirements.

WBS.

- Define how the contractor's WBS should integrate with the project WBS.

Schedule.

- Define how the contractor's schedule should integrate with the project schedule, including milestones and long lead items.

Documentation.

- Define any documentation needed from the contractor and how that documentation will integrate with project documentation.

Risk

- Define how risk identification, analysis, and tracking will integrate with the project risk management.

Performance Reporting

- Define how the contractor's performance reporting should integrate with the project status reporting, including information on scope, schedule and cost status reporting.

11.- Performance Metrics.

Item.

Metric

Measurement Method

Document any metrics that will be used to evaluate the seller's performance on the contract, including the domains of cost, schedule and quality metrics

Document any metrics that will be used to evaluate the seller's performance on the contract, including the domains of cost, schedule and quality metrics.

12.- Prequalified sellers.

13.- Timing of key procurement activities.

Date.

Activity