



E-Bulletin



P u b l i c P r o c u r e m e n t A u t h o r i t y

OBTAINING VALUE THROUGH EFFECTIVE CONTRACT MANAGEMENT

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It is common knowledge that the Contract Management phase of the procurement cycle hardly ever receives the necessary attention and effort until something goes wrong! This however ought not to be as Contract Management is supposed to be the means by which procurement activities and processes are translated into actual results. It indeed a critical path to effective execution of procurement tasks.

Contract Management has been defined as the process by which parties to a contract meet their obligations in their bid to deliver on objectives required. It covers Service Delivery Management, Relationship Management, Contract Administration (ongoing day-to-day management), Evaluation.

For Procurement Entities to obtain real value for money from their procurement activities there is the need for greater commitment to the tenets of Contract Management for all manner of procurements be they for goods, works or services. Results of PPA's Assessment Exercises on the performance of Procurement Entities over the years reveal a worrying trend. According to the 2009 Assessment Reports, Ghana scored 53.98% in terms of its performance under Contract Management with Supervision and Reporting of works and services Contracts scoring the lowest in that category.

To avert this trend, the PPA is currently in the process of developing Contract Management Training Modules which will be used to conduct training of procurement officers and other



stakeholders on how to effectively management public procurement contracts.

Since it takes more than just training to effect any meaningful behavior change, the Authority is feverishly designing an effective monitoring mechanism through the application of the Public Procurement Model of Excellence (PPME) "Self-Assessment" Toolkit as well as the introduction of the E-Government Procurement System which will enable Procurement Entities to adhere to contract management procedures in order to obtain value for money, and assist in combating some of the inherent risks associated with Contract Management while upholding high ethical considerations.

Read on.

Rhoda Appiah
Principal Public Affairs, PPA



ONLINE ACTIVITIES

List of entities that have submitted their 2012 Procurement Plans online As At 30th April , 2012

1	Accra Polytechnic	52	Ghana Immigration Service
2	Ada Tr. College	53	Ghana Institute of Journalism
3	Adenta	54	Ghana Institute of Management And Public Administration
4	Aflao District Hospital	55	Ghana Integrated Financial Management Information System
5	Agogo State Secondary School	56	Ghana Investment Fund For Electronic Communications
6	Ahafoman Sec/Tech	57	Ghana Investment Promotion Council
7	Ahantaman Sec. School	58	Ghana Library Board
8	Archibishop Porter Girls.	59	Ghana National Fire Service
9	Ashaiman Municipal Assembly	60	Ghana National Gas Company
10	Atebubu Tr. College	61	Ghana National Petroleum Corporation
11	Bank of Ghana	62	Ghana News Agency
12	Birim North	63	Ghana Police Service
13	Bolgatanga Polytechnic	64	Ghana Ports And Harbours Authority
14	Bompeh Day Sec./Tech	65	Ghana Prisons Service
15	Bulk Oil Storage and Transportation	66	Ghana Revenue Authority
16	Bureau of National Investigations (BNI)	67	Ghana School of Law
17	Centre for Scientific Research Into Plant Medicine	68	Ghana Secondary/Tech.
18	Commission on Human Rights and Administrative Justice	69	Ghana Shippers Authority
19	Controller And Accountant General Dept	70	Ghana Standards Authority
20	Copyright Administration	71	Ghana Water Company Limited
21	Council for Law Reporting	72	Ghana Water Company Limited - Operations
22	Council for Scientific and Industrial Research	73	Ghana-India Kofi Annan Center of Excellence
23	Dabose Sec./Tech	74	Grains And Legumes Development Board
24	Department of Children	75	Ho Polytechnic
25	Department Of Feeder Roads	76	Holy Child Tr. College
26	Department Of Urban Roads	77	Institute Of Professional Studies
27	Driver and Vehicle Licensing Authority	78	Islamic Sc. Senior Sec.
28	E. P. Tr. College Amedzofe	79	Jema Sec. Sch
29	East Akim Municipal Assembly	80	Juabeso district Hospital
30	Effa Nkwanta Regional Hospital	81	Judicial Service
31	Effutu Municipal	82	Kintampo North (Kintampo)
32	Electoral Commission	83	Komfo Anokye Teaching Hospital
33	Energy Commission	84	Korle bu Teaching Hospital
34	Environmental Protection Agency	85	Kumasi High Sch
35	Export Development and Investment Fund	86	La Presby. Sen. Sec.Sch.
36	Foods and Drugs Board	87	Labone Sec. Sch.
37	Forestry Commission	88	Land Administration Project
38	Ga East	89	Land Valuation Board
39	Ga West (Ga)	90	Lands Commission
40	Ghana Academy of Arts And Sciences	91	Lands Title Registry
41	Ghana Aids Commission	92	Ledzokuku-Krowor
42	Ghana Airports Company Limited	93	Management Services Division
43	Ghana Atomic Energy Commission	94	Mankesim Sec/Tech
44	Ghana Audit Service	95	Margaret Mary High School
45	Ghana Broadcasting Corporation	96	Maternal and Child Health Hospital
46	Ghana Civil Aviation Authority	97	Medical School
47	Ghana Cocoa Board	98	Minerals Commission
48	Ghana Education Service	99	MINISTRY OF CULTURE And CHIEFTAINCY
49	Ghana Free Zones Board	100	MINISTRY OF EDUCATION
50	Ghana Grid Company Ltd.	101	Ministry of Employment and Social Welfare
51	Ghana Highway Authority	102	MINISTRY OF ENERGY



103	Ministry of Environment Science and Technology	141	Okomfo Anokye Sec. Sch
104	MINISTRY OF FINANCE AND ECONOMIC PLANNING	142	Osu Klottey Submetro DHMT
105	MINISTRY OF FOOD And AGRICULTURE	143	Parliament
106	MINISTRY OF FOREIGN AFFAIRS AND REGIONAL INTEGERATION	144	Pharmacy Council
107	MINISTRY OF HEALTH	145	Prempeh College
108	MINISTRY OF JUSTICE AND ATTORNEY GENERAL	146	Public Procurement Authority
109	MINISTRY OF LANDS	147	Public Utilities Regulatory Commission
110	MINISTRY OF TOURISM And DIASPOREAN RELATION	148	Registrar Generals Department
111	MINISTRY OF TRADE	149	Savannah Accelerated Development Authority
112	MINISTRY OF WATER RESOURCES	150	Scholarships Secretariat
113	Ministry of Women and Children Affairs	151	School of Allied Health Sciences
114	Ministry of Youth and Sports	152	Sekondi-Takoradi Metropolitan Assembly
115	Mpohor Sec. Sch	153	SIC Life Company Limited
116	Mpohor Wassa East	154	Social Security and National Insurance Trust (SSNIT)
117	Narcotics Control Board	155	Sogakope District Hospital
118	National Board for Professional And Technical Examinations	156	St. Augustine's College
119	National Cardiothoracic Centre	157	St. Johns Senior High School
120	National Commission For Civic Education	158	St. Joseph's Tr. College
121	National Commission on Culture	159	St. Mary's Secondary School
122	National Council for Tertiary Education	160	St. Monica Training College
123	National Development Planning Commission	161	Students Loan Trust Fund
124	National Disaster Management Organization	162	Suhum Government Hospital
125	National Identification Authority	163	Sunyani General Hospital
126	National Insurance Commission	164	Sunyani Polytechnic
127	National Lottery Authority	165	Survey Department
128	National Petroleum Authority	166	Takoradi Polytechnic
129	National Service Secretariat	167	Tamale Polytechnic
130	National Theatre of Ghana	168	Tarkwa Sec. Sch
131	National Vocational Training Institute	169	Tema Development Corporation
132	Noguchi Memorial Institute	170	Tema Metropolitan Assembly
133	Non Formal Education Division	171	University Ghana School of Pharmacy
134	Nyinahin District Hospital	172	University Of Cape Coast (UCC)
135	Office of the Head of Civil Service	173	University Of Ghana (UG)
136	OFFICE OF THE PRESIDENT - MAIN	174	University Of Science And Technology (KNUST)
137	Office of the Regional Health Directorate – Brong Ahafo Region	175	Volta- Regional Co-ordinating Council
138	Office of the Regional Health Directorate – Eastern Region	176	Volta River Authority
139	Office of the Regional Health Directorate – Greater Accra Region	177	Wa Polytechnic
140	Office of the Regional Health Directorate – Western	178	Western Regional Co-ordinating Council

The Authority urges all other entities who have not submitted their plans as yet to emulate the example of the above listed entities and comply accordingly.

Tendering and contract Information for periods indicated

[Tendering Opportunities for May - Jun 2012](#)

[Contracts Awarded for May - Jun 2012](#)

[Restricted Tender Awards May - Jun 2012](#)

[Expression of Interest Requests Jan -Jun 2012](#)

The links above will take you directly to the PPA Website Reports for the months of period indicated.



E-CONTRACT MANAGEMENT AND ITS BENEFITS TO THE PROCUREMENT PROCESS



Introduction

An effective procurement process ends with contract management irrespective of the category (Goods, Works, and Services) of procurement. It is therefore necessary to have a system that will manage contracts. We therefore consider as very important the E-Contract Management component of an e-Procurement.

E-Contract Management

An e-Contract Management System (eCMS) is a component of a fully implemented e-procurement system.

These Contract Management Systems (CMS) applications are software systems used to automate the processes associated with establishing contracts with suppliers and managing the termination, completion and renegotiation of contracts.

Major aspects of such systems are:

Single repository/database of all contract related documentation, linked to the tender for full end to end process reporting and audit trail.

Monitoring supplier Key Performance Indicators (KPI) for improved performance or otherwise. For example, Work Plans, Deliverables, Milestones,

Payments, etc.

Alerting functionality for conducting contract reviews and expiry warnings

Fully integrated with e-Tendering for ease of buyer/supplier use and deployment

Reduced risk through improved compliance.

Secure accessible areas for both buyers and suppliers.

General accessible information for buyers / suppliers.

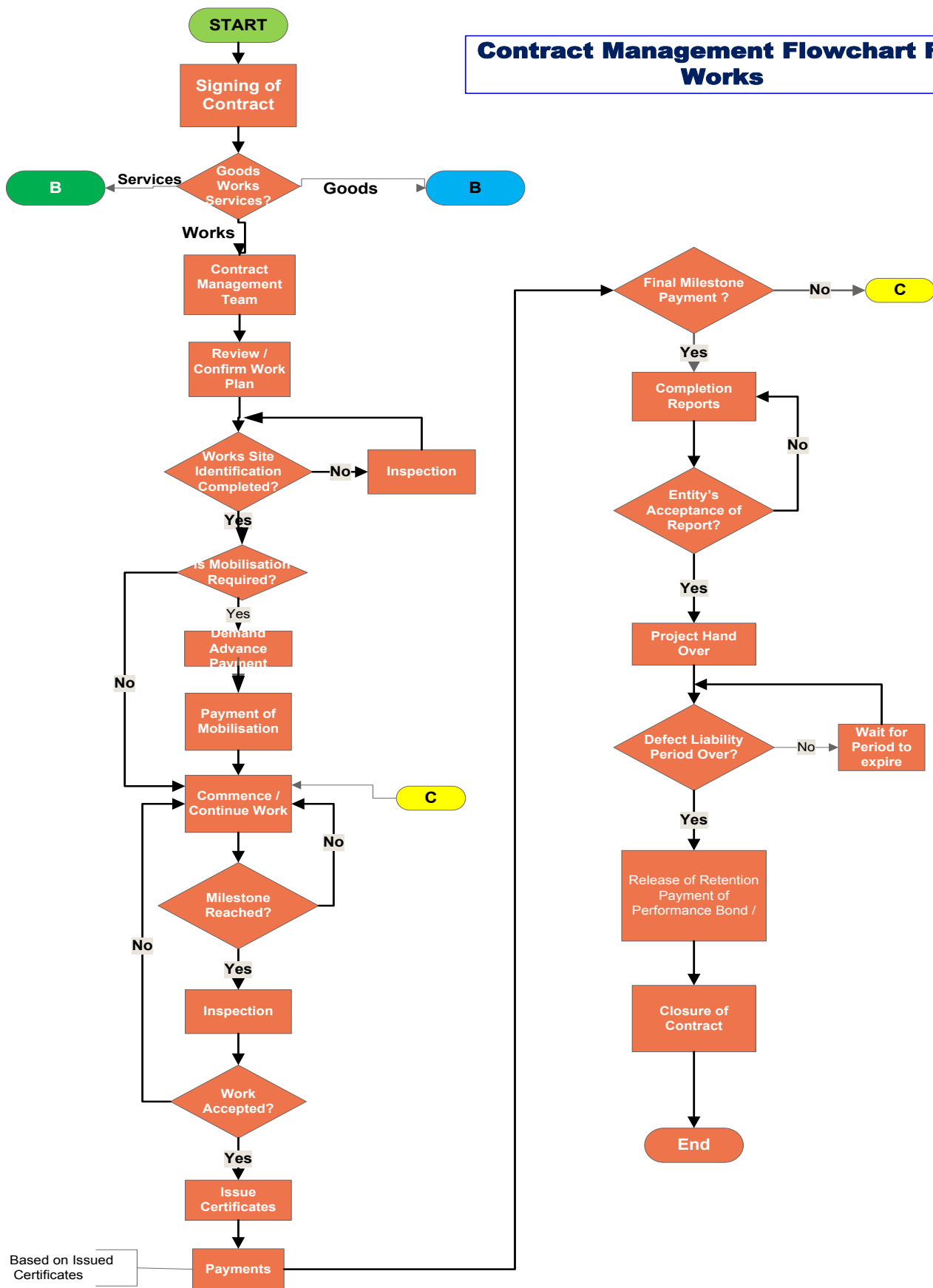
Conclusion

With Ghana having started with the implementation of an e-procurement system, it is expected that such a system will be a complete end-to-end e-procurement system including an e-contract management. It will also enable authorities to take a more proactive and consistent approach to contract management with existing or fewer resources.

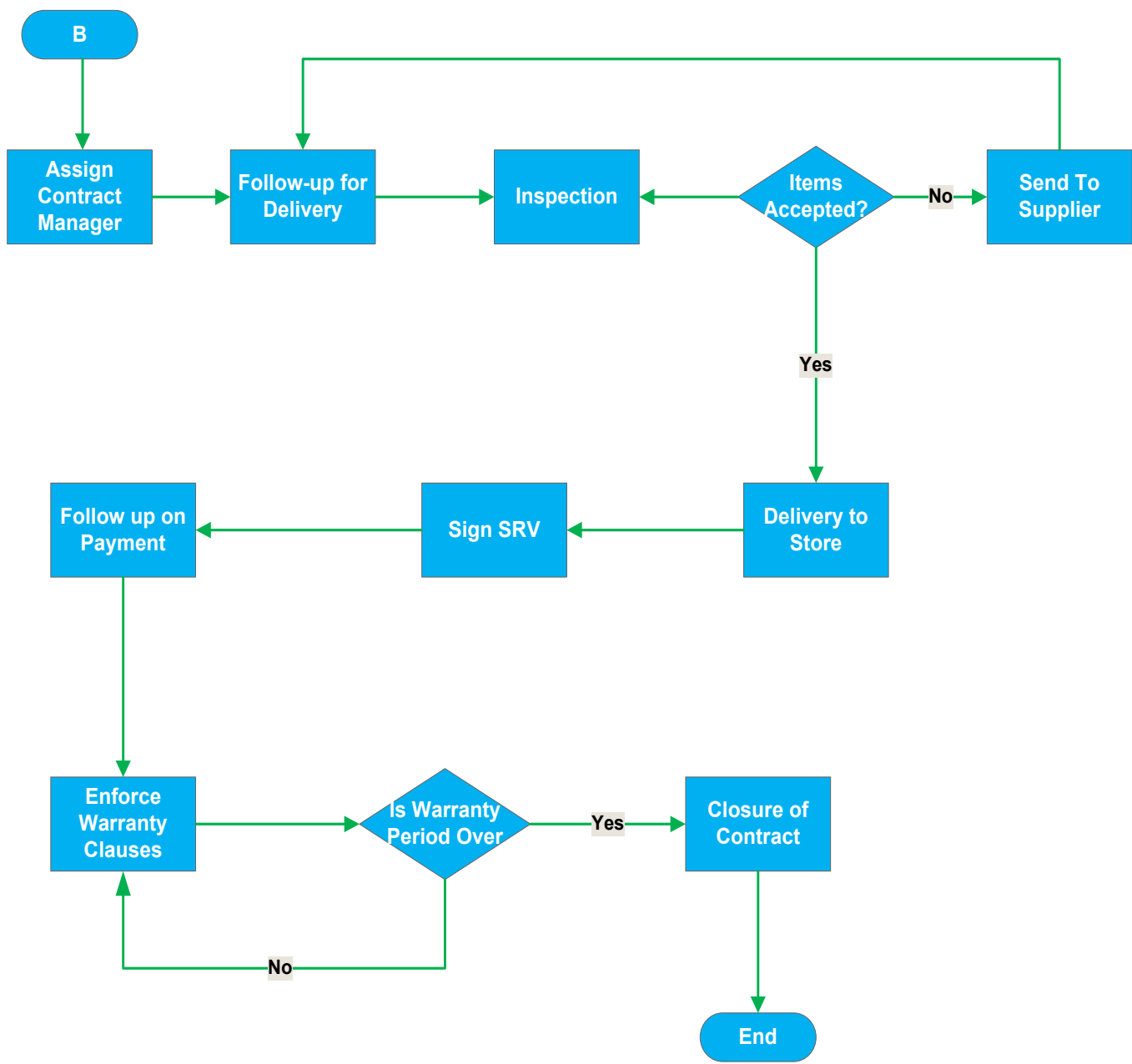
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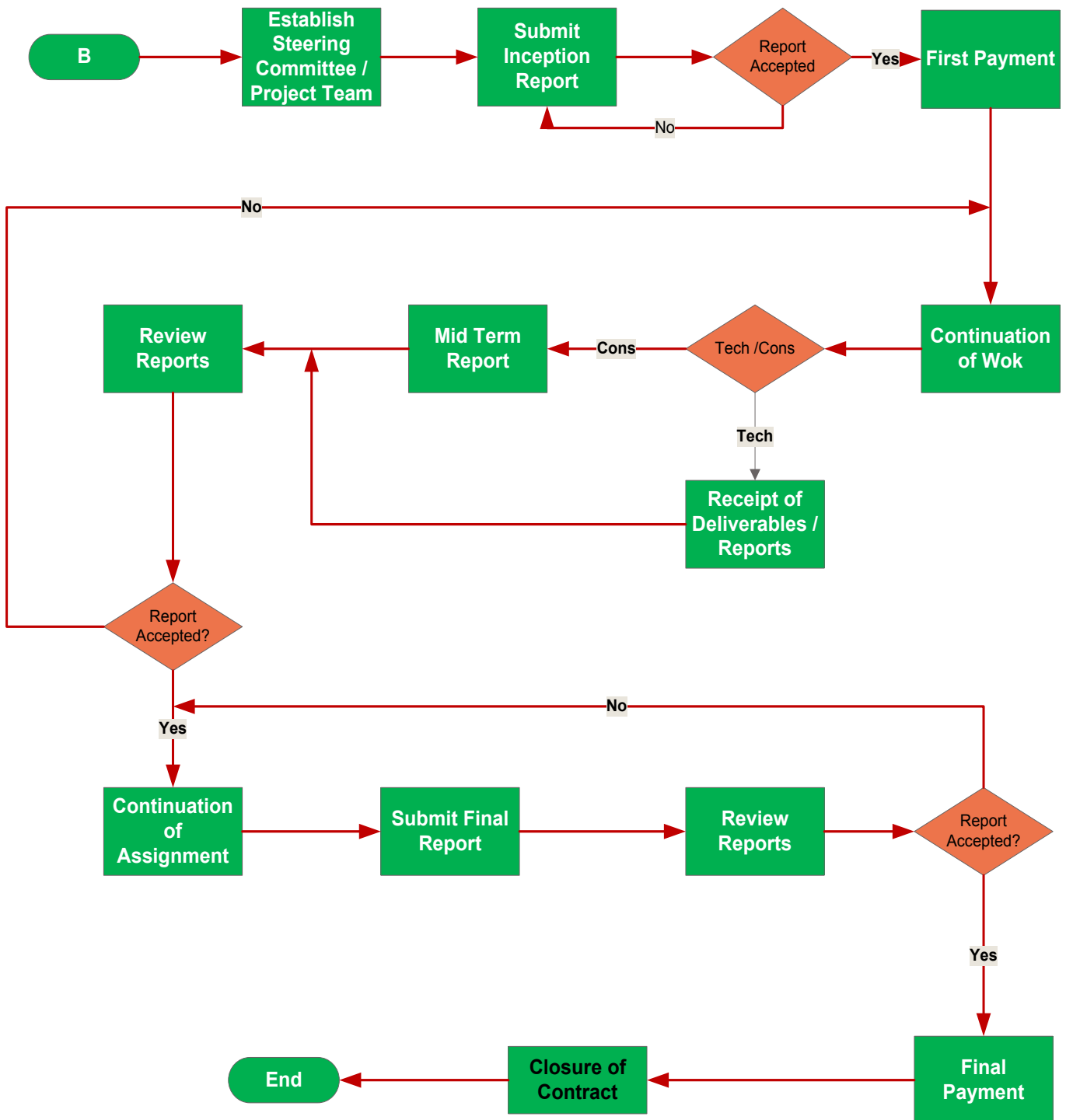
Contract Management Flowchart For Works



Contract Management Flowchart For Goods



Contract Management Flowchart For Services





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