

# Contract Process

The process applies to ALL commercial contracts (anything we are signing where a commitment is being made, even standard T&Cs); large or small, one off or ongoing, Goods For Resale (GFR) and Goods Not For Resale (GNFR) and applies to both new agreements or renewals.

## 6. SYSTEMS

### YOUR ACTION

Store Contract, Contract Summary Sheet, insurance policies and all supporting due diligence documents on [In-Tend](#). Email [In-tend@midcounties.coop](mailto:In-tend@midcounties.coop) if you have any queries.

### YOUR ACTION

If this is a new supplier and you need to set them up for payment, forward the Contract Summary Sheet and supporting documents to [Ap.Enquiries@midcounties.coop](mailto:Ap.Enquiries@midcounties.coop)

## 1. DEFINE THE NEED TO INVOLVE OTHERS

### YOUR ACTION

Outline your requirements early, involve others and understand the process

## 2. SOURCING AND DUE DILIGENCE

### YOUR ACTION

Refer to [Purchasing Policy](#) & complete the [Contract Summary Sheet](#)

## 3. SPEND APPROVAL (subject to threshold)

### YOUR ACTION

[Finance Governance](#) approval where above lifetime value of £50K

### YOUR ACTION

Board Approval please email [Edward.Parker@midcounties.coop](mailto:Edward.Parker@midcounties.coop) where above lifetime value of £250K for CAPEX or £500K for OPEX

## 4. CONTRACT REVIEW

### YOUR ACTION

Read and understand the contract. Refer contract and/or clauses to Legal where relevant. See - [When to refer to Legal](#)

### YOUR ACTION

Send the [Contract Summary Sheet](#), all supporting due diligence documents and a copy of the contract to your Contract Champion for approval and legal, as required

## 5. SIGN AND COMMENCE

### YOUR ACTION

Arrange signature of the contract by authorised signatory - See [Authorised Signatories](#)

## RACI MATRIX

Responsible Accountable Consulted Informed	Contract Managers	Head of Trading / COO	Contract Champions	Legal	Account Managers or Users	Procurement	AP
1. Define the need and involve others	R	A	C	I*	I	I*	
2. Sourcing and due diligence	R	A	C		I	I*	
3. Spend Approval	R	A	C		I		
4. Contract Review	R	I	A	C/R*			
5. Sign and Commence	R	I	A	C**	I		
6. Systems	R		A	I	C		I

\* Legal - Consult to discuss extent of clause(s) to be referred; Responsible for drafting of clauses and/or contract review

\* Procurement - Where the contract is GNFR

\*\* Legal - Where contract signing to be arranged via DocuSign