

QITC: Creating a comprehensive contract

A comprehensive contract is recommended for:

- procurements that are over \$1 million and are assessed as low risk; and
- procurements assessed as either moderate or high risk, of any value.

A [contract type decision tool](http://www.forgov.qld.gov.au/decide-which-contract-use) (www.forgov.qld.gov.au/decide-which-contract-use) is available to help you select the right contract type for your particular procurement, based on your risk assessment of the procurement and the total cost. It is a guidance tool only and you should seek procurement or legal advice if you are unsure of which contract type to use.

View the [user guide](http://www.forgov.qld.gov.au/qitc) (www.forgov.qld.gov.au/qitc) for information on the other contract pathways available under the QITC framework.

Creating a comprehensive contract

To establish a comprehensive contract, you will need to use the following templates which are available on the [QITC webpages](http://www.forgov.qld.gov.au/qitc) (www.forgov.qld.gov.au/qitc):

- Comprehensive Contract Conditions – ICT Products and Services
- Comprehensive Contract Details – ICT Products and Services
- Any modules or schedules required for the procurement

To form the contract you will need to complete the Comprehensive Contract Details following the instructions highlighted throughout the template document. You will also need to identify any applicable modules and schedules required for your particular procurement.

The following modules and schedules are available under the comprehensive contract:

Modules	Schedules
1 – Hardware	1 – Price and payment terms
2 – Software	2 – Project implementation and payment plan
3 – As a service	3 – Statutory declaration by subcontractor
4 – System integration	4 – Confidentiality, privacy and conflict of interest deed
5 – Telecommunications services	5 – Escrow agreement
6 – Managed services	6 – Financial security
7 – ICT professional services	7 – Performance guarantee
	8 – Service levels
	9 – Acceptance testing
	10 – Statement of work
	11 – Change request

Complete any module order forms that are needed using the instructions highlighted in the templates. You will then need to attach the completed module order forms and any schedules to the contract details.

There may be other terms and conditions, such as a statement of work or other documents, which you may want to incorporate into your comprehensive contract. Please refer to the Guidance notes for comprehensive contract details and modules for detailed guidance on completing the documents.

More resources are available in the QITC toolkit: www.forgov.qld.gov.au/qitc-toolkit