

QITC: Creating a general contract

A general contract is recommended for procurements that are assessed as low risk and have a value of up to \$1 million.

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 [QITC 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.

Preparing a general contract

To prepare a general contract, you will need to use the following templates which are available on the QITC webpages: www.forgov.qld.gov.au/qitc

- General Contract Conditions – ICT Products and Services
- General Contract Details – ICT Products and Services

No specific modules have been developed for the general contract pathway as the General Contract Conditions contain provisions for specific transaction types considered suitable for a general contract. These are: hardware, hardware maintenance services, licensed software, software support services, developed software, as a service and ICT professional services.

As the documents contain standardised terms and conditions that were co-designed by government and industry, it is accepted that no changes are to be made to the General Contract Conditions.

Various schedules and other documents, including the schedules available under the QITC Comprehensive Contract Conditions, may also be tailored and incorporated into a general contract where required. Further guidance is available in the QITC User Guide.

Creating a general contract

To create the contract you will need to complete the General Contract Details using the instructions highlighted throughout the template document.

The QITC framework user guide and the General contract guidance notes provide further guidance on preparing the documents necessary for creating a general contract.

More information

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