

## Procurement Act 2023 Compliance Checklist

→ For public sector buyers, legal teams and suppliers managing contracts **over £5 million**.

Use this checklist to ensure your contract management process aligns with the new legal requirements under the **Procurement Act 2023**.



### Pre-Award Stage

- ☐ Define at least 3 measurable KPIs for contracts above £5M
- ☐ Include performance obligations in contract terms
- ☐ Set up internal ownership for KPI tracking and reporting
- ☐ Log supplier engagement and early KPI discussions
- ☐ Prepare draft notices in advance for smoother publication



### Contract Award & Publication

- ☐ Publish the Contract Award Notice promptly after signature
- ☐ Record contract metadata and link all obligations to relevant owners
- ☐ Ensure award decisions and justifications are stored with audit trails



### Performance Monitoring

- ☐ Track progress against each KPI using a central system
- ☐ Log regular performance updates
  - Rate performance using official scales (e.g. Excellent, Good, Requires Improvement, Inadequate)
- ☐ Publish Contract Performance Notices when required (at least annually or at key milestones)
- ☐ Escalate poor performance internally and initiate corrective actions



### Contract Modifications

- ☐ Draft a Contract Change Notice for each significant change
- ☐ Trigger an 8-working-day voluntary standstill (if required) before finalising changes
- ☐ Log reasons and approvals for each change
- ☐ Publish Change Notices within the required timeframe



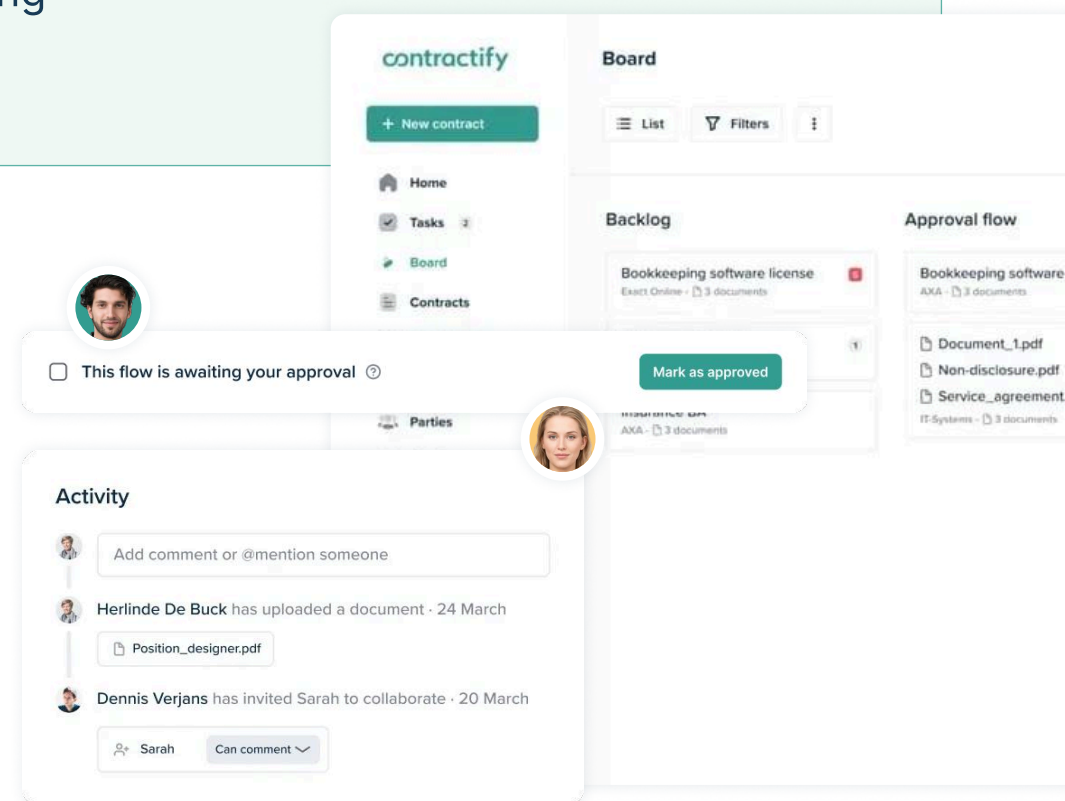
## Termination & Debarment Risk

- ☐ Issue a Contract Termination Notice upon early exit or natural expiry
- ☐ Log performance history and reasons for termination
- ☐ Evaluate supplier for any exclusion criteria (e.g. repeated underperformance)
- ☐ Notify relevant stakeholders if debarment procedures may apply



### How Contractify Helps

- ✓ Automates KPI tracking and alerts
- ✓ Offers follow-up templates for all mandatory notices
- ✓ Tracks deadlines (e.g. standstill periods) and contract status
- ✓ Maintains immutable logs and document versioning
- ✓ Centralises everything in a single source of truth



**Want tailored advice on how to take control over your contract management KPI's?**

→ Book a personalised demo on [www.contractify.io](https://www.contractify.io)

**More info**

[www.contractify.io](https://www.contractify.io)