

# Negotiations and Contracting

## [Mandatory]

Contracting process involves the following:

1. **Negotiations** - Negotiations with the selected vendor covering the scope of work and financial proposal.
2. **Contract drafting:** The contract should be drafted by the institution's legal team and technical input from IT team. The contract should include the agreed terms and conditions of the software procurement, including the price, the scope of work, the support and maintenance terms and the termination terms.
3. **Contract review:** The contract should be reviewed with the vendor to ensure that the terms and conditions are acceptable to both parties. Contract review process should follow the Public Procurement guidelines.
4. **Contract signing:** The contract should be signed by both parties before the software project commences.

**Outputs:** Vendor Contract

The section below details the stages of the software development process. While these are shown sequentially, they can be implemented using the agile methodology.

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Revision #1

Created 9 July 2025 22:17:16 by RISA

Updated 9 July 2025 22:17:30 by RISA