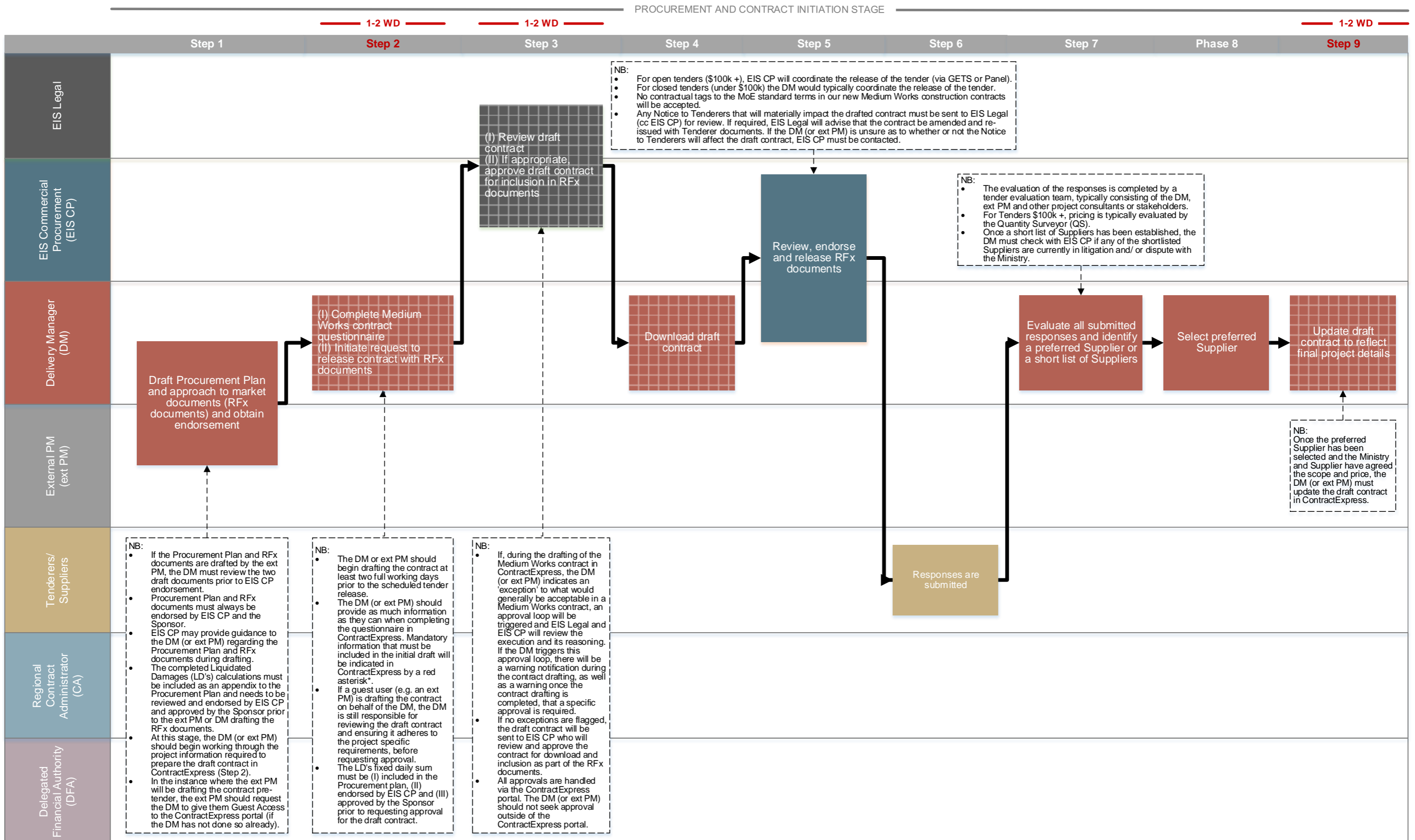
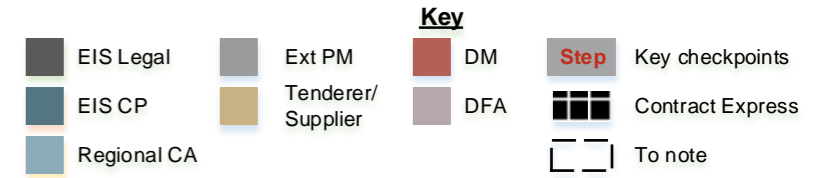


Capital Works process for Medium Works contracts – process diagram

Contracts valued between \$50k - \$500k

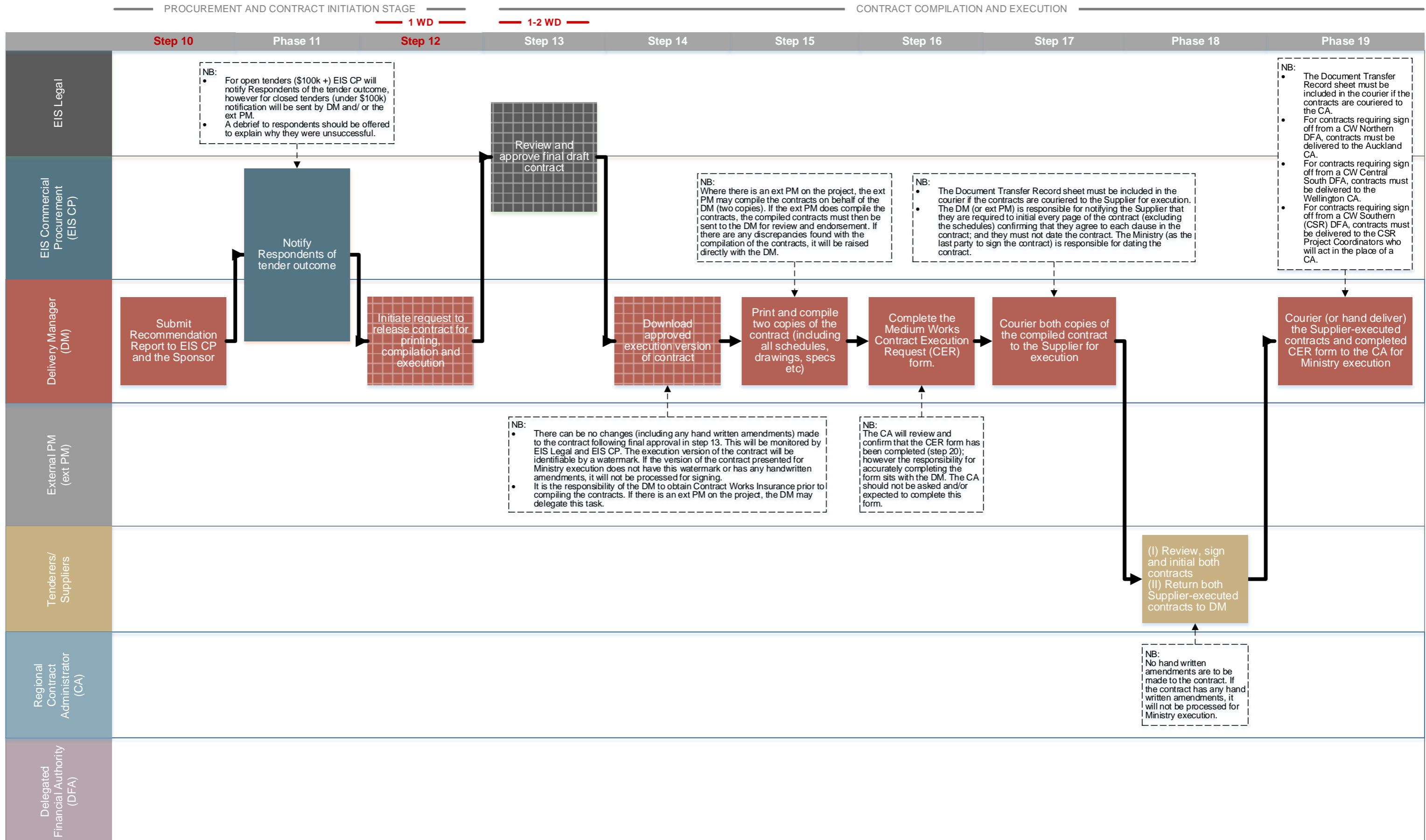
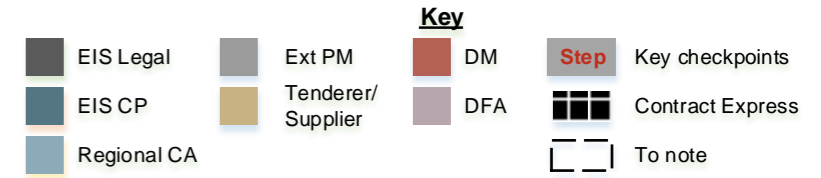
Please see 'Capital Works process for Medium Works contracts - Guidance Notes' for further guidance



Capital Works process for Medium Works contracts – process diagram

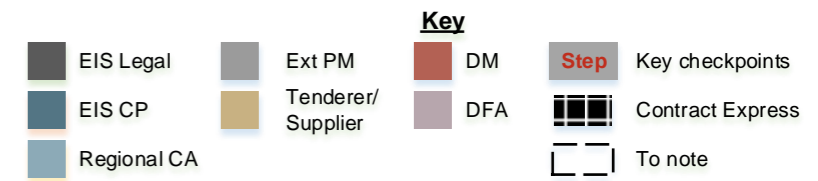
Contracts valued between \$50k - \$500k

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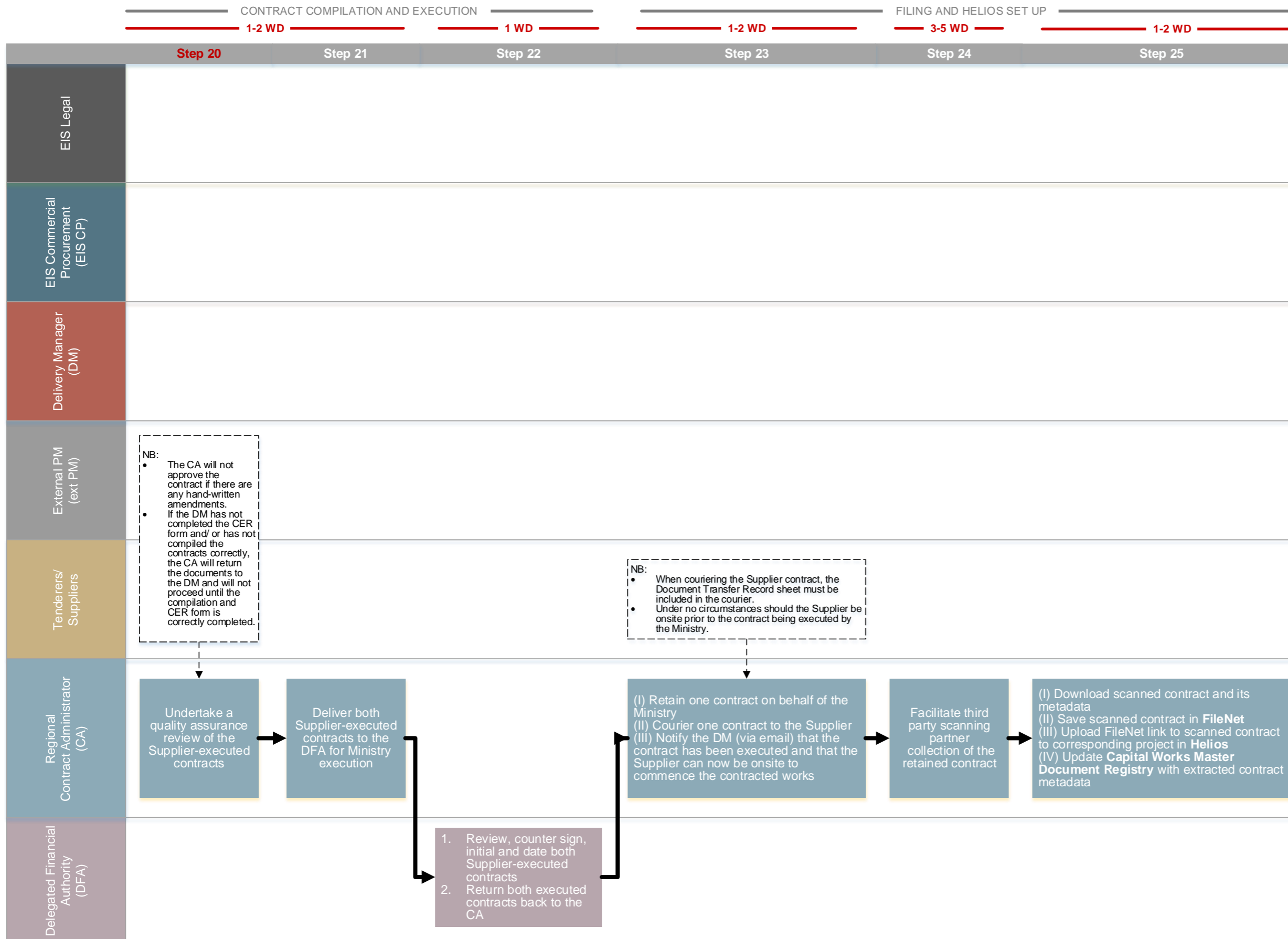


Capital Works process for Medium Works contracts – process diagram

Contracts valued between \$50k - \$500k



Please see 'Capital Works process for Medium Works contracts - Guidance Notes' for further guidance



Capital Works process for Medium Works contracts – process diagram

Contracts valued between \$50k - \$500k

NB: the timings provided are indicative only and, where a step involves ContractExpress, may vary depending on the complexity of the contract and the demand on EIS Legal and EIS CP resource.

Acronyms used in this document:

EIS Legal	Education Infrastructure Service Legal team
EIS CP	Education Infrastructure Service Commercial Procurement team, and more specifically the team members working on the procurement of Capital Works projects.
DM	Capital Works Delivery Manager
Ext PM	External Project Manager
Tenderer/Supplier	Tenderer/ Respondent/ Supplier
CA	Education Infrastructure Service Contract Administrator (Regional)
DFA	Ministry of Education Delegated Financial Authority
QS	Quantity Surveyor
RfX documents	Approach to market documents/ Request For Tender (RFT)/ Request For Proposal (RFP)/ Request For Quote (RFQ)

Related documents:

The following related documents can be found on the [Education Property Website](#).

Capital Works process for Medium Works contracts - process diagram
Medium Works Contract Execution Request form

Glossary:

ContractExpress	<p>ContractExpress is a web-based document automation solution designed for fast and accurate document drafting and client collaboration. The implementation of ContractExpress within the Capital Works programme is led by EIS Legal, EIS Commercial Procurement and Chapman Tripp.</p> <p>EIS Legal and EIS Commercial Procurement are working to have all construction contract drafting completed in ContractExpress by the end of 2019.</p>
MoE Business user	<p>MoE Business users are a limited number of selected DMs who have been assigned login credentials to ContractExpress. These MoE Business Users (DMs) are able to initiate contract drafting as well as invite guest users.</p>
Guest Access	<p>Guest access gives MoE Business users the ability to invite guests by email to initiate a new contract.</p> <p>If a MoE Business User (DM) elects to outsource the contract drafting to another DM/ Project Coordinator or ext PM (i.e. someone who is not a MoE Business User), the DM sends an invite within the ContractExpress portal to the guest user email address. The guest user is then provided with a unique link that grants access to the ContractExpress portal where the guest can:</p> <ul style="list-style-type: none">(I) Complete the contract questionnaire (draft the contract); and(II) Download the draft contract once the approval loops have been completed. <p>NB: For security reasons the link expires after 48 hours, however the DM is able to refresh the invite within the ContractExpress portal, which will re-active the original link.</p>