Contract Management System
Redesigned Notification of Award step

THE WORLD BANK
IBRD • IDA | WORLD BANK GROUP
Operations Policy & Country Services

October 2022
The new Contract Management Module includes modifications in the workflow of the Procurement Roadmap in STEP.

Modifications have been made to “Notification of Award” and “Signed Contract” roadmap steps. Specifically, the following changes were made:

1. the signed contract is no longer generated at the “Notification of Award” (NOA) step and is now generated at the “Signed Contract” STEP in the activity roadmap.
2. the Contract Award Notice is now published upon upload of a copy of the NOA and recording of the date of the issuance of the NOA at the NOA step.
3. Borrowers may now make contract award changes and seek Bank’s review at the NOA step (slides 15-18)

Note: Any contracts that had been generated in STEP but for which the signing details had not yet been fully recorded by September 30, 2022, were reverted to the NOA step to allow Borrowers to appropriately complete them in the new workflow as shown in the slides that follow. This workflow also applies for any new contracts.

For contracts that were already generated and signing details recorded fully in STEP, the contract details are already available in the new Contract Management System under the “Signed Contracts Tab” and may be managed through the new system (slide 13)
Changes to NOA Stage for Contracts subject to Prior Review

- With the introduction of Contract Management Module in STEP, the Evaluated Contracts at the “Notification of Award” step in activity roadmap will now appear in 3 tabs as (i) Contract Listing; (ii) Changed Contracts and (iii) Ready to be Signed Contracts.

- Upon completion of the “Standstill Period” step, the evaluated contracts appear in the “Contract Listing” at which point the Borrower may select them to record issuance of the Notification of Award.

- The Borrower now records issuance and publishes the “Contract Award Notice” at the NOA step. The contracts are no longer generated at this step so there’s no longer a “Generate Contract” button at this stage.

- Where no changes are made to the award recommendations after the “Standstill Period” step, the Borrower selects the contract and publishes the contract award notice upon:
  i. Uploading a copy of the Notification of Award and
  ii. Notifying the Bank of the issuance of the Notification of Award.

- Upon completing the notification of award, the contract moves to the “Ready to be Signed Contracts” tab.

- To generate the contract, click on the “Signed Contract” in activity roadmap which will lead the user to the Contract Management Module under which they can generate the contract after assigning a contract manager and recording the signing details.
Changes to NOA Stage for Contracts subject to Post Review

• With the introduction of Contract Management Module in STEP, the Evaluated Contracts at the “Notification of Award” activity roadmap will now appear in 2 tabs as (i) Contract Listing and (ii) Ready to be Signed Contracts.

• Upon completion of the “Standstill Period” step, the evaluated contracts appear in the “Contract Listing” tab at which point the Borrower may select them to record issuance of the Notification of Award (NOA).

• The Borrower now records issuance and publishes the “Contract Award Notice” at the NOA step. The contracts are no longer generated at this step so there’s no longer a “Generate Contract” button at this stage.

• After the “Standstill Period” step, the Borrower selects the contract and publishes the contract award notice upon:
  i. Uploading a copy of the Notification of Award and
  ii. Recording the date of the issuance of the Notification of Award.

• Upon completing the notification of award, the contract moves to the “Ready to be Signed Contracts” tab.

• To generate the contract, click on the “Signed Contract” in activity roadmap which will lead the user to the Contract Management Module under which they can generate the contract after assigning a contract manager and recording the signing details.
### Key Roadmap Steps that have been modified for Contract Management System

#### Procurement Roadmap

<table>
<thead>
<tr>
<th>Procurement Planning</th>
<th>Original Date / Days</th>
<th>Revised Date / Days</th>
<th>Running Date / Days</th>
<th>Actual Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Bidding Documents</td>
<td>17-May-2022 / 0</td>
<td>17-May-2022 / 0</td>
<td>24-May-2022</td>
<td>24-May-2022</td>
</tr>
<tr>
<td>Amendments to Bidding Documents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Submission/Opening/Minutes</td>
<td>03-Jul-2022 / 42</td>
<td>03-Jul-2022 / 42</td>
<td>24-May-2022</td>
<td>24-May-2022</td>
</tr>
<tr>
<td>Bid Validity Extension</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Evaluation Report and Recommendation for Award</td>
<td>02-Aug-2022 / 30</td>
<td>02-Aug-2022 / 30</td>
<td>24-May-2022</td>
<td>24-May-2022</td>
</tr>
<tr>
<td>Standstill/Debriefing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification of Award</td>
<td>03-Aug-2022 / 1</td>
<td>03-Aug-2022 / 1</td>
<td>25-May-2022</td>
<td>30-May-2022</td>
</tr>
</tbody>
</table>

#### Procurement Monitoring

<table>
<thead>
<tr>
<th>Procurement Monitoring</th>
<th>Original Date / Days</th>
<th>Revised Date / Days</th>
<th>Running Date / Days</th>
<th>Actual Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amendments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Completion</td>
<td>20-Feb-2023 / 180</td>
<td>20-Feb-2023 / 180</td>
<td>12-Dec-2022</td>
<td>180</td>
</tr>
</tbody>
</table>

Disclaimer: Data provided is for illustration purposes only.
Notified of Award (Post Review)

Evaluated Contracts under the Notification of Award now has two tabs:
(i) Contract listing (Contracts listed here after completion of standstill period before the notification of award)
(ii) Ready to Be Signed Contracts (Contracts which have completed the Stand Still Period and the notification of award step).

Disclaimer: Data provided is for illustration purposes only.
Evaluated Contracts under the Notification of Award now has three tabs:

(i) Contract listing (Contracts listed here after completion of standstill period before the notification of award)

(ii) Changed Contracts (Contracts where changes were made after the Bank’s No Objection but for which Bank review of the changes and the updated notification of award is not yet completed – see slides 15-18)

(iii) Ready to Be Signed Contracts (Contracts which have completed the Stand Still Period and the notification of award step).
Notification of Award – Recording NOA issuance

Borrower now records issuance of the NOA and publishes contract award at this step.

Disclaimer: Data provided is for illustration purposes only.
Contract now ready to be signed

For activities that have completed the issuance of Notification of Award Contract Award Notice will be published at this step of the Activity Roadmap upon saving the key dates and uploading copy of document.

When contract moves to “Ready to be signed contracts” tab, the Borrower is now ready to record contract signature.
Select Signed Contract in Roadmap to generate Contract

<table>
<thead>
<tr>
<th>Procurement Planning</th>
<th>Original Date / Days</th>
<th>Revised Date / Days</th>
<th>Running Date / Days</th>
<th>Actual Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Bidding Documents</td>
<td>02-Oct-2022 / 0</td>
<td>02-Oct-2022 / 0</td>
<td>02-Oct-2022 / 0</td>
<td></td>
</tr>
<tr>
<td>Amendments to Bidding Documents</td>
<td>07-Oct-2022 / 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Validity Extension</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standstill/Debriefing</td>
<td></td>
<td></td>
<td></td>
<td>04-Jul-2022 / 0</td>
</tr>
<tr>
<td>Notification of Award</td>
<td>01-Jan-2023 / 14</td>
<td>01-Jan-2023 / 14</td>
<td>18-Jul-2022 / 14</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procurement Monitoring</th>
<th>Original Date / Days</th>
<th>Revised Date / Days</th>
<th>Running Date / Days</th>
<th>Actual Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed Contract</td>
<td>22-Jan-2023 / 21</td>
<td>22-Jan-2023 / 21</td>
<td>08-Aug-2022 / 21</td>
<td></td>
</tr>
<tr>
<td>Contract Amendments</td>
<td></td>
<td></td>
<td>08-Aug-2022 / 0</td>
<td></td>
</tr>
<tr>
<td>Contract Completion</td>
<td>21-Jul-2023 / 180</td>
<td>21-Jul-2023 / 180</td>
<td>04-Feb-2023 / 180</td>
<td></td>
</tr>
</tbody>
</table>
In Contract Management Module, select contract to record signing details

Horn of Africa Initiative: Djibouti Regional Economic Corridor Project (P174300)

Signed Contract
Reference No: US-MCMUAT-26632-GO-RFB

Contract 1
Motorcycles for region 1
Reference No: US-MCMUAT-26632-GO-RFB • GRIENSU SA (363312) • Contract Award Notice

Disclaimer: Data provided is for illustration purposes only.
In Contract Management Module, select contract to record signing details

To generate the signed Contract in STEP:

1. Assign Contract Manager
2. Record Performance Security details where applicable
3. Record Contract Signing details
4. Record Key planned dates for the major contract milestones; and
5. Notify the Bank of contract signature

For further details on contract management, see Contract management Module User Guide
Pre-Existing Signed Contracts are available in Contract Management Module

All existing signed contracts are listed to be picked up for Contract Management Plan preparation at the option of the Borrower.
Existing Signed Contracts

Upon clicking on the signed contract, the STEP will take the User to the Contract Management System and from here the Contract Manager can take over to start preparing the Contract Management Plan.
New: Contract Changes at NOA step for Contracts subject to Prior Review

- The redesigned Notification of Award now allows the following changes to be made at this step:
  
  i. **Contract price changes** for instance as a result of negotiation;
  
  ii. **Awardee Changes** to award the contract to another bidder for instance if the initially awarded bidder declines to sign the contract
  
  iii. **Merge changes** to merge multiple lots awarded to the same supplier into a single award/contract; and
  
  iv. **Cancel** a contract after Bank review or after the notification of award has been issued

- While changes (i), (ii) and (iii) above existed before, STEP did not all include the functionality to allow the Borrower to seek Bank review of changes (i), (ii) and (iv) which all require Bank review which often required manual rollback of the steps by Bank IT

- The redesigned **Notification of Award step** now includes the option to make these changes and seek Bank review before proceeding to the signed contract step

- Note that Bank review is not required for a **Merge Contracts Change**.
To make such changes the Borrower:

1. Selects the Change button

2. Selects the type of change and records justification for the change

3. Requests Bank review of the change

4. Bank reviews and issues No Objection as relevant

5. Borrower records issuance of new/revised notification of award
“Change” button can be used to modify the contracts. All changed contracts (except merge changes) require a No Objection from the Bank again and once cleared will start to appear under “Changed Signed Contracts” (cleared).
1. Upon making a change, the changed award recommendation is now listed under the “Changed Contracts” tab.
2. Upon Bank No Objection and issuance of updated NOA, contract is “Ready to be signed”.