

SOA Schedule 2 –

Project Implementation and

Payment Plan

<Contract title and reference number>

<Customer name>

<Supplier name>

Contract established under SOA <SOA title and reference number>

|  |
| --- |
| INSTRUCTIONS FOR USING THIS DOCUMENT (TO BE DELETED IN FINAL VERSION OF SOA SCHEDULE WHICH IS ATTACHED TO EXECUTED CONTRACT):This is a template Project Implementation and Payment Plan for use with the SOA Comprehensive Contract Conditions - ICT Products and/or Services. If a Project Implementation and Payment Plan (**PIPP**) is required, it should be substantially in the form of this SOA Schedule 2 or such other form reasonably acceptable to the Customer.  Under the SOA Comprehensive Contract Conditions for ICT Products and/or Services, the PIPP should detail the:   1. Products, Services and other Deliverables to be provided by the Supplier to the Customer; 2. project implementation plan and timeframes for each milestone to be performed by the Supplier; 3. payment obligations of the Customer; and 4. Stages for the provision of the Deliverables (if applicable).   The format of this SOA Schedule 2 is a matter for the parties, depending upon the nature of the Contract and the obligations of the parties under it. Where required, additional information for items from the Details and SOA Module Order Forms may be set out in this SOA Schedule 2.  The yellow highlighted sections need to be completed. |

SOA Schedule 2 template – Issued February 2020 – Version 1.0.0

# Introduction

<<Outline the scope of the PIPP i.e. what does it include?>>

# Project Overview

<<Provide an overview of the project, the project objectives and any critical success factors.

Outline any key assumptions or dependencies.>>

# Scope of Work

**Products and/or Services**

<<Specify the nature of the Products and/or Services to be provided.

Specify details of who will be providing the Products and/or Services, including any Products or Services that are to be provided by Subcontractors.>>

**Overview of Deliverables**

<<Provide a list of the Deliverables that are to be provided by the Supplier, including:

* Hardware
* Hardware Maintenance Services
* Licensed Software
* Developed Software
* Software Support Services
* As a Service
* Systems Integration
* Telecommunications Services
* Managed Services
* ICT Professional Services
* User Documentation
* Bespoke Documentation
* Training.>>

# Project Implementation Plan

<<Insert project implementation plan>>

<<The plan should address the relevant aspects of the Contract including (if applicable) the following:

* Describe the nature and extent of the Deliverables.
* Specify due dates for delivery of each Deliverable.
* Specify which milestones or group of milestones are included in each Stage.
* Identify and describe accurately all related project tasks.
* Specify commencement dates for all tasks.
* Specify completion dates for all tasks.
* Detail the tasks to be performed by the Customer's employees.
* For each task to be performed or milestone to be achieved and various responsibilities of the Supplier and the Customer shall be specified.
* Specify the times and places for the supply of Products and/or Services which are to be provided by the Supplier.
* Specify the project methodology to be undertaken.>>

# Stages

<<If the parties have agreed that the Contract will be performed in Stages in accordance with clause 7.5 of the SOA Comprehensive Contract Conditions for ICT Products and/or Services, then full and complete details of the Stages should be provided. The following template table may be of assistance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage No.** | **Title** | **Description** | **Deliverables** | **Delivery Date / Due date** |
| <<insert>> | <<insert>> | <<insert>> | <<insert>> | <<insert>> |

# Price and Payment Plan

<<If the Customer has specific requirements in the way it wants the Supplier to describe pricing (e.g. by completing a table, or a pricing template in Excel format) then it must attach or set out the pricing schedule the Supplier is to complete. The Customer should amend this section to set out any other pricing requirements not already addressed.>>

<<If the Customer has provided a specific document/template for the Supplier to use to submit pricing information (e.g. Excel spreadsheet), then the Supplier must submit pricing details in the required format. If not otherwise specified, the Supplier may complete this section in any appropriate format, but the Suppliers must address all items.>>

**Price**

<<Itemise all amounts that the Customer is to pay in relation to the Contract, as well as totals. Identify the Pricing method (e.g. lump sum, fixed price, time and materials including rate card). The GST component is to be separately identified.

<<If the Customer requires that a maximum total Price be specified for the Contract (which may not be exceeded except as expressly stated in the Contract, unless the Customer consents), then this should be specified here.>>

**Expenses**

<<Where expenses will be charged, the Supplier must provide an estimated forecast for expenses over the life of a Contract, and explain any assumptions that those calculations are based on. If the Supplier cannot forecast expenses, the Supplier must include details of how expenses will be calculated.>>

**Price reviews (including during any extension period(s))**

<<If some or all of Prices will be changed during the term of the Contract, the Supplier must clearly set out the times that the review will occur (including whether the Prices will change during the Term or the applicable extension options) and the Price review mechanism.>>

**Payment plan/milestones**

The Supplier may invoice the Customer after successful achievement of the milestones as follows:

<<Insert payment plan for when the Customer will be invoiced for Products/Services provided to the Customer (e.g. the timetable for payments, the amount of each payment and the milestone / Deliverables that each payment relates to.>>

<<Specify whether all invoices are payable within 30 days of receipt or an alternative timeframe.>>

**Retention of money**

<<Specify whether the Customer may retain a proportion of an invoiced amount for the due and proper performance of the Supplier’s obligations under the Contract. The following template table may be of assistance:>>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Total Price for milestone** | **Retained proportion of the Price** | **Retention period** | **Payment trigger** |
| <<insert>> | <<insert>> | <<insert>> | <<insert>> | <<insert (e.g. the trigger for payment to the Supplier of the retained amount may be the end of the Warranty Period or such other nominated period)>> |

**Rates for additional Products and/or Services (if applicable)**

<<Specify the rates for any additional Products and/or Services which may be procured by the Customer under the Contract (e.g. additional Products and/or Services to be provided under a Statement of Work, additional Products and/or Services to be provided as a result of a Change or additional services where the Supplier is not otherwise responsible for rectifying a Defect).>>

**Payment methods**

<<Specify how the Customer can make payment (including whether corporate credit card is accepted).>>

**Discounts or rebates**

<<Insert details of any applicable discounts (e.g. trade discounts, early payment discounts, volume discounts) or rebates.>>

**Address details for invoice**

<<Insert name and address details for delivery of invoices.>>

**Other pricing information**

<<Insert any other matters which may affect the Prices. The Prices will not be changed in response to any event which is not described here.>>