

Annex 1:

Post-Contract Phase on ePPS: Guidance Sheet

CONTRACT INFORMATION	Section: Dates		
	Field Name	Description of Field	Obligation to Complete
	Planned Start Date	Date when the Contracting Authority anticipates to inform Contractor to commence the Contract	Optional
	Actual Start Date	Commencement Date of the Contract / Date of Administrative Order / Date to Start Works	Mandatory
	Contract Signature Date	Last Signature Date of the Contract Agreement	Mandatory
	Contract Completion Date	Date of Final Acceptance Certificate	Mandatory
	Section: Modifications		
	Field Name	Description of Field	Obligation to Complete
	Value of Modification (1)●	Amount (Monetary Value) of Modification No.1	Mandatory
	Justification of Modification (1)●	Description (incl. Justification) of Modification No.1. To quote the applicable regulation/s.	Optional
	Modification Date (1)●	Date when Modification No. 1 is approved by the applicable Authority	Mandatory
	Total Value of Modification	Total Amount (Monetary Value) of all Modifications	Auto-Populated (if applicable)

•For each approved modification that takes place, the Contract Manager shall complete the above fields. If no monetary modifications take place this section shall not be compiled.

CONTRACT INFORMATION	Section: Contractors		
	Field Name	Description of Field	Obligation to Complete
	Assignment of Contract with details of new Contractor ⁺	Search and Select the new Economic Operator (from registered list)	Mandatory
	Details of Sub-Contractor and Potential Change of Sub-Contractor ⁺	Search and Select all the Sub-Contractors / new Sub-Contractors	Mandatory
	Composition of JV/Consortia	Composition of a Joint Venture / Consortium	Auto-Populated (if applicable)
	Other Comments ⁺	Comments related to the Contractor	Optional
	Contract Manager/Representative Name & Contact	Name and Surname of all Contract Managers	Auto-Populated
	Records of Meeting Dates, attached Minutes ⁺	Minutes of any Meetings that took place during the Implementation of the Contract	Optional
	Issues ⁺	Description of any Issues that arose during the Implementation of the Contract	Optional
	Complaints ⁺	Description of any Complaints that arose during the Implementation of the Contract	Optional
	Modifications Overview ⁺	Description (including Justification & relevant Regulation) of Non-Monetary Modifications carried out	Mandatory
	Any Penalties Applied ⁺	Description and Value/Percentage of all Penalties from Contracting Authority to Contractor	Mandatory
	⁺ Field to be compiled only if applicable.		
	Section: Attachments		
	Field Name	Description of Field	Obligation to Complete
	Contract	Upload Contract Agreement signed by both parties	Mandatory
	Contract Addendum	Upload Contract Addendum signed by both parties	Mandatory
	Completion Report	Upload Completion Report	Mandatory
	Status	Drop Down Menu: To choose from the following options: <u>Pending</u> : Contract was proposed, but is not yet in force (It may be awaiting signature) <u>Active</u> : Contract was signed by all parties and is now legally in force <u>Cancelled</u> : Contract was cancelled prior to being signed <u>Terminated</u> : Contract was signed and in force but has now come to a closure (It may be due to successful completion of the Contract or it may be an early termination of the Contract)	Mandatory

CONTRACT INFORMATION DATA

Section: Milestone

Section Tab: Add/Edit Milestone°

Field Name	Description of Field	Obligation to Complete
Milestone Title	Milestone Reference / Description of Milestone/Task	Mandatory
Milestone Type	Drop Down Menu: To choose from the following options: <u>Approval</u> : Events (such as the sign-off of a Contract) <u>Engagement</u> : Engagement Milestones (such as a Public Hearing) <u>Assessment</u> : Assessment & Adjudication Milestones (such as Committee Meeting Date) <u>Delivery</u> : Delivery Milestones (such as the date when the Deliverables should be provided) <u>Reporting</u> : Reporting Milestones (such as the date when salient Reports should be provided) <u>Financing</u> : Events (such as planned Payments)	Mandatory
Description	Brief Overview of what the Milestone/Task entails; the description may relate to the Gantt Chart / Project Plan / Project Breakdown Structure of the Deliverables	Mandatory
Due Date	Planned Delivery Date of the Milestone/Task	Mandatory
Met Date	Actual Delivery Date of the Milestone/Task	Mandatory
Status	Drop Down Menu: To choose from the following options: <u>Met</u> : The Met Date is in line with the Due Date <u>Not Met</u> : The Met Date is not in line with the Due Date <u>Partially Met</u> : The Met Date is partially in line with the Due Date	Mandatory

°Milestones shall refer to major tasks during the execution of the Contract. For each milestone that takes place, the Contract Manager shall complete the above fields.

Section Tab: Add/Edit Payment

Field Name	Description of Field	Obligation to Complete
Payment Name	Payment Reference / Description of Payment in relation to the Task/Milestone	Mandatory
Payment Date	Date of Payment in relation to the Task/Milestone	Mandatory
Payment Amount	The Monetary Value of the Payment	Mandatory
Payment Currency	EUR	Set by Default
Funding Agency	The Final Beneficiary	Mandatory
Payment Status	Drop Down Menu: To choose from the following options: <u>Approved</u> : Payment Authorisation to Contractor <u>Completed</u> : Payment Affected to Contractor	Mandatory

For each payment that takes place, the Contract Manager shall complete the above fields.