

Stage 6 – Negotiate & award contract

Negotiation is about reaching agreement on the essential terms of the contract and the deliverables under the contract. It can be a form of trading where both parties are seeking something from the other, there is an exchange of offers, concessions and bargaining. For collaborative relationships the focus will be on gaining a win-win solution. For tactical relationships the approach will be more competitive.

Once the negotiation has completed key activities include accurately documenting what was agreed, debriefing both successful and unsuccessful suppliers, and effectively communicating the outcome to affected stakeholders and the wider market.

Below are some specific guides, tools, templates and training relevant to this stage in the procurement lifecycle. These resources are not intended to be an exhaustive list. We recommend you read the [Guide to Mastering Procurement \[1 MB PDF\]](#), which covers this stage in detail, within the context of the end-to-end lifecycle.



[Policy and guidance](#)



[Tools and templates](#)



[Training](#)



Policy & guidance

[MED: Mandatory Rules for Departments \[88 Kb PDF\]](#)

- Awarding of contracts (paragraph 43-36)
- Post award information and supplier debriefing (paragraph 47-48) placeholder
- Supplier complaints (paragraph 49-50)

Guide

- [MED: Guide to Mastering Procurement \[1 MB PDF\]](#)
- [MED: Guide to Supplier De-brief \[295 kB PDF\]](#)
- [MED: Quick Guide to Communicating the Award of Contract \[253 kB PDF\]](#)
- [MED: Suppliers Guide to feedback and complaints \[366 kB PDF\]](#)



Tools & templates

- [Check List: Negotiations \[192 kB DOC\]](#)
- [Check List: Supplier Debrief \[104 kB DOC\]](#)



Training

- [Demystifying Procurement](#)
- [Art, Theory & Practice of Negotiation](#)
- [Advanced Contract Negotiation](#)