



CHECKLIST

Highways term maintenance contract readiness checklist

- ☐ Draft a service specification covering all work types and performance standards
- ☐ Prepare a schedule of rates with measurable units and provisional quantities
- ☐ Advertise the contract through the required public procurement route
- ☐ Evaluate tenders on price, quality, social value and method statements
- ☐ Set up depot facilities and order initial stock before service begins
- ☐ Agree communication protocols and work recording systems with the contractor
- ☐ Schedule monthly performance reviews and annual contract assessments
- ☐ Confirm emergency response windows and out-of-hours contact arrangements