

## Informe Técnico / Technical Report



### Minor Contract Process for Regional Public Administration: A Business Process Variability Example.

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This report describes the process referred to the different ways to proceed by the Regional Public Administration to manage the minor contracts of goods and services' provisioning whose cost is less than 30000€ .

Concretely, the process is made up mainly of four sub-processes (beginning of the procedure, contract award, contract execution, and contract settlement) which vary depending on the type of contract being required.

The process starts by the *Petitioner department* when a contract is required. From this point, the rest of the process depends on the type of the required contract (**Variation Point 1**). If the contract refers to Information Technologies (IT), then it is handled by the *Central dealing service*, which is common to all the departments of the Regional Ministry. On the contrary, the contract is handled directly by the *Dealing unit* of each department.

Once the procedure has started, the contract needs to be awarded. The resulting documentation depends as well on the required contract type. Contracts of IT are different than contracts of Supplies or Public Works since the required information and the involved materials are different.

Afterwards the contract has being awarded, it is executed. During this sub-process, it is necessary to register the documents resulted in the contract award. This registration could be done either on-line, if the *dealing service* has the proper technology, or manually if it does not have it (**VP2**). In order to control the manual registration, the manager of the corresponding dealing service should be notified at the same time that the registration is being performed.

After, the next step is to prepare the necessary stock list with the materials needed for the contract. Then, a budget is prepared to cover the expenses of this list. Once it is prepared, the budget needs to be arranged. This arrangement can be done again on-line or manually, depending on the technology of the dealing service involved (**VP3**). Finally, the process finishes by settling the contract.

Figure 1 shows the minor contract process model in Business Process Modeling Notation (BPMN), with all process variants represented together in the same model. It depicts how the process is carried out by either the dealing unit or by the Central dealing service depending on the contract type. Thus, process variants depend on (1) the required contract type and on (2) the technology that the involved department has.

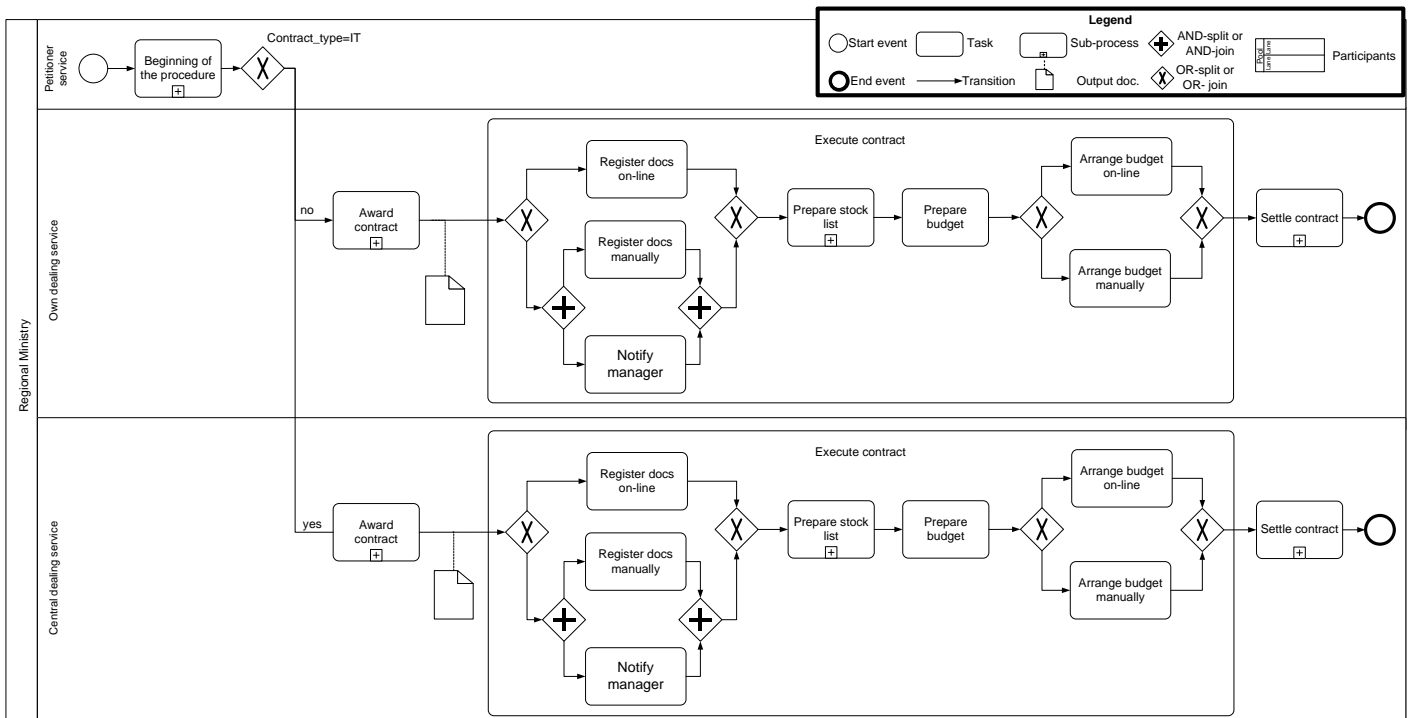


Figure 1: Minor contract process model including all process variants

Despite it is a simple process, we can find 8 variants depending on the type of contract being required as well as the technology the department has. Figure 2 shows an example of one process variant regarding a department where the type of contract required is not IT contract and no technology is available neither for document registration nor budget arrangement.

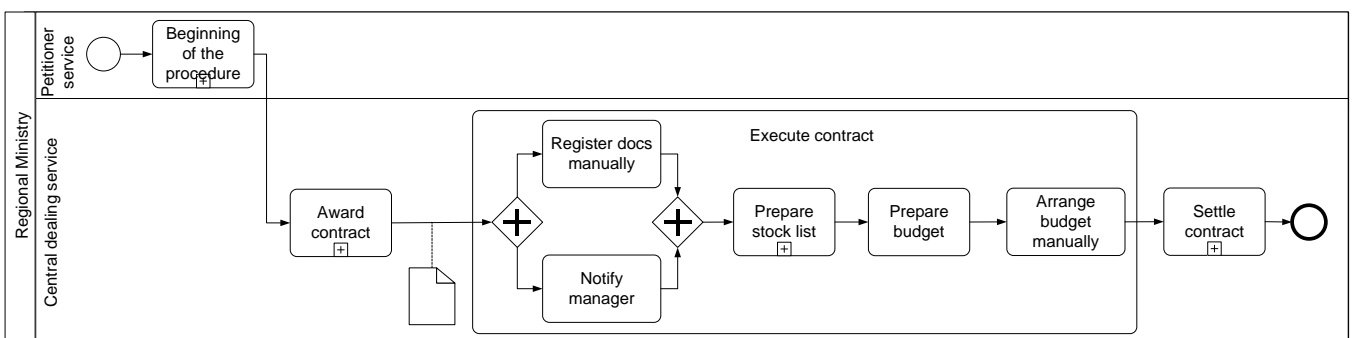


Figure 2: Minor contract process model for a department with non IT contract and no technology is available

Thus, when looking at this process, there is variability regarding the following business process perspectives:

- ***Behavioral perspective (control flow)***: In this process some activities are only performed under certain technological conditions. For instance, if the department has the proper technology, documents are register electronically.
- ***Organizational perspective (resources distribution)***: If the contract refers to IT services, the service in charge of the process is the own dealing service of the department. Otherwise, contracts are managed by the central dealing service.
- ***Informational perspective (data flow)***: When talking about IT services, the obtained documentation differ from other types of contract contracts.