

Category	Subfolder	Included Documents	Brief Description
2. Services – Fixed Term Engagement – Contract	A – Procurement	Advertisement (RFEOI)	A pro forma advertisement that Council may publish on its website or an appropriate newspaper for a publicly advertised open request for expression of interest process under section 228 of the <i>Local Government Regulation 2012</i> (Qld).
		Advertisement (RFT)	A pro forma advertisement that Council may publish on its website or an appropriate newspaper for a publicly advertised open tender process under section 228 of the <i>Local Government Regulation 2012</i> (Qld) (Regulation) (noting that the Regulation now requires tenders to be advertised on Council’s website but does not require tenders to be advertised in a newspaper).
		Document Change Register (Generic)	This document provides a template for tracking changes which need to be made to the contract and the scope because of pre-and-post tender clarifications and negotiations.
		Letter Enclosing Executed Contract (Generic)	Letter to successful contractor or supplier enclosing the contract once Council has executed it.
		Notice of Cancellation of Procurement Process (Generic)	Letter notifying respondents or potential respondents that Council is cancelling a procurement process.
		Notice of Extension of Contract Term (Fixed Term)	Letter notifying contractor that their contract term is being extended.
		Notice of Preferred Tenderer (Generic)	A letter which can be sent to the preferred respondent following evaluation of tenders or quotations. It encloses a copy of the compiled contract for review prior to issuing the formal notice of successful tender/quotation.
		Notice of Successful EOI (Generic)	Letter notifying a successful respondent that it is has been shortlisted as part of the RFEOI process and that Council intends to invite the respondent to tender.
		Notice of Successful Quotation (Fixed Term)	The “letter of acceptance” for engagement under an RFQ where a fixed term contract is to be signed. The wording of the notice could result in Council being immediately legally bound to a contract on the issuing of the notice (an executed contract is not required in order for Council to be bound). It is intended to attach the final contract to avoid uncertainty as to the terms of the contract. The notice should not be modified without legal advice.
		Notice of Successful Tender (Fixed Term)	The “letter of acceptance” to be sent to the successful tender where a fixed term contract is to be signed. The wording of the notice could result in Council being immediately legally bound to a contract on the issuing of the notice (an executed contract is not required in order for Council to be bound). It is intended to attach the final contract to avoid uncertainty as to the terms of the contract. The notice should not be modified without legal advice.
		Notice of Unsuccessful EOI (Generic)	Letter notifying a respondent that it has not been successful in the RFEOI process.
		Notice of Unsuccessful Quotation (Generic)	Letter notifying a respondent that it has not been successful in the RFQ process.
		Notice of Unsuccessful Tender (Generic)	Letter notifying a respondent that it has not been successful in an RFT process.
		Procurement Process Conditions	The “conditions of tendering” for all procurement processes (RFT, RFEOI, RFQ, one-off engagements and ROPS). These are a comprehensive set of conditions which avoids strict mandatory requirements and instead aims to provide maximum flexibility to Council (noting that Council’s ability to exercise the rights provided in them will still be subject to its legislative and probity obligations). The conditions are intended to be permanently made available on Council’s website to avoid the need for them to be provided with each RFT, RFEOI or RFQ.
Request for EOI (Generic)	The framework document used to invite expressions of interest tenders under section 228 of the <i>Local Government Regulation 2012</i> (Qld) as a means of shortlisting before inviting tenders under section 228. The RFEOI contains all of the information which respondents need to be able to submit an EOI and identifies the other documents comprising the Procurement Documents (Procurement Process Conditions, Scope and Response Schedules). The RFEOI is not suitable for general requests for expressions of interest outside of section 228. The RFEOI can be used for goods, services and works.		
Request for Quotations (Generic)	The framework document used to invite quotations whether under the <i>Local Government Regulation 2012</i> (Qld) or otherwise. The RFQ contains all of the information which respondents need to be able to submit a quotation and identifies the other documents comprising the Procurement Documents (Procurement Process Conditions, Contract, Scope and Response Schedules). It contains provision for a short form of response schedule. Note that the RFT can be used to request quotations where more detail is required than is provided for in the RFQ. The RFQ can be used for all quotations, including: <ul style="list-style-type: none"> • where the contract will be under a ROPS, under local buy, Council’s standard terms and conditions or a separate formal contract; • for goods, services and works. 		
Request for Tender (Generic)	The framework document used to invite tenders under section 228 of the <i>Local Government Regulation 2012</i> (Qld). The RFT contains all of the information which respondents need to be able to submit a tender and identifies the other documents comprising the Procurement Documents (Procurement Process Conditions, Contract, Scope and Response Schedules). The RFT can be used to request quotations where more detail is required than is provided for in the RFQ. The RFT can be used for all tenders, including:		

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			<ul style="list-style-type: none"> one off engagements, establishing registers of pre-qualified suppliers or preferred supplier arrangements, sole select tenders; tenders where the contract will be under a ROPS, under local buy, Council's standard terms and conditions or a separate formal contract; for goods, services and works.
		Response Schedule – Generic (Short Form)	This is a simple response form which is intended to be adapted to suit the needs of the particular procurement process. The response schedule should align with the evaluation criteria nominated in the RFQ or RFT or RFEOI and request the information needed to evaluate those criteria in accordance with the Probity and Evaluation Plan.
		Response Schedule – G&S (RFEOI)	These are relatively comprehensive schedules which are intended to be adapted to suit the needs of the particular procurement process. The response schedules should align with the evaluation criteria nominated in the RFEOI and request the information needed to evaluate those criteria in accordance with the Probity and Evaluation Plan.
		Response Schedule – G&S (RFQ)	These are relatively comprehensive schedules which are intended to be adapted to suit the needs of the particular procurement process. The response schedules should align with the evaluation criteria nominated in the RFQ and request the information needed to evaluate those criteria in accordance with the Probity and Evaluation Plan.
		Response Schedule – G&S (RFT)	These are relatively comprehensive schedules which are intended to be adapted to suit the needs of the particular procurement process. The response schedules should align with the evaluation criteria nominated in the RFT and request the information needed to evaluate those criteria in accordance with the Probity and Evaluation Plan.
		Tender Consideration Plan	This is a template tender consideration plan which addresses the elements required to be included in a tender consideration plan pursuant to section 230 of the <i>Local Government Regulation 2012</i> (Qld). Council must refer to and comply with the requirements of section 230 when using this template. Council must resolve to prepare the plan. Typically, a draft plan would be attached to the Council report which recommends that the resolution be passed and Council would resolve to prepare and adopt a tender consideration plan substantially in accordance with the draft.
	B – Evaluation	Conduct, Confidentiality and Conflict Declaration	Separate version of the declaration included in the probity and evaluation plan.
		Conformance Checklist	Simple checklist for confirming whether tenders are conforming.
		Evaluation Record (Weighted Criteria)	Simple MS word template which can be used by evaluation panel to record their individual scores and reasons and by the panel to record consensus scores and reasons.
		Evaluation Report Template (Single Engagement)	This is a template report which can be used by the evaluation panel to record the outcome of the evaluation process.
		Probity and Evaluation Plan (Weighted Criteria)	A simple probity and evaluation plan which provides a simple overview of the requirements of probity and details as to how the evaluation will be carried out (including confidentiality declarations). Can be used to provide transparency over the probity of procurement processes whether or not an independent probity advisor is appointed.
	C – Contract	Contract – Services (Fixed Term Engagement)	Template contract intended for engagements for a fixed period of time, rather than a fixed scope (for example, cleaning, maintenance or management of a facility for an agreed term). Detailed scopes should be used to address the needs of the particular engagements.
		Scope – G&S Generic	Template scope containing example clauses which may be included in a scope for services. Intended to be used with the Contract – Trade Services (ROPS or PSA), Contract – Services (Single Engagement), Contract – G&S (Single Engagement) and Contract – Services (Fixed Term Engagement). The scope can be used when establishing a ROPS or a PSA as a “Standard Scope” and/or when entering into a specific engagement as the detailed scope.