

Category	Subfolder	Included Documents	Brief Description
6. Trade Services - ROPS or PSA - Contract	A – Procurement	Advertisement (ROPS or PSA)	A pro forma advertisement that Council may publish on its website or an appropriate newspaper for a publicly advertised open request for tender for the establishment of a register of pre-qualified suppliers under section 232 of the <i>Local Government Regulation 2012</i> (Qld) (Regulation) or a preferred supplier arrangement under section 233 of the Regulation.
		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 (ROPS or PSA)	Letter notifying pre-qualified or preferred suppliers that their appointment 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 Tender (ROPS or PSA)	The “letter of acceptance” for selection as a pre-qualified supplier or preferred supplier. The notice confirms the selection of the supplier and attaches the contract. 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 Quotation (Generic)	Letter notifying a respondent that it has not been successful in the RFQ process.
		Notice of Unsuccessful Tender (ROPS or PSA)	Letter notifying a respondent that it is has not been successful in a ROPS or PSA 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 Quotations (Generic)	The framework document used to invite quotations after the ROPS is established. It should not be used to establish a ROPS. 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"> <li>• where the contract will be under a ROPS, under local buy, Council’s standard terms and conditions or a separate formal contract;</li> <li>• for goods, services and works.</li> </ul>
		Request for Tender (Generic)	The framework document used to invite tenders under section 228 of the <i>Local Government Regulation 2012</i> (Qld). It should be used to establish a ROPS. 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: <ul style="list-style-type: none"> <li>• one off engagements, establishing registers of pre-qualified suppliers or preferred supplier arrangements, sole select tenders;</li> <li>• tenders where the contract will be under a ROPS, under local buy, Council’s standard terms and conditions or a separate formal contract;</li> <li>• for goods, services and works.</li> </ul>
		Request for Tender (Establishment of ROPS – Short Form)	A simplified request for tender which contemplates that a ROPS will be established and that the evaluation criteria will be only the technical, financial and managerial capability of the tenderer. This document is intended to be used where Council seeks to establish a register of pre-qualified suppliers and only intends to evaluate a respondent’s technical, financial and managerial capability in accordance with section 232(8) of the <i>Local Government Regulation 2012</i> (Qld). This document is intended to be used with the “Response Schedule – Establishment of ROPS or PSA – Short Form”, the “Evaluation Record (Establishment of ROPS – Short Form)” and the “Probity and Evaluation Plan (Establishment of ROPS – Short Form)”
Response Schedule – Establishment of ROPS or PSA – Short Form	These are simple response schedules which are to be used where Council seeks to establish a register of pre-qualified suppliers and only intends to evaluate a respondent’s technical, financial and managerial capability in accordance with section 232(8) of the <i>Local Government Regulation 2012</i> (Qld). If evaluating technical, financial and managerial capability only Council should reflect this as the evaluation criteria nominated in the RFT and in the Probity and Evaluation Plan.		

Category	Subfolder	Included Documents	Brief Description
			This document is intended to be used with the “Probity and Evaluation Plan (Establishment of ROPS – Short Form)” and the “Evaluation Record (Establishment of ROPS – Short Form)”.
		Response Schedule – G&S (Establishment of ROPS or PSA – Weighted Criteria)	These are relatively comprehensive schedules which can be used to appoint suppliers to a ROPS using a weighted criteria assessment.. They 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. This document is intended to be used with the “Probity and Evaluation Plan (Weighted Criteria)” and the “Evaluation Record (Weighted Criteria)”.
		Supplier Engagement Guidelines (ROPS)	A policy document which can be used to implement a set of internal guidelines for the engagement of suppliers from the register of pre-qualified suppliers.
	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 (Establishment of ROPS – Short Form)	This document is intended to be used where Council seeks to establish a register of pre-qualified suppliers and only intends to evaluate a respondent's technical, financial and managerial capability in accordance with section 232(8) of the <i>Local Government Regulation 2012</i> (Qld). It is a simple MS word template which can be used by evaluation panel to record their individual evaluation of a Tenderer's capability, and by the panel to record the consensus assessment of a Tenderer's capability. This document is intended to be used with the “Probity and Evaluation Plan (Establishment of ROPS – Short Form)” and the “Response Schedules – (Establishment of ROPS – Short Form)”
		Evaluation Record (Weighted Criteria)	This document is intended to be used where Council intends to either appoint suppliers to a ROPS using a weighted criteria assessment or to engage suppliers after the ROPS is established. It is a 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. This document is intended to be used with the “Probity and Evaluation Plan (Weighted Criteria)” and the “Response Schedules – Goods and Services (Weighted Criteria)”.
		Probity and Evaluation Plan (Establishment of ROPS – Short Form)	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). This document is intended to be used where Council seeks to establish a register of pre-qualified suppliers and only intends to evaluate a respondent's technical, financial and managerial capability in accordance with section 232(8) of the <i>Local Government Regulation 2012</i> (Qld). This document is intended to be used with the “Response Schedule – Establishment of ROPS or PSA – Short Form” and the “Evaluation Record (Establishment of ROPS – Short Form)”.
		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. This document is intended to be used to either appoint suppliers to a ROPS using a weighted criteria assessment or to engage suppliers after the ROPS is established. This document is intended to be used with the “Response Schedules – Goods and Services (Establishment of ROPS - Weighted Criteria)” and the “Evaluation Record (Weighted Criteria)”
	C – Contract	Contract – Trade Services (ROPS or PSA)	Template contract for the provision services under a ROPS or PSA. Separate Supplier Engagement Orders may be issued but will not constitute separate contracts. This contract contemplates that work may be carried out or goods used or supplied in the performance of the services. It can be used for trade services, plant hire and other arrangements for the performance of services. It does not contemplate the supply or delivery of goods separate to the provision of services.
		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 – G&S (Single Engagement), Contract – Services (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.
		SEO (ROPS)	Template written Supplier Engagement Order which can be used to engage suppliers under the ROPS.
		SEO Checklist – Trade Services (ROPS or PSA)	A checklist which can be used to identify issues which may need to be addressed in a Supplier Engagement Order to assist in engaging suppliers under the ROPS.