

Category	Subfolder	Included Documents	Brief Description
14. Services – ROPS or PSA – Standard Terms and Conditions (OPTIONAL)	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.
		Notice of Cancellation of Procurement Process (Generic)	Letter notifying respondents or potential respondents that Council is cancelling a procurement process.
		Notice of Extension of Term of Appointment (ROPS or PSA)	Letter notifying pre-qualified or preferred suppliers that their appointment is being extended.
		Notice of Successful Tender - ROPS or PSA (Standard T&Cs)	The “letter of acceptance” for selection as a pre-qualified supplier or preferred supplier. The notice confirms the selection of the supplier, the notice does not contemplate execution of a contract. Instead it contemplates that each engagement under the ROPS will form a separate contract governed by Council's standard terms and conditions (unless the parties agree otherwise for a particular engagement).
		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"> • 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). 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"> • 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.
		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. 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 – 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.		

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		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)”.
		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 (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 – G&S (Establishment of ROPS - Weighted Criteria)” and the “Evaluation Record (Weighted Criteria)”
	C – Contract	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.
		SEO (ROPS)	Template written Supplier Engagement Order which can be used to engage suppliers under the ROPS.
		SEO Checklist – Standard T&Cs (Services)	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 where the engagements will be subject to Council’s Standard T&Cs – Services.
		Standard T&Cs – Services	This is an optional document. It is effectively the same as the Standard T&Cs – G&S, but with the provisions relating to goods removed. It is a template terms and conditions intended for the provision of a broad range of consultancy services (for example, project management, design, surveying). It is intended to be permanently located on Council’s website alongside the Standard T&Cs – G&S only if Council wishes to have both forms of terms and conditions available for use. Otherwise, the Standard T&Cs – G&S can be used instead. The terms and conditions are incorporated by reference into requests for quotations or requests for tender when Council does not wish to execute a formal written contract. The terms are not intended to be used for engagements that are high risk or have complex requirements.