

Pre-procurement Industry Consultation

(To be completed by Entity for all procurements over \$10 Million)

Procurement details

Name of Entity	
Entity contact officer, name and contact details	
Procurement ID <i>Provide an internal file reference or procurement number.</i>	
Description of procurement <i>Provide a description of the procurement sufficient to enable the Public Sector Investment Committee (PSIC) to clearly identify what is being procured, for what purpose, quantities, etc.</i>	
Value of procurement <i>Provide an estimate of the total value of the procurement over the total contract term eg purchase cost, maintenance cost, whole-of-life, etc. Also indicate whether options to extend the contract will be included and if so, include an estimate of the value of those extensions should the options be exercised.</i>	
Intended advertising / procurement / contract date <i>Provide an indication of when you intend to undertake the purchase/approach the market.</i>	

Industry consultation

Industry and local business representatives consulted with <i>Provide details of industry and local business representatives that have been consulted with during the planning stage of the intended procurement. This includes specific consultation as well as any general pre-procurement information sessions. If, due to the specific circumstances of the procurement, no industry consultation has occurred, provide reasons as to why such consultation is not considered necessary.</i>
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Outcomes of consultation

Provide a summary of the outcomes of consultation undertaken with industry and local business representatives in the planning stage of the intended procurement. For example, if the procurement has been tailored to meet the input provided by industry, provide brief details of the input and the resultant impact on the procurement process.

Signed: _____
By Chief Officer

Name: _____

Position: _____

Date: _____

Please attach completed and authorized form to the Business case: