Note: State agencies **must** not extend the scope or duration of Service Agreements with debarred or suspended Service Providers as identified under the [Western Australian Debarment Regime](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies). Refer to the [Excluded Suppliers](https://www.tenders.wa.gov.au/watenders/news/browse.do?CSRFNONCE=BC47BF6C8B895C8C0C0CB75B4FF0C4AF&&ss=1) page on Tenders WA for more information. If a Service Provider is debarred or suspended, refer to the [Debarment Regime: Guide for Western Australian Government agencies](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies) – [Contracts with excluded suppliers and subcontractors](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies#contracts-with-excluded-suppliers-and-subcontractors) section for further information.

Our ref : [file number]

Your ref : xxx *[delete if not available]*

Enquiries : [name of contract manager]

Telephone : [number]

[Name]

[Position]

[Organisation]

[Address]

[Suburb State Postcode

Dear [Name]

# Preferred Service Provider (PSP) Variation Confirmation for Service Agreement Number xxx for [Title of Service Agreement]

The [name of State Party] confirms the following PSP variation details for the above Service Agreement agreed between [name of State Party] and [Name of Preferred Service Provider] at meeting/s held on [insert date/s] and/or as detailed the letter/s and/or emails dated [insert date/s].

The PSP variation details shown below/attached are effective from the next Service Agreement Extension Start Date stated below under the Term. All other terms and conditions not changed as part of the PSP Variation are to remain unaltered.

The [name of State Party] hereby varies Service Agreement Number xxx for [title of Service Agreement] as follows:/attached. *[Ensure the PSP variation details (changes/updates) are clearly articulated and are as agreed with the Preferred Service Provider and as detailed in the PSP Variation Approval. Attach a schedule if a more detailed explanation is required.]*

* Price or price schedule[[1]](#footnote-1)

The next agreed Service Agreement value including GST is $xxx,xxx.

* Volume of services[[2]](#footnote-2)
* Term (including extension options)

The next Service Agreement Extension Start Date is [insert date].

The new final expiry date is [insert date].

* Service model
* Domain and community outcomes as per the [Outcomes Measurement Framework](https://www.wa.gov.au/government/publications/community-services-outcomes-measurement-framework)
* Service level outcomes/indicators
* Location of services
* Quality standards
* National Principles for Child Safe Organisations variation *[add this clause if not already in the Service Agreement]*

[In relation to Services that comprise or involve “child-related work” (as defined in section 6 of the *Working with Children (Criminal Record Checking) Act 2004 (WA)*), the Service Provider agrees to implement the National Principles for Child Safe Organisations (<https://childsafe.humanrights.gov.au/national-principles/download-national-principles>).]

* Service review dates

If you have any queries please contact [name of contract manager], telephone (08) xxxx xxxx.

Yours sincerely

[Name of Authorised Officer]

[Title]

[date]

1. This has been confirmed as sustainable by [Name of Preferred Service Provider]. [↑](#footnote-ref-1)
2. This has been confirmed as sustainable by [Name of Preferred Service Provider]. [↑](#footnote-ref-2)