***Text Legend*** *Delete this legend before finalising the document*

*Red text is an instruction and should be deleted after reading*

*Blue text should be edited or deleted as required. Change Blue text to Black if keeping*

*Black text should generally be considered as fixed text, however, can be edited to better suit the State Agency's requirements where necessary*

Buyers Guide

*[Goods and Services procurement templates - Buyers guide - Agency specific panel arrangements]*

Contract Title:

[Insert the Contract Title]

Contract Number:

[Insert the Contract Number]

State Agency:

[Insert name of State Agency]

**Change History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Changes Made | Effective Date | Author/Approver |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Introduction

*Provide an overview of what can be purchased under the contract (what is it for), who is to use the contract and what is covered in the Buyers Guide.*

# Contract Summary

|  |  |
| --- | --- |
| Contract Title:  |  |
| Contract Number: |  |
| Contract Term: | Initial:Extension Options: |
| Contract Commencement Date: |  |
| Current Expiry Date: |  |
| Contract File Reference #: |  |

# Contract Manager

|  |  |
| --- | --- |
| Contract Manager (name): |  |
| Title: |  |
| Telephone Number: |  |
| Email: |  |
| Comments: | *(e.g. preferred method of contact, available hours)* |

*Note: If the contract is managed by a team of people then detail the main point of contact. Alternatively list multiple people and include their role.*

# Contractor Details

|  |  |
| --- | --- |
| Contractor:  |  |
| Contact Person: |  |
| Telephone Number: |  |
| Email: |  |
| Organisation Address: |  |
| Website: |  |
| Office Hours: |  |
| Contracted to Supply: |  |
| Delivery Locations: |  |
| Comments/Special Conditions: |  |
| ABN: |  |

*Note: Edit/add table rows as required. Add additional tables where there are multiple contractors. It is a good idea to highlight the contractor’s preferred method of contact (if applicable).*

# Contracted Goods/Services

*Provide details about exactly what can be purchased under this contract. This information needs to include a sufficient amount of detail so buyers (Agency staff) only purchase what is allowable under the contract.*

# Buying off this Contract

## Buying Rules

## Purchasing Process/Order Form

*With respect to standing offer arrangements, section 4.6 of the WA Buy Local Policy 2022 provides agencies with discretion as to when regional price preferences are applied (either at the point the standing offer is established or when quotes are requested from panel members). The Department of Jobs, Tourism, Science and Innovation can provide agencies with advice on the most suitable approach if required. If regional price preferences are to be applied when buyers are seeking quotes from panel members, then the order form must include optional text to facilitate the assessment of regional price preferences.*

*WAIPS Participation Plan Exemption – in regard to question 18 – if a commitment has been made to including a Participation Plan qualitative requirement in individual purchases that meet a Western Australian Industry Participation Strategy (WAIPS) threshold, and where a buying rule specifies the purchase must undergo a competitive process, then the order form is to include the option to include the Participation Plan qualitative requirement and associated reporting.*

## Price Schedule

## Invoicing/Payment Process

## Additional Information

# Process for Handling Issues/Complaints

## Complaint Form

## Feedback Form

# Frequently Asked Questions