Summary of Template and Document Changes for December 2022

Identifies the relevant changes made to several Community Services templates.

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**Overview of Template Changes**

**Community Services –** **Process Terms and Conditions and Definitions (Request for Offers), Procurement Plan, Request for Tender and Request for Preferred Service Provider Templates**

In the ‘Process Terms and Conditions and Definitions (Request for Offers)’ (**Process Terms**), the definition for ‘General Provisions’ has been updated to reflect the November 2022 version of the General Provisions for the Purchase of Community Services. This was unfortunately missed during the template change process in November 2022.

With this update, a new version of the ‘Process Terms’ has been created (December 2022), which has then required several other templates to be updated to reflect the new ‘Process Terms’ version date.

**Template and Document Changes Effective 21 December 2022**

**Community Services Templates**

[Community services templates](https://www.wa.gov.au/government/document-collections/community-services-templates)

**Community Services Template – Procurement Plan**

* Footer updated throughout to reflect ‘Version Date: 21-12-22’.
* **1.9** **Process Terms and Conditions and General Provisions**
* The Process Terms and Conditions and Definitions (Request for Offers) version date changed to ‘December 2022’

**Community Services –** **Process Terms and Conditions and Definitions (Request for Offers)**

The Process Terms and Conditions and Definitions (Request for Offers) has been updated to reflect the November 2022 version of the ‘General Provisions’ in the Definitions section, as follows:

* Cover page updated to reflect version ‘December 2022’ Edition.
* **1. Definitions and Interpretation**
  + **1.1 Definitions**

The definition of ‘General Provisions’ is amended to:

**General Provisions** means the Delivering Community Services in Partnership - General Provisions for the Purchase of Community Services by State Agencies – November 2022 Edition, published by the Western Australian Department of Finance at wa.gov.au.

**Community Services Template – Request for Tender**

* Footer updated throughout to reflect ‘Version Date: 21-12-2022’.
* **Part C: How will this Procurement Process work?**
* **3.2** **Terms and Conditions of this Procurement Process**
* The version date for the Process Terms and Conditions and Definitions (Request for Offers) has been changed to ‘December 2022’

**Community Services Template – Request for** **Preferred Service Provider**

* Footer updated throughout to reflect ‘Version Date: 21-12-2022’.
* The version date for the Process Terms and Conditions and Definitions (Request for Offers) has been changed to ‘December 2022’ at the following sections:
* **Part C: How will this PSP Procurement Process work?**
* **3.1 Purpose of this Request**, point c)
* **3.2 Terms and Conditions of this Procurement Process**, first paragraph
* **Part E: How will your Offer be assessed?**
* **5.2 Evaluation Criteria**, second last and last paragraphs