***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*

*[Goods/services/works procurement templates - Request approval to establish a Cooperative Procurement Arrangement as per WA Procurement Rule C2.4 (1)]*

Request for Approval

To Establish or Vary a Cooperative Procurement Arrangement

State Agency: [name of State Agency]

Date Prepared: [Day Month Year]

Prepared By: [State Agency Officer Name]  
[State Agency Officer Title]  
[Email]  
[Phone number]

***State Agency obligations***

*For a number of the* [*Western Australian Procurement Rules*](https://www.wa.gov.au/government/multi-step-guides/western-australian-procurement-rules) *(Rules), exemptions and/or approvals are required.*

*An exemption is identified within a Rule by the statement that the decision, as approved by the Authorised Officer, is to be recorded in the State Agency’s exemption register. A State Agency must establish and maintain an exemption register (Rule F4) and all exemptions must be recorded in the exemption register.*

*For approvals, the Rule will identify the decision needs to be approved by the Authorised Officer.*

*These decisions are to be recorded in writing and this template can be used to record the justification for the exemption and/or approval decision as well as the Authorised Officer’s approval.*

*This template is only for requests for approval to establish or vary a Cooperative Procurement Arrangement [Rule C2.4 (1)].*

*Refer to the following for other types of exemptions and/or approvals. The templates are available on* [*wa.gov.au*](https://www.wa.gov.au/organisation/department-of-finance/procurement-templates-guides-and-resources)*.*

* *Exemptions*
  + *Request for Exemption – [Rules C2.2 (b) (ii), C2.3 (2), C5.2.A & B, D8.2 (1) and/or E3.2 (a) or (b), E1 (2) and F5 (6)]*
  + *Request for exemption from submission to Relevant Review Committee – [Rules C3 (3) (a) & (b) and D7 (4) (a) & (b) and F7 (2) (b)]*
  + *Requests for an exemption from Project Bank Account requirements – [Rule F9 (2) (b)] are to be requested, in writing, from the Deputy Director General, Advisory Services, Department of Finance]*
* *Approvals*
  + *Request for Exemption – [Rules C2.2 (c), C2.5 (1) and D2.4.A & B]*
  + *Request for approval of alternative arrangements for not purchasing from a mandatory Common Use Arrangement (CUA) – [Rule C2.2 (b) (i)] – Information on how to request an approval is contained in the* [*Purchase from a CUA or my Agency’s Panel Arrangements Guideline*](https://www.wa.gov.au/government/multi-step-guides/procurement-guidelines/procurement-planning-individual-purchases-guidelines/purchase-cua-or-my-agencys-panel-arrangements-guideline)*.*
  + *Template – Approval of Variations (including extensions past the final expiry date) – [Rules E2.1 and E2.2]*

***Submission Requirements***

*Requests for Approval to Establish or Vary a Cooperative Procurement Arrangement are to be submitted to* [*ProcurementAdvice@finance.wa.gov.au*](mailto:ProcurementAdvice@finance.wa.gov.au)*.*

*Please ensure that you include relevant attachments and supporting evidence such as:*

* *Support to establish or vary a CPA from State Agency and Non-State Agency participants; and*
* *Support to vary a CPA from suppliers.*

# Cooperative Procurement Arrangement type

The [State Agency name] requests approval to establish or vary a Cooperative Procurement Arrangement (CPA) as selected below, including approving any non-State Agencies listed at section 2.4 as declared Authorised Bodies, as applicable:*[Select from one of the following options]*

Multi-user Cooperative Procurement Arrangement – establish a new Standing Offer CPA

Multi-user Cooperative Procurement Arrangement – vary an existing Standing Offer contractual arrangement to allow State Agencies and or non-State Agencies (Authorised Bodies) access where a State Agency is the principal but there are no provisions to allow access

Multi-user Cooperative Procurement Arrangement – vary an existing Standing Offer contractual arrangement, with access provisions and a State Agency is the principal, to allow access to additional non-State Agencies (Authorised Bodies)

Multi-user Cooperative Procurement Arrangement – establish a new CPA to access an existing Standing Offer contractual arrangement where a non-State Agency (Authorised Body) is the principal

Distributor Model Cooperative Procurement Arrangement – establish a new CPA where one or more non-State Agencies (Authorised Bodies) are to be participants

Group Buying Arrangement Cooperative Procurement Arrangement – establish a new CPA where one or more non-State Agencies (Authorised Bodies) are to be participants

# Procurement requirements

## Procurement details

*[If the CPA is to establish a new contractual arrangement, provide details of the required goods/services/works, accounting for all related goods/services/works]*

The establishment of a new Multi-user or Distributor Model or Group Buying CPA, as selected at section 1, is for the procurement of [details of goods/services/works requirements].

*Or*

*[If varying or seeking access to an existing Standing Offer contractual arrangement, provide details of the contractual arrangement including the contract number, contract title, scope of goods/services/works available, contract term, total contract value, number of suppliers, and who is the principal to the contract]*

As selected at section 1, the procurement details of the existing Standing Offer contractual arrangement, which is to be varied or accessed, are as follows:

|  |  |
| --- | --- |
| Contract Number / Reference: |  |
| Contract Title: |  |
| Scope of Contract: |  |
| Contract Term (including extension options): |  |
| Total Contract Value:  (if applicable) | $ |
| Number of Suppliers: |  |
| Principal to the Contract: |  |

## Contract Term

*[Edit and/or change the following to suit the CPA being established including establishing a CPA to access an existing non-State Agency Standing Offer contractual arrangement, otherwise delete]*

The proposed contract term for the CPA is [number] months/years. There will be [number] options to extend the term, available at the absolute discretion of the [State Agency name], each option having a [number] month/year duration. *[delete sentence if no extension options]*

*[If the proposed total contract term is longer than 5 years insert the following sentence. If not, please delete.]*A contract term exceeding five (5) years is being proposed, which will require an exemption to be sought and approved in accordance with the Western Australian Procurement Rule C2.3 (2).

## Total Estimated Value

*[Edit and/or change the following to suit the CPA being established including establishing a CPA to access an existing non-State Agency Standing Offer contractual arrangement]*

The Total Estimated Value of the CPA over the proposed contract term (including all extension options) is $[value] (GST inclusive).

Or

*[Edit and/or change the following when varying an existing State Agency Standing Offer contractual arrangement]*

Varying the existing Standing Offer contractual arrangement to allow access is envisaged to change the total contract value by $[value] (GST inclusive).

*[Provide an explanation of the basis for the Total Estimated Value or changed total contract value e.g. based on existing or market researched pricing; participant's budget availability; projected participant usage/demand; other pricing or usage trends.]*

## Participants

*[Edit and/or change to suit the CPA being established including establishing a CPA to access an existing non-State Agency Standing Offer contractual arrangement]*

The [State Agency name] will be the lead State Agency or principal for the proposed new CPA.

*[Insert the following paragraph if establishing a CPA to access an existing non-State Agency Standing Offer contractual arrangement, otherwise delete]*

The proposed CPA is being established to access an existing non-State Agency’s (Authorised Body’s) existing Standing Offer contractual arrangement as identified at section 2.1. The [non-State Agency (Authorised Body) name] has provided written confirmation that it will allow access to the existing contractual arrangement where they are principal. A copy of the confirmation is attached to this request.

The following State Agencies and or non-State Agencies (Authorised Bodies) are recommended to be Potential Customers of or benefit from or be Customers of the proposed new CPA.

*[The types of non-State Agencies that can be declared as Authorised Bodies include charitable organisations, local governments, universities and other entities established by legislation, as well as Commonwealth government entities, government entities from another State or Territory, and local government authorities in other States or Territories. A non-State Agency must be declared an Authorised Body before they can enter into a CPA. It is important to note that being declared an Authorised Body in the 'Approved Register of who can buy from CUAs' or listed in a prior or existing CPA does not automatically enable those Authorised Bodies to enter into this CPA]*

*[Complete the table below. If the table is more than half a page, include as an attachment to this request.]*

|  |  |
| --- | --- |
| State Agency | Non-State Agency  (Authorised Body)  *When the Authorised Body is a charity or not-for-profit, include the ABN and name as listed on the* [*Australian Charities and Not-for-profit Commission register*](https://www.acnc.gov.au/charity)*.* |
| Include the State Agency name of the lead or principal in this table | If establishing a CPA to access an existing non-State Agency contracual arrangement, include the name of the contract principal in this table |
|  |  |
|  |  |
|  |  |
|  |  |

The State Agencies and or non-State Agencies (Authorised Bodies) listed in the table have identified they want to be a participant to this CPA and evidence of their support is attached to this request.

*Edit and include the following if establishing a Multi-user CPA*

The CPA will or will not contain relevant access provisions to allow State Agencies and or non-State Agencies (Authorised Bodies), not identified in the CPA, access to the CPA in the future. The access provisions will or will not be included because [identify the reason/s the access provisions will or will not be included].

*[Varying an existing Standing Offer contractual arrangement. Edit/change to suit]*

The [State Agency name] is the principal to the existing Standing Offer contractual arrangement as identified at section 2.1.

The [State Agency name] has obtained agreement from the supplier/s on the Standing Offer contractual arrangement to vary it to allow access to the State Agencies and or non-State Agencies (Authorised Bodies) listed in the table below. This includes allowing future access to any State Agencies and or non-State Agencies (Authorised Bodies), as identified/approved by the [State Agency name]/Department of Finance. Evidence of their agreement is attached to this request.

The following State Agencies and or non-State Agencies (Authorised Bodies) are recommended to become Potential Customers of the CPA.

*[Complete the table below. If the table is more than half a page, include as an attachment to this request.]*

|  |  |
| --- | --- |
| State Agency | Non-State Agency  (Authorised Body)  *When the Authorised Body is a charity or not-for-profit, include the ABN and name as listed on the* [*Australian Charities and Not-for-profit Commission register*](https://www.acnc.gov.au/charity)*.* |
| Where there was no access provisions in the existing Standing Offer contractual arrangement, include the State Agency's name, who is the principal, in this table |  |
|  |  |
|  |  |
|  |  |
|  |  |

The State Agencies and or non-State Agencies (Authorised Bodies) listed in the table have identified they want to be a participant to this CPA and evidence of their support is attached to this request.

# Justification

*[Provide detailed information explaining the circumstances that necessitate establishing or varying of a CPA]*

*[Provide justification, addressing the points below, as applicable]*

* *Why is it essential that the goods/services/works be supplied through a CPA?*
* *What research have you undertaken that supports the assertion that establishing or varying a CPA is required? Has recent market testing or research been undertaken, that supports this assertion?*
* *What are the key drivers for establishing or varying a CPA? What are the benefits of establishing or varying a CPA?*
* *What is the benefit of including non-State Agencies (Authorised Bodies) in the CPA?*
* *What input have any of the potential participants and or suppliers had in identifying the merits of establishing or varying a CPA?*
* *Where establishing a CPA to access a non-State Agency’s (Authorised Body’s) existing Standing Offer contractual arrangement, identify how:*
  + *the procurement process undertaken by the Authorised Body has adhered to the principles of the Rules*
  + *by purchasing from an Authorised Body’s arrangement, the State Agency itself is adhering to the principles of the Rules and*
  + *purchasing from the arrangement is not contrary to the Government’s policy objectives.*
* *How will establishing or varying a CPA benefit local industry and local job creation?*
* *If the proposed contract term is in excess of five years, provide detailed information explaining and documenting why the State Agency needs to establish a CPA with a total term in excess of five years. An exemption must be sought for this.*

# Roles and responsibilities of participants

*[Provide an overview of what the roles and responsibilites will be for each participant of the Cooperative Procurement Arrangement. Consider the following points:]*

The participants of the CPA have agreed on the roles and responsibilities as outlined below.

## Resourcing

*At both a team and agency level, consider:*

* *who will prepare the approach to market?*
* *who will form the evaluation panel?*
* *who are the key contacts for each participant?*

## Communication

*Consider:*

* *who will communicate with suppliers?*
* *who will liaise with the Department of Finance?*

## Contract management

*Consider:*

* *who will manage the resulting contract(s)? Will/has a Memorandum of Understanding been developed?*
* *does the contract adequately enable the sharing of information between participants?*
* *how will the participants report on the CPA?*
* *how will the arrangement operate?*
* *how will orders be placed and goods or services or works provided?*
* *will there be an administration fee payable to the lead participant?*
* *who will monitor expenditure under the arrangement, and complete contract variations if the total contract value is likely to be exceeded?*

# Recommendation and undertaking

It is recommended that the Department of Finance approve this request to establish or vary a CPA as selected at section 1, including approving, as applicable, the non-State Agencies listed at section 2.4 as declared Authorised Bodies.

The [State Agency name], as the lead State Agency or principal to the existing State Agency Standing Offer contractual arrangement, will when establishing or varying the CPA, do so in accordance with the Western Australian Procurement Rules including, but not limited to, obtaining the relevant exemptions and or approvals if required, ensuring the Department of Finance is engaged to facilitate the procurement process if required, minimum advertising periods are met, the appropriate procurement method is used, and that relevant contract and variation information is published on Tenders WA.

# Authorised Officer’s approval

I approve the submission of this request for approval to establish or vary a CPA, as selected at section 1, and detailed within the request.

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Title |  | |
| Contact Number |  | |
| Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date:  \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |

# Approval of the Deputy Director General Advisory Services, Department of Finance

|  |  |  |  |
| --- | --- | --- | --- |
| Name | |  | |
| Title | | Deputy Director General, Advisory Services | |
| **Establishing or Varying a Cooperative Procurement Arrangement** | | | |
| **Approved**  **Not Approved** | | Comments: | |
| **Authorised Bodies** | | | |
|  | The Non-State Agencies listed in Section 2.4 or the relevant Attachment are declared as Authorised Bodies for this proposed or existing CPA. | | |
|  | The Non-State Agencies listed in Section 2.4 or the relevant Attachment are declared as Authorised Bodies for this proposed or existing CPA with the exception of those listed below: | | |
| Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date:  \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |