Submitting to the  
Community Services Procurement Review Committee

Copy and complete the below table, and **paste into an email**:

|  |  |
| --- | --- |
| **Agency Action Officer** (should be someone who has been involved in the preparation of the submission and may present it to the CSPRC): |  |
| **Submission type** (please choose)**:** | Procurement Plan / Evaluation Report / PSP Contract Variation |
| **Submission title:** |  |
| **Public Authority:** |  |
| **Request number** (if available)**:** |  |
| **Estimated Contract Value** (incl. GST)**:** | Pre-tender estimate or estimated contract value at award |
| **Accountable Authority or Delegate details** (must be the person ultimately responsible for approving the procurement process and will be the recipient of the CSPRC Decision Letter)**:** | *Name*:  *Title/Position*:  *Postal Address*:  *Generic CEO email address*  (e.g. Director General EA email address): |
| **CSPRC Presenter** (to attend online MS Teams meeting - include email address and phone number)**:** |  |
| **CSPRC Observers** (include phone number and email address)**:** |  |
| **Recommended Respondent / Provider** (edit as required, not required for procurement plan)**:** | Yes / No |
| **Initial Contract Term:** |  |
| **Extensions available:** |  |

**Please note:***This form* ***MUST*** *be submitted by the listed Agency Action Officer or preferably their direct line manager.*