Summary of Template and Document Changes for May 2023

Identifies the relevant changes made to Goods and Services and Community Services templates and documents.

Table of Contents

[Overview of Template Changes 3](#_Toc132789936)

[Template and Document Changes Effective 01 May 2023 4](#_Toc132789937)

[Goods and Services Templates 4](#_Toc132789938)

[Template – Procurement Plan 4](#_Toc132789939)

[Template – Request 4](#_Toc132789940)

[Template – Request (ICT, CUA, Group Buy and Panel Arrangements) 4](#_Toc132789941)

[Template – Request - Cleaning 5](#_Toc132789942)

[Template – Request for Quote - Cleaning 5](#_Toc132789943)

[Template – Very Simple Purchase 5](#_Toc132789944)

[Template – Evaluation Handbook 5](#_Toc132789945)

[Consensus Evaluation Spreadsheet 6](#_Toc132789946)

[Guide to Completing the Written Quote Template Suite (WQTS) 7](#_Toc132789947)

[Template – Request for Quote (WQTS) 7](#_Toc132789948)

[Template – Evaluation Handbook (WQTS) 8](#_Toc132789949)

[Template – Evaluation Report (WQTS) 8](#_Toc132789950)

[Guidelines 9](#_Toc132789951)

[Mandatory COVID-19 Vaccination Requirements in Government Contracts Guideline 9](#_Toc132789952)

[Model Clauses 10](#_Toc132789953)

[Annual Paid Information Session for Government Cleaning and Security Contracts (New) 10](#_Toc132789954)

[Community Services Templates 11](#_Toc132789955)

[Community Services Template – Procurement Plan 11](#_Toc132789956)

[Community Services Template – Request for Tender 11](#_Toc132789957)

[Community Services Template – Request for Preferred Service Provider 11](#_Toc132789958)

[Community Services Template – Request for Expression of Interest 12](#_Toc132789959)

[Community Services Template – Evaluation Handbook 12](#_Toc132789960)

[Community Services Template – Evaluation Report 13](#_Toc132789961)

[Community Services Template – Evaluation Report for Preferred Service Provider 14](#_Toc132789962)

**Overview of Template Changes**

**Annual Paid Information Session for Government Cleaning and Security Contracts**

[General Procurement Direction 2023/01 Annual Paid Information Session for Government Cleaning and Security Contracts](https://www.wa.gov.au/government/publications/general-procurement-direction-202301-annual-paid-information-session-government-cleaning-and-security-contracts) was issued in May 2023. This Direction requires State agencies to insert a special condition in all ongoing cleaning and security contracts (valued $50,000 or above), except where services are to be undertaken in schools and hospitals.

The special condition requires contractors to allow their employees to attend an information session on workplace rights conducted by the relevant union, at the ordinary rate of pay once per calendar year.

The special condition has been added to the goods and services Request templates. In addition, a model contract clause is available for agencies that do not use the procurement templates managed by the Department of Finance.

**COVID-19 Coronavirus: Mandatory Vaccination**

The COVID-19 Coronavirus: Mandatory Vaccination compliance requirement is no longer applicable and has been removed from the goods and services and community services templates and the written quote template suite. The ‘Mandatory COVID-19 Vaccination Requirements in Government Contracts Guideline’ has also been removed from WA.gov.au.

**Community Services Templates – Evaluation Report for Request Process and Preferred Service Provider Evaluation Report**

Where a procurement plan has been endorsed by the Community Services Procurement Review Committee (CSPRC), information is to be provided that identifies the actions taken by the State agency to address any recommendations and comments made by the CSPRC prior to the Request being released.

**Template and Document Changes Effective 01 May 2023**

**Goods and Services Templates**

[Goods and services templates](https://www.wa.gov.au/government/document-collections/goods-and-services-templates#contract-formation-requesting-quotes-and-tenders)

**Template – Procurement Plan**

* Updated footer throughout to reflect ‘Finance version 01052023’.
* **7.3.3** **Compliance and Disclosure Requirements**

Point d). Compliance with COVID-19 Coronavirus: Mandatory Vaccination; has been removed.

Previous point e). now becomes point d). and previous point f). becomes point e).

**Template – Request**

* Updated footer throughout to reflect ‘Finance Version 01052023’.
* **Part A, Schedule 1 – Customer Contract Details**
* **Item 31.** **Annual Paid Information Session on Workplace Rights (New)**
* New special condition mandated by General Procurement Direction 2023/01.
* **Part B, Content Requirement and Respondent’s Offer**
* **4** **Compliance and Disclosure Requirements**

Under **a) Compliance**, point **(iii) COVID-19 Coronavirus: Mandatory Vaccination** has been removed.

Previous point **(iv)** now becomes point **(iii)**

**Template – Request (ICT, CUA, Group Buy and Panel Arrangements)**

* Updated footer throughout to reflect ‘Finance Version 01052023’.
* **Part A, Schedule 1 – Head Agreement Details and Customer Contract Details**
* ***Head Agreement Details***
* **Item 31.** **Annual Paid Information Session on Workplace Rights (New)**
* New special condition mandated by General Procurement Direction 2023/01.
* ***Customer Contract Details***
* **Item 36. Annual Paid Information Session on Workplace Rights (New)**
* New special condition mandated by General Procurement Direction 2023/01.
* **Part B, Content Requirement and Respondent’s Offer**
* **4** **Compliance and Disclosure Requirements**

Under **a). Compliance**, point **(iv) COVID-19 Coronavirus: Mandatory Vaccination** has been removed.

Previous point **(v)** now becomes point **(iv)**.

**Template – Request - Cleaning**

* Updated footer throughout to reflect ‘Finance Version 01052023’.
* **Part A, Schedule 1 – Customer Contract Details**
* **Item 26. Annual Paid Information Session on Workplace Rights (New)**
* New special condition mandated by General Procurement Direction 2023/01.
* **Part B, Content Requirement and Respondent’s Offer**
* **4** **Compliance and Disclosure Requirements**

Under **a) Compliance**, point **(iii) COVID-19 Coronavirus: Mandatory Vaccination** has been removed.

**Template – Request for Quote - Cleaning**

* Updated footer throughout to reflect ‘Finance Version ‘01052023’.
* **Part A, Schedule 1 – Customer Contract Details**
* **Item 16. Annual Paid Information Session on Workplace Rights (New)**
* New special condition mandated by General Procurement Direction 2023/01.
* **Part B, Content Requirement and Respondent’s Offer**
* **4 Compliance and Disclosure Requirements**

Under **a) Compliance**, point **(iii) COVID-19 Coronavirus: Mandatory Vaccination** has been removed.

**Template – Very Simple Purchase**

* Footer updated throughout to reflect ‘Finance v 01052023’.
* In the ‘**Instructions for the Very Simple Purchase Template**’ instructional text
* The ‘***COVID-19 Coronavirus: Mandatory Vaccination Requirements***’ section has been removed.
* Under the ‘**Agreement**’ section
* The ‘**COVID-19 Coronavirus: Mandatory Vaccination Requirements**’ clause has been removed.

**Template – Evaluation Handbook**

* Updated footer throughout to reflect ‘Finance v. 01052023’.
* **4. Evaluation Score Sheets**
* **2. Compliance and Disclosure Requirements**
* The ‘**COVID-19 Coronavirus: Mandatory Vaccination** – Does the Respondent agree?’ table row has been removed.

**Consensus Evaluation Spreadsheet**

* On the ‘**Data Entry**’ worksheet tab, under ‘**Compliance Requirements**’
* The row for point (iv) COVID-19 Coronavirus: Mandatory Vaccination *[Delete if not applicable]* has been removed.

Previous point (v) now becomes point (iv).

[Written Quote Template Suite](https://www.wa.gov.au/government/document-collections/written-quote-template-suite) (WQTS)

**Guide to Completing the Written Quote Template Suite (WQTS)**

* The front page has been updated to reflect the ‘May 2023’ version.
* **6.** **Completing the templates in the Written Quote Template Suite**
* **Part A – Statement of Requirement**
* Paragraph Reference **1.9 COVID-19 Coronavirus: Mandatory Vaccination** has been removed.
* Previous Paragraph Reference **1.10** now becomes **1.9** and previous Paragraph Reference **1.11** now becomes **1.10**.
* **Special Conditions**
* Paragraph Reference **Annual Paid Information Session on Workplace Rights (New)**

New special condition mandated by General Procurement Direction 2023/01. Inserted between special conditions **Disability Access and Inclusion Plan** and **Completion Date**.

* **Part B – Response to Request for Quote – Goods and/or Services**
* The second dot point ‘• COVID-19 Coronavirus: Mandatory Vaccination;’ has been removed

**Template – Request for Quote (WQTS)**

* Updated footer throughout to reflect ‘Finance V 01052023’.
* **Part A – Statement of Requirement**
* Section **1.9 COVID-19 Coronavirus: Mandatory Vaccination** has been removed.
* Previous section **1.10** is now **1.9** and previous section **1.11** is now **1.10**.
* **Special Conditions**
* **Annual Paid Information Session on Workplace Rights (New)**

New special condition mandated by General Procurement Direction 2023/01. Inserted between special conditions **Disability Access and Inclusion Plan** and **Completion Date**.

* **Part B.1 – Respondent’s Details and Disclosures**
* The ‘***COVID-19 Coronavirus: Mandatory Vaccination***‘ section has been removed.

**Template – Evaluation Handbook (WQTS)**

* Updated footer throughout to reflect ‘Finance 01052023’.
* **Evaluation Worksheet**
* **Summary of Offers**
* The ‘**Did the Respondent provide the COVID-19 Coronavirus: Mandatory Vaccination confirmation?**‘ column has been removed.
* The ‘A ‘no’ response to the COVID-19 Coronavirus Mandatory Vaccination confirmation will eliminate the Offer from further consideration if the Request for Quote included the COVID-19 Coronavirus: Mandatory Vaccination compliance requirement and it stated that ‘failure to provide confirmation means that the Respondent’s Offer *shall* not be accepted or further considered’.‘ statement has been removed.

**Template – Evaluation Report (WQTS)**

* Updated footer throughout to reflect ‘Finance v 01052023’.
* **Appendix 1 - Consensus Evaluation Worksheet**
* **Summary of Offers**
* The ‘**Did the Respondent provide the COVID-19 Coronavirus: Mandatory Vaccination confirmation?**‘ column has been removed.
* The ‘A ‘no’ response to the COVID-19 Coronavirus Mandatory Vaccination confirmation will eliminate the Offer from further consideration if the Request for Quote included the COVID-19 Coronavirus: Mandatory Vaccination compliance requirement and it stated that ‘failure to provide confirmation means that the Respondent’s Offer *shall* not be accepted or further considered’.‘ statement has been removed.

**Guidelines**

**Mandatory COVID-19 Vaccination Requirements in Government Contracts Guideline**

* This guideline has been removed from WA.gov.au.

**Model Clauses**

[Annual Paid Information Session for Government Cleaning and Security Contracts](https://www.wa.gov.au/government/publications/annual-paid-information-session-government-cleaning-and-security-contracts)

**Annual Paid Information Session for Government Cleaning and Security Contracts** (New)

[General Procurement Direction 2023/01 Annual Paid Information Session for Government Cleaning and Security Contracts](https://www.wa.gov.au/government/publications/general-procurement-direction-202301-annual-paid-information-session-government-cleaning-and-security-contracts) was issued in May 2023. This Direction requires State agencies to insert a special condition in all ongoing cleaning and security contracts (valued $50,000 or above), except where services are to be undertaken in schools and hospitals.

The special condition requires contractors to allow their employees to attend an information session on workplace rights conducted by the relevant union, at the ordinary rate of pay once per calendar year.

The special condition has been added to the goods and services Request templates. In addition, a model contract clause is available for agencies that do not use the procurement templates managed by the Department of Finance.

The following documents are available on the [Annual Paid Information Session for Government Cleaning and Security Contracts](https://www.wa.gov.au/government/publications/annual-paid-information-session-government-cleaning-and-security-contracts) page:

* **Agency Guidance – Annual Paid Information Session Government Cleaning and Security Contracts**
* **Model Clause – Annual Paid Information Session Government Cleaning and Security Contracts**
* **Roles and Responsibilities – Annual Paid Information Session Government Cleaning and Security Contracts**
* **FAQs for Contractors – Annual Paid Information Session Government Cleaning and Security Contracts**

**Template and Document Changes Effective 01 May 2023**

**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: 01-05-23’.
* **6.2.3 Disclosure Requirements**
* The dot point ‘• COVID-19 Coronavirus: Mandatory Vaccination (Delete if not applicable)‘ has been removed.

**Community Services Template – Request for Tender**

* Footer updated throughout to reflect ‘Version Date: 01-05-23’.
* **Part H: Response Form**
* **7.3.11** **COVID-19 Coronavirus: Mandatory Vaccination**
* This disclosure requirement has been deleted.
* Previous disclosure **7.3.12** is now **7.3.11** and previous disclosure **7.3.13** is now **7.3.12**.

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

* Footer updated throughout to reflect ‘Version Date: 01-05-23’.
* **Part H: Response Form**
* **7.2.10 COVID-19 Coronavirus: Mandatory Vaccination**
* This disclosure requirement has been deleted.
* Previous disclosure **7.2.11** is now **7.2.10** and previous disclosure **7.2.12** is now **7.2.11**.

**Community Services Template – Request for Expression of Interest**

* Footer updated throughout to reflect ‘Version Date: 01-05-23’.
* **3 Part C: Response Form**
* **3.1 Respondent Details**
* In the ‘**Other Details**’ table, the following row has been removed

|  |  |
| --- | --- |
| *[To be included where the delivery of the services involve occupations or workforces in WA that are subject to a mandatory vaccination direction or order. Details of current* [*mandatory directions and orders*](https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-mandatory-vaccination) *are available on WA.gov.au.]*  *[Adjust the section to reflect if a Respondent’s failure to provide this information will result in the EOI being excluded from further consideration or if the EOI may be evaluated at the agency’s sole discretion. Agencies should ensure that any discretions exercised occur in a manner that is transparent and equitable.]*  *[Delete this section if not applicable]*  The Western Australian Government has made and may continue to make public health orders and directions requiring workers to be vaccinated against COVID-19 in Western Australia.  The occupations and workforces may change over time and Respondents must inform themselves of the current directions.  Refer to the Western Australian Government’s ‘[COVID-19 coronavirus: Mandatory vaccination’](https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-mandatory-vaccination) webpage for the most up-to-date information about the occupations and workforces subject to directions.  Does the Respondent confirm that it will ensure that it and its Associates are and will remain compliant with all laws (including public health orders and directions) regarding COVID-19 and vaccinations? Failure to provide confirmation means that the Respondent's EOI *[adjust as required: may / shall]* not be further considered. | (Yes / No)  If No, provide details: |

**Community Services Template – Evaluation Handbook**

* Updated footer throughout to reflect ‘Version Date: 01-05-23’.
* **6. Evaluation Score Sheets**
* **2. Compliance and Disclosure Requirements**
* The ‘**COVID-19 Coronavirus: Mandatory Vaccination** – Does the Respondent agree?’ table row has been removed.

**Community Services Template – Evaluation Report**

* Updated footer throughout to reflect ‘Version Date: 01-05-23’.
* **2. Procurement Development**
* **Procurement Plan Prepared?**
* Additional detail has been added to the Item. The Item is now as follows:

|  |  |
| --- | --- |
| **Procurement Plan Prepared?** | YES / N/A  [If ‘Yes’ insert the following:]  Date endorsed by the CSPRC: [insert date]  General recommendations and comments made by the CSPRC:   * [insert details or attach as an appendix]   Actions taken to address these recommendations and comments prior to Request stage:   * [insert details or attach as an appendix]   [If the process used for the Request differed in any material respect from that outlined in the procurement plan, insert the following:]  The following were departures from the procurement plan:   * [insert a description and justification for the departure(s), add as an appendix if there is insufficient space] |

**Community Services Template – Evaluation Report for Preferred Service Provider**

* Updated footer throughout to reflect ‘Version Date: 01-05-23’.
* **2. Procurement Development**
* **Procurement Plan Prepared?**
* Additional detail has been added to the Item. The Item is now as follows:

|  |  |
| --- | --- |
| **Procurement Plan Prepared?** | YES / N/A  [If ‘Yes’ insert the following:]  Date endorsed by the CSPRC: [insert date]  General recommendations and comments made by the CSPRC:   * [insert details or attach as an appendix]   Actions taken to address these recommendations and comments prior to Request stage:   * [insert details or attach as an appendix]   [If the process used for the Request differed in any material respect from that outlined in the procurement plan, insert the following:]  The following were departures from the procurement plan:   * [insert a description and justification for the departure(s), add as an appendix if there is insufficient space] |