Submitting to the

State Tender Review Committee

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

|  |  |
| --- | --- |
| Action Officer: |  |
| Submission type: | (Procurement Plan / Evaluation Report) |
| Submission title: |  |
| Request number (if available): |  |
| Estimated Contract Value  (incl. GST): | (Pre-tender estimate or estimated contract value at award) |
| Accountable Authority or Delegate details  (STRC Decision Letter Recipient): | Name:  Title/Position:  Postal Address:  Email:  (Include generic CEO email address, e.g., Director General EA email address) |
| STRC Presenter: | Name:  Title/Position:  (Include phone number and email address if external to Finance) |
| STRC Observer/s: | Name:  Title/Position:  (Include phone number and email address if external to Finance) |
| Submitted by Assistant Director, or Assistant Director email approval with signature block attached?: | (Yes / No) |
| Exceptional points to highlight to STRC: | (Only where necessary) |

1. Relevant Assistant Director to email [strc@finance.wa.gov.au](mailto:strc@finance.wa.gov.au) with the submission attached by no later than 9:00am on the Monday preceding the STRC meeting (or by 9am three days prior to the STRC meeting when it falls on a public holiday). Please include the submission in Word version format. For additional attachments, PDF is preferred but not mandatory.
2. If the submitting officer is not the Assistant Director responsible for the submission, attach email approval from that Assistant Director with their signature block.

**Note**:

* Submissions to STRC should NOT be approved by the Contract Authority prior to STRC review.
* By submitting to STRC, the Assistant Director confirms the appropriate reviews have been undertaken.