**Community Services**

**Preferred Service Provider Variation Approval**

*Use this template for the approval of varying the existing Service Agreement to extend the term as allowed under the Preferred Service Provider (PSP) provisions of the* [*Delivering Community Services in Partnership (DCSP) Policy*](https://www.wa.gov.au/government/multi-step-guides/buying-community-services/getting-started-community-services-procurement/introducing-the-delivering-community-services-partnership-policy)*. This being a PSP Variation.*

*Refer to* [*Buying Journey 9 – Preferred Service Provider*](https://www.wa.gov.au/organisation/department-of-finance/buying-journey-9-preferred-service-provider) *for the steps to follow when varying an existing Service Agreement under the PSP provisions.*

*Varying the existing Service Agreement to extend the term under the* [*DCSP Policy*](https://www.wa.gov.au/government/multi-step-guides/buying-community-services/getting-started-community-services-procurement/introducing-the-delivering-community-services-partnership-policy) *PSP provisions must be conducted in accordance with* [*Western Australian Procurement Rule E2 - Apply Rigor to Contract Variations*](https://www.wa.gov.au/government/multi-step-guides/western-australian-procurement-rules/procurement-rule-e-contract-management#rule-e2)*. This means the PSP Variation must be approved by an Authorised Officer, submitted to the* [*Community Services Procurement Review Committee*](https://www.wa.gov.au/organisation/department-of-finance/procurement-review-committees#community-services-procurement-review-committee-csprc)*(CSPRC) where the value of the PSP Variation is $5 million and over and is to be recorded. Further,* [*Western Australian Procurement Rule E3.1 - Publish Updated Contract Management Information on Tenders WA*](https://www.wa.gov.au/government/multi-step-guides/western-australian-procurement-rules/procurement-rule-e-contract-management#rule-e3) *requires variations and actual Service Agreement expenditure to be published on* [*Tenders WA*](https://www.tenders.wa.gov.au/watenders/index.do) *on an annual basis.*

*Varying the existing Service Agreement to extend the term must be completed before the existing Service Agreement term expires.*

*Based on the proposed changes/updates identified in the PSP review and assessment report (refer section 2) and the consultation/negotiations undertaken with the Preferred Service Provider, the finalised and agreed changes/updates (the PSP Variation) are to be documented ready for approval using this template. The agreed changes/updates must be clearly articulated.*

*Further, the Preferred Service Provider must confirm the agreed changes/updates are sustainable.*

*State agencies must not extend the scope or duration of Service Agreements with debarred or suspended Service Providers as identified under the* [*Western Australian Debarment Regime*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies)*. Refer to the* [*Excluded Suppliers*](https://www.tenders.wa.gov.au/watenders/news/browse.do?CSRFNONCE=BC47BF6C8B895C8C0C0CB75B4FF0C4AF&&ss=1) *page on Tenders WA for more information. If a Service Provider is debarred or suspended, refer to the* [*Debarment Regime: Guide for Western Australian Government agencies*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies) *–* [*Contracts with excluded suppliers and subcontractors*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies#contracts-with-excluded-suppliers-and-subcontractors) *section for further information.*

*Please note: the text in red font represents drafting instructions and should be removed after reading. Blue text is optional and should be used or removed as required.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Service Agreement Details** | | | |
| State Agency |  | | |
| Service Agreement Number |  | | |
| Service Agreement Title |  | | |
| Service Provider(s) |  | | |
| Service Agreement Commencement Date |  | | |
| Service Agreement Term | [Insert initial term and extension options eg. 3 + 1 + 1 years] | | |
| Variations Extending the Service Agreement Past the Final Expiry Date Previously Approved (if applicable)  *[For each extension, insert the term (including options), when the variation was approved and by whom. Insert extra rows if required.* *Include any previous PSP Variations approved to extend past the final expiry date.]* | **Term (incl. options)** | **Date Approved** | **Approver** |
|  |  |  |
|  |  |  |
| Current Approved Final Expiry Date | [Insert the final expiry date based on all approved terms and extension options] | | |
| Service Agreement Value at Award including GST | $ | | |
| Value of Variations Previously Approved including GST (if applicable)  *[For each variation, insert the value, when the variation was approved and by whom. Insert extra rows if required. Include any previous PSP Variations approved.]* | **Value** | **Date Approved** | **Approver** |
| $ |  |  |
| $ |  |  |
| Current Approved Service Agreement Value including GST | $[The sum of the Service Agreement value at award and all approved variations] | | |
| Total Service Agreement Expenditure to Date including GST | $[Insert value] as of [Insert date] | | |

|  |  |
| --- | --- |
| **The Changes/Updates agreed with the Preferred Service Provider, as applicable, for the PSP Variation**  *[Ensure the changes/updates are clearly articulated and as agreed with the Preferred Service Provider. Attach a separate schedule if a more detailed explanation is required]* | |
| Price or Price Schedule |  |
| Next Agreed Service Agreement Value incl GST | $  [Preferred Service Provider] has confirmed this price/value is sustainable.  The Preferred Service Provider nominated a sustainable volume of services for the fixed price.  *or*  The Preferred Service Provider nominated a price per unit of service (e.g. hourly rate) against a fixed volume of services. |
| New Total Service Agreement Value including GST | $[The sum of the Current Approved Service Agreement Value, as above and the Next Agreed Service Agreement Value] |
| Volume of services | [Preferred Service Provider] has confirmed the volume of services are sustainable. |
| Term (including extension options) |  |
| Next Service Agreement Extension Start Date  New Final Expiry Date | [Insert date]  [Insert date] |
| Service model |  |
| Domain and community outcomes as per the [Outcomes Measurement Framework](https://www.wa.gov.au/government/publications/community-services-outcomes-measurement-framework) |  |
| Service level outcomes / indicators |  |
| Location of services |  |
| Quality standards |  |
| National Principles for Child Safe Organisations variation *[Add this clause if not already in the Service Agreement]* | In relation to Services that comprise or involve “child-related work” (as defined in section 6 of the *Working with Children (Criminal Record Checking) Act 2004 (WA)*), the Service Provider agrees to implement the National Principles for Child Safe Organisations (<https://childsafe.humanrights.gov.au/national-principles/download-national-principles>). |
| Service review dates |  |
| Effective date of the PSP Variation | The effective date of the PSP Variation is the Next Service Agreement Extension Start Date stated above under the Term.  All other terms and conditions not changed as part of the PSP Variation are to remain unaltered. |

|  |
| --- |
| **Summarise the PSP review and assessment outcomes, the consultation undertaken with the Preferred Service Provider and the sustainability of the PSP Variation** |
| *Provide summary details for each of the following points.*  **PSP review and assessment outcomes**   * *The PSP review and assessment outcomes from the PSP review and assessment report*   **Details of the consultations**   * *How, when and with whom the consultations/negotiations were undertaken with and who from the Preferred Service Provider agreed to the changes/updates and confirmed the sustainability of the services*   *e.g. exchange of correspondence, meetings held or a combination of both, the key dates and who was invovled for the State agency and the Preferred Service Provider*   * *Confirmation that the Preferred Service Provider was provided with an opportunity to update service details including reporting and key performance indicators*   **Sustainability of services**   * *How the changes/updates will provide for the sustainability of services particularly with the sustainability of the price and/or volume of services* * *Confirmation that the Preferred Service Provider was provided with an opportunity to update prices to maintain or improve sustainability*   **Value for Money**   * *Whether the PSP Variation represents value for money*   **Impact on operations**   * *What will be the impact on the State agency's operations if this PSP Variation is not approved* |

*[Where the Next Agreed Service Agreement Value of this PSP Variation is $5 million or more, the variation must be submitted to the Community Service Procurement Review Committee (CSPRC) for review, as required by Procurement Rule E2.2 (2) Approval of Contract Variations, before being submitted to the Authorised Officer for approval.]*

|  |  |
| --- | --- |
| **Review by the Community Services Procurement Review Committee (CSPRC)** | |
| **Endorsed**  **Conditionally Endorsed**  **Decline to Endorse**  **Deferred**  **Recommendations**  **Noted** | Date of Meeting: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Comments: |

|  |
| --- |
| **Recommendation and Undertaking** |
| It is recommended that the [Authorised Officer title] of [State agency name] approves this PSP Variation as outlined above/attached and as agreed with [Name of Preferred Service Provider]. It is also recommended the Authorised Officer sign the accompanying Preferred Service Provider Variation letter.  I confirm that the Preferred Service Provider was provided with an opportunity to update details of the service agreement including pricing, reporting and key performance indicators.  As the agreed value of this PSP Variation is greater than $5 million and, as required by Procurement Rule E2.2 (2), it has been reviewed by the CSPRC, see above.*[delete if CSPRC review not required]*  The PSP Variation will be:   * kept on record * updated in the contract register in accordance with Procurement Rule F5 * captured in the service agreement management plan documentation*[delete if there is no service agreement management plan]* and * published on Tenders WA in accordance with Procurement Rule E3.1 (1).*[delete if exempt from publishing and use the the following statement]*   The PSP Variation has been exempted from being published on Tenders WA. Refer to [insert record details of exemption] for the exemption granted. |

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

|  |  |  |
| --- | --- | --- |
| **Approval by the Authorised Office** | | |
| Name |  | |
| Title |  | |
| **Approved**  **Not Approved** | Comments: | |
| Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date:  \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ |