Summary of Template and Document Changes – December 2023

Goods and Services, and Community Services Templates and Documents

**Publication Date:** 1 December 2023

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Introduction

Effective Date

The changes described below were published on [WA.gov.au](https://www.wa.gov.au/organisation/department-of-finance/procurement-templates-guides-and-resources) on 1 December 2023.

Overview of Template Changes

The Department of Finance has updated several of the goods and services, and community services templates.

**Key** drivers for the changes include:

* Update the Declaration of Interest and Confidentiality (standalone forms and forms within evaluation handbooks) to better align to WA Procurement Rule B2 and to accommodate electronic execution.
* Reflect advice received from the State Solicitors’ Office on how the Contract Authority, Customer and State Party should be described in contracts.
* Include an option for Common Use Arrangements to be established with the Procurement Executive Body as Contract Authority.
* Various amendments to reference Aboriginal Community Controlled Organisations (ACCO), including:
	+ a disclosure requirement for ACCOs; and
	+ updating the Aboriginal Procurement Policy – Aboriginal Participation Requirements to include ACCO subcontracting outcomes and the related compliance item.
* Remove all static lists of agencies participating in the Gender Equality in Procurement - WA Public Sector Pilot. A link to the relevant Department of Communities webpage will allow for the procurement templates to accommodate changes to the pilot as they occur.
* Minor updates to the insurance clauses, in consultation with the Insurance Commission of Western Australia (ICWA). Finance is in discussion with the ICWA to progress more substantive updates to the insurance clauses in future rounds of template changes.
* Other minor changes, including hyperlinks that were updated in the following template documents:
	+ Community Services Template – Business Case
	+ Community Services Template – Service Agreement Management Plan
	+ Community Services Template – Service Agreement Review
	+ Community Services Template – Preferred Service Provider – Review and Assessment Report
	+ Community Services Template – Preferred Service Provider – Variation Approval

Further Information

If you require further information about the documents or updates described below, please email ProcurementAdvice@finance.wa.gov.au.

Further information on the *Gender Equality in Procurement – WA Public Sector Pilot* is available [here](https://www.wa.gov.au/government/document-collections/gender-equality-procurement), or contact Communities at women@communities.wa.gov.au or 1800 176 888.

Template and Document Changes

The amended documents and clause numbers are described below.

1. Goods and Services Templates

See below for a list of the updated goods and services templates and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au/government/document-collections/goods-and-services-templates).

* 1. Template - Procurement Plan
* *Document footer* – Date reference updated to ‘December 2023’.
* *Cover page, Contract Authority* – Contract Authority optional text and drafting instructions amended.
* *Section 1.8 (Contract Authority or Customer or Contract Authority and Customer)* – Drafting instructions on how to appropriately describe the Contract Authority and/or Customer expanded. Optional text and insertion prompts amended. Prompt to ‘insert Accountable Authority title’ removed.
* *Section 1.9 (Request and General Conditions)* – Version number updated to August 2023. Drafting instruction added to confirm correct version is referenced.
* *Section 5.1.4.1 (Gender Equality in Procurement - WA Public Sector Pilot)* –Participating agencies no longer named in this section. Statement inserted that ‘A list of the participating agencies’ is available on Communities website.
* *Section 7.3.3* *(Compliance and Disclosure Requirements)* – Amended to include a disclosure for Aboriginal Community Controlled Organisations.
* *Section 7.4 (Insurance Requirements)* – Drafting instructions added to (a) Public Liability and (b) Public and Products Liability insurances. Minor wording adjustments made to Professional Indemnity insurance. Motor Vehicle Third Party Liability Insurance suggested minimum cover amended to include $25m, and drafting instructions added. Technology Liability Insurance renamed Cyber Liability Insurance and drafting instructions amended.
* *Section 8.1 (Governance) –* Prompt to ‘insert Accountable Authority title’ when naming the Contract Authority and/or Customer removed.
* *Sections 8.8 to 8.12 –* Section headings and content text reviewed and reformatted (optional blue text vs black text) as appropriate.
	1. Form - Declaration of Interest and Confidentiality
* *Document footer* – Date reference updated to ‘December 2023’.
* *Document title –* Title and drafting instruction added: ‘*[Procurement Template – Form – Declaration of Interest and Confidentiality. This form is intended for use by evaluation panel members and other persons involved throughout a procurement process]’*
* *Introduction (page 1) –*Introductory text updated to better reflect WA Procurement Rule B2.
* *Declaration (page 2-4) –*Draftinginstructions added regarding signatures, electronic execution, witnessing and counter-signing. Witness block changed to optional text. Optional counter-signature block added.
	1. Template - Very Simple Purchase
* *Document footer* – Date reference updated to ‘December 2023’.
* *Instructions (When not to use the Very Simple Purchase template) –* The word‘factors’ replaced with ‘criteria’ so that the eighth dot point reads *“requires the evaluation of qualitative criteria such as organisational capacity, demonstrated experience, suitability of goods and/or services”*.
* *Instructions (How to use this template, 2(c))* – The word ‘evaluate’ replaced with ‘review’. Reference to Value for Money Guideline added. 2(c) now reads *“Review the offers received from Suppliers to determine which one represents the best value for money. For further guidance on value for money factors refer to the Value for Money Guideline.”*
	1. Template - Request
* *Document footer* – Date reference updated to ‘December 2023’.
* *Cover page* – Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the Issuing Agency/Customer.
* *Part A, Clause 1.2.3 (Electronic Lodgement) –* Reference to ‘Suppliers Help Guides’ on Tenders WA replaced with reference to ‘Business Help Guides’.
* *Item 1 of Schedule 1, Customer Contract Details (Customer)* – Drafting instructions and optional text amended to appropriately describe Customer.
* *Items 7 to 13 of Schedule 1, Customer Contract Details (Insurances)* – Drafting instructions amended and expanded. Minor wording adjustments made throughout the insurance requirements, particularly Professional Indemnity insurance. Motor Vehicle Third Party Liability Insurance suggested minimum cover amended to include $25m. Technology Liability Insurance renamed Cyber Liability Insurance and drafting instructions amended. ICWA contact phone number replaced with email contact.
* *Item 28 of Schedule 1, Customer Contract Details* (*National Principles for Child Safe Organisations*) – Clause updated to reflect the correct legislation, from the *Working with Children (Criminal Record Checking) Act 2004* (WA) to the *Working with Children (Screening) Act 2004* (WA).
* *Item 30 of Schedule 1, Customer Contract Details (Aboriginal Procurement Policy – Aboriginal Participation Requirements)* – Clause updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes as part of the Aboriginal participation requirements, and the related compliance item at Part B, Section 4(a)(iii) has been updated.
* *Part B, Section 4(b)(iv)* *(Small Business, Australian Disability Enterprise (ADE), Aboriginal Business and/or ACCO)* - Amended to include a disclosure for Aboriginal Community Controlled Organisations.
* *Part B, Section 4(b)(viii) (Gender Equality Gender Equality in Procurement – WA Public Sector Pilot)* – List of participating agencies replaced with a link to Dept of Communities page which lists all participating agencies.
* *Part B, Section 6 (Customer Contract Insurance Requirements)* – Minor edits to better reflect the insurance requirements in Schedule 1 – Customer Contract Details.
	1. Template - Request (ICT, CUA, Group Buy and Panel Arrangements)
* *Document footer* – Date reference updated to ‘December 2023’.
* *Cover page* – Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the Issuing Agency/Customer. Option added for CUA Contract Authority to be the Procurement Executive Body (PEB).
* *Part A, Clause 1.2.3 (Electronic Lodgement)* – Reference to ‘Suppliers Help Guides’ on Tenders WA replaced with reference to ‘Business Help Guides’.
* *Item 1 of Schedule 1, Head Agreement Details (Contract Authority) –* Drafting instructions and optional text amended to appropriately describe Contract Authority. Option added for CUA Contract Authority to be the Procurement Executive Body (PEB).
* *Items 8 and 9 of Schedule 1, Head Agreement Details (Insurances)* – Drafting instructions amended and expanded.
* *Item 24 of Schedule 1, Head Agreement Details (Insurances)* – Clause updated to reflect the correct legislation, from the *Working with Children (Criminal Record Checking) Act 2004* (WA) to the *Working with Children (Screening) Act 2004* (WA).
* *Item 1 of Schedule 1, Customer Contract Details (Customer)* – Drafting instructions and optional text amended to appropriately describe Customer.
* *Items 7 to 13 of Schedule 1, Customer Contract Details (Insurances)* – Drafting instructions amended and expanded. Minor wording adjustments made throughout the insurance requirements, particularly Professional Indemnity insurance. Motor Vehicle Third Party Liability Insurance suggested minimum cover amended to include $25m. Technology Liability Insurance renamed Cyber Liability Insurance and drafting instructions amended. ICWA contact phone number replaced with email contact.
* *Item 33 of Schedule 1, Customer Contract Details (National Principles for Child Safe Organisations)* – Clause updated to reflect the correct legislation, from the *Working with Children (Criminal Record Checking) Act 2004* (WA) to the *Working with Children (Screening) Act 2004* (WA).
* *Item 35 of Schedule 1, Customer Contract Details (Aboriginal Procurement Policy – Aboriginal Participation Requirements)* – Clause updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes as part of the Aboriginal participation requirements, and the related compliance item at Part B, Section 4(a)(iv) has been updated.
* *Part B, Section 4(b)(iv)* *(Small Business, Australian Disability Enterprise (ADE), Aboriginal Business and/or ACCO)* - Amended to include a disclosure for Aboriginal Community Controlled Organisations.
* *Part B, Section 4(b)(ix) (Gender Equality Gender Equality in Procurement – WA Public Sector Pilot)* – List of participating agencies replaced with a link to Dept of Communities page which lists all participating agencies.
* *Part B, Section 6 (Head Agreement and Customer Contract Insurance Requirements)* – Minor edits to better reflect the insurance requirements in Schedule 1 – Customer Contract Details.
	1. Template - Request Cleaning
* *Document footer* – Date reference updated to ‘December 2023’.
* *Cover page* – Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the Issuing Agency/Customer.
* *Part A, Clause 1.2.3 (Electronic Lodgement)* – Reference to ‘Suppliers Help Guides’ on Tenders WA replaced with reference to ‘Business Help Guides’.
* *Items 7 to 10 of Schedule 1, Customer Contract Details (Insurances)* – Drafting instructions amended and expanded. Minor wording adjustments made throughout the insurance requirements. Motor Vehicle Third Party Liability Insurance suggested minimum cover amended to include $25m. ICWA contact phone number replaced with email contact.
* *Item 24 of Schedule 1, Customer Contract Details (National Principles for Child Safe Organisations)* – Clause updated to reflect the correct legislation, from the *Working with Children (Criminal Record Checking) Act 2004* (WA) to the *Working with Children (Screening) Act 2004* (WA).
* *Part B, Section 4(b)(v)* *(Small Business, Australian Disability Enterprise (ADE), Aboriginal Business and/or ACCO)* - Amended to include a disclosure for Aboriginal Community Controlled Organisations.
* Part B, Section 6 (Customer Contract Insurance Requirements) – Minor edits to better reflect the insurance requirements in Schedule 1 – Customer Contract Details.
	1. Template - Request For Quote Cleaning
* *Document footer* – Date reference updated to ‘December 2023’.
* *Cover page* – Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the Issuing Agency/Customer.
* *Part A, Clause 1.2.3 (Electronic Lodgement)* – Reference to ‘Suppliers Help Guides’ on Tenders WA replaced with reference to ‘Business Help Guides’.
* *Item 7 of Schedule 1, Customer Contract Details (Workers’ Compensation)* – Drafting instructions amended and expanded.
* *Item 14 of Schedule 1, Customer Contract Details (National Principles for Child Safe Organisations)* – Clause updated to reflect the correct legislation, from the *Working with Children (Criminal Record Checking) Act 2004* (WA) to the *Working with Children (Screening) Act 2004* (WA).
* *Part B, Section 4(b)(v)* *(Small Business, Australian Disability Enterprise (ADE), Aboriginal Business and/or ACCO)* - Amended to include a disclosure for Aboriginal Community Controlled Organisations.
* Part B, Section 6 (Customer Contract Insurance Requirements) – Minor edits to better reflect the insurance requirements in Schedule 1 – Customer Contract Details.
	1. Goods and Services Template - Tenders WA Release Request Form
* Form removed from [Goods and services templates](https://www.wa.gov.au/government/document-collections/goods-and-services-templates) page on WA.gov.au.
	1. Template - Evaluation Handbook
* *Document footer* – Date reference updated to ‘December 2023’.
* *Section 2 (Compliance and Disclosure Requirements)* – Section updated to include a disclosure for Aboriginal Community Controlled Organisations. The Aboriginal Procurement Policy – Aboriginal Participation Requirements compliance item has been updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes.
* *Section 8 (Declaration of Interest and Confidentiality) –* Introductory text updated to better reflect WA Procurement Rule B2.Paragraph added referring reader to the Act Ethically – with Integrity and Accountability Guideline.Drafting instructions added regarding signatures, electronic execution, witnessing and counter-signing. Witness block changed to optional text. Optional counter-signature block added.
	1. Template - Evaluation Report
* *Document footer* – Date reference update to ‘December 2023’.
* *Section 1 (Evaluation Summary)* - Amended to include a disclosure for Aboriginal Community Controlled Organisations. The Aboriginal Procurement Policy – Aboriginal participation requirements item has also been updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes.
	1. Letter - Preferred Respondent
* *Document footer* – Date reference updated to ‘December 2023’.
* *First Paragraph –* Drafting instructions added and optional text amended to appropriately describe the State Agency and Accountable Authority, including where the CUA Contract Authority is the Procurement Executive Body (PEB).
* *Throughout the document –* Minor formatting edits and updates for consistency.
	1. Letter - Award of Contract
* *Cover page and document footer* – Date reference updated to ‘December 2023’.
* *Second Paragraph –* Drafting instructions added and optional text amended to appropriately describe the Contract Authority/Customer.
* *Throughout the document* – Minor formatting edits and updates for consistency.
	1. Goods and Services Template - Tender Results Request Form
* Form removed from [Goods and services templates](https://www.wa.gov.au/government/document-collections/goods-and-services-templates) page on WA.gov.au.
	1. Template – Contract Management Plan
* *Section 5.7.4 (Aboriginal Procurement Policy)* – Amended to include the concept of an Aboriginal Community Controlled Organisation, as established by the updated Delivering Community Services in partnership Policy.
	1. Template - Novation of Contract Deed
* *Document footer* – Date reference updated to ‘December 2023’.
* *Cover page and Parties Section (page 3), Continuing Party –* Drafting instructions added and optional text amended to appropriately describe the State Agency and Accountable Authority, including where the CUA Contract Authority is the Procurement Executive Body (PEB).
* *Execution clause and signature block, Continuing Party, for Agency Specific Contracts –* Removal of Agency Specific instruction, andamendments to make this block generic.
* *Execution clause and signature block, Continuing Party, for CUAs –* Remove CUA-specific block.
* *Throughout the document –* Minor formatting edits and updates for consistency.
	1. Template - Assignment of Contract Deed
* *Document footer –* Date reference updated to ‘December 2023’.
* *Cover page and Parties Section (page 3), Continuing Party –* Drafting instructions added and optional text amended to appropriately describe the State Agency and Accountable Authority, including where the CUA Contract Authority is the Procurement Executive Body (PEB).
* *Execution clause and signature block, Contract Authority or Customer –* Remove CUA-specific block and make the rest of this blockgeneric.
* *Throughout the document –* Minor formatting edits and updates for consistency.
1. Written Quote Template Suite (WQTS)

See below for a list of the updated Written Quote Template Suite (WQTS) documents and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au/government/document-collections/written-quote-template-suite).

* 1. Template – Request for Quote (WQTS)
* *Document footer* – Date reference updated to ‘Finance Version 01122023’
* *Cover page –* Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the Customer.
* *Part A, Clause 1.2 (Submission Requirements) –* Reference to ‘Suppliers Help Guides’ on Tenders WA replaced with reference to ‘Business Help Guides’.
* *Special Conditions (SC Working with Children) –* Clause updated to reflect the correct legislation, from the *Working with Children (Criminal Record Checking) Act 2004* (WA) to the *Working with Children (Screening) Act 2004* (WA).
* *Part B.1 (Respondent’s Details and Disclosures) -* Section updated to include a disclosure for Aboriginal Community Controlled Organisations.
	1. Template - Evaluation Handbook (WQTS)
* *Document footer* – Date reference updated to ‘Finance Version 01122023’.
* *Cover page –* Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the State Agency.
* *Section 6 (Declaration of Interest and Confidentiality)* – Introductory text updated to better reflect WA Procurement Rule B2. Drafting instructions added regarding signatures, electronic execution, witnessing and counter-signing. Witness block changed to optional text. Optional counter-signature block added.
	1. Template - Acceptance of Offer Letter (WQTS)
* *Document footer* – Date reference updated to ‘Finance v 01122023’.
* *Page 1, Paragraph 1* – Prompt to insert Accountable Authority title when naming the Customer removed.
* *Throughout the document* – Minor formatting edits and updates for consistency.
1. Community Services Templates

See below for a list of the updated community services templates and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au/government/document-collections/community-services-templates).

* 1. Community Services Template - Declaration of Confidentiality and Interest Form
* This Community Services Template will be deleted. The link on the Community Services procurement templates page will now direct users to the publication page for the ‘*Form - Declaration of Interest and Confidentiality 01122023’*. This template can be used when procuring goods, services, works and community services.
	1. Community Services Template - Procurement Plan
* *Document footer* – Date reference updated to ‘Version Date: 01-12-23’.
* *Section 1.8 (State Party Authority)* – Section titled changed to ‘State Party Accountable Authority’.
* *Section 5.8.4.1 (Gender Equality in Procurement - WA Public Sector Pilot) –*Participating agencies no longer named in this section. Statement inserted that ‘A list of the participating agencies’ is available on Communities website.
* *Section 6.4 (Insurance Requirements) –* Minor wording adjustments made throughout the insurance requirements.
* *Section 7.*3.2.1 (Aboriginal Participation Requirements) – Section updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes.
	1. Community Services Template – Request for Tender
* *Document footer* – Date reference updated to ‘Version Date: 01-12-23’.
* *Cover page* – Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the Issuing Agency/State Party. Closing Time amended to be consistent with the Community Services Process Terms definition of "Closing Time".
* *Part D, Clause 4.1 (Lodgement Details)* – Update reference to Tenders WA Help Guide from 'Suppliers' Help Guides' to 'Business Help Guide'.
* *Part D, Clauses 4.2, 4.3 and 4.4* – References to ‘closing date and time’ replaced with ‘Closing Time’ to be consistent with the Community Services Process Terms defined term.
* *Part E, Clause 5.1 (State Government Policies)* – Updated to delete the reference to “Aboriginal Youth Services Investment Reforms” and include reference to “Aboriginal Procurement Policy”.
* *Item 1 of Part F, Key Service Agreement Details (State Party)* – Simplify the description of State Party to cross reference the front cover.
* *Item 25 of Part F, Key Service Agreement Details (National Principles for Child Safe Organisations)* – Clause updated to reflect the correct legislation, from the *Working with Children (Criminal Record Checking) Act 2004* (WA) to the *Working with Children (Screening) Act 2004* (WA).
* *Item 26 of Part F, Key Service Agreement Details (Aboriginal Procurement Policy* – Aboriginal Participation Requirements) - Item updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes. The Aboriginal Procurement Policy – Aboriginal Participation Requirements compliance item at section 7.3.11 has also been updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes.
* *Part H, section 7.1 (Respondent Details)* – Section updated to include a disclosure for Aboriginal Community Controlled Organisations.
* *Part H, section 7.3.1 (Insurance)* – Minor wording adjustments made throughout the insurance requirements, particularly Professional Indemnity insurance. Motor Vehicle Third Party Liability Insurance suggested minimum cover amended to include $25m. ICWA contact phone number replaced with email contact. More detail added to the table in which Respondents disclose their insurance cover.
* *Part H, section 7.3.12 (Gender Equality Gender Equality in Procurement – WA Public Sector Pilot)* – List of participating agencies replaced with a link to Dept of Communities page which lists all participating agencies.
	1. Community Services Template – Request for Preferred Service Provider
* *Document footer* – Date reference updated to ‘Version Date: 01-12-23’.
* *Cover page* – Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the Issuing Agency/State Party. Closing Time amended to be consistent with the Community Services Process Terms definition of "Closing Time".
* *Part D, Clause 4.1 (Lodgement Details)* – Update reference to Tenders WA Help Guide from 'Suppliers' Help Guides' to 'Business Help Guide'.
* *Part D, Clauses 4.2, 4.3 and 4.4* – References to ‘closing date and time’ replaced with ‘Closing Time’ to be consistent with the Community Services Process Terms defined term.
* *Part E, Clause 5.1 (State Government Policies)* – Updated to delete the reference to “Aboriginal Youth Services Investment Reforms” and include reference to “Aboriginal Procurement Policy”.
* *Item 1 of Part F, Key Service Agreement Details (State Party)* – Simplify the description of State Party to cross-reference the front cover.
* *Item 24 of Part F, Key Service Agreement Details (National Principles for Child Safe Organisations)* – Clause updated to reflect the correct legislation, from the *Working with Children (Criminal Record Checking) Act 2004* (WA) to the *Working with Children (Screening) Act 2004* (WA).
* *Item 26 of Part F, Key Service Agreement Details (Aboriginal Procurement Policy* – Aboriginal Participation Requirements) - Item updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes. The Aboriginal Procurement Policy – Aboriginal Participation Requirements compliance item at section 7.2.10 has also been updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes.
* *Part H, section 7.1 (Respondent Details)* – Section updated to include a disclosure for Aboriginal Community Controlled Organisations.
* *Part H, section 7.2.1 (Insurance)* – Minor wording adjustments made throughout the insurance requirements, particularly Professional Indemnity insurance. Motor Vehicle Third Party Liability Insurance suggested minimum cover amended to include $25m. ICWA contact phone number replaced with email contact. More detail added to the table in which Respondents disclose their insurance cover.
* *Part H, section 7.2.11 (Gender Equality Gender Equality in Procurement – WA Public Sector Pilot)* – List of participating agencies replaced with a link to Dept of Communities page which lists all participating agencies.
	1. Community Services Template - Request for Expression of Interest (EOI)
* *Document footer* – Date reference updated to ‘Version Date: 01-12-23’.
* *Cover page* – Minor formatting changes for consistency. Drafting instructions and optional text amended to appropriately describe the Issuing Agency/State Party.
* *Part A, Clause 1.2, 1.3.3, 1.3.4* – References to ‘closing date and time’ replaced with ‘Closing Time’ to be consistent with the Community Services Process Terms defined term.
* *Part A, Clause 1.3.2 (Lodgement Details)* – Update reference to Tenders WA Help Guide from 'Suppliers' Help Guides' to 'Business Help Guide'.
* *Part C, section 3.1 (Respondent Details)* – Section updated to include a disclosure for Aboriginal Community Controlled Organisations.
	1. Community Services Template - Evaluation Handbook
* *Document footer* – Date reference updated to ‘Version Date: 01-12-23’.
* *Section 2 (Compliance and Disclosure Requirements)* - Section updated to include a disclosure for Aboriginal Community Controlled Organisations. The Aboriginal Procurement Policy – Aboriginal Participation Requirements compliance item has been updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes.
* *Section 8 (Declaration of Interest and Confidentiality)* – Introductory text updated to better reflect WA Procurement Rule B2. Paragraph added referring reader to the Act Ethically – with Integrity and Accountability Guideline. Drafting instructions added regarding signatures, electronic execution, witnessing and counter-signing. Witness block changed to optional text. Optional counter-signature block added.
	1. Community Services Templates – Evaluation Report
* *Section 1 (Evaluation Summary) -* Amended to include a disclosure for Aboriginal Community Controlled Organisations. The Aboriginal Procurement Policy – Aboriginal participation requirements item has also been updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes.
	1. Community Services Templates – Evaluation Report for Preferred Service Provider
* *Section 1 (Evaluation Summary) -* Amended to include a disclosure for Aboriginal Community Controlled Organisations. The Aboriginal Procurement Policy – Aboriginal participation requirements item has also been updated to include Aboriginal Community Controlled Organisation Subcontracting Outcomes.
	1. Community Services Templates - Novation Deed
* *Document footer* – Date reference updated to ‘Finance v. 011223’.
* *Cover page –* Drafting instructions added and optional text amended to appropriately describe the State Party.
* *Parties Section (page 3), Continuing Party -* Drafting instructions added and optional text amended to appropriately describe the State Party. Removal of reference to Agency Specific contracts in instructions.
* *Clause 1.1, Operative Provisions (Definitions)* – Amend the last sentence in the ‘Service Agreement’ definition to read “The Service Agreement is for the supply of [Insert description of Services].”
* *Clause 5.3, Operative Provisions (Address for notices)* – Add prompts to insert information under Outgoing and Incoming Parties Remove Agency Specific instruction under Continuing Party.
* *Execution clause and signature block, Continuing Party –* Removal of Agency Specific instruction, and add instruction to match to first page and Parties section.
* *Throughout the document –* Minor formatting edits and updates for consistency.

**END OF SUMMARY OF CHANGES**