Summary of Template and Document Changes – April 2024

Community Services Templates and Documents

**Publication Date:** 20 April 2024

Contents

[Effective Date 1](#_Toc164160684)

[Overview of Template Changes 1](#_Toc164160685)

[Further Information 1](#_Toc164160686)

[1. Community Services Templates 1](#_Toc164160687)

[1.1 Community Services Template - Procurement Plan 1](#_Toc164160688)

[1.2 Community Services Templates – Evaluation Report 2](#_Toc164160689)

[1.3 Community Services Templates – Evaluation Report for Preferred Service Provider 2](#_Toc164160690)

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 20 April 2024.

Overview of Template Changes

The Department of Finance has updated three community services templates to include a clearer demonstration of Approved Funding Sources. Thedriver for the changes is alignment with the [Financial Guidelines for Government Agencies – Commissioning Community Services](https://www.wa.gov.au/government/publications/financial-guidelines-government-agencies-commissioning-community-services), published by the Department of Treasury in March 2024.

Further Information

If you require further information about the documents or updates described below, please email Community Services Procurement Policy, cspp@finance.wa.gov.au.

Template and Document Changes

The amended documents and clause numbers are described below.

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 - Procurement Plan
* *Document footer* – Date reference updated to ‘Version Date: 20-04-24’.
* *Section 1.6 (Estimated Service Agreement Value)* – Prompts for drafter to insert additional explanatory details have been deleted, and replaced with a reference to Appendix A, Table 1 – Estimated Service Agreement Value.
* *Section 1.7 (Funding)* – This section has been renamed ‘Approved Funding Sources’ and now refers to Appendix A, Table 2 – Approved Funding Sources.
* *Section 2.4 (Current Service Agreement Value) –* minor adjustments to more clearly describe value of current service agreement.
* *Section 7.6 (Risk Management) –* Adjustreference from Appendix A to Appendix B.
* *Appendix A (Estimated Service Agreement Value and Approved Funding Sources)* – New Appendix aligning to the new [Financial Guidelines for Government Agencies – Commissioning Community Services](https://www.wa.gov.au/government/publications/financial-guidelines-government-agencies-commissioning-community-services) published by the Department of Treasury.
* *Appendix B (Risk Assessment) –* Changed from Appendix ‘B’ to ‘A’, and Department of Finance capitalised.
	1. Community Services Templates – Evaluation Report
* *Document footer* – Date reference updated to ‘Version Date: 20-04-24’.
* *Section 1 (Evaluation Summary) –* ‘Pre-Tender Estimate’ is now a separate text box and a new ‘Confirmation of Approved Funding Sources’ text box has been added.
	1. Community Services Templates – Evaluation Report for Preferred Service Provider
* *Document footer –* Date reference updated to ‘Version Date: 20-04-24’.
* *Section 1 (Evaluation Summary) –* ‘Total Value of Service Agreement’ instruction amended to read ‘ensure the Tenders WA price is all inclusive]’; ‘Pre-Tender Estimate’ text amended, and a new ‘Confirmation of Approved Funding Sources’ text box has been added.

**END OF SUMMARY OF CHANGES**