Procurement Job Document

[Procurement](https://qfes.sharepoint.com/teams/qfes-ProcurementServicesGroup/Procurement-Alignment-Project/QFES-Contracts-Register/Lists/QFESSourcingRegister/DispForm.aspx?ID=216&Source=https%3A%2F%2Fqfes%2Esharepoint%2Ecom%2Fteams%2Fqfes%2DProcurementServicesGroup%2FProcurement%2DAlignment%2DProject%2FQFES%2DContracts%2DRegister%2FLists%2FQFESSourcingRegister%2FSourcing%2520All%2520Current%2Easpx%23InplviewHash16261a22%2Dbd91%2D4065%2D847e%2D5cb04afb5e08%3DCascDelWarnMessage%253D1&ContentTypeId=0x01080098DC3783DC56574797716FF0A3CBDB18) Job folder Contract folder

**High level information**

|  |  |
| --- | --- |
| Job Title: |  |
| Job Number: |  |
| Category: |  |
| [ ]  Equipment[ ]  Software[ ]  Infrastructure[ ]  Services | [ ]  Integration[ ]  Maintenance[ ]  Support[ ]  Consultant |
| **Procurement Officer:** |  |
| Probity Officer: |  |
| Client Contact: |  |
| Original Strategy: |  |
| Procurement Strategy: |  |
| Standing Offer Arrangement: |  |
| Contract Conditions: |  |
| Contract Details: |  |
| Orig. Total Contract Value incl. |  |
| This Total Contract Value incl. |  |
| This Total Contract Value | [ ]  Estimate [ ]  Successful Supplier Price |
| Functional Delegate: |  |
| Financial Delegate: |  |
| Cost Centre: |  |
| Purchase Order Number: |  |
| Initial Engagement date: |  |
| Contract / ~~Variation~~ Dates: |  |

**Key Documents** in Final / Endorsed/ Approved / Executed / Emailed

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| --- | --- | --- | --- | --- |
| ENGAGE | Initial Engagement Email |[ ]  M | Tender Register | [ ]  |
|  | Sourcing Plan |[ ]  EVAL | Mandatory criteria evaluated | [ ]  |
|  | Risk Level identified |[ ]   | Evaluation Report approved |[ ]
|  | Budget confirmation |[ ]   | Financial Approval |[ ]
|  | Functional approval |[ ]   | Award successful Supplier | [ ]  |
|  | Compliance approval |[ ]   | Contract document |[ ]
|  | Board Approval |[ ]  CONTRACT | Contract counter-executed |[ ]
|  | Requirements endorsed |[ ]   | Purchase Order |[ ]
|  | Tender Evaluation Plan endorsed | [ ]  |  | Email – Unsuccessful Suppliers | [ ]  |
|  | Evaluator COI Declarations | [ ]  |  | Contract Register updated |[ ]
|  | Tender Document | [ ]  |  | Handover |[ ]
|  | Tender Schedule | [ ]  |  | Job complete |[ ]
| Date | Notes | Embed doc |
| Engagement Phase |
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| Market Phase |
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| Evaluation Phase |
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| Contract Phase |
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| Job complete |