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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| --- | --- | --- | --- | --- | --- | --- | --- |
| E  N  G  A  G  E | Initial Engagement Email | |  | M | Tender Register | |  |
| Sourcing Plan | |  | E  V  A  L | Mandatory criteria evaluated | |  |
| Risk Level identified | |  | Evaluation Report approved | |  |
| Budget confirmation | |  | Financial Approval | |  |
| Functional approval | |  | Award successful Supplier | |  |
| Compliance approval | |  | Contract document | |  |
| Board Approval | |  | C  O  N  T  R  A  C  T | 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 | | | | | | | |