# **Application to access a state purchase contract**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***For completion by entity requesting access*** | | | | |
| **1** | **Name of entity requesting access:** |  | | |
| **2** | **State Purchase Contract name:** |  | | |
| **3** | **Date of request:** |  | | |
| **4** | **Is your entity a Victorian government, or non-Government body?** | **Victorian Government** | | **Non-Government** |
| **4** | **Entity background and nature of request:**  ***Please include:***   * *a description of your entity* * *the nature of its affiliation with the Victorian state government e.g. government owned/ in receipt of grant funding etc.* * *the source of any Government funding or grants and how much this constitutes of the entity’s total funding* * *the department/government agency which sponsors your entity* * *the reason for the request and the benefit that will be gained by your entity by accessing the SPC* | | | |
| **6** | **Current supplier(s) of goods/services of this category, and end date of all relevant contracts:** | |  | |
| **7** | **Estimated annual spend:** | |  | |
| **8** | **Detail any unique supply requirements (e.g. storage limitations, special delivery requirements, operational hours, staff training considerations):** | |  | |
| **9** | **Delivery site address:** | | [please list, if there are multiple sites] | |
| **10** | **Confidentiality:**  Will the contract ‘commercial in confidence’ data (pricing, terms) be shared within your entity in Victoria only? | | **Yes**  **No**  **If no, please provide details:** | |
|  | 1. **What are the job titles of the employees who have access to the pricing?** | |  | |
|  | 1. **What measures will you put in place to ensure that the pricing data be maintained as ‘commercial in confidence; by each individual that has access to the pricing?** | |  | |
|  | 1. **Will you load contract information into any national procurement system?** | |  | |
| **11** | **Contact details** | | | |
|  | **Name of contact person:** | | | |
|  | **Position:** | | | |
|  | **Phone number:** | | | |
|  | **Email:** | | | |
| **12** | **Name of financial delegate:** [ this must be signed by an officer with the appropriate financial delegation] | | | |
|  | **Position:** | | | |
|  | **Signed:** | | | |
| ***For completion by Lead Agency Category Manager*** | | | | |
|  | **Additional considerations for Lead Agency** | | **Comment/Assessment by Category Manager** | |
| **1** | **Supply related considerations:**  **If access is granted:**   * Will suppliers be able to supply the increased volume? * Are there any other supply chain issues that may emerge for the suppliers? * Could there be an effect on the commercial environment either short or long term? Consider:   + Market dynamic created by additional demand?   + Potential further pricing negotiation?   + Monopoly in the market?   + Impact on the viability of small and medium sized business? * Are there any unique requirements from the requesting entity that need to be assessed? * What will be the impact on resourcing requirements of the supplier if access is granted?   **If access is *not* granted:**   * Could there be an effect on the commercial environment either short or long term? * Will there be any effect on the viability of the entity requesting access? * Are there any unique conditions that need to be assessed? | |  | |
| **2** | **Lead agency considerations:**   * Could the timing of this application have any impact on the ability of the lead department to deliver on its annual sourcing program? * What will be the impact on resourcing requirements of the lead agency Category Manager if access is granted? | |  | |
| **Access is granted Yes**  **No** | | | | |
|  | **Contact details:** | | | |
|  | **Name of Lead Agency contact:** | | | |
|  | **Position:** | | | |
|  | **Phone number:** | | | |
|  | **Email:** | | | |
|  | **Signed:** | | | |

## Using this tool

This tool accompanies the [Aggregated purchasing – goodsa nd services procurement guide](https://buyingfor.vic.gov.au/aggregated-purchasing-goods-and-services-procurement-guide).

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