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

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| ***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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