



CROWN SOLICITOR OF TASMANIA

**GOODS AND SERVICES TEMPLATE HISTORY:  
VERSION 2021-01**

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# GOODS AND SERVICES TEMPLATE HISTORY: VERSION 2021-01

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## 1 About this document

This document logs changes to the suite of goods and services procurement template documents issued by the Office of the Crown Solicitor (**OCS**).

This document also logs changes to the Goods and Services Template Guide issued by OCS. (The guide explains how to draft goods and services procurement documents using the templates).

This document does not log changes to the following ancillary documents issued by OCS:

- this document;
- Goods and Services Clause Bank;
- Goods and Services Template Overview.

If you have any queries about this document, please contact OCS.

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## 2 Template names, filenames and version numbers

Each goods and services procurement template within the suite has been allocated:

- a short name; and
- an OCS filename (which includes a version number).

Each time a template is updated by OCS, OCS will create a new version of the template. The updated template will be given a new file name. The short name for the template will remain unchanged.

Generally, the new filename for an updated template will be the same as the previous template filename *except for the last six digits*. The last six digits of a filename are the version number for the template – for example '2021-01'. The first four numbers are the calendar year in which the template was created (or modified). The last two numbers allow for the differentiation of template versions created (or modified) in the same calendar year. For example, if a template was updated three times during 2022, the filename for the 'third version' of the template would include '2022-03'.

If a template is updated in a *later* calendar year, the last two digits for the version number will be reset to '01' for the *first* version of the template created in the later calendar year.

Agencies drafting a procurement document using a goods and services template will need to allocate a 'unique' filename to that document. The agency allocated 'unique' filename should replace the OCS template filename in the document footer. To avoid confusion, an agency issuing a procurement document should not include the original OCS template filename. ***This is because a specific procurement document prepared by an agency using an OCS template is not a template.***

**Warning:**

The following templates must **not** be amended or altered by agencies in any way:

- the General Conditions of Contract;
- the Goods and Services SCC;
- the Consultant Services SCC.

In addition, agencies must **not** create their own versions of these documents.

**Note:** 'SCC' stands for 'Short Conditions of Contract'.

## RFQ Template 1 – Request for quotation (goods and/or services)

**File name:** See the last completed row of the table below for the current filename

**Short name:** RFQ Template 1

**Description:** Request for quotation for goods and/or services. Adopts the General Conditions of Contract as the conditions of contract for a contract made pursuant to the RFQ process. **Important note:** RFQ Template 1 can only be used with the General Conditions of Contract.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-RFQ Template 1 (uses GS General Conditions of Contract)-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

The short description is a summary only of the amendment(s). The description does not necessarily include the full text of the amendment.

If appropriate, include in the short description the reason for the amendment – for example, a change to Treasurer's Instructions.

If more than one amendment is being made on the same date, include all of the amendments in the same 'row'. DO NOT use a separate row for each amendment made on the same date.

Add more rows to the table, as required.

**RFQ Template 2 – Request for quotation (goods and/or services)**

**File name:** See the last completed row of the table below for the current filename

**Short name:** RFQ Template 2

**Description:** Request for quotation for goods and/or services. RFQ adopts by reference the Goods and Services SCC as the conditions of contract for a contract made pursuant to the RFQ process. **Important note:** RFQ Template 2 can only be used with the Goods and Services SCC.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-RFQ Template 2 (uses Goods and Services SCC)-Version 2021-01
2.				
3.				
4.				

**Drafting notes:**

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Add more rows to the table, as required.

### RFQ Template 3 – Request for quotation (consultant services)

**File name:** See the last completed row of the table below for the current filename

**Short name:** RFQ Template 3

**Description:** Request for quotation for consultant services. RFQ adopts by reference the Consultant Services SCC as the conditions of contract for a contract made pursuant to the RFQ process. **Important note:** RFQ Template 3 can only be used with the Consultant Services SCC.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-RFQ Template 3 (uses Consultant Services SCC)-Version 2021-01
2.				
3.				
4.				

#### Drafting notes:

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Add more rows to the table, as required.

## RFT Template 1 – Request for tender (adopts General Conditions of Contract)

**File name:** See the last completed row of the table below for the current filename

**Short name:** RFT Template 1

**Description:** Request for tender for goods and/or services. Adopts by reference the General Conditions of Contract as the conditions of contract applicable to a contract made pursuant to the RFT process. **Important note:** RFT Template 1 can only be used with the General Conditions of Contract

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-RFT Template 1 (uses GS General Conditions of Contract)-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

The short description is a summary only of the amendment(s). The description does not necessarily include the full text of the amendment.

If appropriate, include in the short description the reason for the amendment – for example, a change to Treasurer's Instructions.

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Add more rows to the table, as required.



## RFT Template 2 – Request for tender (contract to be attached)

**File name:** See the last completed row of the table below for the current filename

**Short name:** RFT Template 2

**Description:** Request for tender. Contract for the procurement must be attached to the RFT before it issued. Can be used for procurement of goods and/or services. **Important note:** RFT Template 2 can only be used where the conditions of contract are attached to the RFT

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-RFT Template 2 (contract to be attached)-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

The short description is a summary only of the amendment(s). The description does not necessarily include the full text of the amendment.

If appropriate, include in the short description the reason for the amendment – for example, a change to Treasurer's Instructions.

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Add more rows to the table, as required.

## Contract Template 1 – GS General Conditions of Contract

**File name:** See the last completed row of the table below for the current filename

**Short name:** General Conditions of Contract

**Description:** The General Conditions of Contract apply to contracts for the purchase of goods and/or services that adopt, or incorporate, the General Conditions of Contract by reference

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-Contract Template 1-GS General Conditions of Contract-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

The short description is a summary only of the amendment(s). The description does not necessarily include the full text of the amendment.

If appropriate, include in the short description the reason for the amendment – for example, a change to Treasurer's Instructions.

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Add more rows to the table, as required.

## Contract Template 2 – Goods and Services SCC

**File name:** See the last completed row of the table below for the current filename

**Short name:** Goods and Services SCC

**Description:** The Goods and Services SCC applies to contracts for the purchase of goods and/or services that adopt, or incorporate, the Goods and Services SCC by reference

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-Contract Template 2-Goods and Services SCC-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

The short description is a summary only of the amendment(s). The description does not necessarily include the full text of the amendment.

If appropriate, include in the short description the reason for the amendment – for example, a change to Treasurer's Instructions.

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Add more rows to the table, as required.

### Contract Template 3 – Consultant Services SCC

**File name:** See the last completed row of the table below for the current filename

**Short name:** Consultant Services SCC

**Description:** The Consultant Service SCC applies to contracts for the purchase of consultant services that adopt, or incorporate, the Consultant Services SCC by reference. Cannot be used for standing offer arrangements.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-Contract Template 3- Consultant Services SCC-Version 2021- 01
2.				
3.				
4.				

#### Drafting notes:

The short description is a summary only of the amendment(s). The description does not necessarily include the full text of the amendment.

If appropriate, include in the short description the reason for the amendment – for example, a change to Treasurer's Instructions.

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## Contract Template 4 – No approach to market – Contract for purchase of goods and/or services using General Conditions of Contract

**File name:** See the last completed row of the table below for the current filename

**Short name:** Contract Template 4

**Description:** Contract for the purchase of goods and/or services where there has been no approach to the market. The contract adopts the General Conditions of Contract by reference.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-Contract Template 4-No M A (uses GS General Conditions)-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

The short description is a summary only of the amendment(s). The description does not necessarily include the full text of the amendment.

If appropriate, include in the short description the reason for the amendment – for example, a change to Treasurer's Instructions.

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Add more rows to the table, as required.

## Contract Template 5 – No approach to market – Contract for purchase of goods and/or services using Goods and Services SCC

**File name:** See the last completed row of the table below for the current filename

**Short name:** Contract Template 5

**Description:** Contract for the purchase of goods and/or services where there has been no approach to the market. The contract adopts the Goods and Services SCC by reference.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-Contract Template 5-No M A (uses Goods and Services SCC)-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

The short description is a summary only of the amendment(s). The description does not necessarily include the full text of the amendment.

If appropriate, include in the short description the reason for the amendment – for example, a change to Treasurer's Instructions.

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Add more rows to the table, as required.

## Contract Template 6 – No approach to market – Contract for purchase of consultant services using Consultant Services SCC

**File name:** See the last completed row of the table below for the current filename

**Short name:** Contract Template 6

**Description:** Contract for the purchase of consultant services where there has been no approach to the market. The contract adopts the Consultant Services SCC by reference.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-Contract Template 6-No M A (uses Consultant Services SCC)-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

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## FIOA Template 1 – Formal instrument of agreement following RFT or RFQ process using General Conditions of Contract

**File name:** See the last completed row of the table below for the current filename

**Short name:** FIOA Template 1

**Description:** FIOA to establish a contract following an RFT process (using RFT Template 1) or an RFQ process (using RFQ Template 1). FIOA Template 1 can only be used with the General Conditions of Contract.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-FIOA Template 1 (use with GS General Conditions of Contract)-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

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Add more rows to the table, as required.



## FIOA Template 2 – Formal instrument of agreement following RFQ process using Goods and Services SCC

**File name:** See the last completed row of the table below for the current filename

**Short name:** FIOA Template 2

**Description:** FIOA to establish a contract following an RFQ process using RFQ Template 2 (for the procurement of goods and/or services). FIOA Template 2 can only be used with the Goods and Services SCC.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-FIOA Template 2 (use with RFQ Template 2)-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

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### FIOA Template 3 – Formal instrument of agreement following RFQ process using Consultant Services SCC

**File name:** See the last completed row of the table below for the current filename

**Short name:** FIOA Template 3

**Description:** FIOA to establish a contract following an RFQ process using RFQ Template 3 (for the procurement of consultant services). FIOA Template 3 can only be used with the Consultant Services SCC.

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of the template	Authorised by	File name and version
1.	24 August 2021	New template created	Alan Morgan Crown Solicitor	PR Docs-GS-FIOA Template 3 (use with RFQ Template 3)-Version 2021-01
2.				
3.				
4.				

#### Drafting notes:

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Add more rows to the table, as required.

## Goods and Services Clause Bank

**File name:** See the last completed row of the table below for the current filename

**Short name:** GS Clause Bank

**Description:** GS Clause Bank contains 'template clauses' and execution blocks for use with the OCS good and services templates

**Version:** See the last completed row of the table below for the current version number

No.	Date	Authorised by	File name and version
1.	24 August 2021	Alan Morgan Crown Solicitor	PR Docs-GS-Goods and Services Clause Bank- Version 2021-01
2.			
3.			
4.			

### Drafting notes:

Add more rows to the table, as required.

The above table does not include an 'amendment history'. The table provides a 'version history' only.

### Goods and Services Template History

**File name:** See the last completed row of the table below for the current filename

**Short name:** GS Template History

**Description:** GS Template History contains of 'history log' of the amendments made to the OCS goods and services templates

**Version:** See the last completed row of the table below for the current version number

No.	Date	Authorised by	File name and version
1.	24 August 2021	Alan Morgan Crown Solicitor	PR Docs-GS-Goods and Services Template History-Version 2021-01
2.			
3.			
4.			

#### Drafting notes:

Add more rows to the table, as required.

The above table does not include an 'amendment history'. The table provides a 'version history' only.

## OCS Goods and Services Template Guide

**File name:** See the last completed row of the table below for the current filename

**Short name:** Not applicable

**Description:** OCS guide to the use of the OCS goods and services procurement templates

**Version:** See the last completed row of the table below for the current version number

No.	Date	Short description of amendment(s) from prior version of ancillary document	Authorised by	File name and version
1.	24 August 2021	New ancillary document created	Alan Morgan Crown Solicitor	PR Docs-GS-OCS Goods and Services Template Guide-Version 2021-01
2.				
3.				
4.				

### Drafting notes:

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## Goods and Services Template Overview

**File name:** See the last completed row of the table below for the current filename

**Short name:** GS Template Overview

**Description:** Provides a short overview of the OCS goods and services templates (including relevant transaction types for which a template can be used and relevant linkages between the templates).

**Version:** See the last completed row of the table below for the current version number

No.	Date	Authorised by	File name and version
1.	24 August 2021	Alan Morgan Crown Solicitor	PR Docs-GS-Goods and Services Template Overview-Version 2021-01
2.			
3.			
4.			

### Drafting notes:

Add more rows to the table, as required.

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