



CROWN SOLICITOR OF TASMANIA

GOODS AND SERVICES TEMPLATE OVERVIEW: VERSION 2024-01

About this document

This document provides an overview of the 'new style' goods and services procurement documents, and related ancillary documents, issued by the Office of the Crown Solicitor of Tasmania.

A list of the current templates and ancillary documents is included in Schedule 1 of this document.

Important information

The OCS Goods and Services Template Guide provides comprehensive instructions and advice in relation to the use of the 'new style' OCS procurement templates first issued in 2021. The guide is only available, from OCS, to agencies and entities that are required to comply with Treasurer's Instructions issued under the *Financial Management Act 2016* (Tas). It is **strongly recommended** that users of the 'new style' OCS procurement templates refer to the guide when drafting procurement documents based on the 2021 templates.

Procurement templates issued by OCS before 2021 will continue to be available on the DTF website in the short term. This document and the OCS Goods and Services Template Guide do not apply to the use of procurement templates issued by OCS before 2021.

If you are likely to need OCS assistance in relation to a procurement matter, please contact OCS early to discuss the selection of the most suitable template.

GOODS AND SERVICES TEMPLATE OVERVIEW: VERSION 2024-01

1 OCS 'new style' procurement templates and ancillary documents

Schedule 1 of this document contains:

- a list of current versions of the 'new style' goods and services procurement template documents issued by the Office of the Crown Solicitor (OCS); and
- a list of the related ancillary documents issued by OCS.

Schedule 1 also contains information about which 'new style' templates can be used for different procurement matters.

Schedule 2 contains a list of prior versions of the General Conditions of Contract, the Goods and Services SCC and the Consultant Services SCC. (For the meaning of these terms, please refer to Schedule 1).

2 Procurement templates must not be used for a 'Specified Procurement'

With one exception, the OCS procurement templates listed in Schedule 1 must *not* be used in relation to any of the following 'types' of procurement matters (each a **Specified Procurement**) unless expressly approved, in writing, by OCS:

- the procurement (including development) of computer systems, computer software (including software as a service) or computer hardware;
- the procurement of communications services;
- the procurement of banking services;
- the procurement of electricity, water or gas;
- the design or construction of roads, bridges, buildings or other structures;
- the design, construction or purchase of any type of vessel, ship or other floating structure;
- any procurement where the procuring entity is to approve the design of goods;
- the procurement of passenger services of any kind (including bus services);
- the procurement of any aviation services (including fixed-wing and helicopter services).

The exception is that, with the written approval of OCS, RFT Template 2 (referred to in Schedule 1) may be adapted for use in relation to a Specified Procurement.

If you have a Specified Procurement, please contact OCS for assistance.

3 Who can use the templates?

The procurement templates are intended for use by:

- a Minister exercising a statutory power;
- an 'officeholder' (for example, a Secretary) exercising a statutory power;
- the Crown in Right of Tasmania exercising the Royal Prerogative;
- any separate 'legal entity' that is subject to Treasurer's Instructions in relation to procurement. Examples include:

- the Botanical Gardens Board;
- Brand Tasmania;
- The Director of Inland Fisheries;
- the Integrity Commission;
- the Macquarie Point Development Corporation;
- the Tasmanian Pharmacy Authority;
- the Board of Trustees of the Tasmanian Museum and Art Gallery.

Warning

When a template is to be used in relation to a procurement that is being undertaken pursuant to the exercise of a statutory power, or by a separate 'legal entity' established by legislation, the template must be carefully reviewed to make certain that the template is consistent with the relevant legislation. If you are uncertain as to this, you should seek advice from OCS.

4 Information about filenames

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

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

The OCS filename for a template is included as 'auto-text' in the footer of each template.

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.***

Schedule 1:

List of current OCS procurement documents

No.	Template short name	Current OCS filename and version number	Short description and some important information
<p>Request for quotation (RFQ) for procurements up to \$250,000 Do not use for a Specified Procurement – see clause 2 above</p>			
1.	RFQ Template 1	PR Docs-GS-RFQ Template 1 (uses GS General Conditions of Contract)-Version 2024-01	Request for quotation for the supply of goods and/or services. The RFQ adopts the General Conditions of Contract (see row 6 of this table) as the conditions of contract made pursuant to the RFQ process. May be used for standing offer arrangements.
2.	RFQ Template 2	PR Docs-GS-RFQ Template 2 (uses Goods and Services SCC)-Version 2024-01	Request for quotation for the supply of goods and/or services. The RFQ adopts the Goods and Services SCC (see row 7 of this table) as the conditions of contract made pursuant to the RFQ process. Do not use the template for standing offer arrangements.
3.	RFQ Template 3	PR Docs-GS-RFQ Template 3 (uses Consultant Services SCC)-Version 2024-01	Request for quotation for the supply of consultant services. The RFQ adopts the Consultant Services SCC (see row 8 of this table) as the conditions of contract made pursuant to the RFQ process. Do not use the template for standing offer arrangements.
<p>Request for tender (RFT)</p>			
4.	RFT Template 1	PR Docs-GS-RFT Template 1 (uses GS General Conditions of Contract)-Version 2024-01	Request for tender for the supply of goods and/or services (including standing offer arrangements). The template adopts the General Conditions of Contract as the conditions of contract made pursuant to the RFT process. Do not use for a Specified Procurement – see clause 2 above.
5.	RFT Template 2	PR Docs-GS-RFT Template 2 (contract to be attached)-Version 2024-01	Request for tender for the supply of goods and/or services. RFT Template 2 requires a 'bespoke' contract to be attached to the RFT before the RFT is issued. Notes The 'bespoke' contract must be approved by OCS before the RFT is issued. The RFT can be adapted for use in relation to a Specified Procurement: see clause 2 above.

No.	Template short name	Current OCS filename and version number	Short description and some important information
<p>Conditions of contract Do not use for a Specified Procurement – see clause 2 above</p>			
6.	<p>General Conditions of Contract</p>	<p>PR Docs-GS-Contract Template 1-GS General Conditions of Contract-Version 2021-01</p> <p>Document is incorporated into 'procurement documents' by reference using the name: 'GS General Conditions of Contract: Version 2021-01'</p>	<p>The General Conditions of Contract apply to contracts for the supply of goods and/or services that adopt, or incorporate, the General Conditions of Contract by reference. The General Conditions of Contract can be used for standing offer arrangements.</p> <p>Important information – warnings</p> <p>It is imperative that a procurement document refers to a <i>specific version</i> of the General Conditions of Contract: please refer to the Goods and Services Template Guide.</p> <p>When reviewing or administering any contract that refers to the General Conditions of Contract, it is also imperative that you use the <i>specific version</i> of the General Conditions of Contract referred to in the contract.</p> <p>Agencies must not create their own versions of the General Conditions of Contract.</p>
7.	<p>Goods and Services SCC*</p> <p>* SCC stands for 'Short Conditions of Contract'</p>	<p>PR Docs-GS-Contract Template 2-Goods and Services SCC-Version 2021-01</p> <p>Document is incorporated into 'procurement documents' by reference using the name: 'Goods and Services SCC: Version 2021-01'</p>	<p>The Goods and Services SCC:</p> <ul style="list-style-type: none"> • will apply to contracts for the supply of goods and/or services that adopt, or incorporate, the Goods and Services SCC by reference; • cannot be used for standing offer arrangements; • is intended for use in relation to low value/low risk procurements; and • can be used for the supply of consultant services (but the Consultant Services SCC is the preferred template for low value/low risk supply of consultant services – see row 8 of this table). <p>Important information – warnings</p> <p>It is imperative that a procurement document refers to a <i>specific version</i> of the Goods and Services SCC: please refer to the Goods and Services Template Guide.</p> <p>When reviewing or administering any contract that refers to the Goods and Services SCC, it is also imperative that you use the <i>specific version</i> of the Goods and Services SCC referred to in the contract.</p> <p>Agencies must not create their own versions of the Goods and Services SCC.</p>

No.	Template short name	Current OCS filename and version number	Short description and some important information
8.	Consultant Services SCC* * SCC stands for 'Short Conditions of Contract'	PR Docs-GS-Contract Template 3-Consultant Services SCC-Version 2021-01 Document is incorporated into 'procurement documents' by reference using the name: 'Consultant Services SCC: Version 2021-01'	The Consultant Services SCC: <ul style="list-style-type: none"> • will apply 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; and • is intended for use in relation to low value/low risk procurements. Important information – warnings It is imperative that a procurement document refers to a <i>specific version</i> of the Consultant Services SCC: please refer to the Goods and Services Template Guide. When reviewing or administering any contract that adopts the Consultant Services SCC, it is imperative that you use the <i>specific version</i> of the Consultant Services SCC referred to in the contract. Agencies must not create their own versions of the Consultant Services SCC.
Contracts for use where there has been no approach to market Do not use for a Specified Procurement – see clause 2 above			
9.	Contract Template 4	PR Docs-GS-Contract Template 4-No M A (uses GS General Conditions)-Version 2021-01	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. The template can be used for standing offer arrangements.
10.	Contract Template 5	PR Docs-GS-Contract Template 5-No M A (uses Goods and Services SCC)-Version 2021-01	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. The template cannot be used for standing offer arrangements. Note The Goods and Services SCC is intended for use in relation to low value/low risk procurements.
11.	Contract Template 6	PR Docs-GS-Contract Template 6-No M A (uses Consultant Services SCC)-Version 2021-01	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. The template cannot be used for standing offer arrangements. Note The Consultant Services SCC is intended for use in relation to low value/low risk procurements.

No.	Template short name	Current OCS filename and version number	Short description and some important information
Formal instruments of agreement (FIOA) Do not use for a Specified Procurement – see clause 2 above			
12.	FIOA Template 1	PR Docs-GS-FIOA Template 1 (use with GS General Conditions of Contract)-Version 2021-01	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.
13.	FIOA Template 2	PR Docs-GS-FIOA Template 2 (use with RFQ Template 2)-Version 2021-01	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.
14.	FIOA Template 3	PR Docs-GS-FIOA Template 3 (use with RFQ Template 3)-Version 2021-01	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.

List of current OCS ancillary documents

No.	Ancillary document short name	Current OCS filename and version number	Short description and some important information
15.	OCS Goods and Services Template Guide	PR Docs-GS-OCS Goods and Services Template Guide-Version 2024-01	<p>The Goods and Services Template Guide provides comprehensive instructions and advice in relation to the use of the OCS 'new style' procurement templates.</p> <p>Important information</p> <p>The guide is only available, from OCS, to agencies and entities that are required to comply with Treasurer's Instructions issued under the <i>Financial Management Act 2016</i> (Tas). It is <i>strongly recommended</i> that users of the OCS templates refer to the guide when drafting procurement documents using the 'new style' procurement templates.</p>
16.	Goods and Services Template Overview	PR Docs-GS-Goods and Services Template Overview-Version 2024-01	The document provides a short overview of the OCS procurement templates (including a list of current templates).
17.	Goods and Services Clause Bank	PR Docs-GS-Goods and Services Clause Bank-Version 2024-01	GS Clause Bank contains 'template clauses' and execution blocks for use with the procurement templates.
18.	Goods and Services Template History	PR Docs-GS-Goods and Services Template History-Version 2024-01	GS Template History contains a 'history log' of the amendments made to the procurement suite.

Schedule 2:

List of prior versions of General Conditions of Contract

		Filename and version number	Comments
1.	General Conditions of Contract		
2.	General Conditions of Contract		

List of prior versions of Goods and Services SCC

		Filename and version number	Comments
1.	Goods and Services SCC		
2.	Goods and Services SCC		

List of prior versions of Consultant Services SCC

		Filename and version number	Comments
1.	Consultant Services SCC		
2.	Consultant Services SCC		

** THE END **