DMS No. insert DMS number

# Checklist for Variation or Extension for Cultural Heritage Services from Aboriginal or Torres Strait Islander Party or 3rd Party Provider under EP173

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| **Existing Contract Details** |
| **Contract Number** |  | **Existing purchase order number:** |  |
| **Provider's name:** |  | **Original contract value (inclusive of GST):** |  |
| **Initial Contract Term**  | from: | to: |

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| **Variation and/or Extension Details** |
| **Is this a variation or extension?** | [ ]  Variation [ ]  Extension |
| **Proposed variation value (inclusive of GST)** | $  |
| **Proposed variation or extension period** | from: to:  |
| **Estimated total value of contract (includes this variation/extensions)** | $amount |
| Cost Object:(Cost Centre, WBS element, Project code) |  |

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| **Justification for Variation or Reason for Extension**  |
| *example:* * *The initial scope of work has been amended to expand survey areas and require additional resources from the Traditional Owners to manage the works.*
* *The contract term needs to extend for additional 4 weeks to finalise the monitoring works due to unforeseen weather events occurred which delayed the work commenced.*
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| **Supplier Performance** |
| **Has the provider’s performance been satisfactory?***When using the rating system, 1 = poor, 5 = excellent* |

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| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Comments on supplier performance**: *provide any comments if required – optional*

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After the check list is signed off, request Finance / Procurement section to issue financial approval and progress Purchase Order creation. |

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| **Endorsement – District Cultural Heritage Officer (or Requestor)** |
| As a Cultural Heritage Officer (or Requestor) for this contract, I confirm that:* The performance of the provider under the current contract is satisfactory.
* This variation/extension:
	+ will deliver outcomes which are consistent with, or will improve achievement of the objectives of the original contract;
	+ address the need of the specified project, or Transport and Main Road’s ongoing demand for the specified cultural heritage works/services;
	+ reflects pricing that is consistent with EP173 standard rates (or as negotiated);
	+ represents value for money for Transport and Main Roads.

I am aware of my responsibilities under the probity and accountability provisions of the Queensland Procurement Policy and I acknowledge that I am accountable for this decision. |
| Name: |  |
| Position Title: |  |
| Branch: |  |
| Comments |  |
| Signature: |  | **Date:** |

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| **Approval – Procurement Delegate** |
| As a Procurement Delegate with the appropriate level of delegation, I have reviewed the information provided in this request and the attached documents and I am satisfied that:* there is a valid business need for the variation or extension and appropriate justification has been given
* the variation or extension is the most appropriate procurement option
* the variation or extension will provide value for money for the department.

I am aware of my responsibilities under the probity and accountability provisions of the Queensland Procurement Policy and I acknowledge that I am accountable for this decision.  |
| **Name:** |  |
| **Position Title:** |  |
| **Branch:** |  |
| **Delegation Level:** | [ ]  5 |
| **Signature:** |  | **Date:** |

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| **Approval – Financial Delegate (Not needed for extension of time only)** |
| As a Financial Delegate with the appropriate level of delegation, I am satisfied that this request: * meets departmental requirements
* justifies why this price variation is needed; and
* budget is available for the price variation
 |
| **Name:** |  |
| **Position Title:** |  |
| **Branch:** |  |
| **Financial Band:** | [ ]  ELT [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  6 [ ]  7 |
| **Signature:** |  | **Date:**  |

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