DMS No. insert DMS number

# Checklist for Medium to High Value Purchase for Cultural Heritage Services from Aboriginal or Torres Strait Islander Party or 3rd Party Provider

### over $25,000 inclusive of GST

## Sole Provider Information

|  |  |
| --- | --- |
| **Region / District** |  |
| **Project Name and Number:** |  |
| **Cost Object:**(Cost centre, WBS element, Project code) |  |
| **Contract Number:** |  |
| **Aboriginal or Torres Strait Islander Party** **/** **3rd Party Provider:** |  |
| **ABN (if applicable):** |  |
| **Requirement:** |  |
| **Estimated contract value (incl. GST):** |  |
| **Estimated Engagement Period:** | From |  | To |  |

## Engagement Justification

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| --- |
| Approval is sought to procure based on the following justification:[select applicable box below] |
| [ ]  | Sole Provider Services from Aboriginal or Torres Strait Party 🡪 This Party is registered under the *Aboriginal Cultural Heritage Act* 2003 or *Torres Strait Islander Cultural Heritage Act* 2003 and is the only party for the area. |
| [ ]  | Sole Provider Services from 3rd Party Provider 🡪 This is the nominated 3rd Party Provider of the Aboriginal or Torres Strait Islander Party. The Party is not set up as registered business. |
| [ ]  | Aboriginal Party's Technical Adviser 🡪 ensure conditions in Part B, Schedule A of EP173 are met. |
| [ ]  | Aboriginal Party's legal representative 🡪 ensure conditions in Part B, Schedule A of EP173 are met. |

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| **Process to Engage** |
| All of the following steps must be completed for this engagement. [tick each box below] |
| [ ]  Indicative Financial Endorsement (IFE) endorsed by financial delegate[ ]  Verbal availability confirmed with Aboriginal or Torres Strait Islander Party or 3rd Party Provider[ ]  Written quotation from Aboriginal Party or 3rd Party Provider received**Assessment of Quotation**: Transport and Main Roads evaluates quotation and agrees with value and its conditions as per Part B of the Policy[ ]  Satisfied – quote meets service requirements [ ]  Other |

|  |  |
| --- | --- |
| **Comments**: *provide any assessment 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. |

## Tender Exemption

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| --- | --- | --- |
| Does the project have federal funding | Yes | No |
| Has a tender exemption been sought and approved? | Yes | No |
| If no, this needs to be arranged ASAP | Date approved: |

## Endorsement –Cultural Heritage Officer

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| As a Content Owner with the relevant technical knowledge, I am satisfied that:* The company details, insurances and criteria responses are adequate, and
* In consultation with the Procurement Delegate:
	+ the procurement option selected is appropriate and sufficient justification has been provided, and
	+ the recommended sourcing strategy is appropriate.

I am aware of my responsibilities under the probity and accountability provisions of the *Queensland Procurement Policy*2019 and I acknowledge that I am accountable for this decision. |
| Name: |  |
| Position Title: |  |
| Branch: |  |
| Comments |  |
| Signature: |  | **Date:** |

## Approval – Procurement Delegate

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| As a Procurement Delegate with the appropriate level of delegation, based on the information provided I am satisfied that:* the evaluation process defined in this Check List and Request for Quote is in accordance with the Transport and Main Roads procurement procedures
* the process ensures probity, transparency and accountability will be maintained
* the approach 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:** |

***Approval – Financial Delegate***

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| As a Financial Delegate with the appropriate level of delegation, based on the information provided I am satisfied that:* the expenditure is for authorised purposes and is necessary for the proper conduct of departmental business
* the works or services acquired are included in an approved program, project or budget
* the expenditure represents value for money, having considered all reasonable options available for achieving the desired purpose
* I have budgetary control for the specific type of expenditure within the relevant division, branch, program or cost centre, or I have written authority to act on behalf of the officer who does, and I confirm funds are available for the purchase
* the amount for the endorsement is the total price including GST payable and any other relevant charges e.g. delivery
* I am an impartial party in the transaction.
* I am aware of my responsibilities under the *Financial Accountability Act 2009* and I acknowledge that I am accountable for this decision.
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| **Name:** |  |
| **Position Title:** |  |
| **Branch:** |  |
| **Financial Band:** | [ ]  ELT [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  6 [ ]  7 |
| **Signature:** |  | **Date:**  |

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