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

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

## Tender Exemption

|  |  |  |  |
| --- | --- | --- | --- |
| 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

|  |  |  |
| --- | --- | --- |
| 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

|  |  |  |
| --- | --- | --- |
| 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***

|  |  |  |
| --- | --- | --- |
| 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. | | |
| **Name:** |  | |
| **Position Title:** |  | |
| **Branch:** |  | |
| **Financial Band:** | ELT  1  2  3  4  5  6  7 | |
| **Signature:** |  | **Date:** |

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