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: | |

|  |  |
| --- | --- |
| **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* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |  |  |  |  |  | |
| **Comments on supplier performance**: *provide any comments if required – optional*   |  | | --- | |  |   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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