

APPROVAL OF AN ALTERNATE SOURCING STRATEGY (PF006)

Use this form to record the justification for seeking less than the [minimum quotation requirements](#). Approval of an alternate sourcing strategy must be undertaken prior to seeking and evaluating quote/s to establish value for money and engaging a Supplier. File with purchase details as a record for audit purposes. Refer to the footnotes and [Purchasing and Procurement Instructions](#) for guidance.

1. REQUEST FOR APPROVAL

To	<input checked="" type="checkbox"/> Purchasing Delegate (approval locally up to \$20,000 excl. GST)			TRIM or File Ref:
	<input type="checkbox"/> Procurement Delegate (approval by Procurement Services Branch over \$20,000 excl. GST)			
From	School / Region / Branch	NQ region	Request Date/...../.....
	Requestor Name	Theresa Irving	Phone	

2. PURCHASE DETAILS

Description of Product or Service ¹	Restorative Practice Train The Trainer PD	Estimated Quantity (items/hours)	Estimated Unit Price (item/rate)	Estimated Total Price (excl. GST)
Estimated Start and End Date	14/8/19 to 15/8/19	2 days	\$2500	\$5000

3. ALTERNATE SOURCING STRATEGY

Describe the supplier market and level of competition for this purchase?	Marg Thorsburne & Associates is the sole provider of this training service. See attached Inquiry planner for supporting documentation
Why is this strategy the best solution for this purchase? ²	Quality delivery, service, support and past performance
Who is the recommended Supplier/s?	As above

4. CONTRACT EXTENSIONS/RENEWALS ³

Is this a Contract Extension or Renewal?		<input checked="" type="checkbox"/> NO - go to Section 5		<input type="checkbox"/> YES - complete following details	
Original contract value (excl. GST)	\$	Estimated future value (excl. GST)	\$	Is the scope of works/services consistent with original scope?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Describe the Supplier(s) performance to date including how this has been verified e.g. KPIs?					

5. CONFLICTS OF INTEREST

Conflicts of Interest involve a conflict between duties as a public service employee to serve the public interest and personal interests. It is important that all conflicts of interest are managed and resolved in the public interest in accordance with the [Conflict of Interest Procedure](#).

Conflicts of interest may be:

- Pecuniary** – involves an actual or potential financial gain or loss. It may result from the employee or related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not actually have to change hands for an interest to be pecuniary.
- Non-pecuniary** – do not have a financial component but may arise from personal or family relationships or involvement in sporting, community or cultural activities. They include a tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias judgement or decisions.

¹ **Description** – provide a detailed description and its intended use or service deliverables.

² **Purchasing strategy** – explain why the proposed strategy is considered the best option, considering risk, complexity and scope to meet the requirement and how it will achieve value for money (cost/non-cost benefits e.g. competitive pricing, quality, delivery, service, support, past performance). Attach or TRIM reference any supporting documents to assist the approval decision.

³ **Contract extensions/renewals** – where there is no extension option in the existing contract or a renewal after the contract has expired.



6. ENDORSEMENT

REQUESTOR ⁴

☒ I do not have a conflict of interest; or

☐ I have an interest that conflicts or may conflict with my official duties and have completed and attached a [Declaration of Conflicts of Interest](#) form.

Theresa Irving	Senior Guidance Officer/...../.....
Name	Signature	Position	Date
Comments:			

FINANCIAL DELEGATE ⁵ (support for the purchasing strategy and business need)

☐ YES ☐ NO

☐ I do not have a conflict of interest; or

☐ I have an interest that conflicts or may conflict with my official duties and have completed and attached a [Declaration of Conflicts of Interest](#) form.

...../...../.....
Name	Signature	Position	Date
Comments:			

7. APPROVAL

PURCHASING DELEGATE ⁶ (support for the purchasing strategy)

☐ YES ☐ NO

☐ I do not have a conflict of interest; or

☐ I have an interest that conflicts or may conflict with my official duties and have completed and attached a [Declaration of Conflicts of Interest](#) form.

...../...../.....
Name	Signature	Position	Date
Comments:			

PROCUREMENT DELEGATE ⁷ (support for the purchasing strategy)

☐ YES ☐ NO

☐ I do not have a conflict of interest; or

☐ I have an interest that conflicts or may conflict with my official duties and have completed and attached a [Declaration of Conflicts of Interest](#) form.

...../...../.....
Name	Signature	Position	Date
Comments:			

⁴ **Requestor** – confirms market research has been conducted and proposed purchasing strategy meets business need.

⁵ **Financial delegate** – indicates support for the requirement and proposed purchasing strategy to meet business needs. Financial delegate approval to enter into contract occurs once the quote/s has been sought and evaluated.

⁶ **Purchasing delegate** – approves purchasing strategy up to \$20,000 (excl. GST) and indicates support for purchases over \$20,000 (excl. GST) for procurement approval.

⁷ **Procurement delegate** – approves purchasing strategy over \$20,000 (excl. GST). Send request to Procurement.PSB@qed.qld.gov.au and a response will be provided within 2 working days of receipt. A record of the decision for purchases over \$20,000(excl. GST) is placed on TRIM file 200/1/213.