

Premier's Circular

Number:	2009/08
Issue Date:	23/11/2009
Review Date:	23/11/2011

TITLE

CONTRACTS FOR PROFESSIONAL SERVICES

POLICY

Government departments and agencies are to submit details of all proposed Contracts for Professional Services having a total estimated value of \$50,000 (including GST) and above to the Department of the Premier and Cabinet for approval, prior to commencing procurement processes associated with the establishment of contractual arrangements with external parties.

Additionally, those Contracts for Professional Services having a total estimated value of \$500,000 (including GST) and above are to be re-submitted to the Department of the Premier and Cabinet for approval, following the conclusion of procurement processes and prior to contract award. Re-submitted approval requests shall provide accurate and updated information on the proposed contractual arrangements

The information is to be submitted in accordance with the format shown at Appendix 1 and is to be approved by the chief executive officer. Information shall be submitted at least one-week prior to the required commencement of procurement processes to allow sufficient time for consideration and approval.

This policy will apply to all entities covered by the *Public Sector Management Act (1994)*. Accordingly, Departments and statutory authorities, both SES and non-SES, are included. Government Enterprises are excluded.

BACKGROUND

Government has identified a requirement for centralised scrutiny and approval, by the Department of the Premier and Cabinet and the Department of Treasury and Finance, of proposals by departments and agencies to establish contracts for professional services.

The above process will provide Government with an accurate reflection on levels of expenditure and the nature of externally sourced expertise and specialist skills.

Departments and agencies should take due care to ensure that contracts for Professional Services below \$50,000 are for services that cannot be performed from within the agency.

Colin Barnett MLA
PREMIER

For enquiries contact:	Neil Logan 9222 9454 Manager, Ancillary Services Department of the Premier and Cabinet
Other relevant Circulars:	
Circular/s replaced by this Circular:	N/A



PREMIER'S CIRCULAR 2009/08
CONTRACTS FOR PROFESSIONAL SERVICES
APPROVAL REQUEST

To: Manager, Ancillary Services Branch
 Department of the Premier and Cabinet
 197 St Georges Terrace
 PERTH WA 6000
 Facsimile No: 08 9222 8900
 Email: Neil.Logan@dpc.wa.gov.au

From: Name and Position
 Department Name
 Address
 Telephone No:
 Facsimile No.
 Email:

Contract Title			
Project Background and Description of Contracted Services			
Primary Expertise and Skills			
Contract Reference No.		Contract Term (including details of extension options)	
Estimated Commencement Date - Procurement Process		Estimated Commencement Date - Contract	
Procurement Method (e.g. CUA, quotations, public tenders, etc)			
Total Estimated Contract Value (including extensions)		Basis for estimated value	
Fee Structure Description (e.g Fixed Fee, Schedule of Rates, etc)		Resource details	
Justification for services being undertaken by external service provider(s).			
Explanation of how contracted services will contribute to an improvement in efficiencies and/or outcomes/service delivery.			

 Chief Executive Officer

Date: / /

Notes:

1. Additional information may be submitted to support any approval request (e.g. business case, draft evaluation report for re-submissions, etc).
2. Further information may be sought by DPC or DTF to inform any approval request.