The following checklist can assist public authorities to ensure quality assurance accreditation has been properly considered in a procurement process involving the Not-for-Profit (NFP) sector.

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| **Market Analysis** | **Y/N** | **Comments** |
| Have the relevant industry and/or service standards that apply to the required good or service been considered? |  |  |
| Does the public authority understand those standards and what is required? |  |  |
| What quality improvement/management accreditation programs/standards do NFPs identified in the market analysis currently have in place? |  |  |
| Does the accreditation standard cover the whole or part of the NFP organisation/s? |  |  |
| **Evaluation Planning** | **Y/N** | **Comments** |
| Should the applicable accreditation/standards be a mandatory requirement (i.e. mandatory evaluation criterion)? Or should accreditation/the standards be included in the scoring system of the qualitative weighted criteria? |  |  |
| If accreditation is not specifically being evaluated, should the evaluation of other criteria such as NFP experience or capability etc, take accreditation into consideration? |  |  |
| **Preparing Market Documentation** | **Y/N** | **Comments** |
| Are NFPs being asked to provide information that they would have provided and demonstrated as part of their accreditation process? If yes, reconsider and contemplate if evidence of accreditation could be requested instead. |  |  |
| **Specification Development** | **Y/N** | **Comments** |
| Define any accreditation/quality/standards required for that good and/or service. |  |  |
| **Contract Development** | **Y/N** | **Comments** |
| Were there specific agreements/commitments made by the NFP relating to accreditation through the sourcing, evaluation or negotiation stages? |  |  |
| Does the public authority require specific legal advice about the contract terms and conditions relating to accreditation? |  |  |
| **Contract Management** | **Y/N** | **Comments** |
| Has the requirement for the NFP to maintain accreditation been incorporated into the contract, Contract Management Plan and/or Risk Management Plan? |  |  |
| Is the NFP being asked to provide information for contract management purposes that would have been provided and demonstrated as part of their accreditation process? If yes, reconsider and contemplate if evidence of accreditation could be requested instead. |  |  |
| Does the public authority have appropriate contract management and administration processes in place to consider and monitor accreditation, and address any associated risks? |  |  |
| **Lessons Learned / Continuous Improvement** | **Y/N** | **Comments** |
| Is the accreditation contributing to the achievement of contract outcomes? How? |  |  |
| Is the accreditation still required (ongoing needs analysis) |  |  |
| Does the supply value continue to be high enough or does the contract continue to be attractive enough for it to be reasonable for the NFP to maintain accreditation? Or for a NFP to contemplate achieving accreditation? |  |  |