**OFFICIAL**

|  |  |
| --- | --- |
| **Acquisition Plan Template**Public Authority instructions* This template may be used to assist in planning for all procurements valued above $55,000.
* It is designed to meet the requirements of *Treasurer’s Instructions 18* and the *Procurement Planning Policy* and provides suggestions about the minimum details to be included in an Acquisition Plan.
* Your public authority may tailor this template to ensure it is fit-for-purpose and meets the requirements of its internal procurement framework.
* Remember: A separate *Evaluation Plan* and *Risk Management Plan* is required to be completed and attached to the Acquisition Plan for all complex and strategic procurements.

User specific instructions* All guidance notes for using this template and suggested considerations are provided as dot points and are written in *italics*. An example of this is shown below:

|  |
| --- |
| 2.1 Identified Need* *What is the client, community or business need?*
* *Describe the need as an outcome rather than a specific good or service.*
* *Summarise the key deliverables and outcomes with expected delivery date/s.*
 |

* The guidance notes and suggested considerations should be used as prompts for procurement officers to help prepare and navigate the procurement planning process.
* All guidance notes and suggested considerations should be deleted before the Acquisition Plan is finalised. This User Guide text box should also be deleted.
* The amount of detail you include in each section of the Acquisition Plan and the effort put into completing this template should be commensurate to the complexity of the procurement (considering the scope, value and risk level of the procurement).
* Parts of the template contain suggested wording or tables that can be used to input key information (e.g. estimated whole-of-life costs, evaluation criteria and indicative timeframes). These are only examples. You should update or amend each section as required to suit your procurement.
* If you would like assistance in preparing your Acquisition Plan, or a constructive peer review of your draft, please contact your public authority’s procurement team or contact Procurement Services SA at procurement@sa.gov.au

Acknowledgement: Some parts of this template have been adapted with permission from the New Zealand Government Procurement’s ‘Procurement Plan Template’. |

*[Insert agency logo (optional)]*

**Acquisition Plan**

*[Insert Name of Public Authority]*

*[Insert Procurement Title]*

*[Insert Date]*

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# Executive Summary

## Public Authority Contact Details

|  |  |
| --- | --- |
| Public Authority/Business Unit: |  |
| Contact Person Name: |  |
| Title:  |  |
| Phone: |  |
| Email Address: |  |
| Procurement Contact Person Name: *(if different from above)* |  |
| Title:  |  |
| Phone: |  |
| Email: |  |

## 1.2Acquisition Details

|  |  |
| --- | --- |
| Procurement Description  | *Provide a brief description of the identified need and the expected deliverables/outcomes from this procurement.* |
| File / Reference Number |  |
| Procurement Category | [ ]  Advisory and Consultancy Services☐ Communications and Marketing☐ Construction (including Minor Construction Works)☐ Energy and Fuels☐ Environmental ☐ Facilities and Building Management☐ Financial Services[ ]  Fleet and vehicles[ ]  Healthcare and Community Services[ ]  Human Resources and Staffing[ ]  ICT Software and Technology [ ]  Industrial and Engineering[ ]  Office Equipment and Accessories and Supplies☐ Public Administration and Safety[ ]  Research and Scientific☐ Travel and accommodation[ ]  Other *(please detail)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Complexity Assessment | Transactional [ ]  Routine [ ]  Complex [ ]  Strategic [ ]   |
| Risk Assessment  | Low [ ]  Medium [ ]  High [ ]   |
| Procurement activity recorded in the Procurement Activity and Reporting System (PARS) | Yes [ ]  No [ ]  |
| Approach to Market  | [ ]  Expression of Interest[ ]  Request for Quote[ ]  Invitation to Supply[ ]  Other *(please detail)*: \_\_\_\_\_\_\_\_\_\_\_ | [ ]  Direct[ ]  LimitedSpecify number of suppliers the approach is limited to: \_\_\_\_\_[ ]  Open[ ]  Unsolicited Proposal | **Selection Strategy**[ ]  Single Stage☐ Multi-Stage |
|  | If a direct or limited market approach has been selected, identify the applicable reason/s for limiting the number of suppliers approached:[ ]  Estimated value of the procurement is at or below $550,000 (GST inclusive)[ ]  No reasonable alternative or substitute good/service exists [ ]  Go2Gov program[ ]  Exceptionally advantageous conditions [ ]  Risk to public health and safety ☐ Procuring from an applicable panel or other mandated contract in accordance with the agreed rules for that contract☐ Procurement not foreseen and timeframes are short[ ]  Eligible Aboriginal Business (if valued at or below $550,000 GST icnlusive)[ ]  Other reasons justified by the Chief Executive (provide details):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Departures from Policy | Are there any proposed departures from the *Procurement Planning Policy* or *Sourcing Policy*?[ ]  Yes *(Provide a summary of departures in Section 12)* ☐ No |

## 1.3Financial Details

|  |  |
| --- | --- |
| Estimated value of procurement  | $(GST inclusive) *estimated cost of the proposed contract(s) over the total contract term (including any extension options)* |
| Estimated whole-of-life cost | $(GST inclusive) |
| Allocated Budget  | $(GST inclusive) |
| Budget Status  | Budget approved for the total proposed contract term:Yes [ ]  No [ ]  |
| Budget approval attached:Yes [ ]  No [ ]  |
| Budget source:  |
| Budget approved by:  |

## 1.4Proposed Contractual Arrangements

|  |  |
| --- | --- |
| Base Contract Term  |  |
| Contract Term Extension Options |  |
| Total Contract Term |  |
| Contract Arrangement | [ ]  One Off Purchase[ ]  One Off Purchase with maintenance options[ ]  Period Contract[ ]  Panel Contract[ ]  Pre-Qualification[ ]  Other: *(please detail)* | [ ]  Single-Agency[ ]  Lead-Agency / Multi-Agency [ ]  Across-Government[ ]  Mandated |

# Procurement Objectives

## Identified Need

* *What is the client, community or business need?*
* *Describe the need as an outcome rather than a specific good or service.*
* *Summarise the key deliverables and outcomes with expected delivery or milestone date/s.*
* *How does the identified need align to the government/public authority’s strategic objectives?*
* *If this acquisition plan proposes to establish a multi-agency or across-government arrangement, describe how you identified that that type of arrangement was the most suitable.*
* *A detailed statement of requirements (specification) should be included as an attachment, if available.*

## 2.2 Stakeholder Engagement

* *Identify the key stakeholders including impacted communities, clients and other stakeholders internal and external to government, including contract end users.*
* *If this Acquisition Plan is for the establishment of a multi-agency contract, provide details of every agency involved and the consultation/approval processes undertaken with those agencies.*
* *Provide details of the engagement undertaken with key stakeholders, including potential suppliers, to identify and define the need.*

# Complexity Assessment

* *Provide details of the complexity assessment undertaken, including the outcome of the assessment and considerations leading to that outcome. Refer to the Complexity and Capability Assessment Guideline for further details.*

# Capability Assessment

* *Provide details of the capability assessment undertaken, including the outcome of the assessment and considerations leading to that outcome.*

# Financial Details

## Estimated Value of the Procurement

* *Provide an estimate of the anticipated contract value for all contracted suppliers over the total contract term, including any extension options (GST inclusive) and applicable indexation.*
* *Ensure that agreed contingency and all potential additional work to be provided by the contracted suppliers is included within the contract value (including extension options).*
* *Provide an explanation of the basis for the estimate of contract value including the rationale for any cost assumptions.*

|  |  |  |
| --- | --- | --- |
|  | **Proposed Term** | **Contract Value** (GST inclusive) |
| Base Term | Years / Months / Days | $  |
| Extension Option 1 | Years / Months / Days | $  |
| Extension Option 2 | Years / Months / Days | $  |
| *\* Insert or delete rows as required* |  |
| Total | Years / Months / Days | $  |

## Estimated Whole-of-Life Cost

* *Provide an estimate of the anticipated whole-of-life cost for the procurement activity including accumulated costs of acquisition, operation, maintenance and disposal or decommissioning of the supply. Refer to the Whole-of-Life Costing Guideline for further details.*

The anticipated whole-of-life cost for this procurement is *[$ insert]* (GST inclusive). This total has been calculated based on the following breakdown:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Acquisition | Operation | Maintenance | Disposal (incl. anticipated revenue, if any) | Estimated total value of procurement |
|   |   |   |  |  |

## Allocated Budget

* *Identify (and populate the budget overview table below) the value and scope of any funding approvals obtained or being sought (be it from Cabinet, the Minister or another approver) and ensure it is consistent with the estimated value of the procurement (GST inclusive).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Capital Expenditure | Operational Expenditure | Total |
| Financial Year |   |   |   |
| Financial Year +1 |   |   |   |
| Financial Year +2 |   |   |   |
| Financial Year +3 |   |   |   |
| Financial Year +4 |   |   |   |
| *\* Insert or delete rows as required* |  |  |
| Total Allocated Budget |  $  |

## Financial Overview

* *It is possible there may be differences between the total estimated value of the procurement, the available budget and anticipated contract value. Where relevant, provide an explanation for any difference.*
* *Outline any financial risks associated with the differences and how these will be managed.*

# Supply Market Analysis

## Market Analysis

* *Provide details of the market analysis including context of market capability, including local industry capacity*
* *Did any suppliers register their interest in the procurement from the Forward Procurement Plan?*
* *Refer to the Supply Market and Supply Chain Analysis Guideline and Industry Engagement Guideline for further details.*

## Supply Chain Analysis

* *Provide details of the supply chain analysis, including any potential supply chain risks.*

# Sourcing Strategy

## Market Approach

* *Identify the sourcing strategy (or market approach) that has been chosen to deliver the best procurement outcome, achieve value for money and comply with the requirements of the Procurement Planning Policy.*

## Industry Participation Policy Compliance

* *How does the chosen market approach comply with the* [*South Australian Industry Participation Policy*](https://industryadvocate.sa.gov.au/policy-and-resources/)*?*

## Free Trade Agreement Compliance

* *Is this procurement a ‘covered procurement’ for the purpose of the Government Procurement Chapters (GP Chapters) of any free trade agreements to which the South Australian Government is a party? Refer to the International Obligations Guideline for further details.*
* *If this is a covered procurement, does the sourcing strategy comply with the government’s obligations under the applicable free trade agreements? Provide details of any exemptions, if applicable.*

# Evaluation Planning

## Evaluation Team

* *(This section can be removed if the details are contained in a separate Evaluation Plan.)*

The evaluation of supplier responses will follow the methodology detailed below, and will be undertaken by the following Evaluation Team:

|  |  |  |
| --- | --- | --- |
| Evaluation Team Member Name | Position  | Responsibility *(e.g. Chair, voting member, non-voting member, observer)* |
|  |  |  |
|  |  |  |
|  |  |  |

*\* Insert rows as required*

1.
2.
3. 1.

## Evaluation Criteria

* *Refer to the Evaluation Planning Guideline for further details.*
* *In accordance with the Procurement Planning Policy, a separate Evaluation Plan must be completed and approved for all complex and strategic procurements prior to approaching the market. This section can be removed if the details are contained in a separate Evaluation Plan.*

All responses will be evaluated using the following evaluation criteria and weightings.

### Mandatory Evaluation Criteria

* *Identify the mandatory evaluation criteria, if applicable.*

### Weighted Evaluation Criteria

* *Identify the weighted evaluation criteria including sub-criteria, if applicable.*
* *The evaluation criteria and weightings detailed in the table below are examples only. Tailor this table to each procurement to ensure the weighted evaluation criteria are fit for purpose to meet the procurement outcome.*

Responses will be assessed on the following weighted evaluation criteria and sub-criteria:

***Example only:***

|  |  |
| --- | --- |
| Criteria | Weighting (%) |
| Whole-of-life cost | 50 |
| Quality | 50 |
| Qualitative sub-criteria | Sub weighting (%) |
| Demonstrated experience | 30 |
| Capability and capacity  | 20 |
| Level of compliance with specification | 20 |
| Industry Participation Policy | 15 |
| Prior performance | 10 |
| Level of compliance with Govt. policies | 5 |
| **TOTAL** | **100%** |

### Non-Weighted Evaluation Criteria

* *Identify any non-weighted evaluation criteria e.g. risk, financial viability and whole-of-life cost / price.*

## Evaluation Methodology

* *Provide details of the different stages of the evaluation process that will be undertaken (e.g. Stage 1: mandatory evaluation criteria assessment, Stage 2: weighted evaluation -individual scoring, Stage 3: weighted evaluation - consensus scoring, Stage 4: Shortlisting and Presentations, Stage 5: Negotiations), if this information is not provided in an attached Evaluation Plan.*
* *Include a detailed evaluation scoring matrix with the evaluation methodology.*
* *Detail how the whole-of-life cost of suppliers’ offers will be calculated and how value for money will be assessed.*

# Risk Management

## Risk Assessment

* *Refer to the Risk Management Guideline, Risk Assessment Template and Procurement Risk Management Plan Template for further guidance.*
* *Identify and document the:*
* *risk(s) associated with the procurement and the relative goods or service*
* *potential impact/consequences of the risk(s)*
* *likelihood of the risk(s) occurring*
* *existing controls*
* *residual risk ratings(s)*
* *risk tolerance*
* *proposed mitigation and/or treatment of the risk(s) (if required).*
* *In accordance with the Procurement Planning Policy, a Risk Management Plan must be completed and attached to this Acquisition Plan and approved by the Chief Executive (or authorised person) for all complex and strategic procurements.*

## Probity

* *Provide a clear explanation on how probity will be managed during the procurement process including consideration of the following issues:*
* *use of specialist probity advisors*
* *how communication will be managed with potential suppliers during the procurement process*
* *management of actual or potential conflicts of interest (both in relation to the supplier and internal participants)*
* *how market approach documents and confidential information will be managed during the procurement process.*
* *A Probity Plan is optional but should be considered for complex and strategic procurements.*
* *Refer to the Probity and Ethical Procurement Guideline for further guidance.*

## Transition

* *This section should be included if the procurement is for a good or service that is currently being supplied through an expiring contract.*
* *Identify any transition risks and the impact of transition on the supply of the required good or service if there is a changeover of suppliers as a result of this procurement.*
* *Provide details of how transition risks will be managed to minimise the impact of any changeover.*
* *Any identified transition risks should be considered as part of the procurement risk assessment.*

In the event this procurement results in the selection of a new supplier a transition plan will be developed to actively manage the changeover. Transition arrangements will also be addressed during the negotiations with the new supplier.

The transition will have a *[insignificant / minor / moderate / major]* impact on ongoing service delivery.

Moderate / major transition risks to be managed include:

# Contract Management Planning

## Contract Term AND CONTRACTUAL ARRANGEMENTS

* *Identify the proposed contract term, including base term and extension options.*
* *Identify the proposed contractual arrangement i.e. one-off, term, panel, pre-qualification.*
* *Identify the type of contractual document to be used i.e. Standard Purchase Order, Standard Goods and Services Agreement, Standard Not-For-Profit Funded Services Agreement or bespoke contract developed by the Crown Solicitor’s Office.*
* *Identify the likelihood of NFP suppliers to undertake the procurement through a fee-for-service arrangement compared to the suitability of up-front block funding.*

## Contract management Arrangements

* *Identify the proposed contract management arrangements.*

## Performance Measures

* *Identify the proposed performance measures.*

## Liability Limit

* *Identify the applicable liability limit.*

## Insurance

* *Update details in the table below as required.*
* *Refer to the* [*SAFA*](https://www.safa.sa.gov.au/SAicorp) *website for further details on appropriate insurance coverage and duration, if required.*

The supplier/s will be required to maintain the following levels of insurance throughout the term of the contract:

|  |  |
| --- | --- |
|  Type of Insurance | Required Cover |
| Public Liability  |  |
| Product Liability |  |
| Professional Indemnity |  |

## Intellectual property

* *Determine the intellectual property rights that will satisfy the public authority and Government’s intellectual property requirements.*

# Procurement Timeframes

* *Outline any key milestones and deadlines for each stage of the procurement process.*
* *Ensure the timeframes allowed are realistic and proportional to the complexity of the procurement.*
* *The table below is an example based on a one-stage, open market approach.*

The proposed timeline for the procurement is as follows:

***Example only:***

|  |  |  |
| --- | --- | --- |
| **Activity** | **Target Date** | **Responsibility** **(Name and Title)**  |
| Planning |
| Stakeholder engagement  |  |  |
| Acquisition Plan, Evaluation Plan and Risk Management Plan submitted for approval |  |  |
| Acquisition Plan, Evaluation Plan and Risk Management Plan approved |  |  |
| Market approach documents drafted and finalised |  |  |
| Approach to Market |
| Open and advertise the tender / release market approach documents |  |  |
| Industry briefing |  |  |
| Market approach closes |  |  |
| Evaluation and Supplier Selection |
| Individual and consensus evaluation  |  |  |
| Shortlisting and Presentations |  |  |
| Negotiations |  |  |
| Evaluation Report and Purchase Recommendation submitted for approval |  |  |
| Evaluation Report and Purchase Recommendation approved |  |  |
| Notification of outcome to suppliers |  |  |
| Debriefing suppliers |  |  |
| Contract Award and Transition |
| Contract Management Plan developed |  |  |
| Contract development and execution |  |  |
| Contract details published (including contract disclosure) |  |  |
| Transition Plan completed and implemented |  |  |
| Contract Management Plan completed |  |  |
| Contract commencement |  |  |

# Public Authority Additional Requirements or Information

* *This section can be used to detail any additional requirements or information that has not been already been addressed in the document (for example, governance arrangements involving a steering committee or external expert advisers).*
* *Provide a summary of any departures from the Procurement Planning Policy or Sourcing Policy, if applicable.*

# Recommendation

* *Provide a summary of the need and the recommended market approach for approval.*

# Sign-off

**Acquisition Plan Recommended by:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Unit Director/Financial Delegate – Endorsement:**

Funds are available.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Central Procurement Unit – Endorsement:**

*(delete if not applicable)*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procurement Governance Committee – Endorsement:**

*(delete if not applicable)*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Direct Approach Approval (if separate to Procurement Approval delegate):**

*(delete if not applicable)*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procurement Approval of Acquisition Plan:**

[ ]  Approved

[ ]  Nominate authority for delegation of purchase recommendation approval (if applicable)

 Name and Title of Delegate:

[ ]  Conditions related to approval:

|  |
| --- |
|  |

­­­­[ ]  Not approved

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

|  |
| --- |
|  |

# Attachments

|  |  |
| --- | --- |
| Evaluation Plan attached  | Yes *(Attachment 1)* [ ]  No [ ]  N/A [ ]  |
| Risk Management Plan attached  | Yes *(Attachment 2)* [ ]  No [ ]  N/A [ ]  |
| Other *(e.g. Probity Plan)*  | *List and number each attachment, as required.* |