# Master Supply Agreement for Staffing ServicesEngagement Form Template

CM ref:

## Details

| **Item** | **Details** |
| --- | --- |
| **Request for Services Number and Date** | [Drafting note: Insert Request for services number and date] |
| **Quote Number and Date** | [Drafting note: Insert quote number and date] |

| **Parties** | **Details** |
| --- | --- |
| **State Purchasing Entity** | [Drafting note: insert name of the State Purchasing Entity] of [Drafting note: insert physical address]  |
| **Supplier** | [Drafting note: Insert name of supplier]ACN / ABN / ARBN: [Drafting note: insert number] of [Drafting note: insert registered office address] |

| **State Purchasing Entity contact details** | **Details** |
| --- | --- |
| **Name** | [Drafting note: Insert name] |
| **Position** | [Drafting note: Insert position] |
| **Phone** | [Drafting note: Insert phone] |
| **Email** | [Drafting note: Insert email] |
| **Address** | [Drafting note: Insert address] |
| **Services** | Refer to Schedule |

## Introduction

1. Pursuant to the Agreement for the Provision of Staffing Services between the State of Victoria, through the Department of Treasury and Finance (the **State**) and the Supplier dated **[Drafting note: *insert date*]** (**Agreement**), the State Purchasing Entity issued a Request for Services.
2. The Supplier delivered a Quote in response to the State Purchasing Entity’s Request for Services, which was accepted by the State Purchasing Entity.
3. This document forms the Engagement Form referred to in the Agreement, which sets out details of the Services to be provided by the Supplier to the State Purchasing Entity under the Purchase Order Contract.

## Interpretation

Unless otherwise stated, terms used in this Engagement Form have the same meaning as ascribed to them in the Agreement.

## Services Contract

In order to form a Purchase Order Contract, the State Purchasing Entity must issue a Purchase Order.

The Purchase Order Contract will consist of:

* the General SPC Terms;
* the Agreement Details;
* the Service Terms;
* the Supplementary Terms;
* the Attachments to the Agreement;
* the Request for Services;
* the Engagement Form;
* the Purchase Orders; and
* the Quote,

and this is the order of precedence for interpretation purposes.

| **Authorised Representative of State Purchasing Entity** | **Details** |
| --- | --- |
| Signed: | [Drafting note: Insert signature] |
| Name:  | [Drafting note: Insert name] |
| Position: | [Drafting note: Insert position] |
| Phone: | [Drafting note: Insert phone] |
| Email: | [Drafting note: Insert email] |

| **Authorised Representative of Master Vendor** | **Details** |
| --- | --- |
| Signed: | [Drafting note: Insert signature] |
| Name:  | [Drafting note: Insert name] |
| Position: | [Drafting note: Insert position] |
| Phone: | [Drafting note: Insert phone] |
| Email: | [Drafting note: Insert email] |

## Schedule

##### [Drafting note: Detail the Labour Hire Worker / Permanent Personnel placed by the Supplier]

| **Section A: Hiring Manager** | **Details** |
| --- | --- |
| Name | [Drafting note: Insert name] |
| Position Title | [Drafting note: Insert title] |
| State Purchasing Entity | [Drafting note: Insert State Purchasing Entity] |
| Division | [Drafting note: Insert Division] |
| Group | [Drafting note: Insert Group] |
| Business Unit | [Drafting note: Insert Business Unit] |
| Phone Number | [Drafting note: Insert phone number] |
| Email Address | [Drafting note: Insert email address] |
| Cost Centre | [Drafting note: Insert cost centre] |
| Purchase Order Number | [Drafting note: Insert purchase order number] |
| Who will process the timesheet / Supplier invoice? | [Drafting note: Insert who will process timesheet / supplier invoice] |

| **Section B: Labour Hire Worker / Permanent Personnel** | **Details** |
| --- | --- |
| Service Category | [Drafting note: Delete as applicable:Admin / IT / Specialist] |
| Nature of engagementIf Permanent Personnel, is it a Fixed Term Employee or Ongoing Employee? | [Drafting note: Delete as applicable:Labour Hire Worker / Permanent Personnel / Payroll Services] |
| Candidate Full Name | [Drafting note: Insert Candidate full name] |
| Position Title | [Drafting note: Insert title] |
| Position Description Attached? | [Drafting note: indicate if position description attached] |
| Length of Engagement (if applicable) | [Drafting note: Insert length of engagement] |
| Start Date | [Drafting note: Insert start date] |
| End Date (if applicable) | [Drafting note: Insert end date] |
| Location of job role | [Drafting note: Insert location of job role] |
| Agreed days and hours per week / day  | [Drafting note: Insert agreed days and hours per week / day] |
| Agreed Daily rate/hourly rate(Please attach breakdown of labour hire rate calculator) | [Drafting note: Insert agreed daily rate / hourly rate] |

| **Additional Comments** | **Details** |
| --- | --- |
| Additional comments | [Drafting note: Insert additional comments] |