Notice of Intent to engage subcontractor  
Agreement for the provision of security services

**This form is for use by a Service Provider to request approval from the Purchaser to engage a Subcontractor, and for the Purchaser to provide its approval of the engagement.**

Unless inconsistent with the context or subject matter of this Notice of Intent, all capitalised terms have the meaning given to them in the State Purchase Contract executed between the Service Provider and the Department of Government Services (**SPC**).

**Note:** in accordance with the SPC, the Service Provider must notify the Purchaser of its intention to subcontract particular obligations under a Purchase Order Contract (POC) and seek the Purchaser’s prior written approval.

|  |  |
| --- | --- |
| **Information** | **To be completed by Service Provider** |
| **Purchaser:**  Agency:  POC Contract Manager:  Title:  Email: |  |
| **Service Provider:**  Name:  Address:  Phone number:  Email: |  |
| **Proposed Subcontractor:**  Name:  Address:  Phone number:  Email:  ABN/ ACN: |  |
| **Purpose for engaging Subcontractor** | Click or tap here to enter text. |
| **Detailed explanation as to why a Subcontractor must be engaged for the purpose identified above** | Click or tap here to enter text. |
| **Duration of the proposed engagement**  **(start date and end date)** | Start date Click or tap to enter a date.  End date Click or tap to enter a date.  [End date not to extend beyond the POC expiry date] |
| **Please detail the Subcontractor’s capabilities in performing similar Security Services** | Click or tap here to enter text. |
| **Please detail the Subcontractor’s compliance with laws, fair payment to workers, and the portable long service leave scheme** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **The following documents must be attached** | |
| Copy of proposed Subcontractor’s contract of engagement between Service Provider and Subcontractor  (commercially sensitive payment or security terms, and pricing information, may be redacted) | Yes  No  *Agreement to be current, comply with the requirements of the SPC and expire after the proposed engagement end date* |
| Certification of all relevant insurances required under the SPC and POC | Yes  No |
| Copies of security licenses | Yes  No |
| A signed Statement of Compliance from the Subcontractor with the terms of the POC and SPC, and all rights and obligations arising under these, including audit requirements.  (a Statement of Compliance form is available at the Buying for Victoria Security SPC Website) | Yes  No  *The subcontractor must sign a Statement of Compliance expressly acknowledging the terms and conditions and rights and obligations arising under the POC and SPC* |
| A signed Commitment to the Victorian State Government’s Supplier Code of Conduct.  (a Commitment form is available at the Buying for Victoria Security SPC Website) | Yes  No  *The subcontractor must sign a Commitment form.*  Supplier conduct is available at [buyingfor.vic.gov.au/supplier-code-conduct](https://www.buyingfor.vic.gov.au/supplier-code-conduct)  Updates and amendments to the Code will also be made available at this website. |
| A credit report detailing the Subcontractor’s financial standing | Yes  No |
| Any other information the Service Provider considers relevant, or the purchaser has requested | Yes  No  *Please specify (if any):* |
| Copy of Fair Jobs Code pre-assessment certificate | Yes  No  These are required if the subcontractor engagement will have a value greater than $1 Million.  Further information available at: vic.gov.au/fairjobscode |

**INSTRUCTIONS TO SERVICE PROVIDER:** Please complete, sign and send this Notice of Intent to the Purchaser for review. By signing this Notice of Intent, you confirm that the information provided is complete and accurate at the time of signing.

**Signed for and on behalf of the Service Provider:**

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter signature. |  | Click or tap here to enter text. |

Signature Name

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap to enter a date. |

Job title Date

**Note:** if the Purchaser approves a proposed Subcontractor, the Service Provider must then obtain the approval of the Lead Department by completing the ‘Subcontractor Proposal Form’.

**FOR COMPLETION BY PURCHASER**

**INSTRUCTIONS TO PURCHASER:** If you are satisfied that it is appropriate for the Service Provider to engage the Subcontractor in accordance with this Notice of Intent, you may indicate your approval by countersigning this Notice of Intent and returning it to the Service Provider. Your response should also indicate any restrictions or conditions on your approval that you consider necessary and your contact details.

|  |  |
| --- | --- |
| **Information** | **To be completed by Purchaser** |
| **Conditions**  (Insert any conditions applicable to the engagement of the Subcontractor) |  |
| **Restrictions**  (Insert any restrictions applicable to the engagement of the Subcontractor) |  |

**Signed by:**

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter signature. |  | Click or tap here to enter text. |

Signature Name

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap to enter a date. |

Job title Date