

Treasurer's Instruction No	1220
Title	Prequalified Contractor and Consultant Performance Reporting
Effective date	25 January 2014
Objective and Background	Provides instructions on the requirements for reporting on performance of prequalified building and construction contractors and consultants.
Version Number	8

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

- (1) **This Instruction applies to the procurement of building and construction and is to be read in conjunction with other Instructions relating to such procurements which are contained in the 1200 series of the Treasurer's Instructions.**

Further information on building and construction procurement, including a definition of "building and construction" and information on the types of services that fall under these categories is located on the [Purchasing website - Buying for Government](http://www.purchasing.tas.gov.au) (www.purchasing.tas.gov.au).

For information in relation to procurement of goods and non-construction related services, refer to the 1100 series of the Treasurer's Instructions.

- (2) **Agencies must ensure that where a prequalified contractor is used, a contractor performance report is prepared when every contract valued at \$250 000 or more is completed or when it is terminated due to unsatisfactory performance.**

Agencies may prepare progressive performance reports beyond the requirements above, during the contract term, if they choose.

Completed reports are to be sent to the Manager, Contracts, Procurement and Property Branch, Department of Treasury and Finance or by email to prequalified@treasury.tas.gov.au.

Further information on contractor performance reporting is located on the [Purchasing website - Buying for Government \(Performance Reporting\)](http://www.purchasing.tas.gov.au).

- (3) **Agencies must ensure that where a prequalified consultant is used, a consultant performance report is prepared when every contract over \$10 000 is completed or when it is terminated due to unsatisfactory performance.**

Agencies may prepare progressive performance reports beyond the requirements above, during the contract term, if they choose. Completed reports are to be sent to the Manager, Contracts, Procurement and Property Branch, Department of Treasury and Finance or by email to prequalified@treasury.tas.gov.au.

Further information on consultant performance reporting is located in the [Procurement Practice Manual – Best Practice for the Engagement of Consultants](#) and on the [Purchasing website - Buying for Government \(Engaging Consultants\)](http://www.purchasing.tas.gov.au).