

<b>Treasurer's Instruction No</b>	<b>1220</b>
Title	<b>Prequalified Contractor and Consultant Performance Reporting</b>
Effective date	<b>1 January 2011</b>
Objective and Background	<b>Provides instructions on the requirements for reporting on performance of prequalified building and construction contractors and consultants.</b>
Version Number	<b>5</b>
Last Reviewed Date	<b>December 2010</b>

*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 at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au)>Buying for Government.

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 \$100 000 or more is completed or when it is terminated due to unsatisfactory performance; and**
- **where a contractor, prequalified under the National Prequalification System for Non-residential Building (the NPS), is used for a project with a construction value of \$50 million or more, a contractor performance report is also prepared quarterly during the life of the contract.**

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](mailto:prequalified@treasury.tas.gov.au).

Further information on contractor performance reporting is located at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au)>Buying \_\_\_\_\_ for \_\_\_\_\_ Government>Purchasing Framework>Purchasing Policies>Performance Reporting.

- (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](mailto: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 at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au)>Buying for Government.