

SUBMISSION TO: THE MICROSOFT SERVICE PROVISION FUND
STEERING COMMITTEE

FOR: THE ENDORSEMENT OF THE EVALUATION
PROCESS FOR THE PROCUREMENT OF A
MICROSOFT INDUSTRY PARTNER

DATE: [insert date submitted]

[The following to be completed by the Chairperson of the Tender Evaluation Committee]

Agency:

Title of SPF Project:

Evaluation Panel:

Recommendation:

Critical Dates:

Other Issues:

Certification by Chairperson of the Evaluation Committee:

I certify that the process adopted for this purchase was in accordance with the principles and practices set out in the *Handbook for Government Procurement*.

Signed: _____

Phone:

Email:

Note: The Secretary of the Department of Treasury and Finance has provided an exemption from the tender process for the procurement of a Microsoft Partner to deliver a service funded through the Microsoft Service Provision Fund where the cost exceeds \$50 000. Instead, agencies are required to obtain at least three written quotes from certified Microsoft Partners.

Attachments:

- Tender Evaluation Report (signed by the Tender Evaluation Committee)
- Any other supporting information (such as a Probity Adviser's Report)

[The following to be completed by the MSPF Steering Committee]

Decision of the MSPF Steering Committee:

The Committee has reviewed this submission for conformity with applicable Government policies and guidelines and hereby:

Note: use the appropriate sentence following and delete the others

- endorses the evaluation process undertaken. OR
- endorses the evaluation process in principle, subject to the qualifications below: OR
- does not endorse the evaluation process for the reasons given below: OR
- defers its decision, pending the receipt of further information listed below:

Qualifications/Comments:

Signature of Chairperson: _____

Signature of Members: _____

Date: