**Request to Directly Negotiate (Sole Source)** 
*(Refer to* [*Spend Thresholds*](https://universitytasmania.sharepoint.com/sites/financial-services/SitePages/Procure-goods-and-services.aspx) *in Procurement Instructions)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project name** | (short title for goods/services) |  |  |
| **Estimated value (ex. GST)** | $0 | **Date** | 1 Jan 2021 |
| **Requested by** | Staff Name | **Phone** | 03 |
| **Faculty/Business Unit** | School/Department |  |  |

 **When to submit this request:**
When the goods or services cannot be sourced from an existing Uni-Wide Contract in PurchaseNow or through the required competitive process (spend over $20k requires 3 quotes and over $200k requires a Procurement Team led strategy plan & tender). Procurement Team will confirm the agreed process. This approval must be obtained prior to any commitment being made to the supplier.

 **1.** **Describe the purchase**

(short description of the scope for the goods or services required)

**2.** **What have you done to investigate and identify other supply options in the market. Why shouldn’t other suppliers be invited to quote/tender?**

(insert comment)

**3.** **Preferred Supplier Name**

(supplier name)

 **4. What is our negotiation strategy. What can we do to ensure we are getting best value for money (eg save money, better terms) from this supplier?**

(insert comment)

**5.** **Cause for exemption** (to [Spend Threshold](https://universitytasmania.sharepoint.com/sites/financial-services/SitePages/Procure-goods-and-services.aspx) market requirements)? (*delete lines that are not applicable)*

☐ Limited Market (market dominated by one or small number of specialised suppliers)
☐ Proprietary / Licenced Equipment
☐ Urgency

**6.** **Financial Delegate Details**
Authorised delegate (holder of applicable financial delegation) agrees that this purchase is to be directly negotiated with this supplier and that additional quotes or the tendering process be waived. Delegate confirms negotiation strategy proposed by the Requestor.

Authorised Delegate Name - (Staff Name)
Date - 1/1/2021
*(signature no longer required on this form – please have your authorised delegate email this form direct to* *procure@utas.edu.au* *to confirm their support.*

**7.** **Procurement Delegate Details**
Authorised Delegate Name - (Staff Name)
Date - 1/1/2021 Register noted Y/N