



Procurement plan

Project name

<b>Project Name:</b>	
<b>Prepared by:</b>	
<b>Date</b> (DD /MM /YYYY):	

Procurement Statement
Describe, in general terms, what products or services are being considered for procurement:

Estimated Cost
Provide an estimated total cost of all procurements in this project. Include confidence limits for your estimate (e.g. plus/minus dollars or percent of estimate). Example: \$1,567,000 +/- 20%. Advise if budget is available.

Consultant/Contractor Selection
Describe what approach the project team will take to select a Consultant/Contractor

Selection Process & Criteria
Describe the selection process. List selection criteria. Describe any analytical selection tool that you will use

Project Procurement Team			
List all stakeholders who are involved in the Procurement Process, along with contact information and a description of their Procurement Role. Enter an [ X ] next to each project team member who is authorized to enter into contract agreements or purchase for the Team (insert rows as needed):			
	Name	Phone / email:	Procurement Role:
[ ]			
[ ]			
[ ]			
[ ]			

<b>Contract Type</b>
Document which types of contract(s) will be used and the actions required to initiate the contract.

<b>Consultant/Contractor Management</b>
Describe what steps the project team will take to ensure that the Consultant/Contractor provides all of the products and/or services (and only the products and/or services) that were agreed upon, and that appropriate levels of quality are maintained.

<b>Links to related planning documents</b>
Provide hyperlinks to related documents.

Name	Position	Action required <i>(Review/Endorse/Approve)</i>	Signature	date
	Manager	Endorse		
	General Manager	Approve		