

How to request a quote and form a contract

when procuring services from the DECD Approved Panel of Providers (APP) by using a purchase order

Step 1 School requests information from Provider

- Schools use the [list of Approved Panel of Providers](#) to obtain a minimum of one, three or five quotes for Services in accordance with the specific [purchasing requirements](#) within specified thresholds.
- NOTE: Schools that require services or programs for Flexible Learning Option (FLO) enrolled students must refer to the request for quote process on the DECD Learning Improvement Division [FLO Moodle](#).**
- Providers respond to the request for quote with information about the Services they intend to offer.

Step 2 School selects services

- Schools use the information and quotes from the Provider to make assessment of Services.
- Schools select the appropriate Service and notify successful and unsuccessful providers.
- School leader approves purchase order to be generated for the Provider - refer to the **NEW [Procedure](#) for contracting service providers for wellbeing, learning and engagement services.**

Step 3 School generates a purchase order in EDSAS each term

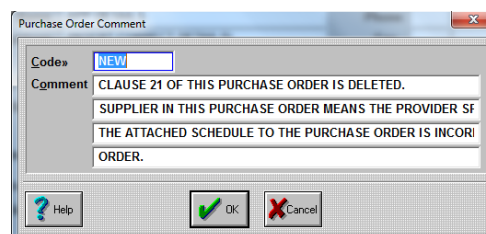
Generate a Purchase Order for the value of services from EDSAS as the department's acceptance. The purchase order must be approved in compliance with the [DECD financial authorisation](#) to commit funds.

IMPORTANT – THE FOLLOWING CLAUSES MUST BE INCLUDED as a 'comment' on the face of the purchase order

**Clause 21 of this Purchase Order is deleted.
Supplier in this Purchase Order means the Provider specified in the Schedule.
The attached Schedule to the Purchase Order is incorporated into this Purchase Order.**

EDSAS TIP – create the clause below as a 'NEW comment' in the comment file for repeated use then **Shift+F6** to look it up when you want to use it next time.

Sample purchase order provided on next page



Step 4 School completes Annexure C Schedule

- School sends the purchase order to the provider with the following documents:
 - Completed [Annexure C Schedule](#) for signing by the provider. A [prepopulated Annexure C schedule](#) for case management services is also available.
 - List of students referred in the school term
 - A FLO referral form for FLO enrolled students at the first point of enrolment – refer to EDSAS [FS60-101 factsheet](#) Mail Merge FLO.

Step 5 Provider signs and returns Purchase order with Annexure C Schedule

Provider returns original signed purchase order with the signed Annexure C Schedule to the school.

Step 6 Provider commences services

Provider can commence the delivery of services to students and invoices school each term. Invoices are paid against the relevant term purchase order. Any mutually agreed changes to the purchase order in middle of the term can be made by exchange of letters/communication between the parties.

Need more help? Email decd.studentengagement@sa.gov.au



Sample purchase order

DECD Approved Panel of Providers (APP)

		Government of South Australia Department for Education and Child Development	PURCHASE ORDER		
Order No: 63		EDSAS AREA SCHOOL 23-30 SOUTHERN DRIVE ADELAIDE SA 5000 Ph:(08) 82071866			Fax:(08) 82041807
TO: APP DETAILS (INSERT CORRECT DETAILS) ADELAIDE SA 5000 Fax: Ph:		SHIP TO: EDSAS AREA SCHOOL 31 FLINDERS STREET ADELAIDE SA 5000 Fax: 08 82041807 Ph: 08 82071866			
Buyer: J.SMITH	Req Date: 17/3/2017	Courier:	Order Date: 17/3/2017	Supplier: APP	
Part No.	Description	Qty	Unit Cost	Disc.	Ext. Cos
	WELLBEING, LEARNING AND ENGAGEMENT	1	1000.00	0.00	1000.00
	G11 - GST - OTHER ACQUISITIONS	1	100.00	0.00	100.00
<h1>SAMPLE</h1>					
CLAUSE 21 OF THIS PURCHASE ORDER IS DELETED. SUPPLIER IN THIS PURCHASE ORDER MEANS THE PROVIDER SPECIFIED IN THE SCHEDULE. THE ATTACHED SCHEDULE TO THE PURCHASE ORDER IS INCORPORATED INTO THIS PURCHASE ORDER.					
A risk assessment of the above goods/services/equipment has been carried out and control measures implemented. Refer ORSM Act Sect. 19(1). Order Authorisation:					
Child-Related Employment Screening and related obligations required for Contractor personnel as per clause 24 and 25 (relating to Suitability of Persons). Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
TERMS AND CONDITIONS AS ATTACHED					
Page 1	TERMS:	Total:			1100.00