



Contract Variations

Good contract managers understand their contract should reflect any agreed changes to the contract scope. These changes should be recorded in writing and the contract management plan amended if required.

Partially exempt public authorities are able to exercise a COVID-19 Special Contract Variation for relevant contracts until 31 December 2020. These variations are once-off extensions of contracts with local businesses to support the economy to recover from the impact of COVID-19. COVID-19 Special Contract Variations can:

- be for a period of up to two years from the current expiry date of the contract;

- only be applied to contracts that expire on or before 30 June 2021;

- be applied to contracts of any value; and

- only be applied to standing offer arrangements if all contractors are local businesses.

State Tender Review Committee and the Community Services Procurement Review Committee

Where procurements are valued at \$5 million and above, including procurements from a CUA, a partially exempt public authority¹ must submit:

- a procurement plan²;

- an evaluation report; and

- a contract management plan³.

to the State Tender Review Committee or the Community Services Procurement Review Committee (the latter when procuring using the *Delivering Community Services in Partnership Policy*)⁴.

Where contract variations⁵ are valued at \$5 million and above (either individually or cumulatively), a contract variation memo must be submitted to the State Tender Review Committee or the Community Services Procurement Review Committee, as applicable. This includes contract variations made to contracts established under a CUA, unless the CUA Buyers Guide says otherwise.



COVID-19 Special Contract Variations do not need to be submitted to the State Tender Review Committee or Community Services Procurement Review Committee, regardless of value.

Application to Procurements Pursuant to the Market-Led Proposals Policy

When procuring pursuant to the Market-Led Proposals p