Neil Rodaway

Chief Executive

HealthShare Victoria

Level 34, Casselden

2 Lonsdale Street

Melbourne, VIC, 3000

\***NOTE:** Copy and paste this template letter onto your organisation’s letterhead before submitting.

10 December 2020

#### Re: HSV Direction - <Category Name>

The <health service name> as the lead agency wishes to participate in collective procurement for <category name and specifics of the products or services> that has an approximate spend of <value of tender> and confirms this activity is not represented on the published HSV Confirmed Annual Sourcing Plan.

The <health service name> and listed participating health services requests that HSV issues a written direction pursuant with s132(2)(c)(i) of the *Health Services Act 1988 (*HSA*).* To support our request, we have undertaken a market risk assessment as attached.

We understand that the conduct, as proposed in the collective procurement, becomes an authorised conduct under the *Competition and Consumer Act 2010*when done pursuant to the HSV direction.

We understand a working party will be formed to ensure specific health service operational requirements are met and the procurement activity will be conducted compliant to the requirements of the HSV Health Purchasing Policies.

Following award of the tender, we undertake to provide HSV with a letter of Probity Compliance to support the direction as required pursuant to s132(2)(c)(i) of the HSA*.*

Yours sincerely,

**<Contact Name>**

<Contact Job Title>

**\*Note:** The health services that will form part of the collective procurement sourcing activity are listed in Appendix 1 and included with this letter.

Appendix 1: Collective Sourcing Direction supporting information

|  |  |  |
| --- | --- | --- |
| **Sourcing Activity Details** | | |
| Direction sought by:  *(List All Health services)* |  | |
| Lead health Service: |  | |
| Requestor’s Name: |  | |
| Requestor’s health service: |  | |
| Requestor’s email address: |  | |
| Requestor’s phone number: |  | |
| The Category and Specifics of the products/services: |  | |
| What is the proposed market engagement approach (e.g. open tender, direct negotiation): |  | |
| Estimated date to market: |  | |
| Proposed Term: |  | |
| Total Value of current spend:  *(For all Health Services)* |  | |
| **Application Checklist** | | |
| The CEO or CPO from each Health Service has formally committed in writing that they:   * Support Collective market engagement * Agree with the method of approaching the market * Agree to abide by the outcome of the sourcing | *Yes  No* | ***This does not need to be provided to HSV as part of this application****, but a HSV direction should not be sought unless full and documented agreement between Health Services has been obtained and a working party established* |
| I have checked that the event is not listed on HSVs Confirmed Annual Sourcing Plan (CASP) | Yes  No | [*https://www.HSV.org.au/tenders-and-contracts/confirmed-annual-sourcing-program/*](https://www.hpv.org.au/tenders-and-contracts/confirmed-annual-sourcing-program/) |
| A market Risk assessment has been undertaken by participating health services  (*you can attach a completed Risk assessment if preferred)* | Yes  No | *A direction should only be sought when there is a perceived risk of breaching the Competition and Consumer Act 2010 (CCA)* |
| A letter of Probity Compliance will be provided to HSV following award of the tender | Yes  No | *This is an independent review (by the CPO, a Senior Procurement Manager, Legal Services, or an external probity auditor as appropriate), to validate the integrity of the procurement outcome* |