Joe Neill

Director Procurement and Value Delivery

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: Cluster Sourcing Procurement - <Category Name>

<Health Service Name> as the lead agency wishes to participate in a procurement activity for <category name> and request that HSV designate this activity as an HSV led Cluster Sourcing activity. Having consulted various health services we understand that the entities listed in the attached appendix will be the participants to form the HSV led Cluster Sourcing activity.

We understand a Working Party will be formed to ensure specific health service operational requirements are met. Please contact <Contact Name, Title, Email> who will ensure the health services are suitably represented.

I understand that the recommended award scenario will be supported by a quorum of the Working Party, not by unanimous vote, and that by agreeing to participate in this activity all listed health services agree to support the outcome and purchase exclusively from any Agreement established arising from it.

Yours sincerely,

**<Contact Name>**

<Contact Job Title>

\***Note:** The health services who will form part of the HSV led Cluster Sourcing activity should be listed as an appendix to this letter.