# Application to access a HealthShare Vic (HSV) Collective Agreement (Contract)

**For assistance with this form, contact Catherine Bates on 03 9947 3732 or**

**c.bates@healthsharevic.org.au**

1. Legal name of health related service entity and ABN: Click here to enter text.
2. Name of HPV Collective Agreement (Contract) applying for: Click here to enter text.
3. Date application submitted to HSV: Click here to enter a date.
4. Name of most senior person authorising this application: Click here to enter name.
5. Government Funding Source (noting that entity must be in receipt of direct Victorian State Govt. funding in order to apply to access an HPV contract): Click here to enter text.
6. Estimated % of entity’s purchases under this contract that would provide a benefit to public health: Click here to enter text.
7. Addresses for all sites within the legal entity (including site names if different from legal name): Click here to enter site name & address.
8. Reason for application – practical application for this contract according to your needs: Click here to enter text.
9. Current Supplier(s) for each category of the HSV contract you are applying for:

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier name  (Please add more rows if needed) | HSV category names  (As per the Award Matrix on HSV website. Please ensure all HSV categories within this HPV contract are included here). | Is there a current written contract in place between your entity and this supplier?  (yes/no) | End date of contract  (date or N/A) |
| *E.g. Supplier x (Waste)* | *Categories 1 and 4 (General Waste and Recycling)* | *Yes* | *30/6/2018* |
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1. If there are written contracts in place (as per Q9), are there any exit clauses present? Click here to enter text.
2. Estimated current annual spend across the scope of this HSV contract: Click here to enter amount.
3. Transition planning:
   1. Any unique supply requirements (e.g. storage limitations, special delivery requirements, operational hours): Click here to enter text.
   2. How many months of stock-on-hand exists (product related contracts only)? Click here to enter text.
   3. What staff consultation/training will occur in regards to new products/services (if required): Click here to enter text.
   4. What consideration is there for staff training time for new ordering processes (for any new suppliers)? Click here to enter text..
4. Confidentiality
   1. Will the contract ‘commercial and in confidence’ data (pricing, terms) be shared within your entity in Victoria only? Click here to enter text.
   2. What are the job titles of the employees who will have access to the HSV pricing (via the HPV website, as approved by your HPV Super User)? Click here to enter text.
   3. Based on the Confidentiality Agreement that has been signed by your CEO, what measures will you put in place to ensure that the pricing data will be maintained as ‘commercial in confidence’ by each individual that has access to it? Click here to enter text.
   4. Will you load contract information into any national procurement system? Click here to enter text.
5. Obtain spend report data file(s) and email to [c.bates@healthsharevic.org.au](mailto:c.bates@healthsharevic.org.au). This spend data should be applicable to your highest spend supplier(s) as relevant to this contract application.

The data should meet the following requirements:

* + - Soft copy (e.g. excel)
    - 1 year of spend – include the date range in the title
    - 1 line for each different item including purchase price, quantity purchased and total spend
    - Supplier part numbers, Manufacturer Part numbers and/or GTINs for each item

## Application Process

* HSV acknowledgement that the application form is complete and data files are suitable for review
* HSV internal review/analysis (If the application is not approved, HSV may give feedback about any future opportunities)
* Feedback regarding the internal review may be provided; further information sharing as needed
* HSV CEO approval
* Access Deed/Updated Schedule issued to the Health Service for signature
* Access Deed/Updated Schedule signed by HSV CEO
* HSV advises all suppliers regarding your entity’s date of acceptance into the relevant HSV contract