|  |
| --- |
| Defence Logo |
| **PROBITY ADVISOR REPORT** |
|  |
|  PROJECT - [PROJECT TITLE] & [PROJECT NUMBER] |
|  |
| pROCUREMENT - [TENDER TYPE] |
| Probity advisor |  |
|  | aDVISOR NAME: |
|  | Company NAME: |

## Table of Contents

[Table of Contents 2](#_Toc509999375)

[Purpose 3](#_Toc509999376)

[Executive Summary 3](#_Toc509999377)

[Introduction 3](#_Toc509999378)

[Report 3](#_Toc509999379)

[Issues Arising 4](#_Toc509999380)

[Conclusion 4](#_Toc509999381)

**[NOTE: *Delete all guidance notes and examples prior to finalisation. This Report is to be tailored to the specifics of the Probity Services provided for the Procurement*]**

## Purpose

1. The purpose of this Probity Advisor Report is to formally outline the observations and issues expressed for project [INSERT PROJECT]. Summarise here the scope of the probity services.

## Executive Summary

1. The executive summary must give a summary of the key issues and outcomes of the probity findings, such as:
	1. Are there any outstanding probity issues;
	2. Are the recommendations of the board defensible from a probity perspective;
	3. Are there any probity impediments to the Delegate acting on the recommendations of the board;
	4. Any changes to closing time and date; and
	5. Any conflicts of interests.

[TAILOR AS APPROPRIATE]

1. Each component should appear within a numbered paragraph.

## Introduction

1. This section should give a brief outline of each the procurement process that you have observed and provided advice on. [FOR EXAMPLE – REVIEW OF TENDER DOCUMENTS, REVIEW OF EVALUATION PLAN, INDUSTRY BRIEFING, REVIEW OF PROBITY ISSUES, PARTICIPATION AT TENDER BOARDS]

## Report

1. This section must give a detailed account of the areas as defined in the Introduction, your probity findings/observations and include such things as, but not limited to:
	1. When were you engaged;
	2. The date that you given documents for probity review;
	3. Any suggested changes that were made to the documents;
	4. Detail each time Defence sought probity advice, including the situation surrounding the issue, and your response;
	5. Any risks to probity that you noticed and the mitigation strategies that you recommended;
	6. Any time that you advised Defence of a possible probity risk;
	7. Any issues seen at the Industry Briefing;
	8. A detailed recount of the convening of the Board, including
		1. The date, commencement and adjournment time;
		2. The location ;
		3. The attendees;
		4. If the board composition was in accordance with the Evaluation Plan;
		5. If conflict of interest and confidentiality deeds were signed;
		6. If any issues where discussed during the process;
		7. How the detailed assessment took place;
		8. Any advice you provided during the process;
		9. How the comparative assessment took place and the scores awarded to each registrant;
		10. Any value for money considerations
		11. Any other considerations that were discussed
	9. A detailed recount of any Board Meetings, including:
		1. The date, commencement and adjournment time;
		2. The location
		3. The attendees;
		4. The purpose of the meeting;
		5. Any information you provided to the participants;
		6. Any probity concerns that were noticed;
	10. Your opinion on whether the final version of the Registration of Interest Board Report or the Tender Evaluation Board Report was a detailed and accurate summary of the Boards deliberations, findings and recommendations

## Issues Arising

1. Use this section to detail any issues that were raised during the process. Issues can include, but are not limited to:
	1. Departures from the approved Evaluation Plan;
	2. Conflicts of interest;
	3. Changes to closing times;
	4. Any issue that could affect the defensibility of the procurement process.

[DELETE THIS SECTION IF NO ISSUES WERE RAISED]

1. Detail the advice that you provided on the issues and provide your opinion on whether the issue has affected the defensibility of the procurement process.

## Conclusion

1. In this section you must state your opinion on the defensibility of the procurement process.

|  |  |
| --- | --- |
| Name: | Date: |
| Signature: |
| Company: |
| Telephone: |
| Email: |