#

**NEGOTIATION OUTCOMES FOR AZ[NUMBER]**

|  |  |
| --- | --- |
| **Project Number** | **[Insert Here]** |
| **Project Name** | **[Insert Here]** |
| **Project Location** | **[Insert Here]** |
| **Project Sponsor** | **[Insert Here]** |
| **Pre-Tender Estimate** | **MCC – CWFP**  | **$[X.YYm]** |
| **MCC – Reimbursable Planning** | **$[X.YYm]** |
| **MCC – MF** | **$[X.YYm]** |
| **MCC – CWFD** | **$[X.YYm]** |
| **MCC – Reimbursable Delivery** | **$[X.YYm]** |
| **Negotiation Plan** | **MCC – CWFP**  | **$[X.YYm]** |
| **MCC – Reimbursable Planning** | **$[X.YYm]** |
| **MCC – MF** | **$[X.YYm]** |
| **MCC – CWFD** | **$[X.YYm]** |
| **MCC – Reimbursable Delivery** | **$[X.YYm]** |
| **Preferred Tenderer Price** | **MCC – CWFP**  | **$[X.YYm]** |
| **MCC – Reimbursale Planning** | **$[X.YYm]** |
| **MCC – MF** | **$[X.YYm]** |
| **MCC – CWFD** | **$[X.YYm]** |
| **MCC – Reimbursable Delivery** | **$[X.YYm]** |
| **Endorsement** | **Name** |  | **Position** |  |
| **Sign** |  | **Date** | [DD MMM YY] |
| **Approval** | 1. It is recommended that [POSITION TITLE]:
	1. [Agree /Not Agree] the [desirable/minimum] negotiation position has been achieved for all items
	2. [Approve/Not Approve] the release of a letter providing [INSERT REQUIRED OUTCOME]
	3. [Agree/ Not Agree] that the matters required as a condition precedent to Contract Approval have been achieved.
 |
| **Name** |  | **Position** |  |
| **Sign** |  | **Date** | [DD MMM YY] |

**NEGOTIATION OUTCOMES FOR AZ[NUMBER]**

References:

1. Negotiation Plan
2. Amendments (if any) to Negotiation Plan

### Purpose

1. This negotiation outcome report summarises the results of the [NAME OF NEGOTIATIONS].

### Background

1. This section must provide the relevant background information, including but not limited to:
	1. the project that the negotiation is supporting
	2. reference to the negotiation process and the minimum and desirable outcomes for each negotiation item.

### Summary of Negotiations

1. This section must provide a summary of the negotiations, including but not limited to:
	1. the objective of the negotiations
	2. date, time and location of negotiations
	3. name of the Tenderer
	4. if the negotiation was undertaken in accordance with the attached negotiation plan;
	5. the result of the negotiations including the total saving/cost to the Commonwealth
	6. A summary of the outcomes is to be included in Table 1.

Table : Summary of Negotiation Outcomes

| **Negotiation Point** | **Description** | **Minimum and Desirable Outcome** | **Negotiation Outcome** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

### Recommendations

1. It is recommended that [POSITION TITLE]:
	1. [Agree /Not Agree] the [desirable/minimum] negotiation position has been achieved for all items
	2. [Approve/Not Approve] the release of a letter providing [INSERT REQUIRED OUTCOME]
	3. [Agree/ Not Agree] that the matters required as a condition precedent to Contract Approval have been achieved.

Annex[es]:

1. Section 23