

1. Details of contract

(a) Commencement date		(b) Execution date	
(c) Expiry date or contract term (as varied, if applicable)			
(d) Description of goods, services, project, lease or property transfer provided for in contract. Note: Contact the Legal Office you believe that your contract does not fall into one of these categories of transactions			
(e) If the contract includes provisions under which the University is to pay for operational and/or maintenance services, provide the applicable clause and/or item numbers of the contract			
(f) Value of contract inclusive of GST, if appropriate (note: if contract provides for no specific value, provide an estimate)			
(g) If the contract contains a specific provision to vary the amount payable under the contract please provide clause/item number*			
(h) If the contract contains a specific clause providing for renegotiation of the contract, please provide the clause/item number*			
* Note: Whether or not a contract contains specific provisions dealing with variations, all contracts may be varied/renegotiated in the course of business as per normal contractual and legal processes			

2. Details of all parties that are private entities

(a) Name(s)	
(b) Business Address(es)	
(c) Are you aware of any organisation (or person), related to the party, that will be either meeting any of the party's obligations under the contract or otherwise receiving a benefit from the contract? (Yes/No)	
If you answered "yes" to question 2(c), please provide the name and business address of each other person/body, in the cells below: Note: If you have included details of more than one private entity in response to question 2(a), please specify in 2(d) which private entity the person/body is related to.	
(d) Name(s)	
(e) Business Address(es)	

3. Tender and/or due diligence information

(a) If this is a procurement contract (meaning the University pays for goods/services), did this contract go to tender? (Yes/No/NPC - Not a procurement contract)	
(b) If yes, what was the tender method? (E.g. open tender, select tender, closed tender)	
(c) What were the main criteria against which the tenders were assessed? Note: this can be provided as an attachment or, if there was a public tender process, simply provide the tender reference number	

Only complete the next section for Class 2 or Class 3 contracts.

Your contract is a “Class 2 contract” if the contract:*

*** Select all that apply**

Is a procurement contract and there was no public tender process; **or**

Is a procurement contract and either there was a public tender process but the agreed contract terms are quite different to those made public or a draft contract was not published with the tender; **or**

Provides for maintenance or operation of infrastructure or assets and the term of the contract could be ten or more years (e.g. is for 5 years with a possible extension of 5 years); **or**

Relates to a privately financed project as per the Treasury Guidelines located here:

http://www.treasury.nsw.gov.au/ppp/ppp_policy_guidelines; **or**

Involves a transfer of a significant University asset to a party in exchange for another asset.

Your contract is a “Class 3 contract” if it is a Class 2 contract of greater than \$5,000,000 in value.

Class 2 and 3 contracts only:

(d) If the contract involves one or more significant assets being transferred to the University at some time in the future for little or no cost to the University, please provide details of the transfer (or transfers) and the proposed date(s):
(e) If the contract involves one or more significant assets being transferred to the contractor at some time in the future, please provide details of the transfer (or transfers) and the proposed date(s):
(f) If you conducted a cost-benefit analysis of the contract, please provide details of the results:
(g) If you used a public sector comparator , please provide the components and quantum:
(h) If applicable, provide a summary of any information used in the contractor’s full base case financial model (for example, different prices per hour for call outs during business hours and after hours):
(i) If the contract is to undertake a construction, infrastructure or property development project, describe how risk is to be apportioned between the parties and quantified (where practicable) in net present-value terms during the construction and operational phases of a contract. Also, specify the major assumptions involved:
(j) Provide particulars as to any significant guarantees or undertakings between the parties, including any guarantees or undertakings with respect to current or future loan agreements
(k) Provide particulars of any key elements of the contract:

4. Class 3 contracts – copy required to be published

Copies of class 3 contracts must be published, subject to the redaction of any information that can be withheld in accordance with section 32. See the section “Some information requested in the form is sensitive and I do not believe it should be published. What should I do?” for more information or contact the Information Access Officer to discuss.