



Schedule 3 - Service Provider Selection Feedback Form

SCM 0035 PRE-QUALIFICATION SCHEME: ADVERTISING AND COMMUNICATIONS SERVICES

The Scheme Conditions require that all Customers using the Scheme are required to submit Feedback Forms.

At the completion of a request for quotation process, Customers will be required to:

- (a) Complete a Service Provider Selection Feedback Form for each Service Provider that completes a Request for Quote;
- (b) Provide a copy of the completed Service Provider Selection Feedback Form to the relevant Service Provider subject of the feedback;
- (c) Provide a copy to the Director Advertising & Policy, Strategic Communications, NSW Department of Premier & Cabinet. advertising@dpc.nsw.gov.au

This information will be reviewed and monitored by SC and raised with the Service Provider as appropriate for their response and action. The feedback forms will cover the Service Provider's understanding and response to requirements, costs, and overall performance.

Customers should contact Strategic Communications with any issues arising during a Request for Quotation process.

For further guidance on the requirement, Customers can refer to the Guidelines for Users.

Service Provider Details	
Service Provider Organisation	
Service Provider Contact	
Telephone	
Email	

Campaign / Program Details	
Name	
Description	
Planned commencement date	
Service Provider services required	
Proposed budget	

Feedback		
Service Provider Response	Value for Money	Overall
<i>Did the response meet the requirements of your brief?</i>	<i>Was a cost efficient solution proposed?</i>	<i>How would you describe their overall pitch performance - including communication, chemistry etc..</i>

Customer/Department Contact Details	
Customer / Government Department	
Contact	
Position Title	
Telephone	
Email	

A separate Feedback Form for each Service Provider must be completed