

# GHSH Tender – Independent Procurement Mentoring and Support Request Form

This form is to be used to engage mentoring and procurement support for the GHSH Tender

Step 1: Review the provider profiles provided in the GHSH Tender Help Guide and choose a preferred contractors (note allocation is based on contractors capacity at time request received).

Step 2: Fill in sections 1 and 2 of the form and sign on behalf of your organisation, please forward to [ghsh@facs.nsw.gov.au](mailto:ghsh@facs.nsw.gov.au)

Step 3: FACS will assess your application in line with conditions of Independent Procurement Mentoring and Support.

Step 4: FACS will respond within 2 working days by email detailing the outcome of your procurement support application and next steps.

Note: Family and Community Services (FACS) approval is required before commencement of procurement support.

## 1. Non-Government Organisation Details

Name: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

## 2. Preferred contractor:

\_\_\_\_\_

## 3. Schedule of activities

*To be discussed with consultant and provided back to FACS once agreed.*

4. Term of contract Start \_\_\_/\_\_\_/\_\_\_ Finish \_\_\_/\_\_\_/\_\_\_

## 5. Signatures:

Organisation: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Consultancy: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

FACS Office use only: Approved / Not Approved

Name and contact number	Sign and date