Sourcing communication log

Template

(Insert procurement activity and reference number)

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| --- |
| **When to use this template**  This template can be used to record ad hoc communication with suppliers during a procurement activity.  **Please delete this text box and remove any user notes before use.**  Use of this template is optional – remember to check your agency’s policies and procedures to check whether your agency has a standard template available that you are required to use.  **For more information on the *Buy Queensland* approach to procurement please visit** [www.qld.gov.au/buyqueensland](http://www.qld.gov.au/buyqueensland).  Get involved! This document is part of the Procurement Resource Centre. We would love to hear what you think, so please email your feedback to [betterprocurement@hpw.qld.gov.au](mailto:betterprocurement@hpw.qld.gov.au).  **Disclaimer**  This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency’s procurement policies and procedures, and any other relevant documents.  The Department of Housing and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention a reasonable effort will be made to correct them. |

# Sourcing communication log

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| --- | --- | --- | --- | --- |
| Date and time | Communication method | Government agency officer name and title | Contact person name and company | Description of interaction |
| [User note: the content in the below row is an example only |  |  |  |  |
| 30/01/2020, 2:00pm | Phone call | Bob Citizen, Procurement Officer | John Smith, Company XYZ | John Smith rang to confirm the closing date and time of the tender] |
| (Insert date and time) | (Insert communication method) | (Insert agency officer and title) | (Insert contact person and company) | (Insert description) |
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