SCHEDULE A: CONTRACT SCHEDULE

*The below Schedule A must be read in conjunction with the Queensland Government’s* [Standing Offer Arrangement (SOA) Conditions Version 2.0](http://www.hpw.qld.gov.au/SiteCollectionDocuments/SOAConditions.pdf), as at December 2014 available on the Queensland Government website: <https://www.forgov.qld.gov.au/>.

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| **Contract – Reference Clause Title** | **Contract Details** |
| **Arrangement Number** | No. QED-91112 |
| **Customer (school name)** |  |
| **Customer’s contact officer** | Name:  Position:  Address:  Telephone:  Email: |
| *All notices and other communication relating to the Contract are to be sent to the Customer at the details set out in this item, or any updated details that the Customer provides to the Supplier in writing.* |
| **Supplier** | Name:  ABN/ACN:  Address:  Telephone:  Facsimile:  Email:  Contact Person: |
| **Contract Commencement Date** | <<Insert date the AEA will commence>> |
| **Contract Completion Date** | <<If fixed term, Insert date if known>>  The contract will be complete on the date all obligations under the Contract have been performed. |
| **Contract Term** |  |
| **Delivery/Site (school address)** |  |
| **Delivery Period** | During the Contract Term. |
| **Goods and/or Services and Pricing** | The Goods and/or Services and Pricing in accordance with the arrangement and specified on the Order including:   1. details of goods and/or services required; 2. delivery; 3. taxes, duties or other charges; 4. milestone payments; 5. total price (inclusive or exclusive of GST); 6. timing of payment by the Customer after receipt of an invoice, if different to the payment clauses outlined in QED-91112. |
| **Approved Expenses** | There are no Approved Expenses for which the Supplier is entitled to be reimbursed under this arrangement. |
| **Project Manager** | If different to the contact officer listed above:  Name:  Telephone:  Email: |
| **Provision of the Goods and/or Services - milestones** | <<Customer to insert details or not applicable>> |
| **Provision of the Goods and/or Services - periodic or recurrent Services** | <<Customer to insert details or not applicable>> |
| **Provision of the Goods and/or Services - Customer assistance** | <<Customer to insert details or not applicable>> |
| **Performance of Key Personnel** | <<Supplier to insert details about Key Personnel responsibilities, as outlined in the Standing Offer Arrangement contract details>>  Regarding chaplaincy and student wellbeing officer services: A Form 2: Workplan must be completed to confirm these responsibilities, and be signed by the Key Personnel, Customer, Supplier and a representative of the Customer’s P&C. This does not apply to the Youth Support Coordinator Initiative. |
| **Privacy and Confidentiality** | The Supplier and Customer will be required to execute Attachment 1 - [Deed of Confidentiality, Privacy and Conflicts of Interest](https://education.qld.gov.au/student/Documents/deed-of-confidentiality-privacy-conflicts-interest.pdf), prior to commencement of services, which will be relied upon under the Contract. |
| **Notices relating to the Contract - Supplier’s address for notices** | Address:  Email:  Contact name: |
| **Complaint Management** | Complaints are to be directed to:  Contact name:  Contact phone:  Contact email: |
| **Purchase Order Reference List** | Purchase Order reference number: |
| The Customer is required to amend its Purchase Order, in consultation with the Supplier, should there be any variations to the original agreed service conditions (i.e. changes to days/hours/costs of services). |

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| ***Privacy Statement*** *-* The Principal is collecting Personal Information from the Supplier for the purpose of administering the arrangement any Contract. This Personal Information may be disclosed to Queensland Government departments or agencies, Queensland Government Bodies, Non-Government Organisations and/or Commonwealth, States or Territories, for the purpose of administering the arrangement and any Contract, or made publicly available in accordance with the requirements of the State Procurement Policy. Personal Information will not otherwise be disclosed to any other third party without consent of the Contractor, except where authorised or required by law. |

**EXECUTION BY CUSTOMER:**

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| SIGNED  this ……………… day of ……….……….……… 20……...  by:  …………………………………………………………………  Name of School Principal  in the presence of:  ……………………………………………….  Name of witness | ))))))))))))) | Signature of School Principal  Signature of witness |

**EXECUTION BY SUPPLIER:**

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| SIGNED  for and on behalf of  ……………………………………………………………………  Name of Supplier ABN/ACN:  this ……………… day of ……….……….……… 20……...  by:  ……………………………………………………………………  Name of Authorised Representative  in the presence of:  ……………………………………………………………………  Name of Witness | )))))))))))))))))) | Signature of Authorised Representative  Signature of Witness |