**Standing Offer Arrangement (SOA) Order**

|  |  |  |  |
| --- | --- | --- | --- |
| **PART A: CUSTOMER TO COMPLETE** | | | |
| Date: | |  | |
| **CUSTOMER DETAILS** | | | |
|  | | Customer name:  ABN/ACN:  Contact name:  Position:  Phone:  Email:  Address: | |
| **MATTER DETAILS** | | | |
| Matter name: | |  | |
| Customer reference: | |  | |
| Category of law: | | | |
| Major Projects | General Corporate and Commercial | | Technology & IP |
| General Property | Banking & Finance | | Complex Litigation |
| Transactional Property | Competition Law | | General Litigation |
| Planning & Environment | Taxation & Revenue | | Prosecutions & Advocacy |
| Compulsory Acquisitions | Energy & Resources | | Health Law |
| Building & Construction | Workplace & Industrial | | Public Law / General |
| Customer requirements: | | *[Customer to insert details of the requirements for the Services. Attach a separate scope of work if necessary, e.g. if there are a number of deliverables or detailed instructions.]* | |
| Key Personnel required: | |  | |
| Time for performance | |  | |
| Key milestones: | |  | |
| Contract governance requirements: | | *[Specify here any specific governance requirements in addition to those outlined in the SOA Details e.g. providing additional reports, attending meetings, escalation process for issues relating to the Contract, or any other requirements for ‘relationship management’.]* | |
| Additional information: | |  | |

|  |  |
| --- | --- |
| **PART B: SUPPLIER TO COMPLETE** | |
| Date: |  |
| **SUPPLIER DETAILS** | |
|  | Supplier name:  Contact name:  Position:  Phone:  Email:  Address: |
| Key Personnel: | Name:  Position:  Phone:  Email:  Role/key obligations:  Level of involvement: |
| Name:  Position:  Phone:  Email:  Role/key obligations:  Level of involvement: |
| Other personnel (optional): | Name:  Position:  Phone:  Email:  Role/key obligations:  Level of involvement: |
| Name:  Position:  Phone:  Email:  Role/key obligations:  Level of involvement: |

|  |  |
| --- | --- |
| **CONFLICT OF INTEREST DETAILS** | |
| Conflicts of Interest: | The Supplier has made diligent inquiry whether *[name of Supplier]* has any Conflict of Interest if *[name of Supplier]* were to provide the Services described in this SOA Order and has disclosed any Conflict of Interest below.  Disclose any Conflicts of Interest:  If a Conflict of Interest is disclosed, specify any Conflict of Interest management plan that will be put in place if the Customer wishes to engage the Supplier. |
| **AVAILABILITY** | |
| If the Supplier is unable to provide the services within the time requested, please provide an alternate timeframe. |  |
| **MATTER DETAILS** | |
| Scope of work and proposed management approach to the matter: |  |
| **PRICE DETAILS** | |
| Price (excluding GST): | *[Supplier should insert details of how it will price the matter. This should be in a form of a quote and clearly set out how the quote was arrived at. If the quote is a fixed fee matter, only complete the ‘fixed fee section’. Innovative fee arrangements are encouraged where appropriate. The maximum hourly rates are set out in the SOA Details].* |
| Assumptions: |  |
| Additional information: |  |