



Queensland Government eTendering website

Government buyer user manual Awarding Tenders

Version 2.0

July 2011

eTender Help Desk phone 07 3836 0141

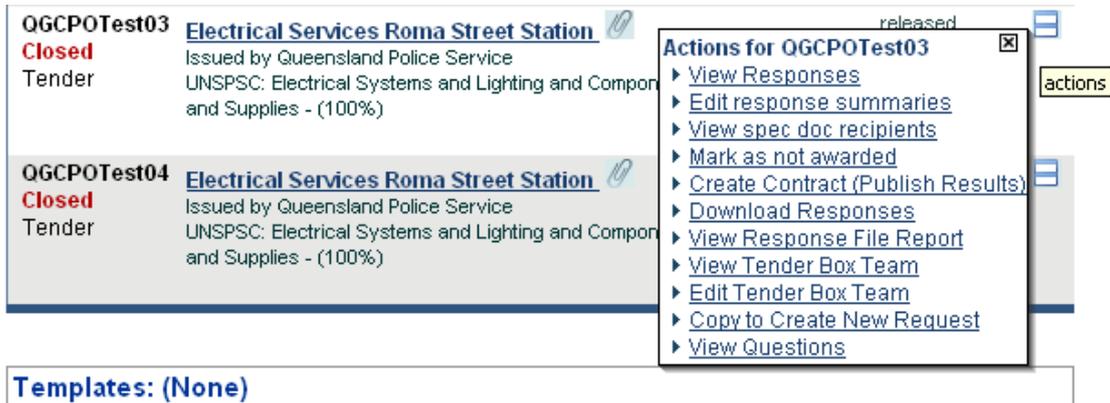
Table of contents

| | | |
|-------|---|----|
| 1.0 | Awarding tenders | 1 |
| 1.1 | Viewing tender responses | 1 |
| 1.2 | Awarding a tender – creating contracts and publishing results | 3 |
| 1.3 | Field Names and Descriptions for the Create Contract from Tender page . | 4 |
| 1.4 | Create Contract from Tender page | 6 |
| 1.4.1 | Contract Delivery Point Section | 8 |
| 1.4.2 | Contact Person Section | 9 |
| 1.4.3 | Contract 10000000+ Section | 11 |
| 1.4.4 | Name of Contractor Section | 15 |
| 1.4.5 | Select Additional Contractors | 16 |

1.0 Awarding tenders

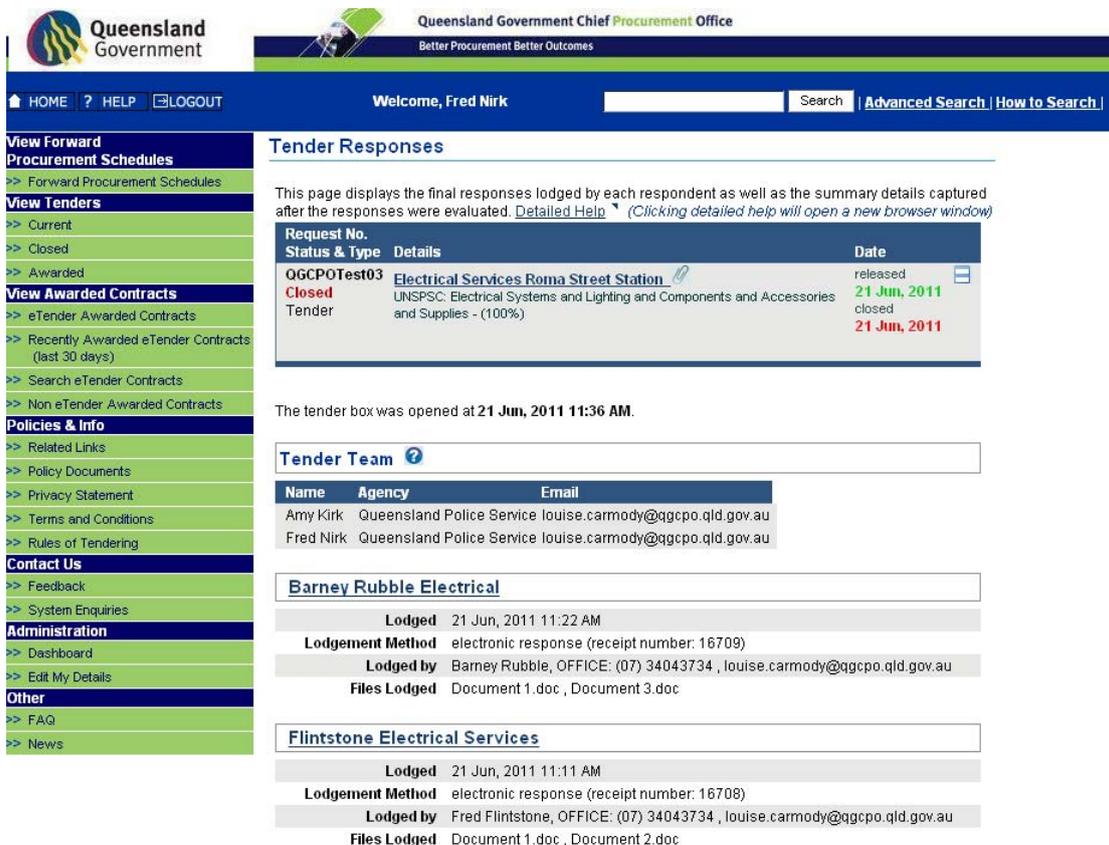
1.1 Viewing tender responses

You can view the tender responses by clicking on the actions icon  on the right-hand of the tender next to the closing date and choosing 'View Responses' from the dropdown menu.



The screenshot shows two tender entries, both titled 'Electrical Services Roma Street Station' and issued by Queensland Police Service. The first entry, OGCPOTest03, is marked as 'Closed' and 'released'. An 'actions' icon is visible to its right. A dropdown menu is open, listing the following actions: View Responses, Edit response summaries, View spec doc recipients, Mark as not awarded, Create Contract (Publish Results), Download Responses, View Response File Report, View Tender Box Team, Edit Tender Box Team, Copy to Create New Request, and View Questions. Below the tender list, a 'Templates: (None)' box is visible.

You will be presented with the following screen showing you the tenderers that have lodged a response in regard to your tender. To look at further detailed information regarding a response, click on the link to it.



The screenshot displays the 'Tender Responses' page on the Queensland Government eTendering website. The page header includes the Queensland Government logo and the Queensland Government Chief Procurement Office. The navigation bar shows 'HOME', 'HELP', and 'LOGOUT'. The main content area is titled 'Tender Responses' and contains a table of responses for request OGCPOTest03, 'Electrical Services Roma Street Station'. The table shows the response was lodged on 21 Jun, 2011 at 11:22 AM. Below the table, there is a 'Tender Team' section listing Amy Kirk and Fred Nirk, and a 'Barney Rubble Electrical' section detailing the lodgement method and files. A 'Flintstone Electrical Services' section is also visible at the bottom.

| Request No. | Status & Type | Details | Date |
|-------------|---------------|---|--|
| OGCPOTest03 | Closed | Electrical Services Roma Street Station UNSPSC: Electrical Systems and Lighting and Components and Accessories and Supplies - (100%) | released 21 Jun, 2011 closed 21 Jun, 2011 |

The tender box was opened at 21 Jun, 2011 11:36 AM.

| Name | Agency | Email |
|-----------|---------------------------|---------------------------------|
| Amy Kirk | Queensland Police Service | louise.carmody@ggcpo.qld.gov.au |
| Fred Nirk | Queensland Police Service | louise.carmody@ggcpo.qld.gov.au |

Barney Rubble Electrical

| | |
|-------------------------|--|
| Lodged | 21 Jun, 2011 11:22 AM |
| Lodgement Method | electronic response (receipt number: 16709) |
| Lodged by | Barney Rubble, OFFICE: (07) 34043734 , louise.carmody@ggcpo.qld.gov.au |
| Files Lodged | Document 1.doc , Document 3.doc |

Flintstone Electrical Services

| | |
|-------------------------|--|
| Lodged | 21 Jun, 2011 11:11 AM |
| Lodgement Method | electronic response (receipt number: 16708) |
| Lodged by | Fred Flintstone, OFFICE: (07) 34043734 , louise.carmody@ggcpo.qld.gov.au |
| Files Lodged | Document 1.doc , Document 2.doc |

You will be presented with the following screen showing further in-depth detail regarding your respondent. Clicking the 'Back' button on web browser's menu bar will take you back to the previous page.

The screenshot displays the Queensland Government Chief Procurement Office website. The header includes the Queensland Government logo and the slogan "Better Procurement Better Outcomes". The user is logged in as "Fred Nirk". The main content area is titled "Details of Barney Rubble Electrical" and lists the following information:

- Name:** Barney Rubble Electrical
- Legal Name:** Barney Rubble Electrical
- ABN:** 12345678910
- Primary Contact:** Barney Rubble 0
- Head Office:** Head Office

Below this information are two expandable sections: "People" and "Offices". The "People" section shows "Barney Rubble". The "Offices" section shows "Head Office" at "Level 15, Mineral House, 41 George St, Brisbane".

The left sidebar contains a navigation menu with the following categories:

- View Forward Procurement Schedules**
 - >> Forward Procurement Schedules
- View Tenders**
 - >> Current
 - >> Closed
 - >> Awarded
- View Awarded Contracts**
 - >> eTender Awarded Contracts
 - >> Recently Awarded eTender Contracts (last 30 days)
 - >> Search eTender Contracts
 - >> Non eTender Awarded Contracts
- Policies & Info**
 - >> Related Links
 - >> Policy Documents
 - >> Privacy Statement
 - >> Terms and Conditions
 - >> Rules of Tendering
- Contact Us**
 - >> Feedback
 - >> System Enquiries
- Administration**
 - >> Dashboard
 - >> Edit My Details
- Other**
 - >> FAQ
 - >> News

1.2 Awarding a tender – creating contracts and publishing results

To award your tender, you first need to locate the tender you wish to award. Hover over the actions icon next to the tender and select 'Create Contract (Publish Results)' from the dropdown menu.

The screenshot shows a table of tenders. Two entries are visible, both titled 'Electrical Services Roma Street Station' and issued by 'Queensland Police Service'. The first entry is 'QGCPOTest03' and the second is 'QGCPOTest04'. Both are marked as 'Closed Tender'. To the right of the first entry, a dropdown menu titled 'Actions for QGCPOTest03' is open, listing several options: View Responses, Edit response summaries, View spec doc recipients, Mark as not awarded, Create Contract (Publish Results), Download Responses, View Response File Report, View Tender Box Team, Edit Tender Box Team, Copy to Create New Request, and View Questions. A label 'actions' points to the dropdown menu.

Below the tender list, there is a section labeled 'Templates: (None)'.

You will be presented with the 'Create Contract from Tender' screen.

The screenshot shows the 'Create Contract from Tender' screen. The header includes the Queensland Government logo and the Queensland Government Chief Procurement Office. The user is logged in as 'Fred Nirk'. The page title is 'Create Contract from Tender'. The main content area contains a form for creating a contract listing. The form includes the following fields and options:

- Agency:** Queensland Police Service
- Reference Number:** QGCPOTest03
- Type Of Work:** Radio buttons for 'Works' and 'Goods & Services' (selected).
- Title:** Electrical Services Roma Street Station
- Description:** A rich text editor containing the text 'QGCPOTest03 - Electrical Services Roma Street Station'.
- ICT Tender:** Radio buttons for 'Yes' and 'No' (selected).
- UNSPSC 1:** A dropdown menu with '39000000' selected, a percentage field set to '100%', and an 'Add/Edit' button.
- UNSPSC 2:** An empty dropdown menu, a percentage field, and an 'Add/Edit' button.
- UNSPSC 3:** An empty dropdown menu, a percentage field, and an 'Add/Edit' button.

The left sidebar contains navigation links for 'View Forward Procurement Schedules', 'View Tenders', 'View Awarded Contracts', 'Policies & Info', 'Contact Us', 'Administration', and 'Other'.

1.3 *Field Names and Descriptions for the Create Contract from Tender page*

| Field name | Description | Mandatory |
|----------------------------|---|----------------------|
| Public Authority | This will default to your high-level department or agency based on your login details. | Already filled in |
| Reference Number | This is the unique tender reference number. | Already filled in |
| Type of Work | Can be either 'Works' or 'Goods & Services', please choose from the radio buttons – it will already be filled in for you. | Yes |
| Agency Unit | This will default to your agency or business unit based on your login details. | Already filled in |
| Title | This is the title of the contract (from the tender) and will already be filled in for you – you can always change this if required | Yes |
| Description | This is a description of the contract. It will already be filled in for you (from the tender information). You can amend this description as required. You are provided with a number of formatting options for this field including the ability to cut and paste information. | Yes |
| ICT Tender | This field is for Information Communication Technology contracts. This will already be filled in for you from the tender information. Please choose either 'Yes' or 'No'. | Yes |
| UNSPSC | This field refers to the United Nations Standard Products and Services Coding System used by the Queensland Government eTender website. It is an international coding system used to classify goods and services. Please see the "Government Buyer User Manual – Create Tender" for further information on the use of the UNSPSC categories. This field/s will already be filled in for you from the tender information. | Yes, first one only. |
| Contract Delivery Point | This refers to the map of the location of your contract. It will already be filled in for you from the tender information. | Yes |
| Closing Date | The closing date of the contract. | Yes |
| Procurement Method | You can choose from the following: Limited offer process – is a procurement method where the agency invites a supplier/s of its choice to offer Selective offer process – is a procurement method where suppliers that have met pre-established criteria are invited to offer Open offer process – is a procurement method where all interested suppliers may submit an offer. If you select "limited offer process" or "selective offer process", another dropdown list appears called "Source of Offeror/Tenderer". | Yes |
| Source of Offeror/Tenderer | This dropdown list will appear if you have selected "limited offer process" or "selective offer process" from Procurement Method. The following dropdown list of options is displayed: All eligible offerors/tenderers under the Prequalification (PQC) System A selected number of offerors/tenderers under the Prequalification (PQC) System A single offeror/tenderer under the Prequalification | No |

| Field name | Description | Mandatory |
|-----------------------------|--|-----------|
| | (PQC) System Prequalified supplier list Standing offer arrangement Multi stage selection process Other | |
| Period Contract | A period contract is an ongoing contract, typically a standing offer arrangement which will generally have a minimum period of 12 months. When this field is checked, the 'Final Expiry Date' field becomes mandatory. | No |
| Total Value of the Contract | This is the total value of the contract and is usually GST inclusive. You are also asked to indicate if this is an estimate or fixed price. Please note: if your contract value is 10,000,000 or more, another section will be displayed. | Yes |
| Award Date | This is the award date of the contract. | Yes |
| Commencement Date | This is the commencement date of the contract. | No |
| Initial Expiry Date | This is the initial expiry date of the contract. | No |
| Final Expiry Date | This is the final expiry date of the contract, if all extension options are exercise. This field is only mandatory when Period Contract is ticked. | No |
| Comments | This field is used for any comments you wish to make regarding your contract. | No |
| Number of Offers/Tenders | This field is the number of submissions made or responses received. It will be automatically filled in for you from the tender information. | No |
| Contact | This is the contact person provided for the contract. It will automatically be filled in for you (from the tender information). You may change this contact person by clicking the "Change Person" button. | Yes |

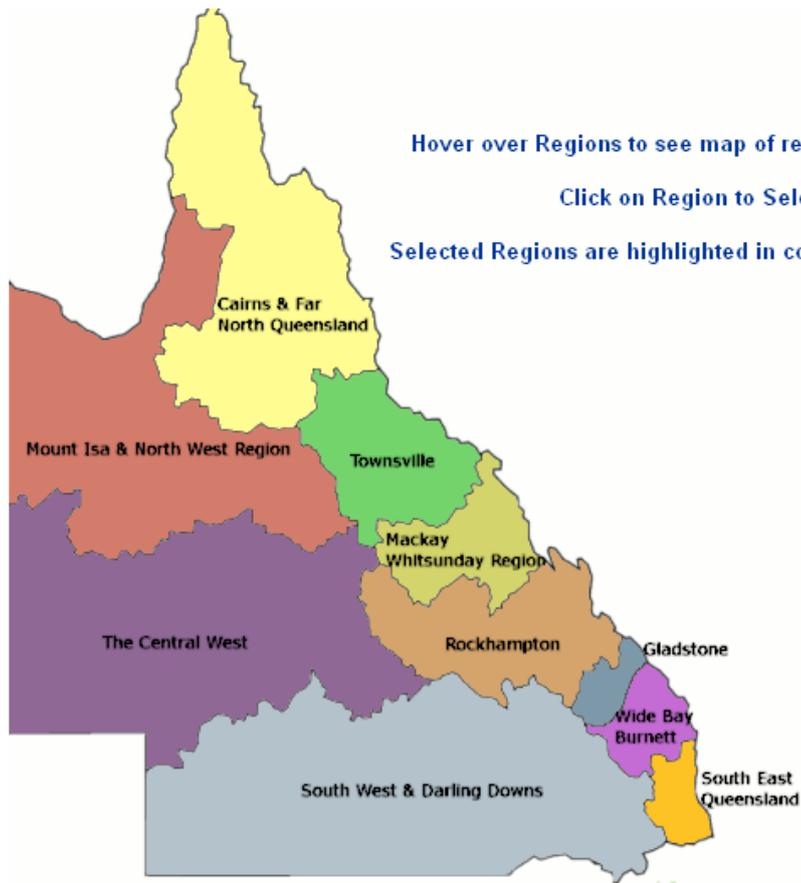
1.4 Create Contract from Tender page

The top section of the Create Contract from Tender form will be automatically filled in for you from the details that you entered into the tender. Please note: fields marked with '*' are mandatory and require an 'entry'.

Create Contract from Tender

This page is used to create listings for newly awarded Government contracts to appear on the site. If the contract is the result of a tender, then rather create the contract from the closed tender. [Detailed Help](#) [^]
(Clicking detailed help will open a new browser window)

| | | | |
|-------------------------|---|------------------------------------|---|
| Public Authority | Department of Public Works | | |
| Reference Number | QGCPOTest04 | | |
| Type Of Work* | <input type="radio"/> Works <input checked="" type="radio"/> Goods & Services | | |
| Agency Unit | Queensland Government Chief Procurement Office | | |
| Title* | <input type="text" value="QGCPOTest04 - Electrical Services for Mineral House"/> | | |
| Description* | <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Style ▼ ✂ 📄 📁 📧 🔍 B I U</div><div style="padding: 5px;">QGCPOTest04 - Electrical Services for Mineral House</div></div> | | |
| ICT Tender* | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |
| UNSPSC 1* | <input type="text" value="72102200"/> | <input type="text" value="100"/> % | <input type="button" value="Add/Edit"/> |
| 2 | <input type="text"/> | <input type="text"/> % | <input type="button" value="Add/Edit"/> |
| 3 | <input type="text"/> | <input type="text"/> % | <input type="button" value="Add/Edit"/> |



Contract Delivery Point *

- State Wide
- Cairns & Far North Queensland
- Mount Isa & North West Region
- The Central West
- South West & Darling Downs
- Townsville
- Mackay Whitsunday Region
- Rockhampton
- Gladstone
- Wide Bay Burnett
- South East Queensland
- Interstate
- International

1.4.1 Contract Delivery Point Section

Scroll down the screen past the 'Contract Delivery Point' section and fill in the required fields.

Contract Delivery Point *

State Wide

Cairns & Far North Queensland Rockhampton

Gladstone

Mount Isa & North West Region Wide Bay Burnett

South East Queensland

The Central West

South West & Darling Downs **Interstate**

Townsville **International**

Mackay Whitsunday Region

Closing Date *  

 **Procurement Method *** limited offer process 

Source of Offeror/Tenderer Other 

Period Contract

Total Value of the Contract * \$ Estimate Fixed Price

Award Date *  

Commencement Date  

Initial Expiry Date  

Final Expiry Date *  

Comments

Number of Offers/Tenders

Contact Fred Carmody of Queensland Government Chief Procurement Office

Please note: if the Total Value of the contract is 10,000,000 or more a new section will be displayed after the contact person section.

1.4.2 Contact Person Section

If you want to change the contact person, click the change person button and you will be presented with the following Contact Search and Other Details sections on the screen.

Contact Please select or search for a Contact for this Contract below.

Contact Search

Business Name or ABN

First Name

Last Name

Email Address

Other Details - (Add a Contact who is not a registered user of the system)

Name

Position

Email Address

Phone () -

Fax () -

Mobile

Contact Type

If you want to change the contact person to another person that is listed on the system, please use the Contact Search. You can search by Business Name or ABN, First Name, Last Name and Email Address or a combination of these. When you have found the person you wish to use as the contract contact, please choose the "Select" button to select the person.

Contact Search

Business Name or ABN

First Name

Last Name

Email Address

Dorris Day (louise.carmody@ggcpo.qld.gov.au) OFFICE: (07) 34043734 of Queensland Government Chief Procurement Office Level 15, Mineral House, 41 George St, Brisbane

If you wish to add a contact that is not on the system, please use the “Other Details” section. You can enter their contact details as required. The contact person can be either a Technical or Contractual contact. When you have finished, please select the “Add Other Contact” button.

| Other Details - (Add a Contact who is not a registered user of the system) | |
|---|--|
| Name | <input type="text" value="James Smith"/> |
| Position | <input type="text" value="Manager"/> |
| Email Address | <input type="text" value="james.smith@ggcpo.qld.gov.au"/> |
| Phone | <input type="text" value="PHONE"/> <input type="text" value="61"/> (<input type="text" value="07"/>) - <input type="text" value="34043734"/> |
| Fax | <input type="text" value="FAX"/> <input type="text" value="61"/> (<input type="text" value="07"/>) - <input type="text" value="32247921"/> |
| Mobile | <input type="text"/> |
| Contact Type | <input type="text" value="Technical"/> |
| <input type="button" value="Add Other Contact"/> | |

1.4.3 Contract 10000000+ Section

The Contract 10000000+ section is displayed for you to fill in if the Total Value of the contract is 10,000,000 or more. This section will automatically appear when 10,000,000 or more is entered into the Total value of contract field.

The following is a description of the field requirements for the fields in this section:

| Field Name | Description | Field Type | Mandatory |
|---|--|---------------|-----------|
| Number of offers sought | <p>For a limited or selective procurement method, please insert the total number of suppliers / contractors approached to offer / tender.</p> <p>For an open procurement method, please insert 'open market'.</p> <p>For building construction projects where the PQC system is used to invite all prequalified offerors/ tenderers, please insert 'all eligible PQC'.</p> <p>This text field will accept up to 25 characters.</p> | Text | No |
| Evaluation Criteria and weightings | <p>Please enter your evaluation criteria and weightings.</p> <p><u>This text box will accept up to 500 characters.</u> A message will be displayed when you have reached the 500 character limit and the text will cut off at that limit.</p> | Text | No |
| Is this a multi-stage form of contract? | <p>You are required to answer either "Yes" or "No" to Is this a multi-stage form of contract? If you answer "Yes", another question is displayed as follows "Is this the first stage of the contract?"</p> <p>You will also see a note as follows:</p> <p>NOTE: If this contract represents the first stage, this must be noted and this record should be updated upon award of subsequent related contracts.</p> | Radio Buttons | No |
| Is this the first stage of the contract? | <p>You will only have be asked this question if you have answered "Yes" to the previous question. Please answer either "Yes" or "No" to Is this the first stage of the contract? If you answer "No" a text box will appear. The above note will also be displayed.</p> | Radio Buttons | No |
| If you answered 'No', please include the reference numbers for linked contracts | <p>If you have answered 'No' to the previous question, this text box will appear. Please include the reference numbers for the linked contracts.</p> <p><u>This text box will accept up to 100 characters.</u> When you have reached the 100 character limit, a message will be displayed indicating this and the text will cut off at that limit.</p> | Text | No |
| Form of Contract | <p>This field is driven from the Type of Work field and your choice of either "Works" or "Goods & Services". If you have chosen "Works", the following list will appear:</p> <ul style="list-style-type: none"> Construct only Design and construct Design construct and maintain Design construct maintain and operate Managing contractor | Dropdown list | No |

| | | | |
|--|--|------|----|
| | <p>Managing contractor with maintenance Early contract involvement Alliance Public Private Partnership Other</p> <p>If you have chosen “Goods & Services”, the following list will appear for you to choose from: Conventional contract (one off procurement) Standing offer arrangement Panel arrangement Other</p> <p>If you choose “Other” from either of these dropdown lists, a text box will be displayed asking you to “Please describe the form of contract used.”.</p> | | |
| Please describe the form of contract used. | <p>This text box is only displayed if you have chosen “Other” from the dropdown list options for “Form of Contract”.</p> <p><u>This text box will accept up to 100 characters. When it has reached this limit a message will be displayed indicating that you have reached the limit and your text will be cut off.</u></p> | Text | No |
| Deliverables | <p>Please provide a broad description of the deliverables resulting from the procurement. For example, if the procurement is for services procurement like a large scale ICT system, include deliverables to be provided by the supplier under the contract, such as development of the system, provision of training and training materials.</p> <p>If the procurement is for building construction procurement, examples of deliverables could simply be design and construct; or construct only.</p> <p><u>This text box will accept up to 500 characters. When it has reached this limit a message will be displayed indicating that you have reached the limit and your text will be cut off.</u></p> | Text | No |
| Contract Milestones | <p>Please insert milestones included in the contract such as completion of certain stages of work by certain dates.</p> <p><i>Note where milestones are subject to change during a project, in accordance with the relevant contract.</i></p> <p><u>This text box will accept up to 500 characters. When it has reached this limit a message will be displayed indicating that you have reached the limit and your text will be cut off.</u></p> | Text | No |
| Contract performance management | <p>List the performance management mechanisms in the contract. For example:</p> <ul style="list-style-type: none"> • Key Performance Indicators (KPIs) • Completion of performance reports • Other performance management or review requirements <p>If specific KPIs are not included in the contract, note other performance mechanisms included in the contract, eg performance reports, or site visits, client meetings etc.</p> | Text | No |

| | | | |
|--------------------------|--|------|----|
| | <p>For building projects without specific KPIs, identify 'successful completion of the project in accordance with the contract'</p> <p><u>This text box will accept up to 500 characters.</u> When it has reached this limit a message will be displayed indicating that you have reached the limit and your text will be cut off.</p> | | |
| Reason for Non-Reporting | <p>Please state the reasons for the non-completion of any sections within this form in the relevant section.</p> <p>For example, certain matters may not be relevant or certain information or documents may be need to be withheld to maintain confidentiality (for example where the obligation of confidence arises as a contractual requirement, under specific legislation or otherwise at law). Contract provisions are not to be used as a means to avoid publication of information which should otherwise be disclosed.</p> <p>Agencies should be aware that commercial sensitivities may not be acceptable grounds for not publishing contract details or elements of contract details. Disclosure should be consistent with the <i>Right to Information Act 2009</i> and the <i>Information Privacy Act 2009</i>.</p> <p>Where there is uncertainty about the disclosure of information as required by these guidelines, please seek appropriate right to information, privacy and/or legal advice.</p> <p>Please provide any other relevant comments in the space provided.</p> <p><u>This text box will accept up to 500 characters.</u> When it has reached this limit a message will be displayed indicating that you have reached the limit and your text will be cut off.</p> | Text | No |

Contract 1000000+ Form

Contract \$1000000+

[? Numbers of offers sought](#)

Evaluation criteria and weightings

Is this a multi-stage form of contract?
 Yes
 No

Is this the first stage of the contract?
 Yes
 No

NOTE: If this contract represents the first stage, this must be noted and this record should be updated upon award of subsequent related contracts

If you answered 'No', please include the reference numbers for linked contracts

Form of Contract

Please describe the form of contract used.

[? Deliverables](#)

[? Contract Milestones](#)

[? Contract performance management](#)

[? Reason for Non-Reporting](#)

1.4.4 Name of Contractor Section

Scroll further down the screen to the 'Name of Contractor' section.

Click on the check box next to the supplier/s that you wish to make the contract with and fill in the associated details such as the 'Price', 'Supplier Location', 'Local Regional Business' and 'Business Size'. You may make any comments regarding the chosen supplier in the comments field.

Supplier Location – this is the physical address of the supplier. If the supplier has multiple branches, it is the branch that actually submitted the tender response.

Business Size – this is how large a business is according to the below definitions:

- Small – 19 or less employees
- Medium – between 20-199 employees
- Large – 200 or more employees

| Name of Contractor | |
|------------------------------------|---|
| Respondent Contractors | |
| <input type="checkbox"/> | Fred Flintstone Electrical Services 145 Mighty Way, Brisbane, QLD, Australia, 4000 |
| Price: | <input type="text"/> |
| Comments: | <input type="text"/> |
| ? Statistical Data | |
| Supplier Location: | <input type="text"/> |
| ? Business Size: | <input type="text"/> |
| <input type="checkbox"/> | Joe Bloggs Electrical Services 23 Seedy Way, Brisbane, QLD, Australia, 4000 |
| Price: | <input type="text"/> |
| Comments: | <input type="text"/> |
| ? Statistical Data | |
| Supplier Location: | <input type="text"/> |
| ? Business Size: | <input type="text"/> |

1.4.5 Select Additional Contractors

If you need to select Additional Contractors, you will need to either search for the contractors already on the system by performing the Contractor Search. You can search by Business Name or ABN, First Name, Last Name, Email Address or a combination of these.

If the contractor is not on the system, you can add them through the Add non-registered contractor (supplier) details section. You must fill in the fields with the asterisk beside them. When you have finished entering data into these fields, please click the “Add non-registered contractor” button.

Tip!! – When you enter the ABN in the ABN field, please remember to not include any spaces in your entry. If you don't know the ABN number, just leave the field blank.

Selected Additional Contractors
No contractors selected.

Contractor Search
Business Name or ABN
First Name
Last Name
Email Address

Add non-registered contractor (supplier) details
Business Name: *
ABN:
Address: *

City: *
State/Province: *
Country: *
Postcode: *
Phone Number:

When you have entered a non-registered contractor, you will get the following section. Here you are able to Edit the non-registered contractor details if required by clicking the Edit Icon . You can also delete the non-registered contractor by clicking the delete option (the white cross in the red circle).

You may wish to enter the non-registered contractor's price and any comments you have plus provide their location and business size.

| Selected Additional Contractors | | |
|---|----------------------------------|--|
|   (Non-Registered Contractor) | Joe Bloggs Electrical | 34 Merry Way, Brisbane, QLD, 4000, Australia |
| Price: | <input type="text" value="0.0"/> | |
| Comments: | <input type="text"/> | |
|  <u>Statistical Data</u> | | |
| Supplier Location: | <input type="text"/> | |
|  <u>Business Size:</u> | <input type="text"/> | |

When complete, scroll to the end of the screen and click 'Next Page'.

You will be presented with the following screen allowing you to attach additional contract related documents for public access and viewing. If you wish to attach a document, browse to locate the document.

When complete, click the 'Create this Contract' button.

The screenshot displays the Queensland Government eTendering website interface. At the top left is the Queensland Government logo. The header includes the text 'Queensland Government Chief Procurement Office' and 'Better Procurement Better Outcomes'. A navigation bar contains 'HOME', 'HELP', and 'LOGOUT' links, along with a user greeting 'Welcome, Fred Nirk', a search box, and links for 'Advanced Search' and 'How to Search'. A left-hand menu lists various sections: 'View Forward Procurement Schedules', 'View Tenders', 'View Awarded Contracts', 'Policies & Info', 'Contact Us', 'Administration', and 'Other'. The main content area is titled 'New Contract - Attached Documents' and contains the following text: 'This page allows you to upload the contract and KPI documents corresponding to a tender.' Below this text are two sections: 'Attach Contract Document' and 'Attach Spare Document'. Each section has a radio button for 'Attach a document to this contract:' followed by a text input field and a 'Browse...' button, and another radio button for 'Leave as is'. At the bottom of the form are 'Create this Contract' and 'Back' buttons.

You will be presented with the following screen indicating that your contract has been created. Click on the contract link to go to the contract details.

The screenshot displays the Queensland Government Chief Procurement Office website. The header includes the Queensland Government logo and the text "Queensland Government Chief Procurement Office" with the tagline "Better Procurement Better Outcomes". A navigation bar contains links for HOME, HELP, and LOGOUT, along with a user greeting "Welcome, Fred Nirk" and a search box. A left-hand menu lists various categories such as "View Forward Procurement Schedules", "View Tenders", "View Awarded Contracts", "Policies & Info", "Contact Us", "Administration", and "Other". The main content area features a heading "Contract Electrical Services Roma Street Station Created" and a message: "The contract [Electrical Services Roma Street Station \(QGCP0Test03\)](#) has been created."