**Legislation and Related Services Order (LRSO)**

**Part A – for Participating Agency (client) to complete all applicable sections and for Supplier’s signature**

*The Participating Agency (‘the Agency’)**will complete Part A and email the entire form to the Supplier. The Agency may attach extra information to this LRSO.*

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| **This Legislation and Related Services Order (‘LRSO’) is subject to, and forms part of, the Services Agreement relating to Legislation Services for legislative drafting and related support services between the Supplier and the Parliamentary Counsel Office dated November 2022.** |
| **A.1 Agency information:**  |
| **Date** |  |
| **Agency name** |  |
| **Agency team** |  |
| **Key contact (name and job title)**  |  |
| **Key contact email/phone/s**  |  |
| **Agency reference \***  |  |
| **Matter name**  |  |
| **Service area \*\*** |  |
| *\*Eg job reference or Purchase Order number. \*\*See table on final page for service areas*  |

| **A.2 Supplier information** |
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| **Supplier name** |  |
| **Specified Supplier \* (Nominated personnel)** |  |
| *\*If supplier is not an individual (i.e. a firm) this must record the named individual providing the service* |

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| **A.3 Signatures** |
| [Agency] |  [Supplier] |
|  |  |
| [Title] | [Supplier title] |
| Date: | Date: |

| **A.4 Purpose and any background information** |
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| **A.5 Specific questions / instructions for Provider / skill requirements** |
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| **A.6 Additional Information eg risks to Agency; extra contact information; Health & Safety issues** |
| [Use this section for any specific requirements, eg security, health or other policies and procedures, confidentiality requirements etc. Specify any requested Key Provider Offerings, Unique Provider Offerings, and/or Value Added Services.] |
| **A.7 Timeframe / Deadline** |
| [Include any applicable Milestones. If appropriate, state the completion date for this LRSO and whether the Participating Agency may end it before the completion date by giving notice.] |

**Part B – for Supplier to complete (*and agency to confirm acceptance)***

*The Supplier will complete Part B and email the form to the Agency. The Agency can then confirm acceptance by sending an email to the Supplier and writing ‘Accepted’ in the subject line and/or body of the email.*

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| **Provider key contact name**  |  |
| **Key contact job title**  |  |
| **Key contact email / phones** |  |
| **B.1 Can you confirm that you or (Nominated Personnel, if any) is available to provide the Services?** | **Yes □ No □** |
| **B.2 Can you confirm that the timeframe / deadline is acceptable?** | **Yes □ No □** |
| **B.3 Conflict of Interest declaration** |
| I, [*name of Supplier*] have made diligent inquiry whether the Supplier has any actual, potential or perceived Conflict of Interest if the Supplier were to provide the Services described in this LRSO. I have disclosed any actual, potential or perceived Conflict of Interest below. Disclose any and all actual, potential or perceived Conflicts of Interest: |
| **B.4 Conflict of Interest Management Plan** |
| Where an actual, potential or perceived Conflict of Interest has been disclosed and the Agency wishes to engage the Supplier, the Supplier has put the following Conflict of Interest Management Plan in place:By entering this LRSO the parties agree that the Management Plan described above is an appropriate course of action to manage the disclosed conflict and that the Supplier will follow the Management Plan. |

| **B.5 Estimate / Quote** |
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|  |  |  |
| --- | --- | --- |
| Fee (excluding GST) | $ | $ |
| Expenses (including disbursements, if applicable) | $ | $ |
| Total | $ | $ |
| State if the Total is an estimate, fixed fee/quote, capped fee, done under a retainer etc.  |  |  |

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| **B.6 Assumptions** |
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| **B.7 Additional Information** |
| *[Eg include the details of any Key Supplier Offerings, Unique Supplier Offerings and/or Value Added Services that apply and how / if they will impact the Estimate / Quote offered above.]* |

**Part C – Variations to Part A: to be completed by the Agency**

**Leave blank when issuing LRSO:** *The Agency will complete Part C if it wishes to change any details in Part A. Please include all details of the variation in this Part C and do not change Part A.*

| **C.1 Revised scope and/or timeframe / deadline and/or completion date etc.** |
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**Part D – Variations to Part B: to be completed by the Supplier (*and agency to confirm acceptance)***

**Leave BLANK****when issuing LRSO.** *The Supplier will complete Part D if it receives a Part C Variation from the Agency* *and email the completed form back to the Agency. The Agency can then confirm acceptance of the LRSO, as varied, by sending an email to the Supplier and writing ‘Accepted’ in the subject line and/or body of the email.*

| **D.1 Revised Estimate / Quote** |
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|  |  |  |
| --- | --- | --- |
| Revised Fee (excluding GST) | $ | $ |
| Expenses (including disbursements, if applicable) | $ | $ |
| Total | $ | $ |
| State if the Total is an estimate, fixed fee/quote, capped fee, done under a retainer etc. |  |

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| **D.2 Assumptions** |
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| **D.3 Additional Information** |
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| *[Eg include the details of any Key Supplier Offerings, Unique Supplier Offering, Value Added Services that apply and if / how they will impact the Estimate / Quote offered above.]* |

**Table1: Service Area**

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| 1. **Legislative drafting services**
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| 1. Legislative drafting and review services for PCO. This service may include drafting or reviewing draft legislation in accordance with PCO’s standards for high quality legislation, assisting in developing standard provisions, and work for PCO’s Pacific desk (providing legislative assistance to Pacific Nations).
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| 1. Legislative drafting and review services for Participating Agencies. This service may include drafting or reviewing draft legislation in accordance with PCO standards for high-quality legislation and/or requirements specified by the Participating Agency.
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| 1. **Related services**
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| 1. Legislation design and delivery advice and support. This service may include advice to PCO or Participating Agencies on the development of legislation (including design and process), the preparation or review of drafting instructions, advice and comment on draft legislation, and services relating to developing, making, and publishing legislation.
 |
| 1. Legislative stewardship. This service may include contributing to PCO or Participating Agency projects that promote high-quality legislation that is easy to find, use, and understand (for example, delivering training for and assistance to drafters, projects to improve accessibility of legislation on agency websites, and projects relating to delivery of dual language legislation).
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