Negotiation Report

|  |  |
| --- | --- |
| RFx: [Number] – [Name] | |
| Document number: [TRIM Record Number] | Date: Thursday, June 21, 2018 |

Contact details

|  |  |
| --- | --- |
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# Introduction

## Objective

The purpose of this post negotiation review is to document the outcomes of the negotiations for [RFx # and Name] and analyse areas for potential improvements for future negotiations.

## Contract information and parties

|  |  |
| --- | --- |
| RFx/Contract Number |  |
| RFx/Contract Name |  |
| Organisations planned to take part in the negotiations |  |

## Participants and authority

### NSW Procurement

NSW Procurement was represented by the following participants.

|  |  |  |
| --- | --- | --- |
| Name | Title | Role |
| Name | Job Title, Organisation | Chief Negotiator |
| Name | Job Title, Organisation | Secretariat |
| Name | Job Title, Organisation | Observer |

### Supplier

The supplier was represented by the following participants

|  |  |  |
| --- | --- | --- |
| Name | Title | Role (if known) |
| Name | Job Title, Organisation | Chief Negotiator |
| Name | Job Title, Organisation | Secretariat |
| Name | Job Title, Organisation | Observer |

## Location and duration

Logistics for the negotiations were as follows.

|  |  |
| --- | --- |
| Location of negotiations |  |
| Negotiation start date |  |
| Negotiation end date |  |
| Number of meetings |  |
| Date of meetings |  |

## Probity

Were there any probity concerns with the negotiation?

Yes

No

If so please outline the issues and comment and how they were mitigated.

|  |  |
| --- | --- |
| Concerns | Mitigations |
|  |  |
|  |  |
|  |  |

# Outcome of negotiations

## Benefits obtained

The following benefits obtained as a result of the negotiations

|  |
| --- |
|  |

## Our objectives

The negotiations produced the following outcomes to our objectives

|  |  |
| --- | --- |
| Objective | Outcome |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Concessions

The following concessions were granted as part of the negotiations.

|  |
| --- |
|  |

# Review of negotiations

Following the completion of negotiations the team has reviewed the negotiation process to analyse what worked well and what didn’t work. These results should be shared to trigger improvements in future negotiations.

## What worked well

|  |
| --- |
|  |

## What didn’t work

|  |
| --- |
|  |

|  |
| --- |
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