**Template Modern Slavery Checklist**

**Agency guidance: This template can be used to assist agencies in relation to addressing modern slavery risks in government procurement. It is not exhaustive, and it is not legal advice. The template should be adapted on an agency, project, category and procurement basis, as appropriate. Other due diligence processes should be implemented to complement this checklist.**

NSW Government agencies should assess and address the risk of modern slavery at each stage of the procurement lifecycle. This checklist is designed to help officers involved in the procurement process plan and implement modern slavery risk management strategies for each procurement. Officers should consider the questions below *before* starting the procurement and refer to these questions at each stage of the process to reassess the response.

|  |  |  |
| --- | --- | --- |
| **Stage** | **Question** | **Response** |
| **Plan** | 1. Have you assessed the risk of modern slavery for the procurement? Is it high, medium, or low?
 |  |
| 1. What are the specific risks in the procurement? Are the risks associated with a particular product in the supply chain, a certain supplier, or the form of labour used?
 |  |
| 1. Are the suppliers aware of the modern slavery risks in relation to the procurement? Do they agree with your assessment?
 |  |
| 1. Have you considered how your agency will address modern slavery in the procurement, including any expectations of suppliers? Is this reflected in the procurement strategy?
 |  |
| **Source** | 1. Can the questions in the Model Tender Schedule be applied to this procurement? Are there any additional questions that can be included to ensure it is relevant for the specific industry or procurement?
 |  |
| 1. Will the questions create any unnecessary barriers to SMEs working with government?
 |  |
| 1. Will you apply any evaluation criteria to the supplier’s responses to the questions?
 |  |
| 1. Will you use the long or short form Model Contract Clause? Are there any additional provisions needed to ensure your agency can respond to risks in your operations and supply chains? E.g. does the clause set out your right to carry out audits or site visits, or receive relevant information?
 |  |
| 1. Does the cost appear far below reasonable expectations? If so, ask the supplier to explain. If the supplier’s answer is not satisfactory or gives rise to modern slavery concerns, this should be discussed further with the supplier and considered in the evaluation of the submissions.
 |  |
| 1. Have you sought the necessary legal advice?
 |  |
| **Manage** | 1. Is your supplier aware of your agency’s expectations with respect to addressing modern slavery?
 |  |
| 1. Do you have established reporting lines to report and escalate issues about modern slavery? Consider this in terms of your relationship with your supplier, as well as internally.
 |  |
| 1. Do you have a plan in place for responding to instances of modern slavery during the term of the contract?
 |  |