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**PROCESS TO PUBLISH CONTRACTS – CONTRACT DISCLOSURE**

## Pre-requisites to disclosure:

* Contract is not under a head agreement (like SPC, SEPC)

AND

* Contract value is equal to or greater than $100,000 and / or $10 MIL

AND / OR

* Cumulative value of each individual variation or variations is equal to or greater than $100,000 and / or $10 MIL

If the above statements are correct, then the contract will need to be published on the [Buying For Victoria (tenders.vic.gov.au)](https://www.tenders.vic.gov.au/login/) website.

## Process to publish contracts and variations

1. **Publish contracts**: Update the contract details in the below table.

| Contract Type (Goods & Services) | Contract Title | Contract Term | Total Estimated Value (TCV) | Contract Description | Category | VLA Contact Name | VLA Contact Email | Supplier Name | Supplier ABN / ACN | Contract Uploaded(Y/N)? |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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1. **Publish variations**: Update the contract details in the below table.

| Contract Type (Goods & Services) | Contract Title | Contract Term | Total Estimated Value (TCV) | Variation Value | Adjustment to the total estimated value | Contract Description | Category | VLA Contact Name | VLA Contact Email | Supplier Name | Supplier ABN / ACN | Contract Uploaded(Y/N)? |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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1. Seek approval from CPO.
2. Within 60 days of awarding the contract, upload the updated table on to [Buying For Victoria (tenders.vic.gov.au)](https://www.tenders.vic.gov.au/login/).
3. Attach and upload the full contract.

## Exemption to disclosure process

IPU and CPO can seek exemption approval to contract disclosure from the AO. Exemptions can be granted under special circumstances like:

1. Trade secrets
2. confidential business information
3. information that can harm the public good can be withheld from disclosure