



## 3.4 Guiding principles - Engaging consultants

### Scope

These guiding principles assist Special Purpose Vehicles (SPV) with the development of a policy and procedures for the engagement of consultants.

An SPV's policy for engaging consultants should ensure value for money, and be consistent with the procurement plan. Guiding principles for procurement and a template for corporate procurement planning are provided in 3\_1\_GP Procurement and 3\_2\_T Corporate Procurement Plan respectively.

### Overarching principles

The following steps are a guide for SPVs to ensure the engagement of consultants is transparent and accountable:

- 1 identify and demonstrate the need for a consultant
- 2 specify what is required from the consultant
- 3 select the consultant
- 4 engage and manage the consultancy
- 5 evaluate the results
- 6 record and report

If an SPV wishes to use this process for engaging a consultant, it should refer to the Queensland Government's *Engaging and Managing Consultants: Better Purchasing Guide*. This document is available at [www.publicworks.qld.gov.au](http://www.publicworks.qld.gov.au).

### More information

For more information, please visit [www.dip.qld.gov.au](http://www.dip.qld.gov.au) or email [SPV@dip.qld.gov.au](mailto:SPV@dip.qld.gov.au).