Sample Early Market Research probity brief

As the Probity Process Advisor, our aim is to protect the integrity of any potential future procurement activities for the *[insert name]* project.

The Early Market Research activity is a component of a larger procurement process. As with all other aspects of the process, the activity must be conducted to the highest standards of probity, in particular that it is conducted ethically, fairly and is transparent and accountable.

In the context of the face-to-face sessions, probity requires that:

* 1. the sessions be managed and conducted in a planned and methodical manner, with a set agenda communicated to all participants beforehand;
  2. all sessions are conducted in exactly the same manner, with the same timing and agenda;
  3. all confidential information the *[insert agency]* will receive in the course of these sessions from participants will be kept confidential and not shared with the industry;
  4. each participant be given a fair opportunity to ask questions and get clarifications from *[insert agency].*

In the interest of maintaining probity through clear and transparent communication, we request that any questions, feedback or information about this project and any activities related should be sent to the *[insert name]* mailbox *[insert mailbox address]*.

Please treat any information and discussions said in this session as confidential.

Can you please confirm that a representative from your business has signed the Conditions of Participation? *[Or other relevent documents – talk to your prcurement department if unsure]*.

The *[insert government agency]* will maintain fairness and transparency in our dealing with early market research participants, and anything mentioned here will be delimited and declassified before distribution, if required.

*[Insert name of note taker]* will be taking notes for this session, this will fulfil *[insert government agency]’s* obligation to maintain a fair and easy audit trail for the process. I encourage other *[insert government agency* members to also take notes to supplement *[Insert name of note taker]*’s.

Before we finalise the Probity Brief can I inquire if there is any conflicts of interest?

Whether they be perceived or actual, CoIs must be registered.