# *SAMPLE LETTER TO ADVISE BGA THAT THE CONTRACT HAS BEEN SIGNED AFTER TENDER HAS BEEN APPROVED OR THAT IT IS TO BE PROJECT MANAGED. Use the appropriate paragraph below.*

## SCHOOL LETTERHEAD

Executive Officer

SAIS Block Grant Authority

128 Greenhill Road

UNLEY SA 5061

[bga@ais.sa.edu.au](mailto:bga@ais.sa.edu.au)

Dear

**RE: BGA PROJECT ………………………..**

*FOR TENDERS*

I wish to advise that, following approval of the tender, we have executed a contract with ………………………… for the construction work associated with the above project.

The contract was signed on …………… Work is expected to commence on …………….. and the expected completion date for the project is ……………

*FOR PROJECT MANGEMENT*

I wish to advise that the school (or name of person/firm) will be project managing the construction work associated with the above project.

Work is expected to commence on …………….. and the expected completion date for the project is ……………

Yours sincerely

***Notes:***

*This letter should be completed* ***only after***

* *The BGA has been notified of the results of the tender process and/or project management details; and*
* *The school has received interim approval of the tender/project management from the BGA Executive Officer.*