# Social Procurement Strategy Adoption Template

The requirement to develop a Social Procurement Strategy is being introduced in two phases. The phased introduction of the Social Procurement Framework, which separates agencies into groups based on the size of their procurement spend, is described at [Social procurement – Planning requirements for department and agencies](https://buyingfor.vic.gov.au/social-procurement-planning-requirements-departments-and-agencies).

In relation to Phase 2 only, this template is designed for Victorian Government agencies that fall into Group 4 – that is, where the agency follows the policies and practices of a lead department. In these circumstances:

* the agency is required to submit a letter signed by both the agency and portfolio department establishing protocols for adopting the departmental Social Procurement Strategy, policies and procedures; and
* the agency does not need to develop its own Social Procurement Strategy, nor complete and submit the Social Procurement Self-Assessment.

Note: the letter should be submitted by email to SocialProcurement@dtf.vic.gov.au and signed by the Accountable Officer / delegate of both the agency and portfolio department

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