Procurement of Goods and Services Process Checklist

## Purpose

This process checklist is to ensure that all necessary steps are followed in the Procurement of Goods and Services through the Request for Tender, Request for Quotation and Council Resolution. A copy f this checklist should head the records kept for such procurement.

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| --- | --- | --- |
| RFQ Route  Value below $100,000 over 3 year period | RFT Route  Value over $100,000 over a 3 year period | Council Resolution  Procurement over $2 million |
| Need identified, timescale of requirement and value assessed | Need identified, timescale of requirement and value assessed | Need identified, timescale of requirement and value assessed, including whether there is a need to point a Probity Auditor |
| Procurement approved by Head of School / Portfolio | All parties engaged that are affected by the procurement | All parties engaged that are affected by the procurement |
| All parties engaged that are affected by procurement | Advice taken where necessary on whether Professional / Technical / Occupational Health & Safety / Environment experts need be involved in the process | Advice taken where necessary on whether Professional / Technical / Occupational Health & Safety / Environment experts need be involved in the process |
| Advice taken where necessary on whether Professional / Technical / Occupational Health & Safety / Environment experts need be involved in the process | Business case written | Business case written |
| Templates completed, RFQ number and advice (if required) from Manager, Procurement | Permission to tender obtained from Ruling body ie Heals of Schools / Director of Portfolios / Council | Procurement approved by Council Resolution |
| RFQ documents reviewed by Manager Procurement | Templates complete, EFT number and advice (if required) form Manager, Procurement | Tender and Contract documentation written |
| RFQ entered onto Tenderlink | Tender documents approved by Manager Procurement | Tender and Contract approved by Legal Services |
| Submissions listed and entered onto submission list | Tender documents approved by Legal Services | RFT and accompanying documentation entered onto Tenderlink |
| Evaluation team assessed Quotes | RFT and accompanying documentation entered onto Tenderlink | Tender submissions listed and entered onto submission list |
| Selected Quote signed off by Tendering Head of School / Director of Portfolio | Tender submissions listed and entered onto submission list | Evaluation team assessed Tenders |
| Letter of Offer sent to successful Tenders | Evaluation team assessed Tenders | Selected Tender signed off by Tendering Head of School / Director of Portfolio and VC |
| Letter of Offer signed by successful Supplier | Selected Tender signed off by Tendering Head of School / Director of Portfolio | Selected Tender sent to Finance Committee for Endorsement |
| Unsuccessful Quote letters sent out | Supplier Contract written and sent to Legal Services for approval | Selected Tender approved by Council Resolution |
| Requisition raised and entered onto Finance System | Contract signed by successful Tenderer | Supplier Contract written and sent to Legal Services for approval |
| Submissions, all paperwork and signed Letter of Offer logged onto Contract Database | Successful and unsuccessful Tender letters sent out | Contract signed by successful Tenderer |
|  | Contract signed by VC | Successful and unsuccessful Tender letters sent out |
|  | Requisition raised and entered onto Finance System | Contract signed by VC on behalf of Council |
|  | Submissions, all paperwork and signed Letter of Offer logged onto Contract Database | Submissions, all paperwork and signed Letter of Offer logged onto Contract Database |

## Responsibilities

* The Manager of Procurement is responsible for the maintenance of this checklist

## Policy Base

* Delegations – Contract, Financial, Staffing and Tender Policy
* Procurement of Goods and Services Policy
* Probity Auditing Policy

## Associated Documents

* Purchasing Procedure
* Approved Suppliers – E-Tendering for Obtaining Quotation and Conducting Tenders Guidelines
* Request for Quotation (RFQ) and Request for Tender (RFT) Guidelines
* Purchasing Thresholds

## Forms / Record Keeping

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| --- | --- | --- | --- |
| Title | Location | Responsible Officer | Minimum Retention Period |
| Eg Tender Documents – Including Contracts and submissions | Contract Database | Legal | 7 years after contract has expired |

## Implementation

The Procurement of Goods and Services Process Checklist will be implemented throughout Federation University Australia via:

1. An Announcement Notice under ‘FedUni Communicate’ on the ‘myFedUni Gateway’ website and through the Federation University Australia Policy – ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Policy / Procedure / Guidelines;
2. Inclusions on the Federation university Australia Policy, Procedure and Forms website;
3. Information sessions;
4. Training sessions; and
5. Documentation distribution with Tendering Templates.