# Procurement Toolkit Overview

**Responsibility for toolkit**: Procurement Manager  
**Approving authority**: Chief Operating Officer  
**Last reviewed**: October 2022  
**Next review**: October 2024

## Purpose

1. The University operates a hybrid Procurement Model, the majority of activities are decentralised, although major procurement activities or where support is requested a centralised team can / are engaged. It is recognised that to attain a consistent and high standard of compliance, capability and value it is beneficial to provide the individuals undertaking Procurement activity with a range of tools to support their commercial delivery.
2. The toolkit also aligns with the Procurement Policy and has the mandatory tools that are required for different threshold, risk and complexity of the procurement activity. By ensuring that there is easy access to and clear understanding of these tools we also ensure that provide the framework for compliance with both our Procurement Policy and the wider Government Procurement Rules.

## The process and associated tools

1. Prior to undertaking any Procurement activity, it is assumed that the Business Owner has undertake a review to ensure that the procurement activity is necessary. It is important that any procurement activity fulfils a need. An assessment should be undertaken to ensure the necessity of the goods and/ or services to be procured, what current goods and /or services the University has under contract and their potential validity and the actual needs of the University.
2. The toolkit is designed so that it can be followed sequentially to guide a person through the end to end procurement process commensurate with the spend and risk associated with their procurement activity. It has also been constructed so that individual tools can be picked out and use where specific areas need to be addressed (For example, a risk evaluation may precede any activity and the risk tools used to complete this). Some of the tools are mandatory and must be utilised at either certain levels of spend (Procurement Plans), must be completed to comply with other University Policies (Conflicts of Interest) or must be completed to go outside of Policy (Procurement Exemption).
3. The following sections and tools that can be accessed through the Procurement Toolkit are:
4. Planning

* Procurement Policy
* Confidentiality Agreement
* Interest declaration consultants
* Conflict Of Interest management plan

1. Process Initiation

* Process Maps and Step by Step Guides for each procurement threshold
* Selecting which competitive process guidelines
* Specification guidelines
* Value for money questions
* Stakeholder assessment

1. Market and Risk Analysis

* Market Analysis Tools
  + Delivery environment complexity assessment (DECA)
  + Market capability assessment
  + Opportunity assessment summary template
  + PEST analysis
  + Porters 5 Forces
  + SWOT analysis
* Risk Management Tools
  + Risk Register
  + Heat Maps

1. Supplier Analysis

* Supplier market profiling and analysis
* Supplier positioning guide

1. Category Strategy

* Extra Lite Procurement Plan
* Lite Procurement Plan
* Full Procurement Plan
* Procurement Exemption Form

1. Going to Market Documents

* Contracts
  + Independent Contractor Agreement
  + Master Service Agreement
  + Purchase Order Terms and Conditions
  + Standard Supply Terms
  + Selecting which contract guidelines
  + SWOT analysis
* Quote and RFx Documents
  + Supplier code of conduct
  + Quotation Form
  + RFI
  + RFI Response Form
  + RFP
  + RFP Response Form
  + RFQ
  + RFQ Response Form
  + RFT
  + RFT Response Form
  + ROI
  + ROI Response Form

1. Evaluation Set Up Documents

* Basic price evaluation template
* Evaluation Guidelines
* Evaluation Matrix detailed
* Evaluation panel selection guidelines
* Evaluation scoring sheet simple

1. In Market Documents

* Clarification Register Template
* Notice To Tenderers (NTT)
* RFx Opening Form

1. Evaluation Process Documents

* Due Diligence Checklist
* Evaluation Query template
* Evaluation Recommendation Report
* Evaluation Recommendation Report over $500,000

1. Negotiation

* Negotiation and Contract Timetable template
* Negotiation Plan template over $500,000
* Negotiation Points template
* Negotiation Roles and BATNA
* Preparing for negotiation guide

1. Award

* Contract Approval Template
* Contract Approval Template Lite
* The All of Government Guide to Supplier Debriefs
* Procurement Approval Form
* Procurement Acceptance Letter
* Procurement Decline Letter

1. Supplier Management

* Full Supplier Management Plan
* Internal Stakeholder Supplier Survey Template
* KPI Measure Tracker
* Supplier Management Plan Short Form
* Supplier Management Segmentation Guide
* Meeting Agenda Template
* Variation to Contract template

The toolkit is designed to support all University staff who undertake commercial activities, and a guidance manual is attached to support the utilisation of the tools. However, if any additional support or guidance is required then the staff member should contact Procurement for assistance.