

Procurement Policy

// About this document

Policy purpose:

The purpose of this Procurement policy is to state the requirements for a uniform approach to procurement of goods and services thus ensuring best value for money, good management practices, legislative compliance, transparency, probity and environmental responsibility. This policy will assist Plan2go in meeting its obligations for accountability.

Policy Authority:

This policy has been authorised by the Captain in Charge and is available to all crew. It has been developed in consultation with crew and will be revised on a regular basis.

Policy Application:

All GoTo Crew, contractors and consultants must comply with this policy in their conduct of official business for Plan2go.

Expected update frequency:

Yearly

Policy location:

<http://plan2go.nctafe.edu.au/assets/intranet/Crew-Folders/Coin-Control-Crew/Procurement/Procurement-Policy.pdf>

// Document control

Version	Description	Date modified	Author
1	Initial policy	03/04/2009	Ellen Foster
2	Annual review of policy	14/05/2010	Jamae Kelly
3	Review of policy	13/06/2011	Ellen Foster
4	Supplier change & policy review	22/06/2012	Jamae Kelly
5	Annual review of policy	3/07/2013	Natalia Simpson
6	Template & branding update	06/08/2014	Jamae Kelly

// Introduction

The intent of this policy is to state the requirements for a uniform approach to procurement of goods and services thus ensuring best value for money, good management practices, legislative compliance, transparency, probity and environmental responsibility.

This document sets out the Plan2go policy with respect to tendering, contracting and procurement to ensure that goods are acquired and services are delivered cost effectively, including:

1. the contracting out of services
2. purchasing, and
3. competitive tendering.

Plan2go is committed to ensuring a fair, transparent and accountable procurement process.

1. Key responsibilities

Position	Section	Responsibility
Captain in Charge	Plan2go	To lead the procurement section in their understanding of, and compliance with, this policy and procedures.
Procurement Officer	Coin Control	<p>To lead GoTo Crew (either directly or through delegated authority) in their understanding of, and compliance with, this policy and procedures.</p> <p>To approve resources in conjunction with the Leader Coin Control, to develop, implement and review this policy, guidelines and procedures.</p>
Leader Coin Control	Coin Control	<p>To implement this policy, guidelines and related procedures.</p> <p>To lead staff in their understanding of, and compliance with this policy and procedures.</p> <p>Authority to commit funds and approve expenditure is subject to Plan2go Leader Coin Control and confirmation that funds are available in the allocated budget.</p>
All Managers	Plan2go	To communicate, implement and comply with this policy and related procedures.
All GoTo Crew	Plan2go	<p>To comply with this Procurement policy and associated procedures.</p> <p>Staff must not exceed their financial delegation or enter into a procurement contract without appropriate authority.</p>

Table 1 - Procurement key responsibilities.



2. Definitions

For the purpose of simplicity the terms purchasing, buying and procurement are taken to be synonymous

Term	Definition
Client	Customer, someone under the patronage of another.
Fair	Free from bias, dishonesty, or injustice. Being unbiased, reasonable and even-handed. Being fair does not mean satisfying everyone or not reasonably pursuing one's legitimate interests. A fair decision may still adversely affect parties.
Procurement	Often used interchangeably with purchasing or buying. Procurement is the totality of acquisition starting from the identification of a requirement to the disposal of that requirement at the end of its life. It therefore includes pre-contract activities e.g. sourcing and post contract activities e.g. contract management, supplier relationship management activities. Procurement generally relates to goods, works and service(s) requirements.
Quotation	A statement providing an accurate price for the goods or services offered.
Formal Request for Quotation	A written specification for works or services publically advertised seeking written quotations to be lodged through the tender box. Quotations are submitted on formal quotation documents contained in the work specification.
Service Provider	An entity that provides services to other entities.
Tender	An offer made in writing to provide goods or services, in response to an invitation to tender, for a specified price.
Tenderer	An entity who placed a tender.

Table 2 - Definitions



3. Policy statement

The objective of the Plan2go Procurement policy is to ensure all purchasing and contracting activities are:

- Legal
- Accountable, transparent and auditable
- Deliver value for money
- Ethically and environmentally responsible
- Appropriately manage risk

3.1 Legal

Plan2go must not engage in any practices that aim to give a potential tenderer, service provider or business an advantage over others, nor engage in any form of collusive practice. GoTo Crew with an actual or perceived conflict of interest must address that interest without delay in accordance with the Plan2go Code of conduct.

3.2 Accountable, transparent and auditable

All documentation relating to procurement shall comply with the Plan2go Records management policy to ensure transparency in processes. Plan2go will ensure that the process of awarding contracts is open, clear, fully documented and defensible. Impartiality should be maintained at all times.

3.3 Economically effective

Value for the community is the core principle underpinning the Plan2go procurement system. This will involve a comparative analysis of all relevant costs and benefits of each proposal throughout the whole procurement cycle. Value for money is not restricted to price alone. When assessing value for money, consideration shall also be given to:

- the advancement of Plan2go priorities
- the non-cost factors such as fitness for purpose, quality, service and support, and sustainability considerations
- the cost related factors including whole-of-life costs and transaction costs associated with acquisition, use, holding, maintenance and disposal.

3.4 Ethically and environmentally responsible

Plan2go will, when evaluating quotations or tenders, take into consideration the



anticipated impact on the environment and show such consideration in their evaluation documentation. This may be achieved by procuring goods and services that will minimise their impact on the environment, including goods constructed from recycled or re-used products.

3.5 Risk management

Plan2go will implement systems within its procurement process to identify and manage risks, including, but not limited to Health and Safety risks, fraud prevention and legal compliance.

4. Purchasing guidelines

Plan2go may purchase goods and services in the following manner:

- direct sourcing and purchasing from a particular supplier
- obtaining quotations, either written or verbal from suppliers

Expenditure amount	Method	Tender
Up to \$1,000 (incl. GST)	Credit Card - no Purchase order required	No
\$1,001 - \$ 9,999 (incl. GST)	Credit card - Purchase order required	No
\$10,000 - \$19,999 (incl. GST)	Minimum of three (3) verbal or written quotations	Yes
\$20,000 - \$49,999 (incl. GST)	Three (3) written quotations required with quotes attached sent to Coin Control	Yes
\$50,000 - \$149,999 (incl. GST)	Needs to go to Directors board meeting	No
\$150,000 & Over (incl. GST)	To be authorised by the Captain in Charge	No

Table 3 – Expenditure matrix



5. Extenuating circumstances

On rare occasions a competitive quote will not be possible due to extenuating circumstances such as remoteness of locality, or the unavailability of competitive or reliable providers/suppliers, you will need to refer to your direct line manager for advice.

Depending on the amount of money involved, approval may be required from the Captain in Charge.

