

Procurement Manual

Contents

1.	Value for money	2
2.	Fit for purpose	2
3.	Integrity, fairness and transparency	2
4.	Risk management.....	3
5.	Recordkeeping	4
6.	Sustainable procurement.....	4
7.	Engaging with suppliers	4
8.	UNSW engaged suppliers	5
9.	Obtaining quotes	6
10.	Grants.....	7
11.	Establishing and monitoring supplier arrangements	7
12.	Exemptions and bulk exemptions from required number of quotes.....	8
13.	Payment	8
14.	Unsolicited proposals.....	8

Purpose

This manual contains instructions that detail requirements and guidance for staff involved in engaging suppliers.

Scope

Procurement has developed this manual to assist staff to implement the requirements of the [Finance Policy](#), particularly [Section 4: Procurement](#). This instruction manual covers:

- how to meet the principles relevant to procurement in the [Finance Policy](#)
- types of suppliers and engagement of suppliers
- probity and risk of engaging suppliers
- what considerations are necessary to ensure the sustainable procurement of goods and services

Gifts and hospitality

Staff involved in procurement must avoid any perception of being influenced by gifts or hospitality from a supplier.

- 3.9. Staff involved in sourcing and obtaining quotes:
 - must not accept gifts, hospitality or any other benefits from a current or prospective supplier of the good, service, infrastructure or capital work that is being procured.
 - if attending any hospitality with the supplier, they must pay their own way.
- 3.10. Staff involved in managing the ongoing relationship with a supplier:
 - may accept modest hospitality from the supplier (lunch, coffee, tea associated with business meetings to discuss goods, services, infrastructure or works), but
 - they must not accept gifts, restaurant meals, alcoholic drinks, tickets to the theatre or to sporting events, unless they disclose these to their manager and register them in the Register of Gifts and Benefits.
- 3.11. Staff involved in sourcing and obtaining quotes:
 - should consult Procurement if they are uncertain about gifts or other benefits from a supplier,
 - must consult Procurement if accepting a gift or other benefit will place them in a position where they may be, or may be perceived to be, compromised or influenced, and
 - should familiarise themselves with the Gifts and Benefits Procedure.

Appointment of a probity advisor

- 3.12. Procurement may require staff undertaking a high profile, complex or high-value procurement to engage a probity advisor ([Finance Policy](#), Section 4: Procurement procedure, clause 1).
- 3.13. A probity advisor may be engaged to ensure integrity is maintained and that the process is fair and transparent.
- 3.14. A probity advisor had no authority or decision-making power.

4. Risk management

- 4.1. Staff involved in procurement will identify, consider and manage risks of the good, service, infrastructure or work.
- 4.2. The [Finance Policy](#) requires that, where procurement of a good, service, infrastructure or work identifies significant risks, the staff involved in procuring it, will develop and implement a risk management plan (see [Risk Management Manual](#) for advice).
- 4.3. Procurement of goods and services must include health and safety (H&S) specifications in the request for response documentation and responses will be evaluated against these H&S specifications (refer to the [Health & Safety website](#))
- 4.4. Staff involved in procuring goods that may be deemed hazardous or be deemed a restricted good, must follow specific processes (refer to [Hazardous Chemicals Procedure](#)).
- 4.5. Assessment of risk should consider:
 - whether the supplier is able to deliver the goods, services, infrastructure or works on time and within budget,
 - whether it is fit for purpose,
 - the nature of the contractual arrangement (deviations from standard terms and conditions), and
 - whether the goods or services are new to market, their geographical location, environmental, social footprint, or where impact to UNSW may be high.

5. Recordkeeping

- 5.1. Procurement activities are subject to internal and external scrutiny. Procurement records may be examined by audit staff, the Independent Commission Against Corruption, policy and any member of the public under the *NSW Government Information (Public Access) Act 2009* (GIPA).
- 5.2. Staff involved in procurement will:
 - keep complete records of procurement activities and file these in the recordkeeping system: see the [Records and Archives Office website](#) and refer to the [Recordkeeping Policy](#), and
 - where an engagement has a value of \$150,000 including GST or more (\$136,363 excluding GST), the copy of the contract, evaluation and approval decision records for the procurement activity must be recorded in the approved GIPA system of use. If one is not in effect, the records are emailed to procurement@unsw.edu.au.

6. Sustainable procurement

- 6.1. Staff involved in procurement will ensure that sustainability (including at a minimum, modern

supplier engaged.

- 7.4. The [Guided Buying Reference](#) provides what the minimum requirement is for the procurement activity. Staff may elect to obtain more than the minimum requirements specified.
- 7.5. If the total cost of procurement is likely to increase at any stage of the procurement or contract lifecycle, the minimum number of quotes, or whether to engage the Procurement team must be based on the total cost of the procurement activity.
- 7.6. The appropriate Financial approval applies to the total cost of the procurement activity. This amount is to include the initial term and all extension periods (where applicable). The total cost of the procurement should consider at a minimum the supply, servicing, freight, installation, implementation, training, support, maintenance and disposal of the good or service.
- 7.7. Where a supplier is delivering services (such as a sole trader, delivering services under time and labour or considered under any other scenario on

- Where a panel needs to be established but the total lifecycle cost is below \$350,000, the Procurement team must be engaged.
- The contract is managed by the appropriate department or faculty team, with support of the Procurement team. The objective of the contract is to achieve cost efficiencies, consistency and compliance across UNSW.

8.4. Specific-use supplier

- Either the Procurement team or UNSW staff have established the engagement in accordance with the [Guided Buying Reference](#) thresholds.
- The delivery of goods and services are limited to a specific project, department or faculty need.
- There is typically one supplier that will deliver the specific requirement.
- There is clear delineation of what the good or service is and at a minimum, key deliverables, duration and pricing.
- Should the supplier be required for additional purposes with respect to the good or service or is intended for use by other department or faculty, the total procurement cost and intended use must be clearly documented and the appropriate procurement threshold followed. Refer to the [Guided Buying Reference](#).

8.5. Piggyback supplier

- a. The engagement has been established by a third-party organisation, including but not limited to National and State Panels, University Consortia Agreements (AUPN), Council of Australian Librarians (CAUL), Council of Australian University Directors of Information Technology (CAUDIT), Australasian Procurement and Construction Council (APLAC), Higher Education Services (HES) and Universities Procurement Hub (UPH).
- b. UNSW staff may use the available arrangements; however the engagement process must follow the [Guided Buying Reference](#), rather than those of the third party.
- c. Suppliers must be approved by Procurement to be recognised as enterprise or panel suppliers. Once approved, UNSW staff are to engage the supplier in accordance with the [Guided Buying Reference](#).
- d. The contract is typically managed by the third party organisation, with a local statement of work or defined purchase order managed by the appropriate UNSW department or faculty team.
- e. The piggyback engagement should offer several advantages such as whole of government discounts, standardised rate cards, prequalified suppliers, reduced administration burden as well as allowing for scalability and contract compliance depending on the arrangement being leveraged.

9. Obtaining quotes

- 9.1. A price for a good or service for an enterprise supplier or panel supplier (refer to [Guided Buying Reference](#)) is considered equivalent to a written quote for the good or service.
- 9.2. A quote from a supplier should describe the:
 - goods, services, infrastructure or work,
 - quantity,
 - total cost including delivery, ongoing maintenance, etc., and
 - lead time or estimated delivery date.
- 9.3. Procurement provides guidelines on seeking quotes.
- 9.4. Staff may use [TenderBox](#) to issue a request for quotes (RFQ): staff must register with Procurement (email procurement@unsw.edu.au) for access to [TenderBox](#).

- 9.5. Where staff are required to obtain more than one quote:
- These must be from different suppliers, with different Australian Business Numbers (ABN).
 - Where a supplier is asked to quote, but does not provide a quote, this is considered to contribute to reaching the number of quotes, ensuring the same information is sent to all suppliers
 - Staff must retain all evidence of the RFQ process (requests for quotes, quotes received, communications from suppliers declining to send quotes). Refer to Recordkeeping requirements.
- 9.6. When creating the purchase order record in NS Financials for the financial delegate to review, staff must:
- if the purchase required a quote or multiple quotes, attach all quotes, including the successful one,
 - where the financial delegate approved an exemption from the required number of quotes, attach a copy of the delegate's advice of the exemption, and the single quote, or
 - if the purchase did not require quotes, attach evidence of the price obtained.

10. Grants

- 10.1. The conditions of a grant received by UNSW for educational or research purposes may detail that UNSW will buy a specific piece of equipment and/or use a specific supplier.
- 10.2. Staff are advised to consult Procurement if they are considering applying for, or have received, a grant of which the conditions detail the specific piece of equipment or supplier.
- 10.3. Where this is the case, and procurement transactions with the grant funds will total:
- up to and including \$350K, procurement of the equipment or service can proceed as specified by the grant conditions, without an exemption, unless:
 - the grant application process did not include seeking a fixed price,
 - 12 months have passed since the grant was received.

states that the variation must be approved by a financial delegate with the delegation to approve the total cost, including the new and previous cost with the supplier.

12. Exemptions and bulk exemptions from required number of quotes

- 12.1. The [Procurement Procedure](#) section of the Finance Policy provides for the financial delegate who will approve a procurement transaction to exempt it from the requirement of a minimum number of quotes.
- 12.2. To seek an exemption or bulk exemption, staff must:
 - provide satisfactory, documented reasons for an exemption, and
 - demonstrate how the procurement process will still meet the principles of the Finance Policy

To find out more, please refer to the Finance Policy, Section 12 (Exemptions and Bulk Exemptions) and the Finance Policy, Section 13 (Bulk Exemptions).

14.4. Where, after initial review, a USP is assessed as being suitable for further investigation, this will be done in accordance with UNSW policy documents and processes for managing commercial opportunities, using the [NSW Government Guide](#) as the basis for this assessment. In order for a USP to be progressed, the USP should be assessed as satisfactorily meeting the following criteria:

- uniqueness
- value for money
- whole-of-University impact
- return on investment
- capability and capacity
- affordability
- risk allocation

Further guidance on the key considerations for these criteria can be obtained from the [NSW Government Guide](#).

Effective: 11 November 2024

Responsible: Chief Financial Officer

Lead: [Director, Procurement](#)