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## 1 PURPOSE

- 1.1 This policy and procedure provides a framework for procurement of all goods and/or services for CQUniversity.

- 1.2 The purpose of this policy and procedure is to maximise the benefits that can be delivered to the University through effective and efficient decentralised procurement of goods and/or services.
- 1.3 This policy and procedure supports the goals and objectives of the University and fulfils the University's obligations contained in the [Queensland Government State Procurement Policy](#).

## **2 SCOPE**

- 2.1 This policy and procedure applies to CQUniversity employees (buyers) who undertake in the procurement of University goods and/or services. It does not apply to other entities controlled or wholly owned by the University.
- 2.2 This policy and procedure does not apply to CQUniversity controlled entities, including wholly owned companies unless undertaking procurement activities on behalf of the University.
- 2.3 This policy and procedure does not deal with the acquisition and disposal of actual property.

## **3 POLICY STATEMENT**

- 3.1 Procurement relates to selecting, budgeting for, purchasing and acquitting goods and services. Procurement in some organisations is referred to as 'supply' or 'purchasing' but in any case the rules around procurement processes are designed to reduce waste, reduce cost and improve transparency, all of which the University is compelled to achieve under the [Queensland Government State Procurement Policy](#).
- 3.2 Procurement processes are many and varied and, among others, include:
  - identifying the needs, planning the procurement activities, and obtaining budgetary approval
  - understanding the market trends, and identifying suppliers
  - developing a specification or scope
  - identifying whether there is an existing arrangement under which the University can purchase the required goods and/or services
  - preparing necessary procurement documentation to invite offers
  - identifying contractual agreements
  - negotiating the final contract and contract award
  - delivery and payment for goods and/or services provided
  - ongoing contract management and evaluation of supplier services, ensuring value for money is achieved through the contract
  - ensuring compliance with University legislations, regulations, principles, strategies and plans, and
  - other matters relating to negotiations, award and management of a contract.
- 3.3 Decentralisation does not mean independent solo performances by the Divisions/business units within CQUniversity; it means coordinated, consistent and competent application of efficient techniques and best practice enabling Divisions/business units to actively control their own costs, drive service excellence and mitigate risks.
- 3.4 The main benefit of decentralisation is that Divisions/business units will have the opportunity to address their own project/s with the knowledge that is peculiar to their domain and in the timeframe convenient to their plans.
- 3.5 The goal is to achieve increased value from budgets throughout the partnership with stakeholders and structured relationships with providers.
- 3.6 Coordinated and consistent decentralisation moves purchasing from an isolated and transitory transaction to a sustainable and participatory planning process.

- 3.7 Based on this model, procurement shall be a result of the joint effort involving procurement advice as the coordinator and the community of users responsible for the processes; both sharing equal levels of responsibilities.
- 3.8 The Procurement Advice Team is compelled by the regulator, Queensland Government, to ensure “segregation of duties”, therefore shall participate at some level of all transactions and this participation should not be understood as distrust.

## 4 PROCEDURE

### Queensland procurement policy

- 4.1 The University, as a Statutory Body of the Queensland Government, must comply with the applicable requirements of the [Queensland Government State Procurement Policy](#), which delivers benefits for the Queensland Government, suppliers and the community. The Queensland Procurement Policy seeks to maximise the benefits that can be delivered through effective, efficient and ethical procurement.

### Delegations for procurement

- 4.2 In procurement, two separate delegations must be exercised prior to any commitment being made on behalf of the University.
- 4.3 Financial Delegation is as defined in the [Delegation of Authority Policy \(FMPM\)](#).
- 4.4 Procurement delegation is the delegated authority to approve the procurement process in terms of this policy and procedure.

### Procurement thresholds

- 4.5 Procurement thresholds have been determined according to the value and risk associated with procurement.

### Risk management

- 4.6 All procurement activities carry some level of risk. Risk identification, assessment and management are required to mitigate or minimise potential risks whilst achieving maximum benefit from the procurement. Risk management must be undertaken as detailed in the [Risk Management Policy and Procedure \(FMPM\)](#).

### Sustainability

- 4.7 The University is committed to protecting the environment and doing business with ethical and socially responsible suppliers. Buyers will integrate the practice of sustainability into the procurement of goods and/or services.
- 4.8 The University is committed to social procurement as part of its social innovation obligations. Where practicable, and provided all other key procurement obligations are met, employees are encouraged to seek out goods and/or services providers who are social enterprises.
- 4.9 As part of a commitment to continuous improvement and better practice, the University should seek to progressively increase the proportion of procurement expenditure on goods and/or services that demonstrate improved sustainability outcomes from year to year.
- 4.10 In line with [Queensland Government State Procurement Policy](#), employees are required to consider local content when making purchasing decisions and, where possible a weighting of up to 30% may be applied in considering local suppliers over non-local providers, provided the weighting level is identified prior to the purchase decision being made.

## Procurement exemptions

- 4.11 Exceptions to the policy/procedure shall be a process involving:
- a) the buyer as the requester
  - b) Procurement Advice Team as the analyser, endorser and responsible for the submission of the request, or
  - c) the delegated authority is responsible for the acceptance.

This topic is detailed under [Compliance](#) and [Request For Exemptions](#).

## Procurement strategies and methods

- 4.12 The University has developed a range of procurement strategies and practices to support the acquisition of the diverse range of goods and/or services required by the University.
- 4.13 Strategies are determined according to value and risk associated with the procurement, as defined within the [Queensland Government State Procurement Policy](#). Some strategies are detailed within this procedure, whilst others require a more detailed assessment of the procurement, in conjunction with the Procurement Advice Team.
- 4.14 Procurement may be undertaken using the following methods:
- University corporate credit card – is the preferred method for payment up to \$3000. Refer to the [Corporate Credit Card Procedure \(FMPM\)](#) for details. Corporate credit card is a form of payment, which does not supersede the process detailed in the [Appendix 1](#); and
  - purchase order via the Finance One system – all individual purchases over \$3,000, and other purchases, as detailed in [Appendix 1](#) and [Appendix 2](#).

## Procurement roles and responsibilities

- 4.15 The following provide details of roles and responsibilities in procurement.

### Deputy Vice-Chancellor (Finance and Planning) (DVC F&P)

- approve procurement planning submitted by buyer Divisions/business units, ensuring compliance to University legislations, regulations, strategic and operational goals, with clear management, monitoring and reporting requirements
- endorse contractual financial transactions, ensuring compliance to University legislations, regulations, policies, procedures, strategic and operational goals, with clear management, monitoring and reporting requirements
- provide advice and assistance in relation to this policy and procedure
- assist with cash flow monitoring in relation to capital projects
- approve and process purchasing requisitions and respective payments, ensuring compliance to budgets and proper delegation of authority, and
- assist with ensuring procedures are in place to pay suppliers on time and in accordance with contractual agreements.

### Deputy Vice-Chancellors

- support the Procurement Advice Team on the enforcement of policies and procedures, and
- provide ongoing financial advice to users, technical and procurement staff, including financial analysis, and other financial expertise as required.

### Divisions/business unit executives and management:

- understand University legislations, regulations, strategic and operational goals regarding their area of responsibility
- undertake procurement planning against a framework of policies, priorities and budget constraints

- identify appropriate procurement objectives, formulate procurement strategies, and determine critical success factors and key performance indicators, in concert with the Procurement Advice Team
- evaluate the need and develop specifications for goods and/or services (preferably in performance and functional terms)
- identify critical success factors, performance indicators and assist in the development of management and measurement strategies
- execute the procurement processes, plan realistically, and allow sufficient time for the appropriate procurement processes to occur
- obtain contractual terms and conditions assistance and approval from the Procurement Advice Team
- manage the contractual relationship on behalf of the University and ensure that the University is meeting its contractual obligations
- develop contract management plans (where appropriate) and manage the contract in accordance with the plan
- ensure the goods and/or services provided meet the required standard
- manage internal communications and feedback
- assist in the continuous improvement of procurement processes, and
- comply with the instructions regarding the storage of documentation and eventual requests raised by the University related to legislations, regulations, strategic and operational goals.

#### **Procurement Advice Team:**

- endorse procurement transactions from the commercial and strategic perspectives, ensuring compliance to University legislations, regulations, policies, procedures, strategic and operational goals, with clear management, monitoring and reporting requirements
- formulate and assist in executing the procurement processes; as well establishing criteria, key success, key performance indicators and reporting activities
- elaborate procurement policies and procedures and provide advice and assistance in relation to best practices
- assist and provide advice in the preparation of various procurement plans and strategies (corporate and significant).
- assist in elaborating and compiling procurement related documents and provide advice regarding appropriate procurement methodology, process and documentation
- define the contract framework, contracts templates and procurement artefacts
- support Divisions/business units on contract negotiations or disputes
- ensure that employees have proper access to procurement training and development activities
- impart a commitment to continuous improvement, as demonstrated for example by innovative practices and the regular measurement and review of procurement
- review the effectiveness of decisions and performance and encourage continuous improvement of procurement processes
- implement and manage a central contract depository and artefacts generated by the procurement activities, and
- support on the compliance of policies and procedures.

#### **Procurement thresholds**

- 4.16 All procurement thresholds indicated in the workflows (see [Appendix 1](#)) are inclusive of GST. The required numbers of quotations or offers specified in the flowchart are minimums and, at any time, a broader market test could be undertaken.

- 4.17 The resources committed to the procurement activity should be reflective of the value and risk of the procurement. Additionally, where it is anticipated or becomes known that the required minimum number of quotations may not be received from the market; additional activity is required to elicit an adequate number of quotations.
- 4.18 Where there are repeated purchases for the same or similar goods and/or services, the cumulative value over a period of time must be considered, including whether better value for money could be achieved by consolidation of purchases or the establishment of a procurement arrangement. Requirements must not be split into parts or separate transactions to achieve a lower procurement threshold.
- 4.19 Where the procurement activity includes consideration of a lease or other financing arrangement; this must be referred to the Deputy Vice-Chancellor (Finance and Planning), or delegate, for advice, prior to approaching the market.

### **Supporting local suppliers and regional development**

- 4.20 The University must use best endeavours to ensure that competitive and capable local suppliers that comply with relevant legislation are given a full, fair and reasonable opportunity to supply. The University should devolve to the lowest practicable geographical level, procurement of goods and/or services that are assessed as low expenditure and for which there is a low degree of business risk.
- 4.21 For significant procurements, it is a requirement of the [Queensland Government State Procurement Policy](#) for the University to demonstrate significant procurement plans and that it has considered opportunities for participation by competitive local suppliers. This may include using distribution networks, supplier development programs, local support and maintenance arrangements or through including evaluation criteria that are related to priorities of the Queensland Government.

### **Procurement planning**

- 4.22 Regardless of value, all intending buyers are responsible for identifying and planning their procurement processes and allowing sufficient time for those required processes to be undertaken in an appropriate manner. Planning for individual procurement activities involves, as a minimum, taking into account the following considerations:
- identifying and justifying the reasons behind the need to purchase i.e. that there are no other more advantageous methods to meet the need
  - determining the whole of life costing of the acquisition and ensuring a budget allocation is available
  - undertaking a risk assessment and developing risk management strategies
  - identifying the most appropriate method of purchase, in accordance with this policy and procedure
  - identifying appropriate stakeholders and undertaking early engagement and consultation, including the Procurement Advice Team (where applicable)
  - assessing when the procurement activity needs to occur, both in terms of appropriate timing for the purchase and the length of time required to complete the procurement process. Timeframes should be realistic, have built-in contingencies for delays that may occur and allow for internal and external processes that will need to occur
  - preparing a specification and determining specific conditions that may be required
  - preparing for the evaluation, including where relevant: formation of an evaluation panel, evaluation plan, evaluation criteria and mandatory requirements, and
  - ensuring all relevant approvals have been obtained.

### **Corporate procurement planning**

- 4.23 The [Queensland Government State Procurement Policy](#) requires that the University must prepare a Corporate Procurement Plan. The Corporate Procurement Plan should be linked to the University's [Strategic Plan](#) and other relevant University Plans. The Corporate Procurement Plan will be developed by the University's Procurement Advice Team, in conjunction with relevant stakeholders.

## Significant procurement planning

- 4.24 Significant procurement plans must be prepared when procuring all goods and/or services that have been identified as being high expenditure and/or for which there is a high degree of business risk. Purchases with estimation greater than \$500,000 are considered high expenditure. Significant procurements can be significant single, one-off procurements or a number of smaller projects or purchases which when combined, are significant.
- 4.25 Significant procurement planning will include the formation of a working group, which will include the University's Procurement Advice Team and a cross section of relevant stakeholders (internal and external, where appropriate). The significant procurement plan should be developed in accordance with the process and template provided.

## Procurement contracts

- 4.26 A contract is a legally binding agreement between two or more parties where legal rights and obligations are created that are enforceable at law.
- 4.27 Buyers should be aware that contracts do not need to be written to be legally enforceable. For example, if there has been an offer made and an acceptance communicated back to the supplier by a buyer, even if it was intended to be a conditional acceptance, there may be an argument that a binding contract has been formed.
- 4.28 Buyers should never enter into verbal contracts on behalf of the University. Suppliers should always be advised that the University's acceptance will need to be communicated in writing before the University is bound to any agreement. This would typically be done via a purchase order (refer to [Terms and conditions](#)).
- 4.29 Where 'mandatory criteria' has been specified when inviting quotes or offers; a contract cannot and must not be awarded to a supplier who does not meet any specified 'mandatory' requirements. This would expose the University to potential legal action.

## Terms and conditions

- 4.30 When requesting a quotation, the University should specify the terms and conditions that will govern any resultant contract. It is always preferable to enter into a contract using the University's standard terms and conditions provided by the Procurement Advice Team. If this is not possible, the terms and conditions proposed by the supplier should be provided to the Procurement Advice Team for review and advice. Acceptance of any terms and conditions other than the University's standard terms and conditions will be at the discretion and risk of the Deputy Vice-Chancellor (Finance and Planning) approving the purchase.
- 4.31 The Procurement Advice Team shall be contacted regarding any procurement activity, as highlighted in the [Appendices](#), with regards to the procurement strategies, appropriate terms and conditions and outcomes.

## Intellectual property in procurement

- 4.32 Intellectual property is not tangible property. When intellectual property is acquired, the purchaser will not necessarily receive a physical object as a result of the purchase. Similarly, when an item of property is purchased, the purchaser will not necessarily acquire the intellectual property in that item. This is because intellectual property is the intangible product of a person's intellectual or creative efforts and is quite separate from a physical (or tangible) item in which the Intellectual Property might be embodied.
- 4.33 For contracts that may include an element of intellectual property, refer to the following guidance to assist in determining the appropriate contractual requirements: [Queensland Public Sector - Intellectual Property Principles](#).

## Payment terms

- 4.34 The University has standard payment terms for general creditors of 30 days from the date of invoice, which are detailed within the University's standard terms and conditions of purchase order. It is the responsibility of the buyer to ensure that these payment terms are negotiated with the supplier, according to the University's

requirements. Where the supplier offers payment terms greater than the University's standard terms, this will be accepted by the buyer.

- 4.35 Where consultancy, building and construction services or other terms and conditions are being used (as described above), the payment terms may vary and are specifically detailed within the relevant contractual documentation.
- 4.36 Statutory payments (ie. statutory holdbacks) should be made in accordance with the relevant governing legislation or requirements.
- 4.37 Any requests for payment terms of less than 30 days from the date of invoice will be forwarded by the buyer to the Deputy Vice-Chancellor (Finance and Planning), or delegate, for approval. Reasons for alternative payment terms and confirmation that you have attempted to negotiate the University's payment terms should be provided with the request.
- 4.38 Payment of invoices must be made within the agreed payment terms, in accordance with the legally obligated terms and conditions applicable to the contract. The buyer and Division/business unit procuring the goods and/or services are responsible for ensuring timely payment of invoices, in accordance with the University's payment processes.

### **Compliance with the procurement policy and procedure**

- 4.39 The procurement thresholds (GST included) and processes apply to all purchases; however, there are occasionally valid and justifiable or evident reasons why a departure from the specified process is required. Where this is the case, the following must be followed:
- 1) It is not permitted under any circumstances to split purchases or requirements in order to avoid any requirement of this policy and procedure. This is considered non-compliant and will be reported to the Deputy Vice-Chancellor (Finance and Planning).
  - 2) There are three main concepts in relation to compliance:
    - Compliance – where this policy and procedure has been complied with to the fullest possible extent. The compliance should be verified and approved by the Procurement Advice Team prior to the Deputy Vice-Chancellor (Finance and Planning) signing off or to any decision or commitment being made on behalf of the University.
    - Exemption – where there is a valid and justifiable reason for not complying with this policy and procedure, including where it is not possible to comply (usually for operational reasons). If there is a requirement to specify a particular brand of product, an exemption will be required. A Request for Exemption must be submitted by the requester (Division/business area) via the Finance One system, endorsed by the Procurement Advice Team and approved by the Deputy Vice-Chancellor (Finance and Planning) prior to any decision or commitment being made on behalf of the University.
    - Non-compliance – where a purchase or commitment has been made on behalf of the University, outside of the requirements of this policy and procedure, for which no formal Request for Exemption has been approved in advance. Non-compliance shall be reported to the Deputy Vice-Chancellor (Finance and Planning).

### **Compliance**

- 4.40 Evidence of compliance should be submitted to show where this policy and procedure has been complied with to the fullest possible extent. Some examples are:
- Sole supplier situation - where only one supplier can provide the goods and/or services required. This does not include where insufficient time was allowed to obtain more quotations or where there is a preference or requirement to use a certain supplier. An appropriate level of market research must be conducted to demonstrate the sole supplier situation. The buyer and approver/s must be satisfied that there is no other supplier able to provide the required goods and/or services.
  - Inability to obtain the required number of quotations - after appropriate market research, there are insufficient suppliers able to provide quotations or an insufficient number of suppliers have responded to a request for quotation, despite best efforts to obtain the required number of quotations. Evidence of best efforts to obtain quotations must be attached to the relevant documentation.

- Other compliance (no evidences of compliance required) - the following payments do not require a purchase order to be raised. All other requirements of this policy and procedure applies.
  - utilities (examples may include: electricity, telephone, lease of premises, etc.)
  - statutory/legislated payments for which there is no discretion (examples may include: accreditations, compliance or certification fees to relevant Authorities, local government rates, etc.)
  - other payments for which there is no discretion or no procurement decision to be made (examples may include: subscriptions, memberships, royalties, etc.)
  - payments to CQUniversity entities (inter-company and inter-group payments), or
  - travel related expenses (in accordance with the [Travel Policy and Procedure](#)).

## Requests for exemption

- 4.41 An exemption from compliance may be submitted by a Division/business area, where there is a valid and justifiable reason for not complying with this policy and procedure, including where it is not possible to comply (usually for operational or strategic reasons). Some examples are:
- Standardisation (including specification of a particular 'brand') - although other suppliers are available to supply different brands or similar equipment, there is an operational requirement to ensure standardisation and uniformity with existing equipment – for example, where different types of machinery may cause operational issues. This does not include where the buyer simply has a preference for a particular equipment (such as phones, palms, desktops or laptops), brand or supplier.
  - Genuine urgency - where a genuine urgency exists for the goods and/or services, without which there would be major operational issues. It also includes where normal procurement processes for obtaining the goods and/or services would take too long, causing significant delays to operations. This does not include where insufficient time was allowed for the normal process to occur where the requirement was known, or where there was a lack of planning for the purchase.
- 4.42 Generally speaking, where a supplier is already engaged for provision of goods and/or services, this will not suffice as a valid reason to engage that supplier for further works without undertaking an appropriate procurement process. If it is considered that an appropriate procurement process cannot be undertaken, a Request for Exemption may be requested.
- 4.43 A Request for Exemption must be in writing via the Finance One system and approved as outlined below prior to any decision or commitment being made on behalf of the University. The request should include:
- eligibility under this policy and procedure to apply for an exemption
  - the proposed alternative
  - how value for money will be achieved and overall cost limited, and
  - any relevant circumstances and supporting documentation.
- 4.44 The Division/business area as the requester is responsible for elaborating the request.
- 4.45 The Procurement Advice Team will analyse, endorse and submit the request to the Deputy Vice-Chancellor (Finance and Planning) for approval.

## Non-compliance

- 4.46 A Statement of Non-Compliance will be used where a purchase or commitment has been made on behalf of the University, outside of the requirements of this policy and procedure, for which no formal Request for Exemption has been approved in advance.
- 4.47 Non-compliance will not be permitted. When identified by audit or any other mechanism, the Purchasing Non-Compliance Form must be completed explaining the reasons for the non-compliance. The completed Form (Part A) must be submitted to the Procurement Advice Team within two business days of the identification/notification of the non-compliance.

- 4.48 Compliance with all relevant University policies and procedures is required under the [Code of Conduct](#). Non-compliance is considered a breach of the [Code of Conduct](#).
- 4.49 Documentation requirements:
- The completed Purchasing Non-Compliance Form, with any relevant supporting documentation, will be submitted for review and determination of appropriate action/s.
  - A Procurement Non-Compliance Register will be maintained by the Procurement Advice Team, detailing all Statements of Non-Compliance received. This Register will be provided to the University's Audit, Risk and Finance Committee for review every three months.

## Complaints

- 4.50 Preventing complaints from occurring saves both the University and supplier in terms of time and resources. Many complaints originate from poor communication or a lack of understanding from the buyer and/or supplier. Buyers should take steps to effectively communicate with suppliers, provide clarity of requirements and build professional relationships to prevent issues or concerns becoming complaints.
- 4.51 The process for handling complaints will be in accordance with the guidelines set out by the [Queensland Government](#).

### Complaints regarding suppliers

- 4.52 As part of ongoing contract management, it is important that feedback, both positive and negative, is provided to suppliers to provide clarity around requirements and expectations and allow an opportunity for improvement.
- 4.53 Complaints regarding supplier performance, service, conduct, quality and timeliness of goods and/or services provided should be addressed by the buyer directly with the supplier. Repeated instances should be recorded in writing by the buyer. If the issue is not satisfactorily addressed by the supplier, the buyer may elect to make the complaint in writing to the supplier and request a formal response.
- 4.54 Where the matter is significant, remedy should be sought through available contractual terms and conditions. If advice is required regarding any contractual remedy, contact the Procurement Advice Team. If necessary the Procurement Advice Team will seek the University's legal and audit support.

### Complaints regarding the University

- 4.55 The University will maintain a fair, equitable and non-discriminatory procedure for addressing complaints and concerns raised by employees, suppliers or other members of the community about the conduct of the University's procurement activities.
- 4.56 In the first instance, complainants should seek resolution with the relevant area of the University related to the procurement. Where a complaint is made verbally, the buyer (or nominee) will attempt to resolve the complaint by providing more information regarding the University's procurement process and practices.
- 4.57 Where resolution cannot be achieved, the complainant should formally address the issue/s in writing to the Principal Advisor, Procurement and Publishing. The complaint should include:
- sufficient details of the complaint to clearly identify the subject, such as the process, offer, contract and related documentation
  - sufficient details regarding the nature of the complaint, for example about the conduct of the procurement activities
  - whether the complaint has previously been raised verbally or in writing with the University, and
  - date and signature of complainant.
- 4.58 Complainants should be aware that unless there has been a breach of a contract between the University and the successful supplier, a contract cannot be overturned, as it is a legally binding contract.

- 4.59 The complainant will be provided with an acknowledgement within three business days. The complaint will then be investigated, and the complainant provided with a response and an official record of the complaint maintained.
- 4.60 Where the Principal Advisor, Procurement and Publishing is of the opinion that the matter may involve misconduct or serious misconduct, the matter will be referred to Internal Audit for further investigation and appropriate action.

### **Procurement advice**

- 4.61 Advice regarding procurement can be obtained in a number of different ways:
- [Policy website](#): provides details of relevant University policies and procedures.
  - The Procurement Advice Team: provides advice and assistance regarding policies, procedures and processes for day-to-day and transactional procurement matters. The Team can also provide advice and assistance regarding tenders, contracts, correspondence, probity and accountability, conflict of interest, contract disputes (initial advice) and availability of procurement training.
  - Records Team: all requests relating to the [Right to Information Act 2009](#) (Qld) should be directed to the University's Right to Information Coordinator within the Records Team.
  - Internal Audit: The University's Internal Audit can facilitate the review of legal matters and the in-house provision of minor legal advice and assistance.

## **5 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 5.1 The Deputy Vice-Chancellor (Finance and Planning) is responsible for procurement governance and compliance.
- 5.2 The Procurement Advice Team is the central point for provision of all procurement-related advice, support and guidance.
- 5.3 Where the buyer believes that advice provided by the Procurement Advice Team will adversely impact operational and/or strategic objectives, the buyer will seek advice from the Principal Advisor, Procurement and Publishing. If the matter is still unable to be resolved to the satisfaction of the parties, the Principal Advisor, Procurement and Publishing will escalate the matter to the Deputy Vice-Chancellor (Finance and Planning). Where appropriate, the Deputy Vice-Chancellor (Finance and Planning) will escalate to the Vice-Chancellor and President for resolution.
- 5.4 Planning, which includes early consultation with the Procurement Advice Team, is the University buyer's responsibility and is essential to achieving successful outcomes in terms of value for money and meeting required timelines.
- 5.5 Senior Executive employees are responsible for ensuring this policy and procedure is implemented in their respective areas.

### **Reporting**

- 5.6 No additional reporting is required.

### **Records management**

- 5.7 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

## **6 DEFINITIONS**

- 6.1 Terms not defined in this document may be in the University [glossary](#).

## 7 RELATED LEGISLATION AND DOCUMENTS

- [Central Queensland University Act 1998](#) (Qld)
- [Corporate Credit Card Procedure \(FMPM\)](#)
- [Delegation of Authority Policy \(FMPM\)](#)
- [Financial Accountability Act 2009](#) (Qld)
- [Financial Accountability Regulation 2009](#) (Qld)
- [Financial and Performance Management Standard 2009](#) (Qld)
- [Gifts and Benefits Policy and Procedure](#)
- [Local Industry Policy 2010](#)
- [Public Sector Ethics Act 1994](#) (Qld)
- [Queensland Charter for Local Content](#)
- [Queensland Government State Procurement Policy](#)
- [Right to Information Act 2009](#) (Qld)

## 8 FEEDBACK

- 8.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

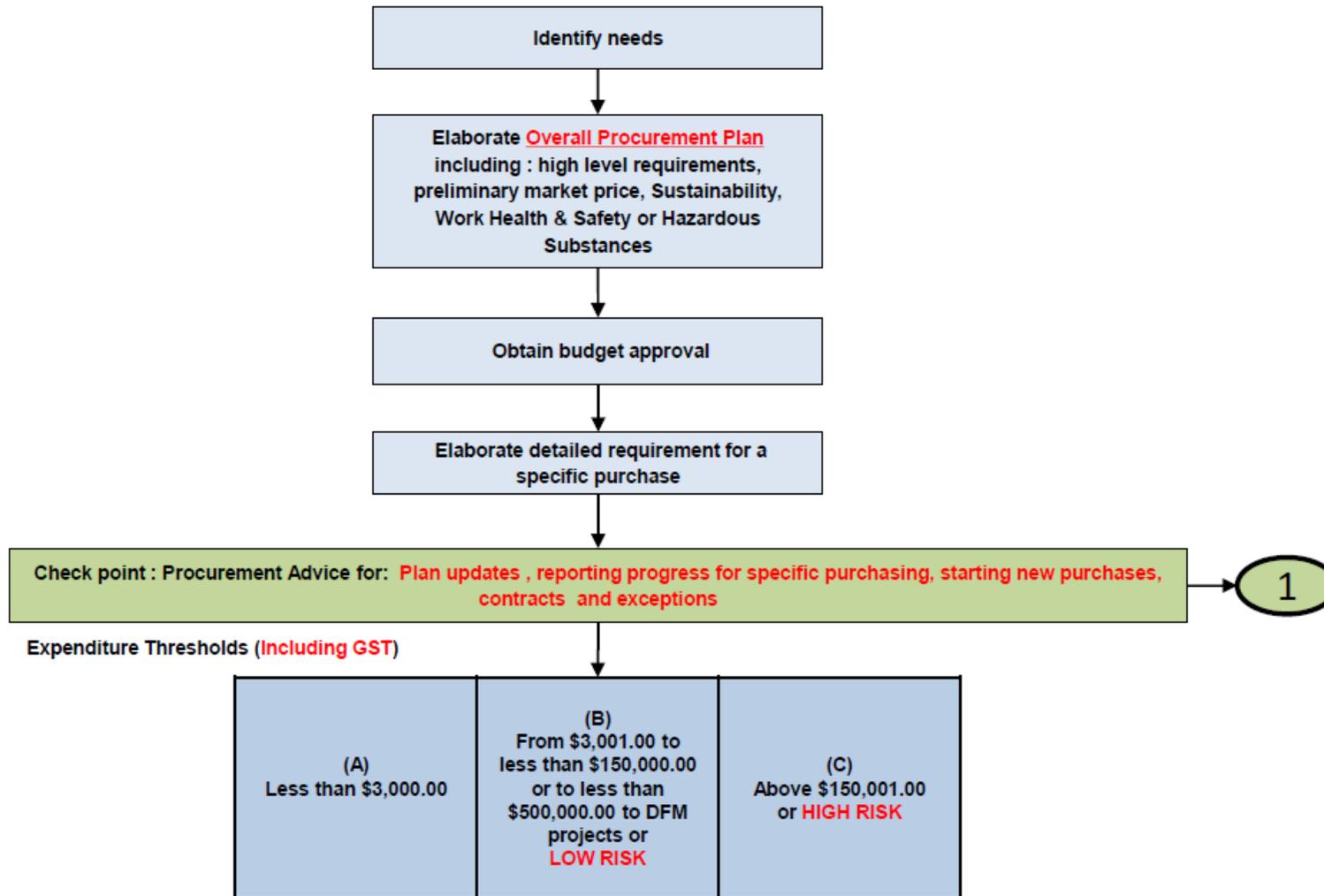
## 9 APPROVAL AND REVIEW DETAILS

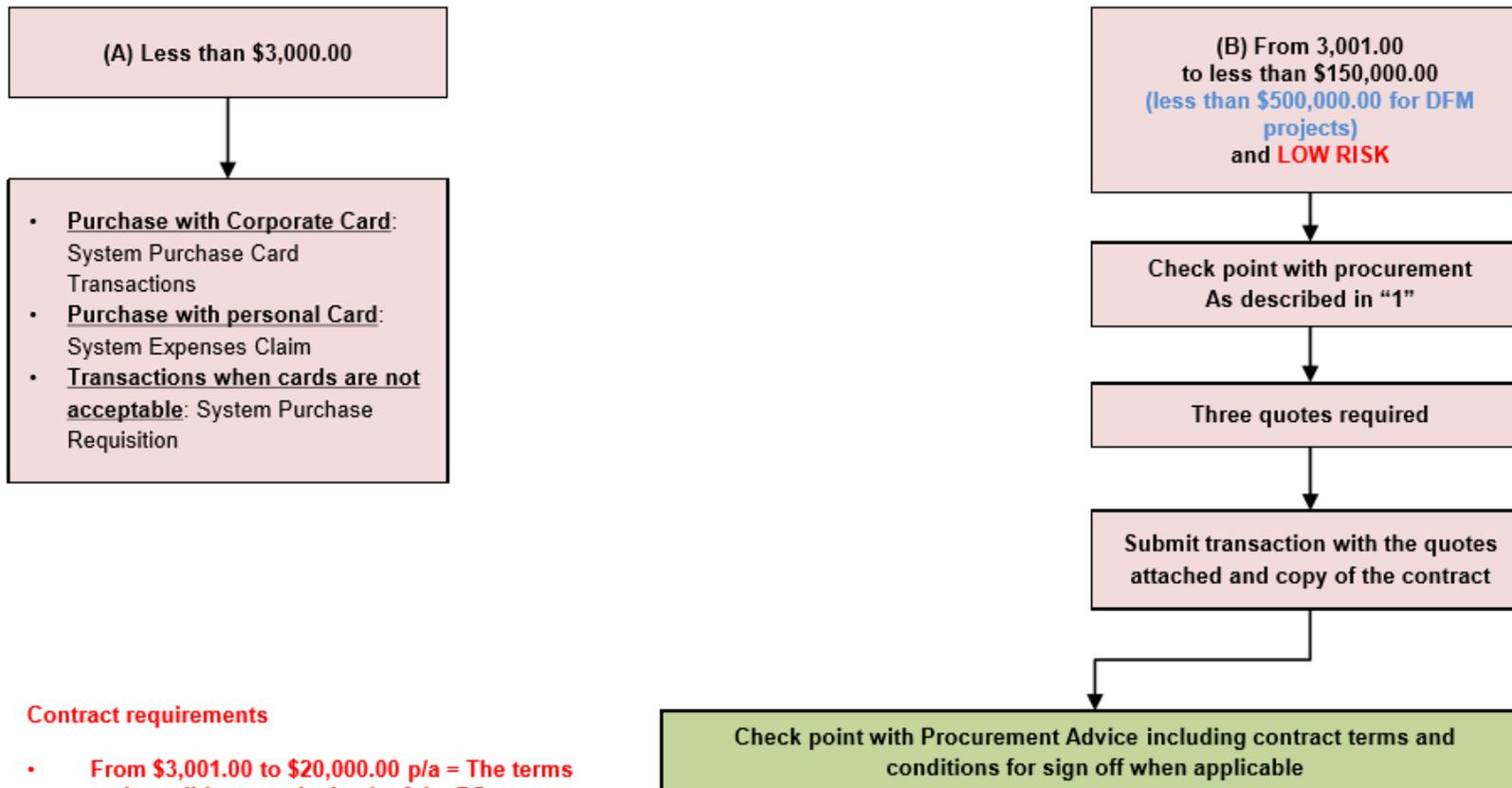
Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Deputy Vice-Chancellor (Finance and Planning)
Next Review Date	18/04/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Council 18/04/2018
Amendment Authority and Date	
Notes	This document consolidated and replaced the Purchasing Policy (6/05/2013), Procurement Policy, Procurement Principles and Procurement Procedure (18/04/2018).

10 APPENDICES

APPENDIX 1 – Flowchart for Request for Quote (RFQ), Purchase Requests (PR) and Purchase Order (PO)

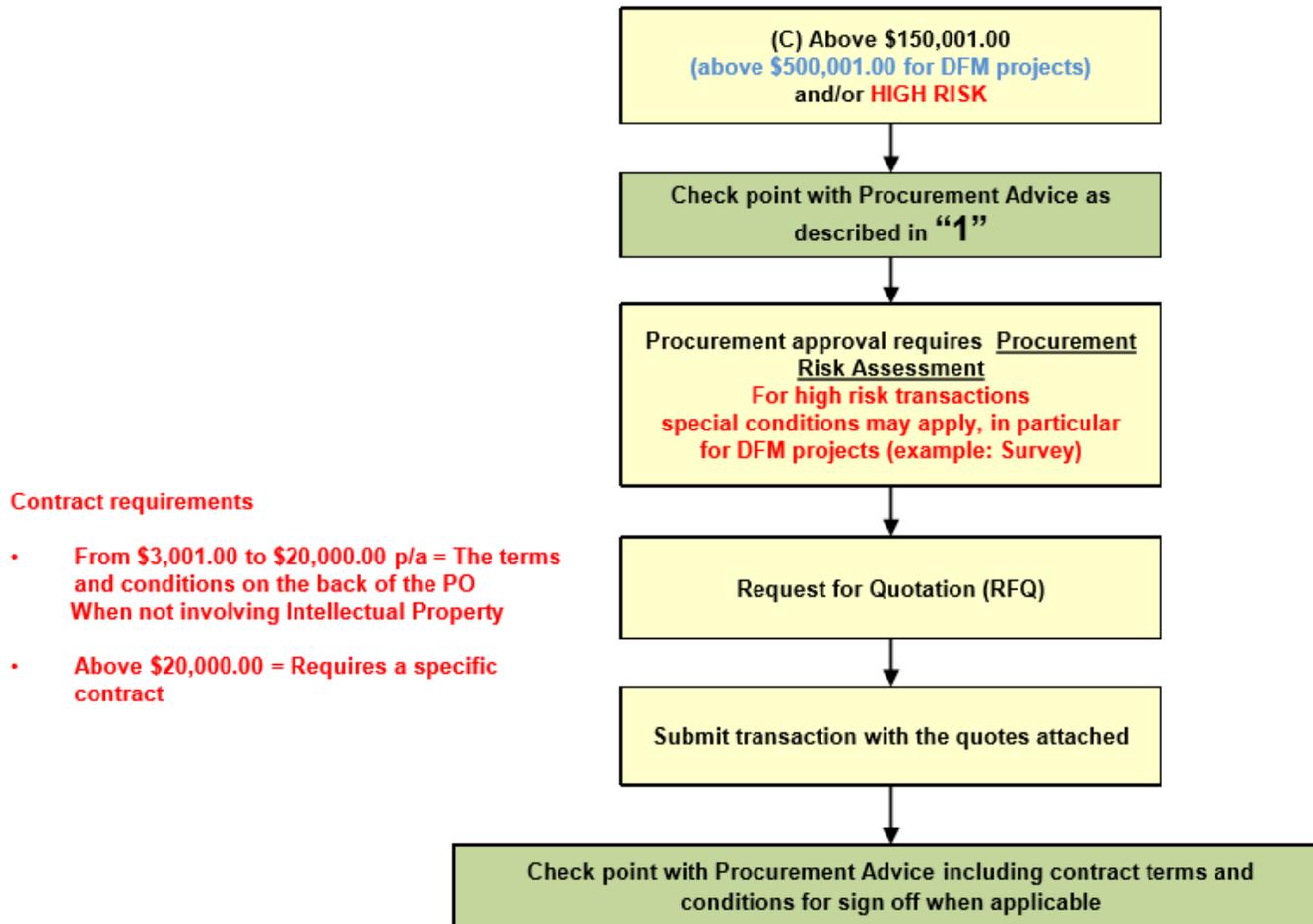




**Contract requirements**

- From \$3,001.00 to \$20,000.00 p/a = The terms and conditions on the back of the PO When not involving Intellectual Property
- Above \$20,000.00 = Requires a specific contract

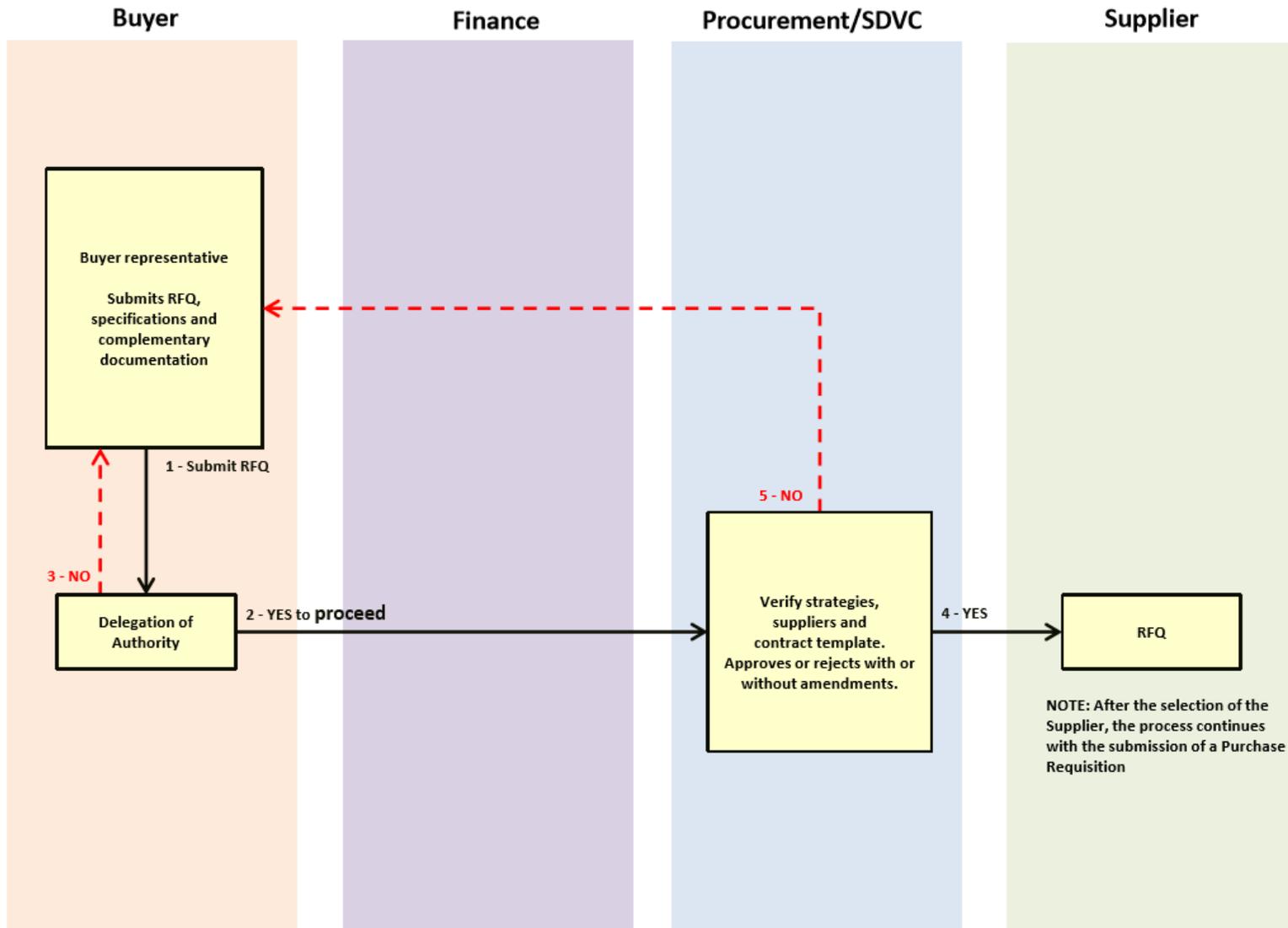
**Portable and attractive items** are assets that have a value of less than \$5000 and are not required to be recorded in the University's Asset Management System as assets. However, they are to be tracked through the Asset Management System because they are prone to accidental or deliberate loss due to portability and attractiveness. Assets that are typically classified as portable and attractive items may include personal computers, laptop computers, video equipment, cameras etc. and are defined in the University's policy and guidelines for Identification, Classification and Recording of Portable and Attractive Items. **These assets shall be requested through the INFORMATION AND TECHNOLOGY DIRECTORATE**



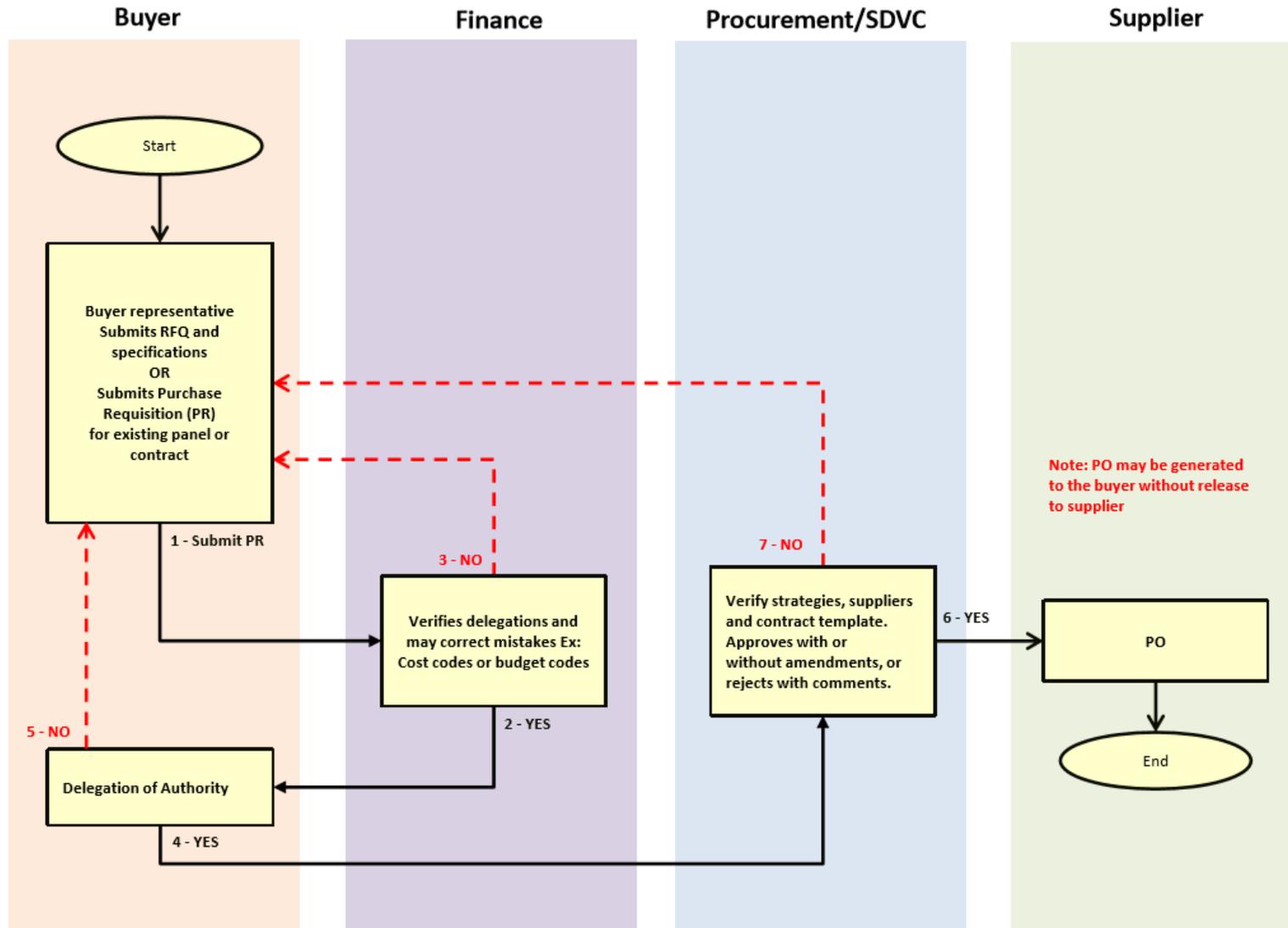
**Notes:**

1. An Independent Probity Auditor or Advisor is required if:
  - Goods & Services procurement with a value of \$10,000,000 and over.
  - Construction procurement with a value of \$100,000,000 and over.
2. Where an RFQ process is to be conducted by a Contractor or Consultant on behalf of the University, prior approval must be obtained from the University's Procurement Advice Team and, if approved, must be conducted in accordance with University requirements.

Submit a RFQ to select a new supplier or a panel of suppliers



Submit a Purchase Requisition for existing vendor with a contract, corporate contract, panel or exemption



## APPENDIX 2 - RACI Matrix

PROCUREMENT PROCEDURES RACI MATRIX				
<p><b>Responsible:</b> Who does or coordinates the execution of the step  <b>Accountable:</b> Who takes ultimate or overall responsibility for the execution (only one per step)  <b>Consulted:</b> Who owns the information or ensure compliance  <b>Informed:</b> Who is going to be affected by the transaction or will be involved in the future</p> <p>Legend:  <b>DIV:</b> Buyer Faculty/Division    <b>PAT:</b> Procurement Advice    <b>FIN:</b> Finance    <b>DVC:</b> Deputy Vice-Chancellor</p>				
Key word and process	Responsible	Accountable	Consulted	Informed
A- <b>PLAN:</b> Identify the needs, formulates the PROCUREMENT PLAN and respective justification for the spent	DIV	DVC	PAT	FIN
B- <b>APPROVAL:</b> Approve the Procurement Plan	DVC	DVC	FIN/DIV	PAT
C- <b>STRATEGY (check point #1):</b> Define the purchase strategy, including contract model	DIV	PAT	DIV	DVC/FIN
D- <b>SPECIFICATION:</b> Initiate the purchasing process and define: <ul style="list-style-type: none"> <li>• Specification</li> <li>• Sources or Providers</li> <li>• Selection criteria</li> </ul>	DIV	DIV	PAT	DVC/FIN
E- <b>PURCHASING:</b> Execute the purchasing	DIV	DIV	PAT	DVC/FIN
F- <b>SELECTION:</b> Select the source or provider	DIV	DIV	PAT	DVC/FIN
G- <b>CONTRACTING (Checkpoint #2):</b> Verify T&C's and negotiate the final contract version (including <u>exemptions</u> , renewals and disputes)	PAT	PAT	DIV	DIV/FIN
H- <b>VERIFICATION:</b> Final verify the purchasing and approve the PR	PAT	PAT	DIV	DIV/FIN
I- <b>SIGN OFF:</b> Sign of the contract and RPO	PAT	DVC	DIV	FIN

### Procurement RACI Matrix

