

Procurement and Purchasing Procedure



1 Purpose

To comply with the relevant legislation under which the University is bound and to maximise the benefits to the University that can be delivered through an effective and efficient Procurement process.

2 Scope

This procedure applies to the acquisition of all Goods and Services, including construction, made by the University and its controlled entities irrespective of the funding source or the settlement method. Settlement methods include Purchasing, leasing, renting and/or hiring activities.

3 Procedure Overview

This procedure sets out the processes required to ensure compliance with all relevant legislation under which the University is bound, ensuring that value for money is efficiently and effectively obtained within an environment that has an overriding principal of ethical Procurement.

4 Procedures

4.1 Managing the Procurement function

The Vice-Chancellor, as the Accountable Officer defined under the *Financial Accountability Act 2009*, has nominated the Chief Financial Officer (CFO), an executive member of the University, responsible for the overall University Procurement operations.

The CFO is responsible for:

- establishing and maintaining the 'Agency Purchasing Procedures' consistent with the Queensland Procurement Policy. This Procurement and Purchasing Procedure constitutes the University's Agency Purchasing Procedures;
- establishing a University-wide Procurement structure that supports both the administrative Purchasing function and the broader strategic Procurement function; and
- appointing suitably qualified and skilled officers and assigning appropriate Purchasing

delegation accordingly.

All University Members involved in a Purchasing or Procurement process or transaction on behalf of the University are responsible for:

- maintaining a current knowledge of this procedure;
- complying with this procedure;
- ensuring expenditure is in accordance within their Purchasing delegations or Financial Delegations, where applicable;
- ensuring expenditure is in accordance with approved funding allocations (i.e. approved budget);
- ensuring that sufficient funds exist for the planned purchase; and
- ensuring they are familiar with and comply with the Procurement and Purchasing Policy.

4.1.1 Procurement staffing and structure

The CFO has appointed the Manager (Procurement) as the nominated head of the Procurement function of the University.

The Manager (Procurement) is responsible for:

- development of the corporate Procurement plan;
- analysing the University's spend and future Purchasing requirements (in consultation with cost centre representatives); and
- with the support of the CFO, maintaining sufficient capability to properly manage the University's Procurement operations, including training and appointing appropriate staff.

The Procurement function of the University will be supported by a skilled and trained team of Delegated Purchasing Officers.

4.2 Code of practice

All University Members involved in Procurement and/or a Purchasing process must possess and demonstrate at all times a highly developed sense of professional ethics and standard of personal integrity, and consistently apply the University's Procurement thresholds, supporting standard processes and documentation, to all Procurement and/or purchase of Goods and

Services.

All University Members will ensure Procurement and Purchasing activities are carried out in accordance with this Procedure and the obligations contained in the:

- *Financial Accountability Act 2009*
- *Public Sector Ethics Act 1994*
- *Crime and Corruption Act 2001*
- Code of Conduct Policy.

4.3 Procurement planning

Planning for Procurement provides the University with a greater opportunity to achieve the mandatory requirements of the Queensland Procurement Policy in its Procurement function.

To facilitate a structured and considered approach to Procurement planning, the University will:

- develop a Procurement profile (including regular spend analysis);
- categorise Goods and Services by relative expenditure and difficulty of supply;
- develop an understanding of demand and priorities of stakeholders and their requirements;
- develop an understanding of supply markets, including alternate or substitute products;
- assess the University's impact on key supply markets, including opportunities for alliances with other buyers;
- assess the Procurement function capability, location and specialist skills against actual needs;
- assist the Procurement objectives by supporting compliance with this Procedure;
- provide effective Information Systems that support an e-commerce approach to Purchasing and embrace technical enhancements; and
- develop an understanding of the enterprise benefits of using internal services/Suppliers.

Under the Queensland Procurement Policy it is mandatory for the University to prepare a corporate Procurement plan (strategic) and desirable that it develops a significant Procurement

plan for individual Procurements (operational).

4.4 Corporate Procurement plan

Annually the Manager (Procurement) will prepare a corporate Procurement plan, incorporating a forward Procurement plan which includes a list of significant Procurement purchases, for review by the CFO.

The University corporate Procurement plan will align with the University's Strategic Plan and be developed and updated, to assist in delivering positive social, environmental and economic dividends.

The corporate Procurement plan details:

- the purpose of the Procurement function, including organisational Procurement objectives;
- the targeted future Procurement performance, including spend analysis and the development of a forward Procurement plan;
- the capability of the Procurement function, focusing on people and process; and
- the Procurement activity schedule, including actions, outcomes and performance measures.

4.5 Significant Procurement plan

Purchases identified in the University's corporate Procurement plan as being of high expenditure, and/or for which there is a high a degree of business risk, will be highlighted in a detailed forward Procurement plan as requiring the development of a significant Procurement plan.

Significant Procurements:

- represent a major financial commitment in the University's budget;
- are generally complex in terms of their demand and/or supply characteristics; and
- can individually have a significant impact on the University's operations.

4.6 Spend analysis

At least quarterly, the University will perform a spend analysis to capture past expenditure data

details including:

- vendor name and/or vendor identification
- vendor address (regional analysis)
- total vendor spend per period/year
- total number of transactions (invoices/orders)
- purchase method (credit card/order/transactional)
- general ledger codes
- cost centre usage/spend
- Delegated Purchasing Officer activity.

This information will assist the University to:

- analyse the University's non-salary expenditure;
- analyse changes in spend patterns;
- identify potential Standing Offer Arrangements (SOAs);
- provide feedback to faculties and departments on their spend profile;
- develop detailed profiling of specific commodities e.g. electricity, fuel, travel;
- profile the University's vendors;
- profile the spend patterns of Delegated Purchasing Officers and provide feedback to these officers; and
- identify future Procurement staffing and training requirements.

Spend analysis will assist in Procurement measurement and will also assist in reporting on policy compliance in some instances, such as Purchasing limits, credit card limits and confirming orders.

4.7 University buying strategies and practices

The Queensland Procurement Policy requires the University to understand the nature of its Procurement to help identify opportunities to advance the six government principles.

The University will develop a range of Procurement strategies and subsequent Purchasing practices based on achieving these principles within the profile of the University's total expenditures, volumes of purchases, types of purchases, supply markets and associated risks.

Two major factors influence the nature of the University's Procurement:

1. The 'degree of business risk' of Goods and Services, which means:
 1. the degree to which the Goods and Services present risks or are critical to the University; and
 2. the extent to which a competitive supply market for the Goods and Services exists.
2. The level of expenditure for the Goods and Services.

The University Buying Strategies and Practices Schedule, subordinate to this procedure, provides the University's buying strategies and practices.

The University has developed a number of Procurement practices to support the acquisition of the diverse range of Goods and Services required by the University. These include Purchasing thresholds, levels of approval, standard and specialist documentation, standard and specialist processes, Procurement training and Procurement/Purchasing staffing requirements.

4.8 Purchasing thresholds and delegations

Purchasing thresholds provide a standard strategy for applying the principles of value for money, probity and accountability whilst advancing Queensland Government principles.

Purchasing thresholds are based on the estimated total cost of acquisition. A Procurement or Purchasing process shall not be split into parts or separate transactions simply to achieve a lower threshold.

The University has established six Purchasing threshold levels and supporting documentation for the Procurement of its Goods and Services and projects. Refer Table 1 below.

Table 1: Purchasing Thresholds and Supporting Documentation

Estimated Total Acquisition Cost	Expected Risk Level	Supplier (s) Interaction	Minimum Purchasing Delegation	Summary of Requirements/Procurement Strategy/Supporting Documentation
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Less than \$5,000	Low risk	At least one verbal quote	Level P-A.1 Level P-A.2	<p>Perform an informal risk assessment.</p> <p>Preferred method of purchase is USQ Purchasing credit card.</p> <p>Obtain a verbal/written Invitation to Quote up to \$5,000.</p> <p>Complete a Corporate Card Purchase Request Form.</p> <p>Identify and evaluate simple sustainability criteria.</p> <p>Any vendor terms & conditions of supply requiring the University's acceptance must be referred to the University's Legal Services prior to the purchase proceeding.</p>
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Estimated Total Acquisition Cost	Expected Risk Level	Supplier (s) Interaction	Minimum Purchasing Delegation	Summary of Requirements/Procurement Strategy/Supporting Documentation
\$5,000 to less than \$15,000	Low risk	At least three verbal quotes	Level P-B.1	<p>Perform a notional informal risk assessment. In some circumstances this may identify that a formal risk analysis will be required.</p> <p>Preferred method of purchase is USQ Purchasing credit card for purchases up to \$10,000.</p> <p>Obtain a written Invitation to Quote up to \$15,000.</p> <p>Complete an Authority to Raise a Requisition.</p> <p>Identify and evaluate simple sustainability criteria.</p> <p>Any vendor terms & conditions of</p>

			<p>supply requiring the University's acceptance must be referred to the University's Legal Services prior to the purchase proceeding.</p> <p>All awarded contracts and SOAs over \$10,000 to be published on the Procurement Transformation Division's QTenders Website within 60 days of contract award (mandatory).</p>
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Estimated Total Acquisition Cost	Expected Risk Level	Supplier (s) Interaction	Minimum Purchasing Delegation	Summary of Requirements/Procurement Strategy/Supporting Documentation
\$15,000 to less than \$150,000	Evaluate risk	At least three written quotes	Level P-B.2 (for approved SOAs) Level P-C	<p>Perform a notional informal risk assessment for purchases up to \$100,000. In some circumstances this may identify that a formal risk analysis will be required.</p> <p>For purchases over \$100,000 a risk analysis must be performed to determine application of Quality Assurance (mandatory).</p> <p>Where identified, a Significant Procurement Plan (Short Form) may be required.</p> <p>Written Invitation to Quote up to \$150,000(mandatory).</p> <p>Detailed specification or scope of works (if required).</p> <p>Consider sustainability requirements within the specification.</p> <p>Establishment of an evaluation committee (if required).</p> <p>Special conditions of contract (if</p>

			<p>required).</p> <p>Identify and evaluate sustainability criteria in the offers.</p> <p>Any vendor terms & conditions of supply requiring the University's acceptance must be referred to the University's Legal Services prior to the purchase proceeding.</p> <p>All awarded contracts and SOAs to be published on the Procurement Transformation Division's QTenders Website within 60 days of contract award (mandatory).</p>
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Estimated Total Acquisition Cost	Expected Risk Level	Supplier (s) Interaction	Minimum Purchasing Delegation	Summary of Requirements/Procurement Strategy/Supporting Documentation
\$150,000 to less than \$250,000	Evaluate risk	At least three written quotes based on formal invitation to offer documents	Level P-D	<p>Risk analysis must be performed to determine application of QA (mandatory).</p> <p>Where identified, a Significant Procurement Plan (Short Form) may be required.</p> <p>Invitation to offer (all sections mandatory).</p> <p>Detailed conditions of offer and contract.</p> <p>Detailed specification.</p> <p>Consider sustainability requirements within the specification.</p> <p>Establishment of an evaluation committee.</p> <p>Detailed offer evaluation process</p>

				<p>and criteria.</p> <p>Additional relevant schedules as required; e.g. Government Information Technology and Communications (GITC), Work Health and Safety (WH&S).</p> <p>Sustainability criteria to be included in the evaluation of offers.</p> <p>Any vendor terms & conditions of supply requiring the University's acceptance must be referred to the University's Legal Services prior to the purchase proceeding.</p> <p>All awarded contracts and SOAs to be published on the Procurement Transformation Division's QTenders Website within 60 days of contract award (mandatory).</p>
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Estimated Total Acquisition Cost	Expected Risk Level	Supplier (s) Interaction	Minimum Purchasing Delegation	Summary of Requirements/Procurement Strategy/Supporting Documentation
\$250,000 to less than \$500,000	Evaluate risk	At least three written quotes based on formal invitation to offer documents. - publicly advertised	Level P-E	<p>Risk analysis must be performed to determine application of QA (mandatory).</p> <p>A Significant Procurement Plan (Short Form) is required (mandatory).</p> <p>Invitation to offer (all sections mandatory).</p> <p>Detailed conditions of offer and contract.</p> <p>Detailed specification.</p> <p>Consider sustainability requirements</p>

				<p>within the specification.</p> <p>Establishment of an evaluation committee.</p> <p>Detailed offer evaluation process and criteria.</p> <p>Additional relevant schedules as required; e.g. GITC, WH&S.</p> <p>Sustainability criteria to be included in the evaluation of offers.</p> <p>Public advertising (open).</p> <p>Any vendor terms & conditions of supply requiring the University's acceptance must be referred to the University's Legal Services prior to the purchase proceeding.</p> <p>All awarded contracts and SOAs to be published on the Procurement Transformation Division's QTenders Website within 60 days of contract award (mandatory).</p>
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Estimated Total Acquisition Cost	Expected Risk Level	Supplier (s) Interaction	Minimum Purchasing Delegation	Summary of Requirements/Procurement Strategy/Supporting Documentation
\$500,000 and over	Evaluate risk	At least three written quotes based on formal invitation to offer documents - publicly advertised and Tender Review Committee overview.	Level P-E	<p>Risk analysis must be performed to determine application of Quality Assurance (mandatory).</p> <p>A Significant Procurement Plan is required (mandatory).</p> <p>Invitation to offer (all sections mandatory).</p> <p>Detailed conditions of offer and contract.</p>

			<p>Detailed specification.</p> <p>Consider sustainability requirements within the specification.</p> <p>Establishment of an Evaluation Review Committee.</p> <p>Detailed offer evaluation process and criteria.</p> <p>Additional relevant schedules as required; e.g. GITC, WH&S.</p> <p>Sustainability criteria to be included in the evaluation of offers.</p> <p>Tender review committee required throughout Procurement process (mandatory).</p> <p>Any vendor terms and conditions of supply requiring the University's acceptance must be referred to the University's Legal Services prior to the purchase proceeding.</p> <p>All awarded contracts and SOAs to be published on the Procurement Transformation Division's QTenders Website within 60 days of contract award, with additional reporting requirements for contracts over \$10 million (mandatory).</p> <p>In accordance with the Queensland Government's 'Local Industry Policy - A Fair Go for Local Industry', the University will comply with the requirements of this Policy in instances where Queensland State Government funding has been received for an infrastructure and/or resource based project valued at more than \$2.5million.</p>
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4.8.1 Financial delegations and Purchasing delegations

The Procurement process of the University has two distinct delegations:

- financial delegation; and
- Purchasing delegation

These delegations are not to be substituted for each other under any circumstances and officers of the University will not normally hold both delegations.

4.8.1.1 Financial delegation

Financial delegations enable a University Member to authorise the commitment of University funds for the payment of expenditures incurred by the University.

4.8.1.2 Purchasing delegation

Purchasing delegations enable an Employee to undertake Procurement activities on behalf of the University. These officers exercise their Purchasing delegation in compliance with the Queensland Procurement Policy and associated Purchasing guides and this procedure and related procedures.

With the exception of petty cash transactions, University Members without a Purchasing delegation must not undertake Purchasing activities.

On recommendation by the Manager (Procurement), Purchasing delegations are approved by the CFO. Purchasing delegations will only be granted to University Members who hold the appropriate qualifications and skills, and where a need has been identified as part of their evaluated position description.

The University has established seven levels of Purchasing delegations as provided in Table 2 below.

Table 2: Purchasing delegations

Level	Delegation Value	Qualifications Required
Level P-A.1	Up to \$5,000 (includes GST) - USQ Purchasing cards only.	Credit card training provided internally by Financial Services (Procurement) Team. Level A 1 Training Course
Level P-A.2	Up to \$5,000 (includes GST) - USQ Purchasing cards.	Credit card training provided internally by Financial Services (Procurement)

	Up to \$5,000 (excluding GST) - PeopleSoft Purchase Orders.	Team. Level A 2 Training Course
Level P-B.1	Up to \$10,000 (includes GST) - USQ Purchasing cards. Up to \$15,000 (excluding GST) - PeopleSoft purchase orders.	Credit card training provided internally by Financial Services (Procurement) Team. Procurement Transformation Division training course: Procurement Fundamentals
Level P-B.2	Up to \$10,000 (includes GST) - USQ Purchasing cards. Up to \$15,000 (excluding GST) and \$15,000 + for approved low risk SOAs - PeopleSoft purchase orders.	Credit card training provided internally by Financial Services (Procurement) Team. Procurement Transformation Division training course: Procurement Fundamentals
Level P-C	Up to \$10,000 (includes GST) - USQ Purchasing cards. Up to \$150,000 (excluding GST) - PeopleSoft purchase orders.	Credit card training provided internally by Financial Services (Procurement) Team. Procurement Transformation Division training course: Procurement Fundamentals and Intermediate Procurement
Level P-D	Up to \$10,000 (includes GST)* - USQ Purchasing cards. *Up to \$20,000 with written approval of the CFO. Up to \$250,000 (excluding GST) - PeopleSoft purchase orders.	Credit card training provided internally by Financial Services (Procurement) Team. Procurement Transformation Division training course: Procurement Fundamentals and Intermediate Procurement
Level	Delegation Value	Qualifications Required
Level P-E	Up to \$10,000 (includes GST)* - USQ Purchasing cards. *Up to \$20,000 with written approval of the CFO. Over \$250,000 (excluding GST) - PeopleSoft purchase orders.	Credit card training provided internally by Financial Services (Procurement) Team. Procurement Transformation Division training course: Procurement Fundamentals, Intermediate Procurement and Diploma of Government (Procurement and Contracting).

All University Members who hold a Purchasing delegation are responsible for:

- maintaining an up-to-date knowledge of this Procurement and Purchasing Procedure;
- maintaining an up-to-date knowledge of the Corporate Credit Card Policy;
- complying with this Procurement and Purchasing Procedure and the Corporate Credit Card Policy;
- ensuring expenditure is in accordance within their Purchasing delegation;
- ensuring expenditure is in accordance with approved funding allocations (i.e. approved budget);
- ensuring that sufficient funds exist for the planned purchase; and
- ensuring that they are familiar with and comply with the objectives of the Queensland Procurement Policy.

4.9 Risk and quality assurance

Delegated Purchasing Officers will assess the risk for all purchases, although for some low value purchases this may only be notional.

The following formal risk assessment processes will be apply:

- For University purchases valued between \$15,000 and \$100,000, a Procurement Officer will determine if a formal risk assessment process is warranted. If warranted, the formal risk assessment process will be documented using the Procurement Risk Assessment Form.
- For University purchases valued over \$100,000, a Procurement Officer will conduct a formal risk assessment process and formal analysis. This will be documented using the Procurement Risk Assessment Form.

The risk assessment process will consider the consequences of identified risks against the probability of the risk occurring. The outcome will be twofold, and will:

1. provide guidance on Procurement planning considerations such as referral to specialist assistance, for example, consultation with University Legal Services or the Head of Internal Audit; and
2. indicate the level of quality assurance risk associated with the Procurement.

The three risk levels of Quality Assurance are:

1. Low - no quality assurance requirements are specified.
2. Medium -elements of a quality system or elements of an industry accreditation are specified as a contractual condition.
3. High - certified quality system or certified industry accreditation is specified as a contractual condition.

4.10 Tender Review Committee

The CFO will establish a Tender Review Committee for Procurements in excess of \$500,000 for the purpose of providing expert input, including:

- compliance check against Policy and Procedures;
- probity review of the Procurement process;
- legal review of offer terms and conditions; and
- financial review of proposed recommendation.

The Tender Review Committee will review the stages of final draft documentation and final review of the completed tender process, including an assessment of the recommendations in relation to the evaluation. Tender Review Committee members will also be available for consultation throughout the Procurement process.

The University Tender Review Committee will comprise the following members:

- CFO (or their nominee)
- General Counsel and Director (Legal Services) (or their nominee)
- Manager (Procurement) (or their nominee).

4.11 Contract disclosure over \$10,000

Under the Queensland Procurement Policy, Principle 6, it is mandatory for the University, as an 'affected agency' to:

- publish basic details of all awarded contracts and SOAs of \$10,000 and over; and
- publish additional details of contracts and SOAs of \$10 million and over.

Contract details must be published within 60 days of the contract date, on the Procurement Transformation Division eTender website, as provided in Table 3 below.

Table 3: Contract Detail Publication

Contract Value	Disclosure Obligation (on the eTender website)
\$10,000 - \$9,999,999	<p>Basic details:</p> <ul style="list-style-type: none"> • name and address of the agency procuring the contract; • a description of the goods or services procured; • the date of award or contract date; • the value of the contract or SOA; • the name and address of the successful Supplier; and • the Procurement method used (only required for contracts of \$500,000 or greater).
\$10 million and over	<p>Basic details (as above) plus additional details:</p> <ul style="list-style-type: none"> • identifying details (reference information for the offer and contract); • number of offers sought; • evaluation criteria and weightings; • form of contract; • deliverables; • contract milestones; and • contract performance management.

Contracts and SOAs, established for purpose of securing Goods and Services include:

- contracts under seal (also known as deeds); and
- simple contracts (can be oral, written, or a combination of both).

Examples of reportable contracts include:

- purchase/Procurement of general Goods and Services;
- purchase/Procurement of contractor and consultancy services;
- Procurement of capital works (including buildings and infrastructure);
- establishment of SOAs and panel arrangements;
- contracts made under SOAs (e.g. by way of a purchase order issued under the SOA); and
- corporate card transactions (excluding payments to corporate card providers; e.g. administrative fees).

The reportable contract value will:

- not be split or divided into multiple parts;
- include GST, any premiums, fees, commissions, interest or other amounts payable to the Supplier under the contract;
- include the grossed-up value of any trade-in;
- include variations over \$10,000, singularly or cumulatively, over the life of the contract; and
- if a multi-year contract, be reported for the full value against the term of the contract.

The Procurement Transformation Division eTender website must be updated where there is a variation to the contract that represents a material change to the original contract. Examples include:

- extensions;

- significant changes in agreed deliverables;
- change in Supplier details; and
- Suppliers added to or removed from an SOA.

Procurement Officers will ensure that conditions of offer and conditions of contract clearly specify that certain information will be collected and published on the Procurement Transformation Division eTender website pursuant to Principle 6 of the Queensland Procurement Policy.

4.12 Sustainable Procurement

Sustainable Procurement is the process whereby the University meets their needs for Goods and Services in a way that achieves value for money on a whole-of-life basis in terms of generating benefits not only to the University, but also to society and the economy, whilst minimising damage to the environment.

The Procurement function will assist the University to achieve this objective by integrating sustainability into the Procurement of its Goods and Services (including capital projects), as required under the Queensland Procurement Policy.

All Procurement evaluation should contain specific criteria to reflect the environmental impacts of Goods and Services being purchased. This weighted criteria will be not be less than 5% of the overall evaluation score.

Where possible, sustainability will be incorporated into every stage of Procurement. As appropriate, the University will advise potential Suppliers that environmental management and performance considerations may influence Purchasing decisions.

As part of the University's commitment to continuous improvement, the Procurement function will seek stakeholder cooperation to progressively increase the portion of University spend on Goods and Services that demonstrate improved sustainability outcomes. As part of any Significant Procurement Plan, sustainable options will be identified and considered at each stage of the plan's development and where appropriate, sustainable targets will be set.

Further information on sustainability is available in the University's [Environment and Sustainability](#) web page.

4.12.1 Planning

In the planning phase sustainability will be considered by including stakeholder engagement and considering whole-of-life impacts. The University will consider:

- avoiding or reducing consumption;
- sourcing alternative products or services;
- the suitability of alternative Suppliers (including internal Suppliers);
- rethinking and revising specifications;
- recycling, reusing, refurbishing or repairing existing resources/equipment; and
- recycling, composting or reusing consumables after initial use.

4.12.2 Specification

In the specification phase, the University will consider impacts on:

- climate change and greenhouse gases;
- efficient energy use and use of renewable energy;
- efficient water use and recycling of water;
- waste disposal volume, reduction and methods;
- hazardous waste disposal including toxicity and longevity;
- volume, source, type and renewability of raw materials;
- land use, critical habitat and virgin natural resources;
- human health, fair working conditions and local communities; and
- socially inclusive values of the Supplier.

4.12.3 Evaluation

In the offer evaluation phase, the University will consider the Supplier's impacts described above, as well as the Supplier's:

- sustainability performance history;
- certified environmental management practices (where applicable);
- ability to respond to sustainability requests; and

- ability to be innovative in terms of progressing sustainability in their performance.

On contracts valued at \$100,000 or more the University will also include a minimum sustainability rating of not less than 5% on the Supplier's performance and practices.

4.12.4 Contract Management

In the contract management phase, the University's Contract Manager will monitor the Supplier's:

- performance against sustainability related key performance indicators (KPIs), including annual carbon emissions data applicable to the contract (where relevant); and
- ability to provide enhanced sustainability related outcomes.

4.13 Standing offer arrangements (SOA) and /or panel supply arrangements

As part of its planned approach to Procurement, the University may develop SOAs, or take advantage of the opportunity to join whole-of-government, whole-of-agency, or third party grouped (e.g. multi-university) arrangements.

A SOA is where the University is party to, or has access to, an agreement with one or more Suppliers for the provision of an undefined volume of Goods and Services under agreed pricing conditions over a set period of time.

A SOA is not a contract, but it is:

- a standing quotation that the Supplier may withdraw at any time before the offer is accepted; and
- the buyer has no obligation to place an order; and
- the contract is formed when a purchase order is placed/Corporate Card Purchase Request Form is issued.

The Manager (Procurement) will maintain a list of current University SOAs.

4.13.1 University-established SOAs

Financial Services (Procurement) will, based on frequently purchased common products, review the University's spend profile to identify opportunities to implement SOAs.

The advantages of University established SOAs may include:

- establishing firm competitive prices based on Purchasing power;
- reducing the cost of obtaining quotes and/or additional Procurement supporting documentation;
- streamlining the Purchasing process;
- cost savings from monthly invoicing and / or online ordering; and
- enhanced reporting capability as a result of consolidated purchases.

SOAs established by the University are mandatory for all purchases of Goods and Services covered by that arrangement.

For internally established SOAs where renewal is required, the University will go back to the open market to ensure the supply source remains competitive and to give new market players an opportunity to participate.

4.13.2 Externally-Established SOAs

The University may also utilise 'externally established' whole-of-government, whole-of-agency or third party grouped arrangements.

Before accessing these externally established SOAs, the University must ensure that:

- the SOA offer process meets the requirements of the Queensland Procurement Policy; and
- the terms and conditions of the SOA provide for the University to receive all the commercial benefits in the SOA terms and conditions; and
- the standard products and support services are complementary to the University environment.

Additional advantages of these SOAs may include:

- increased Purchasing power due to the greatly expanded demand market; and/or
- reduced or no Procurement costs in establishing/accessing the SOA for use by University; and/or

- price benefits obtained where University demand alone is low.

SOAs accessed by the University (but externally established) may be classified by the CFO, on advice from the Manager (Procurement), as either mandatory or non-mandatory arrangements for purchases of Goods and Services covered by that arrangement.

4.13.3 Review of SOAs

The effectiveness of a SOA will be reviewed annually by the Manager (Procurement).

4.14 ICT Purchasing (including Government Information Technology Contracting (GITC) Framework

Under the Queensland Procurement Policy, it is mandatory for the University, as an 'agency', to comply with the GITC Framework as the basis of all contracts when procuring information and communication technology (ICT) Goods and Services. Refer to Section 4.14.1 for exclusions.

In addition, the University has adopted the use of the standard Queensland Government Procurement Transformation Division contracts documents for all ICT related offer documents to ensure terms and conditions are consistent with the GITC Framework.

For the purposes of the GITC Framework, ICT products and services generally cover all types of technology (e.g. data, voice, video etc.) and associated resources that relate to the capture, storage, retrieval, transfer, communication or dissemination of information through the use of electronic media. All resources required for the implementation of ICT are encompassed; i.e. equipment, software, facilities, services and human resources, including telecommunications products and services that carry voice and/or data.

GITC Framework requirements are additional to the University Procurement procedures for each level of purchase.

If the required Goods and Services are not available from a Supplier who is an 'Accredited Supplier' in the GITC Framework, the Delegated Purchasing Officer shall arrange for negotiations to commence between the proposed Supplier and GITC Services for a GITC agreement to be signed. This agreement must be completed prior to the ordering of the Goods and Services.

The Delegated Purchasing Officer responsible for the planned acquisition of ICT Goods and Services shall ensure the Official University Purchase Order or USQ Purchasing Card Authorisation incorporates as a minimum:

- the Supplier's GITC agreement number;
- the following statement 'This order is placed in accordance with the terms and conditions of GITC Agreement Number Q - '; and

- where applicable, additional information as listed in the GITC Framework, Schedule C1 -General Order and associated Customer Contract Modules.

Where the University is required to sign a licencing agreement, the agreement must be progressed in accordance with the standard Contract Management Framework.

All requests for the purchase of ICT Goods and Services, including cloud based solutions, must be directed to the [ICT Self Service](#), or enquires can be directed to ICT.Procurement@usq.edu.au or contact Financial Services (Procurement).

4.14.1 Situations where GITC Framework is not mandatory

If the required product/service is:

- not available from an existing SOA; and
- the total value of the requirement is less than \$1 million; and
- the result of a Procurement risk assessment is low risk;

Then:

- it is optional to use the GITC framework and a contract must be progressed in accordance with the standard Contract Management Framework.

4.15 Contractors and Consultancies

Contractors and Consultants who provide Goods and Services to the University are subject to the requirements of this procedure and the Professional Services Policy and Professional Services Procedure.

Before proceeding with the Procurement of a contractor, consultant or a professional services provider please refer to the Professional Services Flowchart to ensure the final engagement is the most effective method and meets all legislative and legal requirements.

4.16 Motor vehicles

In accordance with the University's Motor Vehicle Policy and Procedure, the Executive Director (Campus Services) is the authorising officer for the purchase of University fleet vehicles (non-packaged executive vehicles) and the Executive Director (Human Resources) is the authorising officer for the purchase of all packaged executive vehicles.

All University motor vehicles are purchased by Financial Services (Procurement).

Under the *Financial Accountability Act 2009*, the Accountable Officer is responsible for the disposal of surplus Assets (including motor vehicles). For motor vehicles, this responsibility has been delegated to the Executive Director (Campus Services) who will ensure all University motor vehicles are sold in accordance with Procurement Transformation Division -disposal of surplus government Assets. Under the provisions of the Queensland Financial Accountability Handbook, any other method of disposal will require not only the authorisation of the Executive Director (Campus Services) but also the financial arrangement approval of the CFO.

4.17 Intangible items (including Intellectual Property) in Purchasing

Intangible items can be bought like any other type of item, however these are not physical items, although they may be bundled into the purchase of a physical item or service. Examples of these purchases may include software, software development, teaching resources or manuals, a consultant's report, engaging someone to provide services and/or delivery of training programs.

In procuring an intangible item the following points should be considered:

- the ultimate rights in the item;
- the person or organisation selling or granting the right actually has the legal right to do so; and
- the Procurement negotiations and purchase contract must deal clearly with this issue of ownership or licence to use the Intellectual Property.

Delegated Purchasing Officers requiring further information or advice on Intellectual Property should seek advice from Legal Services.

4.18 Travel

The University has established the Corporate Travel Team within Financial Services to purchase and manage the costs and travel arrangements and transactions for all persons travelling for official purposes.

To provide an efficient and cost effective travel service, Financial Services (Procurement) and the Corporate Travel Team will identify and implement SOAs for travel and travel related services.

4.19 Internal Purchasing

There is a restricted and limited range of Goods and Services provided by sources internal to

the University.

Before sourcing any Goods or Services externally, a Delegated Purchasing Officer will, in the first instance, investigate if the supply can be met from internal University sources. Examples of these internal sources include:

- Ellipsis Media - e.g. printing, envelopes, business cards, copy paper;
- Transport Services - e.g. pool car;
- Media Services - e.g. photography, graphics, video/audio production; or
- Omnia Books - e.g. office consumables.

Further information on internal Suppliers can be found in the Internal User Charging and Cost Recovery Procedure.

4.20 Reverse Auctions

The University may consider a Reverse Auction as part of a Procurement process where it can be demonstrated that the possible advantages outweigh the possible disadvantages.

Goods and Services suitable for a Reverse Auction are typically available off-the-shelf, required in high volume, considered to be routine (and low risk) with clearly defined specifications, quantity, quality and delivery and related terms and conditions, and have a high margin structure.

Benefits of a Reverse Auction may include:

- achieving a competitive market price;
- gaining better knowledge of the supply market;
- allowing bidders multiple opportunities to offer a price; and
- providing transparency and fairness as participants have knowledge of the bids.

Disadvantages and/or risks of a Reverse Auction may include:

- no opportunity to 'value-add';
- price is the final determinant in the selection process;

- difficult to compare and evaluate offers if there are innovative or more sustainable solutions;
- smaller regional Suppliers are disadvantaged due to infrastructure requirements;
- submission of unsustainable loss leading bids;
- cost and resources required for contingency plans if there is a technical failure during the bid process; and
- additional cost of Purchasing suitable software or the commission payable to an external auction house.

A cost-benefit analysis comparing a Reverse Auction with traditional Procurement processes will be prepared for review and will be evaluated by the Manager (Procurement) before proceeding with this option.

4.21 Special Purchasing arrangements and considerations

4.21.1 Leasing vs buying proposals

When making decisions about the acquisition of an item or Asset, the University must satisfy itself that the best cost alternative is used. An acquisition should represent the best return and performance for the University, and for the money spent from a 'total costs of ownership' or 'whole of life costs' perspective. Any considerations around real property should be referred to Campus Services in the first instance.

Leasing arrangements must not be used as a way to alleviate the impact of pressure on budget allocations. There is no justification for entering into a leasing arrangement that increases the overall cost of an acquisition to the University.

Managers considering leasing an Asset will, in the first instance, as part of the Procurement planning, refer the matter to their management accountant. The management accountant will provide input into the Procurement process as part of the evaluation team. The management accountant will prepare a full 'Lease vs Buy' analysis in accordance with the University's Leasing Policy.

4.21.2 Deposits for Goods and Services

The University does not normally pay deposits for Goods and Services.

Where the vendor requires the payment of a deposit under the conditions of supply, a University purchase order will be raised for the full contract price.

The USQ Purchasing Card must not be used for the payment of deposits (as Tax Invoices are

not available).

4.21.3 Trade-ins

Where a Procurement process involves the trade-in of University property (including but not limited to Assets and Portable and Attractive Items) the University purchase order/corporate credit card transaction will be raised for the full value of the new item, noting in the comments section the details of the trade-in.

The Delegated Purchasing Officer will raise a billing invoice for the value of the trade-in and ensure that a disposal form for either an Asset or a Portable and Attractive Item is completed, where applicable.

4.21.4 Australian and New Zealand Government Procurement Agreement (ANZGPA)

When conducting a Procurement process including developing the specifications, inviting offers and evaluating offers, Procurement Officers will ensure there is no discrimination or bias against Australian and/or New Zealand Suppliers of Goods and Services.

4.21.5 Hazardous substances, licensable materials and dangerous goods

University Delegated Purchasing Officers must be aware there may be Work Health and Safety (WH&S) considerations when procuring Goods and Services and they are responsible for requesting a current Safety Data Sheet (SDS) at the time of purchase.

Managers of faculties or departments requesting the ordering of hazardous substances and/or equipment are responsible for complying with all University and legislated WH&S requirements including the retention of the SDS. Hazardous equipment may include:

- dangerous goods;
- pressurised vessels;
- laser equipment; and
- plant and equipment.

When requesting licensable materials be ordered, Managers are responsible for meeting legislative requirements and ensuring the correct licenses and documentation, as required, are held within the area.

For all purchases of personal protective equipment (PPE) Delegated Purchasing Officers must ensure that the proposed PPE complies with Australian design standards for their intended use. Further advice on the appropriateness of the proposed PPE can be obtained from USQSafe.

All Suppliers to the University must comply with Australian design standards such as electrical, structural and technical standards and all applicable workplace health and safety legislation. Where goods are sourced overseas the Delegated Purchasing Officer will request confirmation from the Supplier that the item meets Australian design standards. In exceptional circumstances, where the item doesn't meet Australian design standards, this will be brought to the attention of the Manager (USQSafe) before purchase so that a risk assessment can be undertaken.

Delegated Purchasing Officers will include applicable WH&S clauses in all written documentation, for example USQ Purchasing Card Authorisations and invitations to quote.

4.21.6 Second hand goods

The University may procure second hand goods where it is demonstrated they meet the required specifications and a new versus second hand analysis indicates the goods:

- provide value for money based on a whole-of-life analysis;
- are not encumbered;
- carry an acceptable warranty; and
- comply with current Australian design standards. Where the item does not meet Australian design standards, this will be brought to the attention of the Manager (USQSafe), before purchase, so that a risk assessment can be undertaken.

A request to purchase second hand goods, addressing the above points, will be made to Manager (Procurement).

4.21.7 Assets or Portable and Attractive Items

Where the University Procurement or purchase process results in the acquisition of an Asset or a Portable and Attractive Item, the Delegated Purchasing Officer must identify and record those purchases in accordance with the relevant Asset Policies and Procedures and the Financial Management Practices Manual, as appropriate.

4.22 Managing and monitoring Supplier performance

The University will manage and monitor Supplier performance where there is high relative expenditure and/or difficulty in securing supply or where the supply is part of a SOA.

By managing and monitoring Supplier performance, the University will aim to:

- reduce transaction costs and vendor volume;

- contribute to effective risk management by compiling a risk profile of vendors;
- build cooperative relationships with Suppliers and therefore improve Supplier and purchaser performance;
- assist in developing Supplier capability (e.g. software development/specialisation for a University environment); and
- seek to ensure that the University continues to get value from the Supplier's performance.

Before establishing a contract the University will:

- develop a robust specification that properly analyses its needs and clearly defines the outcomes desired for the purchase including any necessary milestones;
- identify the contract manager;
- establish key performance indicators (KPIs) for the purchase, where required;
- refer to past Supplier performance records; and
- develop a contract, seeking input from the successful offerer (where appropriate) on periodic contract reviews, monitoring procedures and measurement of performance against appropriate KPIs.

During the period of the contract, the University's responsible contract manager will:

- regularly check the Supplier's progress to ensure that contractual obligations are being met, and provide feedback as required;
- keep adequate, written records of all dealings with the Supplier and of the administration of the contract; and
- provide necessary feedback to the Supplier regarding contract performance.

When a contract has been completed the responsible Procurement Officer will initiate and, if required, assist the Contract Manager to:

- evaluate Supplier performance against outcomes, KPIs and/or milestones;

- provide feedback to the Supplier on performance, if requested; and
- update records of Supplier performance for future reference.

Managing and monitoring Supplier performance will usually form part of a significant Procurement plan.

4.23 Complaints about Procurement activities

The University will maintain a fair, equitable and non-discriminatory process for addressing Complaints and concerns raised by University Members, Suppliers or members of the community about the conduct of the University's Procurement activities.

The University encourages attempting informal resolution of issues in the first instance. For example, Complaints received by a Delegated Purchasing Officer will be, where possible, resolved by the receiver by providing more information on the University Procurement process and practices. Delegated Purchasing Officers will maintain signed and dated file notes of any communications.

If informal resolution is not successful or the parties involved are not comfortable with attempting informal resolution, a Complaint may be made in writing to the Manager (Procurement) or, if the Complaint is about the Manager (Procurement), to the CFO. Students may also choose to lodge a Complaint via the [Feedback, Complaints and Appeals](#) system.

Complaints about Procurement activities will be managed in accordance with the Procurement Complaint Management Local Procedure.

4.24 Partial exemption from applying these approved Procurement and Purchasing procedures

The Queensland Procurement Policy requires the University to use its best endeavours to ensure that all Procurement transactions follow a standard transparent competitive process that provides value for money and to ensure the University's Procurement outcomes are defensible.

Exemptions from these Procurement and Purchasing procedures will only be granted in limited circumstances and as detailed below.

4.24.1 Sole or limited supply request

A sole or limited supply request must be provided in writing and detail the steps undertaken to support/verify that there is a genuine sole or limited supply.

The request will be forwarded to the appropriate Procurement Officer (where required) prior to obtaining quotes (refer Table 4 below).

Table 4: Procurement Officer thresholds for sole or limited supply requests

Estimated Total of Acquisition	Procurement Officer
\$5,000 to less than \$15,000	Authorised Purchasing Officer with sufficient authority, performing the purchase (including self-regulation)
\$15,000 to less than \$150,000	Senior Procurement Officer
Over \$150,000	Manager (Procurement)

The Procurement Officer will respond in writing either to:

- accept the request;
- request additional information; or
- reject the request, providing reasons for the rejection.

If approved, the standard format of the invitation remains unchanged.

4.24.2 Brand or manufacturer specific supply request

A brand or manufacturer specific supply request must be provided in writing and detail the steps undertaken to support/verify that there is a genuine brand/manufacturer specific supply requirement.

The request will be forwarded to the appropriate Procurement Officer (where required) prior to obtaining quotes (refer Table 5 below).

Table 5: Procurement Officer thresholds for brand or manufacturer specific supply requests

Estimated Total of Acquisition	Procurement Officer
\$5,000 to less than \$15,000	Authorised Purchasing Officer with sufficient authority, performing the purchase (including self-regulation)
\$15,000 to less than \$150,000	Senior Procurement Officer
Over \$150,000	Manager (Procurement)

The Procurement Officer will respond in writing to either to:

- accept the request;
- request additional information; or
- reject the request, providing reasons for the rejection.

If approved, the standard format of the invitation remains unchanged.

4.24.3 A situation of genuine emergency

The following conditions will apply to a genuine emergency:

- The request will be made in writing to the appropriate Procurement Officer (refer Table 6 below) and detail the circumstances of the genuine emergency. *Note: Lack of planning does not constitute a genuine emergency.*
- Genuine emergency situations will be approved after the event.
- The request must be forwarded to the Procurement Officer.

Table 6: Procurement Officer thresholds for genuine emergencies

Estimated Total of Acquisition	Procurement Officer
Under \$150,000	Manager (Procurement)
Over \$150,000	Chief Financial Officer

4.24.4 A situation requiring total exemption of these approved Procurement and Purchasing procedures

- The request will be made, in writing using the Procurement Exemption Request - Total Form, to the Manager (Procurement) and detail the circumstances of the exemption request.
- The request will be forwarded to the appropriate approval officer (refer Table 7 below).
- For requests over \$100,000 the request will initially be forwarded to the CFO for the CFO's recommendation to the Vice-Chancellor.

Table 7: Approval thresholds for total exemption of these approved Procurement and

Purchasing procedures

Estimated Total of Acquisition	Approval Officer
Under \$100,000	Chief Financial Officer
Over \$100,000	Vice-Chancellor

The Manager (Procurement) will respond in writing to advise:

- acceptance of the request;
- if additional information is required; or
- rejection of the request, providing reasons for the rejection.

4.25 Record keeping and supporting documentation

Delegated Purchasing Officers must retain, for audit purposes, all supporting documentation relating to a Procurement process for seven years from the date of the transaction. This is in accordance with the *Public Records Act 2002* and the Financial Management section of the General Retention and Disposal Schedule (GRDS).

4.26 Continuous improvement in Procurement and Purchasing activities

The University's continuous improvement framework is inclusive of staff at all levels and is formed by the following principles:

- it delivers measurable improvement in critical end-to-end business processes;
- all improvements in services are focused on customer needs;
- it empowers frontline staff to develop solutions to problems and, in so doing, begins to change the culture;
- it involves multi-level, multi-functional teams of staff, thus breaking down barriers, developing relationships and allowing a share of best practice;
- it contributes significantly to the creation of a strong culture of learning and encourages creativity and risk-taking whilst stimulating challenge, innovation and change;

- all improvements are sustainable because they become embedded in operational procedures; and
- it is cost effective because solutions depend on creativity, not capital investment.

The CFO will adopt the ADRI cycle (Approach, Deploy, Results, Improve) of continuous improvement in the Procurement and Purchasing activities of the University.

The CFO will encourage Delegated Purchasing Officers and all staff involved in a Procurement and Purchasing process to:

- develop methods to prioritise Procurement activities, including regular meetings with stakeholders;
- provide feedback on the outcomes of a Procurement activity and satisfaction levels;
- provide suggestions on how processes may be streamlined;
- be involved in workshops to discuss topics such as processes, paperwork and workflow; and
- be involved in workshops that will share knowledge and provide background information on the framework in which the University manages its Procurement and Purchasing activities.

5 References

General Retention and Disposal Schedule (GRDS) - Financial Management.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Subordinate Schedules	University Buying Strategies and Practices Schedule
Accountable Officer	Chief Financial Officer
Responsible Officer	Manager (Procurement)
Policy Type	University Procedure

Approved Date	1/2/2016
Effective Date	1/2/2016
Review Date	9/9/2018
Relevant Legislation	Australian Accounting Standards Australia New Zealand Government Procurement Agreement (ANZGPA) Competition and Consumer Act 2010 Crime and Corruption Act 2001 Financial Accountability Act 2009 Financial and Performance Standard 2009 General Retention and Disposal Schedule (GRDS) Public Records Act 2002 Public Sector Ethics Act 1994 Queensland Financial Accountability Handbook Queensland Procurement Policy Queensland Quality Assurance Policy University Sector Retention and Disposal Schedule
Related Policies	Assets Policy Code of Conduct Policy Conflict of Interest Policy (under development) Corporate Credit Card Policy Council Conflict of Interest Policy and Procedure Delegations Policy Environmental Management Policy and Procedure Excess Payments Policy

	<p>Expenditure Policy</p> <p>Financial Management and Accountability Policy</p> <p>Intangible Assets Policy</p> <p>Intellectual Property Policy and Procedure</p> <p>Leasing Policy</p> <p>Motor Vehicle Policy and Procedure</p> <p>Petty Cash Policy</p> <p>Portable and Attractive Items Policy</p> <p>Procurement and Purchasing Policy</p> <p>Professional Services Policy</p> <p>Property, Plant and Equipment Assets Policy</p> <p>Revenue Policy</p> <p>Student Complaint and Appeal Policy</p> <p>Travel Policy</p> <p>Work Health and Safety Policy</p>
Related Procedures	<p>Assets Procedure</p> <p>Corporate Credit Card Procedure</p> <p>Disciplinary Action for Misconduct or Serious Misconduct Procedure</p> <p>Employee Conflict of Interest Procedure</p> <p>Excess Payments Procedure</p> <p>Expenditure Procedure</p> <p>Intangible Assets Procedure</p> <p>Internal User Charging and Cost Recovery Procedure</p> <p>Leasing Procedure</p>

	<p>Petty Cash Procedure</p> <p>Portable and Attractive Items Procedure</p> <p>Professional Services Procedure</p> <p>Property, Plant and Equipment Assets Procedure</p> <p>Revenue Procedure</p> <p>Student Complaint Management Procedure</p>
<p>Related forms, publications and websites</p>	<p>Application for Approval to Purchase a Management Package Motor Vehicle</p> <p>Application for Approval to Purchase a Pool Motor Vehicle</p> <p>Asset/PAI Disposal Request Form</p> <p>Australian Taxation Office - Statement by a Supplier</p> <p>Authority to Raise a Purchase Order or Make a Credit Card Payment</p> <p>Change Vendor Form - Domestic</p> <p>Conflicts of Interest and Gifts Policy</p> <p>Conflicts of Interest and Gifts Procedure</p> <p>Corporate Card Purchase and Transactional Payment Request</p> <p>Environment and Sustainability</p> <p>Feedback, Complaints and Appeals</p> <p>Financial Delegations Schedule</p> <p>Financial Management Policy</p> <p>Financial Management Procedure</p> <p>Information and Documentation to Assist Purchasing over \$15,000</p> <p>New Vendor Form - Domestic</p> <p>Procurement Exemption (Total) Request</p> <p>Procurement Fact Sheet</p>

[Procurement Guidance and Guidelines](#)

[Procurement Transformation Division QTenders](#)

[Procurement Transformation Unit](#)

[Professional Services Flowchart](#)

[Request for Partial Exemption from the Requirements of the USQ Procurement and Purchasing Policy](#)

[Significant Procurement Plan](#)

[Significant Procurement Plan \(Short-Form\)](#)

[User Charging Policy](#)

[USQ Procurement Risk Assessment Matrix - Level of Risk](#)

[Vendor Form - International](#)

[Verbal/Written Invitation to Quote up to \\$5,000](#)

[Written Invitation to Quote up to \\$15,000](#)

Definitions

Terms defined in the Definitions Dictionary

[Asset\(s\)](#)

A resource (tangible or intangible) controlled by the University as a result of past events and from which future economic benefits are expected to flow. Assets may be donated to the University, acquired for consideration or subject to financing arrangements.

[Chief Financial Officer \(CFO\)](#)

The position nominated by the Vice-Chancellor to fulfil the responsibilities under the Financial Accountability Act 2009 and in accordance with the Queensland Financial Accountability Handbook, Information Sheet 2.5 - Chief Financial Officer.

[Complaint](#)

A Complaint is an “expression of dissatisfaction made to or about the University, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”.

[Delegated Purchasing Officer](#)

A member of the University who holds a current purchasing delegation.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Fringe Benefits Tax \(FBT\)](#)

The Australian Taxation Office definition of 'Fringe benefits tax (FBT) is a tax paid on certain benefits employers provide to their employees or their employees' associates (typically family members).'

[Goods and Services](#)

Goods and Services can be either produced by the University for which fees can be charged or acquired by the University. Goods and Services produced are tangible and/or intangible products which are the outcome of human effort and/or knowledge that the University is either obliged to charge or has a right to charge a third party for the provision of these products. Goods and Services acquired are tangible and/or intangible products which are the outcome of human efforts and/or knowledge acquired to meet University needs. Goods and Services can be in the form of physical goods or intangible services.

[Goods and Services Tax \(GST\)](#)

Any tax imposed on the supply of goods or services under an Australian Commonwealth or State law including without limitation a New Tax System (Goods and Services Tax) Act 1999.

[Information Systems](#)

The organised collections of hardware, software, equipment, policies, procedures and people that store, process, control and provide access to information.

[Manager\(s\)](#)

A University Member who is responsible for managing staffing and physical resources of the University.

[Portable and Attractive Item \(PAI\)](#)

Non-consumable items of a portable and desirable nature which are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale. Typical examples of such items include, but are not limited to, computers, tablets, LCD monitors (above standard size only), computer hard drives, printers, cameras, mobile phones, mobile data devices, GPS devices, programmable calculators, portable media players/recorders, televisions audio-visual equipment, digital projectors and power tools. Non-consumable items not deemed to be Portable and Attractive include furniture, white goods, USB data storage devices or other items as nominated by the Chief Financial Officer.

[Procurement](#)

The entire process by which all classes of materials, facilities and services are obtained by the University. This can include the functions of planning, design, establishing standards, evaluating risk, writing specifications, selecting Suppliers, developing contracts and method of payment and subsequent disposal.

[Procurement Officer](#)

As defined in the approved HR Position Descriptions and evaluated by Financial Services, Procurement Officers include, Manager (Procurement), Procurement and Contract Officers, and specialist USQ Purchasing Card holders as defined in the Corporate Credit Card Policy.

[Purchasing](#)

The method for acquiring the Goods and Services required. This can include credit cards, purchase orders and/or leasing arrangements.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[University Members](#)

Employees of the University whose conditions of employment are covered by the USQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; Members of the University Council and University Committees; Visiting and adjunct academics; Volunteers who contribute to University activities or who act on behalf of the University; Individuals who are granted access to University

facilities or who are engaged in providing services to the University, such as contractors and consultants, where applicable.

Definitions that relate to this procedure only

Contract Manager

A Contract Manager is a person appointed to manage a contract. The person is usually the original client requiring the contract or a person appointed by the Manager of the cost centre to manage the contract. In the case of SOAs the appointed Contract Manager may be the Procurement Officer responsible for the original SOA offer process.

Evaluation Review Committee

A group appointed to determine the evaluation criteria and methodology, review proposed offer documentation and evaluate responses received as part of an offer process. The group will include the Procurement Officer and end stakeholder, but may also include a number of stakeholders and external parties where appropriate.

Finance Officer

As defined in the approved HR Position Descriptions and evaluated by Financial Services.

Finance Officer includes Senior Finance Officers.

Intellectual Property

The intangible product of a person's intellectual or creative efforts and is separate from a physical item in which the 'Intellectual Property' might be embodied.

PeopleSoft Finance System

The CFO nominates from time to time the University's supported financial systems. PeopleSoft Finance is currently the nominated core enterprise system that is the official record of revenue, expenditure, Assets, liabilities and equity.

Procurement Transformation Division

The Queensland Government Procurement Transformation Division is the Government department charged with the responsibility for Procurement policy, practice and education.

Reverse Auction

	<p>A price negotiation tool that is real time and online, between the University and a group of pre-qualified, shortlisted Suppliers, who bid to win the business of supplying Goods and Services to the University.</p> <p>Supplier</p> <p>An organisation known to be capable of supplying the required good and services.</p>
Keywords	Procurement, Purchasing, Corporate Credit Card, Goods and Services, Consultants, Contractors, GITC, Credit Cards, Goods, Services
Record No	15/791PL