



S^tPATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 2.5

Procurement

Version 5: 3 March 2014
Ratified by Board of Directors: May 2014
Review Date: May 2017





POLICY

St Patrick's Technical College operates on the principle of value for money in the acquisition of assets and/or services. Such acquisition must be conducted in a transparent and efficient manner in accordance with the guidelines set out in this Policy.

GUIDELINES

Principles

St Patrick's Technical College will ensure that its practices and decisions regarding procurement are:

- Providing value for money outcomes
- Essential for the efficient operation of St Patrick's Technical College
- Encouraging fair and even competition
- Client focused
- Based on sound risk management, professional integrity and probity
- Consistent with St Patrick's Technical College's strategic, corporate and financial directions
- Non-discriminatory – all potential suppliers have the same opportunity to compete for business
- Compliant with the requirements and intent of relevant legislation
- Inclusive of the economic, social and environmental needs of current and future generations, as captured in the concept of Ecological Sustainable Development.

Procurement Approval

The Principal and Business Manager are delegated to approve the procurement of assets and/or services. In approving purchases the Principal must adhere to the procurement principles previously identified.

The purchase of assets and/or services exceeding \$10,000 that are not specified in St Patrick's Technical College's budget must be approved by the Board of Directors.

The procurement of assets and/or services between \$10,001 and \$50,000 must be acquired with a minimum of 2 written quotes.

The procurement of assets and/or services between \$50,001 and \$100,000 must be acquired with a minimum of 3 written quotes.

The procurement of assets and/or services greater than \$100,000 must go to tender. The tendering process to be applied is determined by the Board of Directors.



TENDERING PROCESSES

Open Tender

An Open Tender process involves publishing a Request for Tender (RFT) and accepting all submissions received before the deadline from any potential supplier(s) who satisfy the conditions for participation.

Select Tender

A Select Tender process involves issuing an invitation to tender to those potential suppliers selected as suitable to deliver the assets and/or services. When using Select Tendering St Patrick's Technical College must ensure that the process is non-discriminatory.

St Patrick's Technical College may publish a request for expressions of interest and use the list of businesses who lodge a compliant submission as the basis for inviting potential suppliers to submit tenders.

Request Documentation

Request Documentation refers to documentation provided to potential suppliers to enable them to understand and assess the requirements of the assets and/or services requested and to prepare submissions in response to a RFT. Request Documentation must include the information necessary to permit potential suppliers to prepare and lodge responsive submissions, for example:

- A detailed description of the procurement, including the nature, scope and quantity of the assets and/or services to be procured and any requirements to be fulfilled including any technical specifications, conformity certification, plans, drawings or instructional materials;
- Any conditions for participation, including any financial guarantees, information and documents that any potential suppliers are required to submit;
- All evaluation criteria to be considered in assessing submissions; and
- Any other terms or conditions relevant to the evaluation of submissions.

St Patrick's Technical College will ensure that potential suppliers are dealt with fairly and in a non-discriminatory manner when providing information leading to, or following, a RFT. St Patrick's Technical College will promptly reply to any reasonable request for relevant information by a potential supplier participating in a procurement and need to take particular care when responding to enquiries to avoid practices that would lead to a potential supplier, or group of potential suppliers, gaining an unfair advantage in a competitive procurement process.

St Patrick's Technical College will provide sufficient time for potential suppliers to prepare and lodge a submission in response to a RFT.

Direct Sourcing

St Patrick's Technical College may invite a potential supplier or suppliers of its choice to make submissions. Direct Sourcing will not be used for the purposes of avoiding competition and, in all such circumstances, the general procurement policy framework still applies, including the requirement to achieve value for money.



St Patrick's Technical College will only conduct procurement through Direct Sourcing in the following circumstances:

- No submissions were received that conform to the minimum content and format of submission as stated in the request documentation or no potential supplier(s) satisfied the conditions for participation;
- For reasons of extreme urgency brought about by events unforeseen by St Patrick's Technical College, the assets and/or services could not be obtained in time under normal tendering procedures;
- For purchases made under exceptionally advantageous conditions that only arise in the very short term, such as from unusual disposals, unsolicited innovative proposals, liquidation, bankruptcy, or receivership and which are not routine purchases from regular suppliers;
- For additional delivery of assets and/or services from an original supplier that are intended either as replacement parts, extensions or continuing services for existing equipment, software, services or installations, where a change of supplier would compel St Patrick's Technical College to procure assets and/or services that do not meet requirements of compatibility with existing equipment or services.

St Patrick's Technical College will prepare and appropriately file within its central filing system a written report that includes:

1. The value and kind of assets and/or services procured.
2. A statement indicating the circumstances and conditions that justified the use of Direct Sourcing instead of an Open or Select Tender process.

Awarding of Contracts

Contracts are awarded to the supplier that St Patrick's Technical College considers:

- Satisfies the conditions for participation;
- Is fully capable of undertaking the contract; and
- Whose submission is determined to provide the best value for money, in accordance with the essential requirements and evaluation criteria specified in the request documentation and RFT.

CONFLICT OF INTEREST

Any St Patrick's Technical College Board or staff member is required to disclose any material personal interest in a matter which conflicts with the interests of St Patrick's Technical College. The declaration must give details of:

1. The nature and extent of the interest; and
2. The relation of the interest to the affairs of the College.

Board members are required to follow the guidelines appearing in *Policy 1.2 - Corporate Governance*, when disclosing the nature and extent of their interest.

Staff members are to disclose any conflict of interest issues to the College Principal.



Once a Conflict of Interest has been declared the College will determine its response to the declaration. The response will identify the steps the College proposes to take to resolve or otherwise deal with the conflict of interest.

Any Board or staff member is to ensure that he or she is not a party to and does not intend to enter into a prohibited arrangement in relation to the operation of the College. A prohibited arrangement is a contract or engagement entered into by the College's governing body and a 'for profit' entity which does not represent an arm's length arrangement or contract.

Any transactions with related parties will occur only in accord with the guidelines appearing in this procurement policy.

TENDER ASSESSMENT PANELS

The selection of a successful tender is undertaken by a Tender Assessment Panel comprising at least three members, one being a Board of Directors member and two selected from St Patrick's Technical College staff.

Selection of Assessment Panel members is based on the level of expertise and experience needed to make a recommendation giving the best result for the College.

After a successful tender has been selected the Business Manager is to be notified to process the contract.

NOTIFICATION

Where a potential supplier makes a submission in response to a RFT, St Patrick's Technical College will promptly advise the potential supplier of its final decision regarding the submission.

On request, St Patrick's Technical College will provide an unsuccessful potential supplier with the reasons that its submission was unsuccessful.

USE OF LOCAL SUPPLIERS

While St Patrick's Technical College will endeavour to support local businesses it will balance this consideration with the need to ensure open and fair competition and specifically to observe the requirements of the National Competition Policy and the Trade Practices Act. St Patrick's Technical College's approach to local suppliers will therefore be based on the following considerations:

- Not placing local suppliers at a disadvantage
- Active involvement of local industry in competitive processes
- Fostering good relations with local industry bodies and suppliers
- Observance of National Competition Policy guidelines and associated legislation.



ELECTRICAL ITEMS

All electrical items purchased by the College are to be tested and tagged by a licensed Electrical Tester and Tagger prior to use. Refer to *Catholic Safety Health and Welfare (CSH&W), Catholic Church Safety Manual (Education), Policy Number 9, Electrical*.

RELATED POLICIES

- *2.1 – Financial Management*
- *2.6 - Purchasing*