

Procurement Process Map



- The expected value is the estimated cost over a 12-month period or the full term of the expected engagement i.e. if the intended supplier is to be used for more than 12 months then the total value must be calculated. Also consider options to renew, freight, maintenance & support costs. ANY costs that JCU will incur throughout the length of the contract.
- The total value is EX GST.
- All requisitions must have supporting documentation attached.
- If unable to obtain the required number of quotes or complete a tender refer to the exemption from quote process or pre-approved exemptions list.

PROCUREMENT OPTION		PLAN	SOURCE	EVALUATE	AWARD
		Input required to ensure the procurement is undertaken in line with the applicable procurement option	Approach to market and minimum number of suppliers to be invited to submit an offer	Type of evaluation required	Documentation required to execute the contract
Contract	Purchasing under an existing contract <ul style="list-style-type: none"><li>JCU Preferred Supplier Arrangement</li><li>JCU Panel</li><li>UPH Contract</li><li>State Government Arrangement</li></ul>	<ul style="list-style-type: none"><li>Do you have budget?</li><li>Do you know the expected value?</li><li>Do you know the expected term of engagement?</li><li>Have you obtained financial delegation approval?</li><li>Do you have a clear scope of work?</li></ul>	<b>Priced Contract</b> <ul style="list-style-type: none"><li><a href="#">Direct purchase with supplier;</a></li><li><a href="#">Purchase from JCU Stores;</a> or</li><li><a href="#">Contract schedules;</a> or</li><li><a href="#">Advanced marketplace</a></li></ul>	Nil	Issue a purchase order; or  Issue a variation <b>(SPG must be engaged)</b>
			<b>Unpriced Contract</b>  <b>\$0 - \$50,000</b> Obtain 2 written quotes <ul style="list-style-type: none"><li><a href="#">FMPM711.01 RFQ email</a></li></ul> <b>\$50,000 – \$unlimited</b> Obtain 3 written quotes <ul style="list-style-type: none"><li><a href="#">FMPM711.01 RFQ email;</a> or</li><li><a href="#">FMPM711.04 RFQ Formal Template</a></li></ul>	<ul style="list-style-type: none"><li><b>\$0 - \$100,000</b> <a href="#">Desktop evaluation</a></li><li><b>\$100,000 – \$unlimited</b> <b>Select your Evaluation Method</b><ul style="list-style-type: none"><li><a href="#">FMPM711.05 RFQ Evaluation lowest price conforming;</a> or</li><li><a href="#">FMPM711.06 RFQ Evaluation three Stage;</a> or</li><li><a href="#">FMPM711.07 RFQ Evaluation value for money</a></li></ul></li><li><a href="#">FMPM711.08 RFQ Recommendation Report</a></li></ul>	<b>\$0 - \$100,000</b> <ul style="list-style-type: none"><li><a href="#">FMPM711.02 Successful notification</a></li><li><a href="#">FMPM711.03 Unsuccessful notification</a></li></ul> <b>\$100,000 – \$unlimited</b> <ul style="list-style-type: none"><li><a href="#">FMPM711.09 RFQ Notice to award</a></li><li><a href="#">FMPM711.10 RFQ Unsuccessful notice</a></li></ul> Complete variation or issue a purchase order
Low Value	Up to \$1,000	<ul style="list-style-type: none"><li>Is there an existing contract?</li><li>Do you have budget?</li><li>Do you know the expected value?</li><li>Do you know the expected term of engagement?</li><li>Have you obtained financial delegation approval?</li><li>Do you have a clear scope of work?</li></ul>	Recommend to purchase via credit card. Refer to <a href="#">FMPM421 Corporate Credit Card Procedure</a> <i>NOTE: Chemicals and Drugs are prohibited to be purchased via a credit card.</i>		
	\$1,000 to \$10,000		<b>Obtain 1 written quote</b>	Desktop evaluation	Issue a purchase order
	\$10,000 to \$50,000		<b>Obtain 2 written quotes</b> <ul style="list-style-type: none"><li><a href="#">FMPM711.01 RFQ email</a></li></ul>	Desktop evaluation	<ul style="list-style-type: none"><li><a href="#">FMPM711.02 Successful notification</a></li><li><a href="#">FMPM711.03 Unsuccessful notification</a></li></ul> Issue a purchase order
Medium Value	\$50,000 to \$200,000	<ul style="list-style-type: none"><li>Is there an existing contract?</li><li>Do you have budget?</li><li>Do you know the expected value?</li><li>Do you know the expected term of engagement?</li><li>Have you obtained financial delegation approval?</li><li>Do you have a clear scope of work?</li></ul>	<b>\$50,000 - \$100,000</b> Obtain 3 written quotes <ul style="list-style-type: none"><li><a href="#">FMPM711.01 RFQ email</a></li></ul>	Desktop evaluation	<ul style="list-style-type: none"><li><a href="#">FMPM711.02 Successful notification</a></li><li><a href="#">FMPM711.03 Unsuccessful notification</a></li></ul> Issue a purchase order
			<b>\$100,000 - \$200,000</b> Obtain 3 written quotes <ul style="list-style-type: none"><li><a href="#">FMPM711.04 Formal RFQ</a></li></ul>	<b>Select your Evaluation Method</b> <ul style="list-style-type: none"><li><a href="#">FMPM711.05 RFQ Evaluation lowest price conforming;</a> or</li><li><a href="#">FMPM711.06 RFQ Evaluation three Stage;</a> or</li><li><a href="#">FMPM711.07 RFQ Evaluation value for money</a></li><li><a href="#">FMPM711.08 RFQ Recommendation Report</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">FMPM711.09 RFQ Notice to award</a></li><li><a href="#">FMPM711.10 RFQ Unsuccessful notice</a></li></ul> Issue a purchase order
High-Value Procurement	Over \$200,000	<b>Consultation with SPG is mandatory.</b> <ul style="list-style-type: none"><li><a href="#">FMPM711.12 Request for Contract</a></li><li>FMPM711.13 Significant Procurement Plan (mandatory - over \$2m)</li></ul>	<ul style="list-style-type: none"><li>FMPM711.16 Schedule 1 Request for Tender</li><li><a href="#">FMPM711.17 Schedule 2 Scope of Work</a></li><li>FMPM711.18 Schedule 3 Response Schedule</li><li>FMPM711.19 Schedule 4 Contract</li><li>FMPM711.26 Addendum</li></ul>	<ul style="list-style-type: none"><li>FMPM711.15 Tender Evaluation Plan</li><li>FMPM711.27 Best and Final Offer (BAFO)</li><li><b>Select your Evaluation Method</b><ul style="list-style-type: none"><li>FMPM711.30 Evaluation Three Stage</li><li>FMPM711.31 Evaluation Value for Money</li></ul></li><li>FPMP711.33 Recommendation Report</li></ul>	<ul style="list-style-type: none"><li>FMPM711.32 Contract Negotiations</li><li>FMPM711.34 Notice to Award</li><li>FMPM711.35 Unsuccessful Letter</li><li>FMPM711.36 Supplier Feedback Form</li></ul> Issue contract for execution
Variations	Any value	Always obtain endorsement from the financial delegate that the budget is available for variation or extension.	<b>Consultation with SPG is mandatory.</b>		<ul style="list-style-type: none"><li>FMPM711.52 Contract Extension Request</li><li>FMPM711.53 Letter to Extend/Renew</li><li>FMPM711.54 Contract Variation Request</li><li>FMPM711.55 Letter of Variation</li><li>FMPM711.56 Extension of Time (construct only)</li></ul>