

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