FMPM 711 Procurement Procedure

Intent

This Procedure outlines the process for undertaking procurement at James Cook University (JCU; the University) and is to be read in conjunction with FMPM 710 Procurement Policy and FMPM 713 Procurement Contract Management Procedure.

Scope

This Procedure applies to:

- all JCU Employees (including adjuncts, full-time, part-time, temporary and casual) and students when purchasing goods and/or services on behalf of JCU;
- Contractors or Consultants who are procuring goods and/or services on behalf of JCU; and
- all expenditure at JCU regardless of fund source.

This Procedure does not apply to:

- the provision or securing of grants. These arrangements or transactions can also be in the nature of incentives, donations, sponsorships, contributions, debts forgiven, rebates, tax relief.
- Non-addressable spend such as utilities, insurances, rates etc
- Professional memberships and/or associations such as CPAA, CIPS
- the engagement of Employees on the JCU Payroll
- Real Property transactions – e.g., selling, 'purchasing', renting, leasing land, or existing buildings
- market-led proposals and projects which are covered by the Queensland Government Project Assessment Framework

Definitions

Definitions in this Policy, unless otherwise specified below, are as per the FMPM Glossary.

Employee	Any employee of JCU whether permanent, temporary, full-time, part-time or casual, and any volunteer, student, contractor, consultant or anyone who works in any other capacity for JCU.
Advanced Marketplace	JCU's inventory catalogue that provides a convenient solution for JCU staff and students to purchase goods from Suppliers at discounted rates.
Contract or Agreement	A legally enforceable promise to which all parties agree, which creates a mutual set of obligations to do certain things that the parties are bound, at law, to carry out.
Digital Technologies	Refers to electronic tools, systems, devices, and resources that generate, store, or process data (i.e. software, hardware, SaaS subscription, network and storage, high-performance compute (HPC), etc.). For more detailed definition refer to Digital Technologies Acceptable Use Policy.
Emergency Exemption	If the purchase is in response to a genuine emergency. A genuine emergency is not just limited to cases of immediate threat to life or property, but could include situations of critical business disruption, environmental crises or public safety concerns. Application of exemption must be approved by the Manager, Strategic Procurement.

	Insufficient planning or an unexpected and immediate requirement to procure Goods or Services for a project does not qualify as an emergency.
Expression of Interest (EOI)	A request for information used to shortlist potential Suppliers before seeking offers. Usually, the information is high-level and specific and is used to identify potential Suppliers interested in, and capable of, delivering the required Goods or Services.
Financial Delegate	Refers to JCU staff authorised by a valid instrument delegating the authority of the University Council to sign a contract or document within a financial limit on behalf of JCU as set out in the JCU Delegations Policy and JCU Financial Sub-delegations Register.
Indigenous Business	An Indigenous business is one that is at least 50 per cent owned by an Aboriginal person/s and/or a Torres Strait Islander person/s**.**
Intragovernmental Procurement	JCU may directly engage with other Government agencies to provide goods and/or services but must satisfy the obligations of the Queensland Procurement Policy. This includes demonstrating that value for money has been achieved and that any decision taken is transparent and defensible. An exemption request is not required.
Sole Traders	**Is** a person trading as the individual legally responsible for all aspects of the business. This includes any debts and losses, which cannot be shared with others.
Mex Work Order	Is an official JCU document issued by the Estate Directorate that authorises a purchase transaction. When accepted by the supplier, it becomes a contract binding on both parties. A Mex Work Order sets out the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific supplier.
Modern Slavery	Modern slavery is a term used to describe the most serious forms of exploitation. It describes situations where offenders use coercion, threats or deception to exploit victims and undermine their freedom. Types of modern slavery include human trafficking, slavery, servitude, forced labour, debt bondage, forced marriage and the worst forms of child labour. Unethical practices like substandard working conditions, long hours, wage theft or underpayment experienced by workers do not represent modern slavery, however these types of unacceptable working conditions, if left unchecked, can escalate into situations that could become modern slavery.
Pre-Qualified Suppliers	A number of specialist Suppliers in a field or industry who have been pre-qualified through an open offer process.
Preferred Suppliers	Parties with whom JCU enters into a Preferred Supplier Agreement (PSA), Standing Offer Arrangement (SOA) or other form of contractual arrangement with JCU.
Purchase Order	An official JCU FinanceOne document issued by the Strategic Procurement Group that authorises a purchase transaction. When accepted by the supplier, it becomes a contract binding on both parties. A Purchase Order sets out the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific supplier**.**

QTenders	Queensland Government website used by JCU to advertise all open Requests for Offer.
Request for Offer	Initiating a competitive process, such as a RFQ, RFP, RFT or EOI in which suppliers are invited to submit an offer for the supply of goods and/or services
Request for Proposal (RFP)	A procedure used to request or encourage Suppliers to propose solutions to achieve a desired outcome or resolve a specific problem, especially for larger and more complex requirements.
Request for Quote (RFQ)	A request for an estimated total cost of a procurement from a Supplier for a specific goods or service.
Request for Tender (RFT)	A request for offers that includes a set of defined requirements, where tenderers are advised of all requirements involved, including the conditions of tendering and proposed contract conditions. This process can entail multiple stages for more complex requirements and is the most viable and transparent procurement method.
Single Source Supplier	Because of the specialised or confidential nature of the goods or services, it would be impractical or disadvantageous to request additional quotes. The supplier is purposefully chosen by JCU, even when other suppliers are available. An exemption request is required to be approved by the Manager, Strategic Procurement.
Social Procurement	The process involves JCU meeting a need for goods and services in a way that achieves value for money and generates benefits not only to JCU, but also to society and the economy, while minimising damage to the environment; by using best endeavours to do business with ethically, environmentally, and socially responsible suppliers
Sole Source Supplier	There is only one supplier that can provide the goods and/or services. Sometimes referred to as monopolistic supplier. An exemption request is required to be approved by the Manager, Strategic Procurement.
University Procurement Hub (UPH)	The UPH provides a platform for Universities to enable them to source goods or services to meet business requirements.
UPH Contract	Is a contract that has been established by the University Procurement Hub.
Value for Money	Means the best available outcome for money spent. To achieve 'value for money', relevant 'university objectives and targets, whole-of-life costs and non-cost factors set out below; 'Value for money' decisions must consider: • relevant government economic, ethical, social and environmental objectives and targets including but not limited to 'local benefits'; and Best Practice Principles (for 'projects' where the Best Practice Principles apply) • whole-of-life costs • non-cost factors.

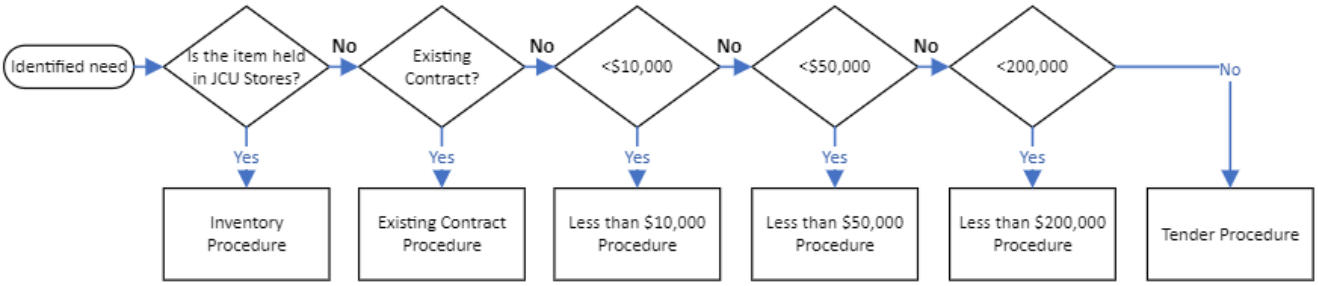
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1. Procedure

JCU has an obligation to ensure that Procurement documentation and processes demonstrate probity and accountability and can be used to assure compliance with the Queensland Procurement Policy.

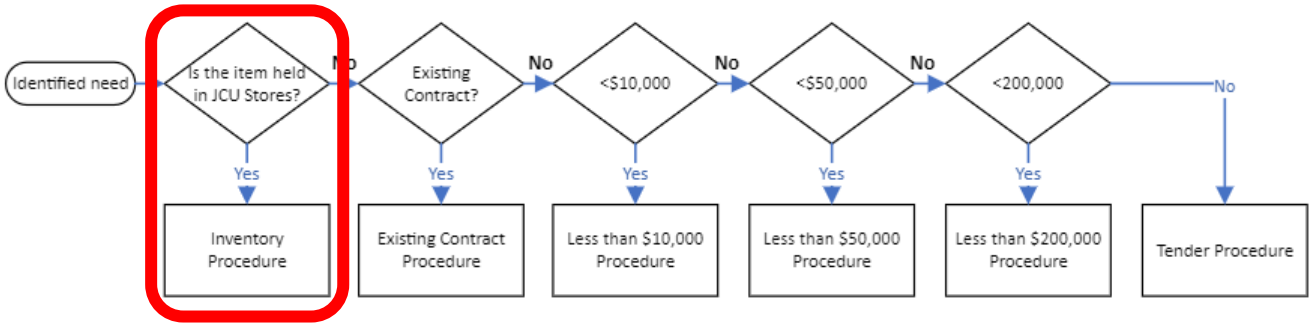
The overarching purchasing framework for James Cook University is:



The value of a purchase is the amount that JCU anticipates spending with a supplier over a financial year or over the proposed term of a contractual arrangement. This includes all forms of payments, extensions, estimated price adjustments such as CPI, renewals or other business requirements that may be executed over the life of the purchase. A procurement must not be divided into separate parts solely for the purpose of avoiding a relevant procurement threshold.

Approval for expenditures under $10,000 doesn't necessitate a workflow process. Nonetheless, the JCU Buyer must obtain endorsement from the budget holder before proceeding with any purchase.

2. Inventory Procedure

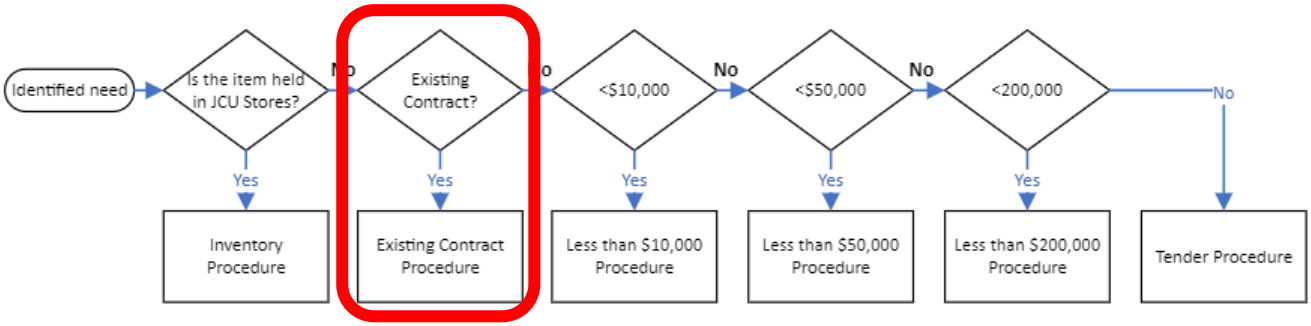


Use this process to procure items directly from the JCU internal stores.

Step	Action
1.	If the required goods are in inventory, a Stock Requisition must be raised within CIAnywhere.
2.	Inventory items held by JCU can be searched via: • browsing the JCU internal catalogue • contacting the stores on (spms.store@jcu.edu.au)
	Create Stock Requisition Browse the internal catalogue Review Catalogue Products Request New Store Stock Item

	How do I purchase items using the JCU online catalogues

3. Existing Contract

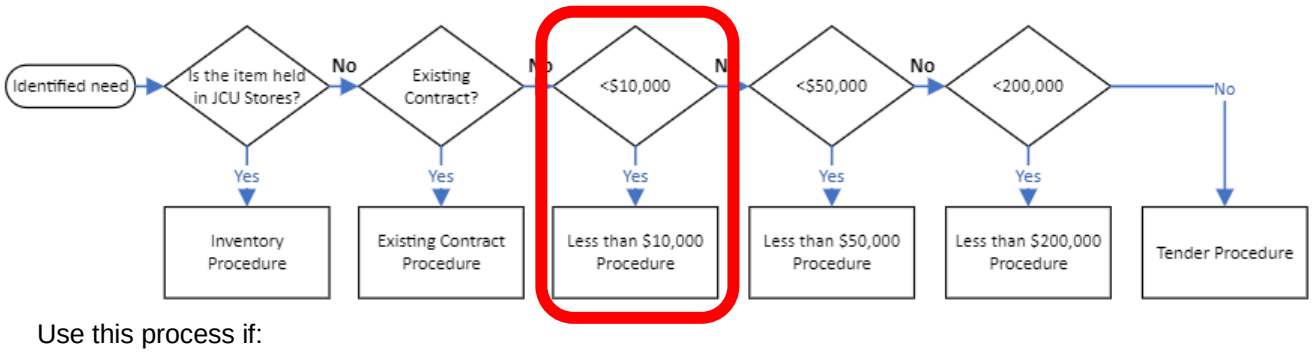


Use this process if:

- a contract exists with a Preferred Supplier or a panel of Pre-Qualified Suppliers for a defined category of goods or services.

Step	Action
1.	If the required goods or services are included in an existing JCU Preferred Arrangement Contract which includes a UPH Contract purchases must be made under that contract where the required goods or services are of similar scope and risk profile as the existing contract.
2.	Purchases under a Pre-Qualified Suppliers Panel (including Qld State Government Standing Offer Arrangements) must still demonstrate value for money. This can be achieved by: • Assessing contracted rates; or • Requesting quotes from a minimum of two suppliers contracted under the arrangement. These quotes must be attached to the purchase requisition.
3.	The purchase is to be made by generating a schedule within the Contract via the Strategic Procurement Group or by raising a purchase requisition in CIAnywhere.
4.	For additional information and guidance regarding purchases covered by an existing contract, please request assistance from the Strategic Procurement Group or the Procurement Services team.
	JCU's list of Preferred Suppliers JCU's Prequalified Indigenous & Social Suppliers Request Assistance – Tenders, Contracts and Strategic Procurement Create Purchase Requisition Qld Government Arrangements – Standing Offer Arrangements
	How do I raise a Purchase Requisition How do I raise a Purchase Requisition from the Advanced Catalogue

4. Procurement Less than $10,000

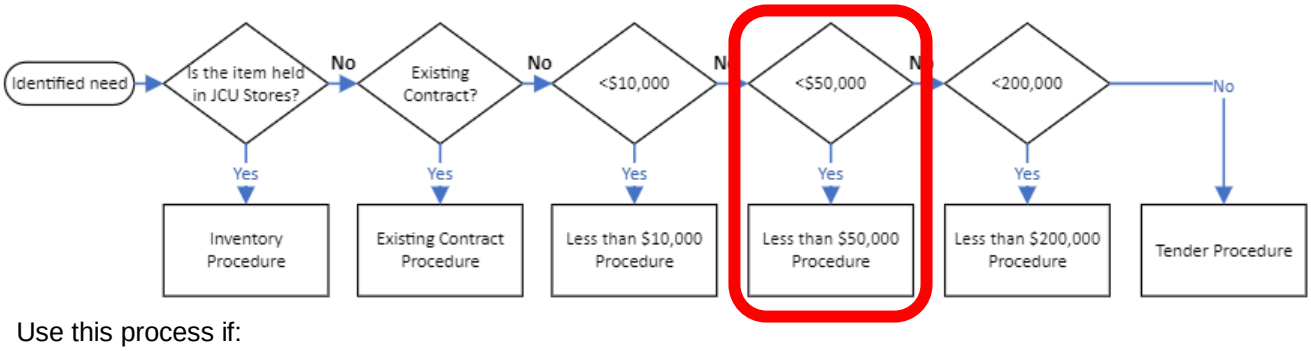


Use this process if:

- the required goods or services are not in inventory; and
- is not covered by an existing contract; and
- the value is expected to be less than $10,000 over a financial year or for the anticipated term of the engagement:

Step	Action
1.	The following purchase options must be utilised: • Credit card if it complies with FMPM 421 Credit Card Policy; or • Raise a purchase requisition in CIAnywhere prior to the engagement of the supplier.
2.	A minimum of one written quote must be obtained.
3.	If the purchase involves Digital Technologies, a Service Now request must be submitted to the Technology Solutions (TS) team for reviewing and approving the digital technology's suitability before any procurement activities begin
4.	For purchases made via purchase requisition the quote must be attached to the requisition in CIAnywhere.
	Request payment with University Corporate Credit Card Create Purchase Requisition FMPM 421 Credit Card Policy; JCU's Prequalified Indigenous & Social Suppliers Conflict of Interest Declaration Procedure
	How do I raise a Purchase Requisition How do I raise a Purchase Requisition from the Advanced Catalogue Corporate Card and & Expense Processes

5. Procurement Less than $50,000

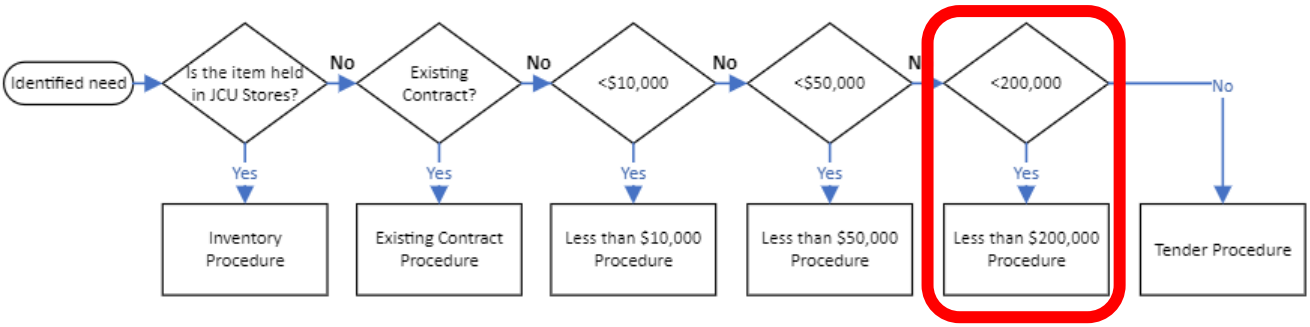


Use this process if:

- the required goods or services are not in inventory; and
- is not covered by an existing contract, and
- the expected value ranges from $10,000 to less than $50,000 over a financial year which includes any proposed increases such as CPI over a financial year or for the anticipated term of the engagement.

Step	Action
1.	a) Request two written quotes from suppliers having regard to the principles of 'Value for Money' and JCU's commitment to buying local. b) If a suitable Social Enterprise is present within the purchase category, one of the two requested quotes should be obtained from them. c) All conflicts of interests (perceived, actual, or potential) must be declared.
2.	If the purchase involves Digital Technologies, a Service Now request must be submitted to the Technology Solutions (TS) team for reviewing and approving the digital technology's suitability before any procurement activities begin
3.	Quotes can be requested via email.
4.	The following must be attached to the purchase requisition as evidence of requesting quotes: a) The quote documents received from each supplier providing supplier name, supplier contact details, quote value, quote date, and service/material requirements; or b) For suppliers that have not provided a quote document: i. A copy of the electronic communication sent to the supplier requesting a quote (i.e., email); or ii. Details of any verbal conversation with a supplier – Name of supplier, date and time contacted, supplier representative name, details of items discussed, quoted value, or reasons for not providing a quote.
5.	The requisitions must be raised via CIAnywhere.
	JCU's Prequalified Indigenous & Social Suppliers FMPM711.01 RFQ Email Template FMPM711.02 RFQ Email Successful Notification FMPM711.03 RFQ Email Unsuccessful Notification Create Purchase Requisition Conflict of Interest Declaration Procedure

USER GUIDE	How do I raise a Purchase Requisition How do I raise a Purchase Requisition from the Advanced Catalogue



Procurement Less than $200,000

Use this process if:

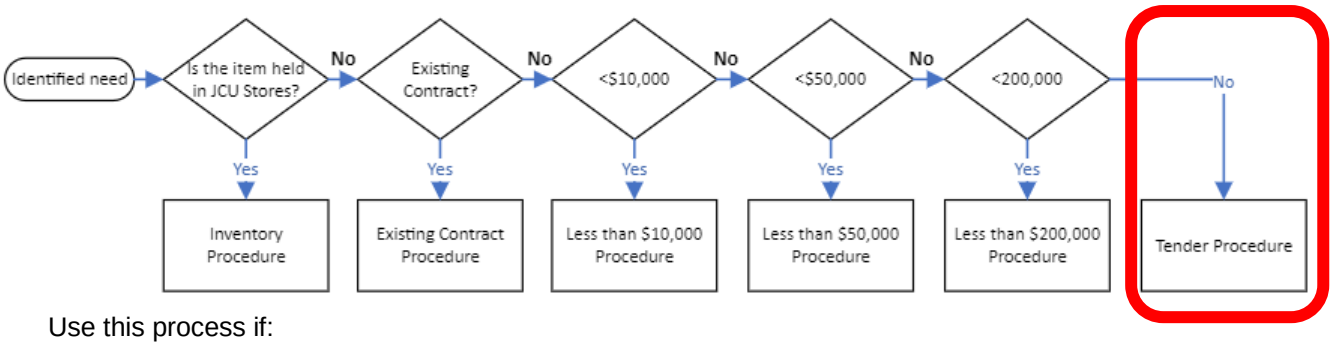
- the required goods or services are not in inventory; and
- is not covered by an existing contract, and
- the expected value ranges from $50,000 to less than $200,000 over a financial year which includes any proposed increases such as CPI over a financial year or for the anticipated term of the engagement.

The Strategic Procurement Group (SPG) is responsible for overseeing the procurement process for values exceeding $200,000. For values below this threshold, the relevant business area manages the process, adhering to the following procedures.

Step	Action
1.	a) Request three written quotes from suppliers having regard to the principles of 'Value for Money' and JCU's commitment to buying local. b) If a suitable Social Enterprise is present within the purchase category, one of the three requested quotes should be obtained from them.
2.	If the purchase involves Digital Technologies, a Service Now request must be submitted to the Technology Solutions (TS) team for reviewing and approving the digital technology's suitability before any procurement activities begin
3.	For quotes expected to be between $50,000 and $100,000: a) Quotes can be requested via email. b) Estimated value can be calculated by conducting market research, reviewing previous spend or by budget constraints. The following must be attached to the purchase requisition as evidence of requesting quotes: c) The quote documents received from each supplier providing supplier name, supplier contact details, quote value, quote date, and service/material requirements; or d) For suppliers that have not provided a quote document a copy of the electronic communication sent to supplier requesting a quote (i.e., email).
4.	For quotes expected to be between $100,000 and $200,000: a) A formal Request for Quote (RFQ) must be completed using the RFQ templates on the SPG Intranet Page. b) Estimated value can be calculated by conducting market research, reviewing previous spend or by budget constraints.

	c) All documents relating to the RFQ must be saved in the requisition. d) A simple evaluation must be completed by a minimum of two people. The evaluation must consider: • That no member of the evaluation team has an actual, potential or perceived conflict of interest. • The establishment of evaluation criteria that support the selection of a supplier(s) that has demonstrated capability, capacity and supports JCU's commitment to local and social procurement. e) A recommendation report must be completed justifying the supplier selected.
5.	Terms and Conditions of the engagement to be determined by risk considerations.
6.	A Consultancy Agreement must be established by SPG for all consultancy engagements. Refer to Section 13 of this Procedure
7.	Variations that significantly increase the value above $200,000, will require Financial Delegation and Manager, Strategic Procurement approval prior to commencing the increased scope of works. Refer to Section 12 Variations.
	JCU's Prequalified Indigenous & Social Suppliers FMPM711.01 RFQ Email Template FMPM711.02 RFQ Email Successful Notification FMPM711.03 RFQ Email Unsuccessful Notification FMPM711.04 RFQ Formal Template FMPM711.05 Evaluation Lowest Price Conforming FMPM711.06 Evaluation 3 Stage Method FMPM711.07 Evaluation Value for Money Method FMPM711.08 RFQ Recommendation Report FMPM711.09 RFQ Formal Successful Notification FMPM711.10 RFQ Formal Unsuccessful Notification FMPM711.12 RFQ Agreement for the supply of goods/services Create Purchase Requisition Request Assistance from the SPG Team Contract Variation Request Form Conflict of Interest Declaration Procedure
	How do I raise a Purchase Requisition How do I raise a Purchase Requisition from the Advanced Catalogue

6. Procurement Greater than $200,000



Use this process if:

- the required goods or services are not in inventory; and
- is not covered by an existing contract, and
- the expected value is greater than $200,000 over a financial year which includes any proposed increases such as CPI over a financial year or for the anticipated term of the engagement.

Step	Action
1.	The Strategic Procurement Group must be contacted via a Service Now request to manage the procurement process.
2.	If anticipated total spend is greater than $2,000,000 a Significant Procurement Plan is required to be completed unless the purchase is under an existing Preferred Supplier Arrangement or a Pre-Qualified Supplier Panel. If anticipated total spend is less than $2,000,000 and there are evident benefits to be gained from the sourcing activity, a Short Form Procurement Plan may be prepared. The purpose of the Significant Procurement Plan is: a) to confirm that the market engagement approach aligns with JCU's objectives. b) to assess whether the supporting documentation for the sourcing project, including draft terms of contract, meets JCU's requirements. c) to identify financial and non-financial benefits that may be implemented i.e., inventory opportunities, materials rationalisation/consolidation, E-Business initiatives. d) to endorse the commercial approach for achieving the anticipated outcomes from the sourcing project. e) to ensure that there has been reasonable market analysis completed to understand timing and market influence on the sourcing project. f) to identify social and sustainable benefits. g) to identify any commercial risks. The Significant Procurement Plan should consider, where relevant, past performance of the relevant suppliers, the overall strategy for the relevant category of spend, previous spend and/or budget, environmental requirements, health and safety requirements, identified commercial risk and controls, any key performance indicators, tender strategy and the contract and pricing model.
3.	Purchasers that are greater than $2.5m (excluding ICT) and are funded by the Queensland Government must comply with the Queensland Charter for Local Content.
4.	Inviting offers from the market is a process whereby JCU informs suppliers of its procurement requirements by "inviting" suppliers to advise whether they are able to meet those requirements. There are many expressions used which relate to the process of inviting offers. Some of these include the following: • Request for Tender (RFT) – usually used to obtain bids for clearly defined and specific requirements. • Request for Proposal (RFP) – usually seeks a solution to a problem process.

	• Request for Quotes (RFQ) – similar to a RFT but generally used for low value and low risk purchases for specific requirements. • Expression of Interest (EOI) – generally used to request information from suppliers in order to shortlist potential suppliers before seeking offers. Usually, the information sought is high-level and specific.
5.	Preference is for tenders to be released to the open market via QTenders. If tenders are to be issued using methods other than an open market approach, endorsement must be obtained from the relevant Financial Delegate and the Manager, Strategic Procurement.
6.	Prepare a Tender Evaluation Plan that is agreed by all members of the proposed tender evaluation team before the closing date of the tender. This must include: a) The establishment of a minimum three-person evaluation panel that consists of key users of the tenders. b) Ensuring that no member of the tender evaluation team has an actual, potential, or perceived conflict of interest. c) The establishment of an evaluation criteria that support the selection of a supplier(s) that has demonstrated capability, capacity and supports JCU's commitment to local, Indigenous, and social procurement.
7.	If the tender involves Digital Technologies, a Service Now request must be submitted to the Technology Solutions (TS) team for reviewing and approving the digital technologies suitability prior to the executing of the contract.
8.	Evaluate tender responses in accordance with the Tender Evaluation Plan.
9.	Evaluation panel members must maintain comprehensive documentation and notes as feedback for both unsuccessful and successful Suppliers.
10.	Prepare a Recommendation to Award Report detailing the tender process including justification on why the successful supplier was selected.
11.	The following tender documents must be saved in the CIAnywhere contract module: a) The signed Recommendation to Award report. b) The executed contract/s. c) Significant Procurement Plan (if required). d) The signed tender evaluation plan. e) Variation documents. f) Compliance documents i.e., insurances, licenses.
12.	The following tender documents must be saved in the Strategic Procurement Group Contracts folder structure: a) Supplier responses. b) Tender clarifications. c) The completed Tender Evaluation. d) Finalised tender documents. e) Contract departure negotiations.
	Request Assistance – Tenders, Contracts and Strategic Procurement FMPM711.13 Significant Procurement Plan guide FMPM711.14 Risk Value Matrix FMPM711.13 Significant Procurement Plan guide FMPM711.14 Tender Evaluation Plan FMPM711.14 – FMPM711.36 Tender Package Documents JCU Financial Sub-Delegations Register Contract Variation Request Form

	Conflict of Interest Declaration Procedure
	Tender Evaluation Guide How do I raise a contract in CIA How do I raise a Purchase Requisition How do I raise a Purchase Requisition from the Advanced Catalogue

7. Variations

Step	Action
1.	If a contract exists, a contract variation request form or contract extension request form must be completed and approved by the Financial Delegate.
2.	The Financial Delegate must have delegation for whole contract, not only the variation/extension value.
3.	If a contract exists and a variation or extension is required, the Strategic Procurement Group must be contacted to support the process.
	Request Assistance – Tenders, Contracts and Strategic Procurement Contract Variation Request Form Contract Extension Request Form

8. Engaging Consultants

Step	Action
1.	All consultancy engagements must adhere to the Procurement Procedure; with the only additional requirement being that any consultancy agreement exceeding $200,000 and has defined deliverables requires a contract to be established by the Strategic Procurement Group.
	Request Assistance – Tenders, Contracts and Strategic Procurement

9. Exemptions

Exemptions from the Quote and Tender Procurement Process may be approved in circumstances such as emergencies, uncontrollable third-party related demands and any other external influence that does not reasonably enable JCU to complete the prescribed procurement process in alignment with the current Queensland Procurement Policy, FMPM 710 Procurement Policy and this Procedure.

Types of exemptions include:

- Sole Supplier
- Single Supplier
- Intragovernmental Procurement
- Emergency Procurement

Step	Action
1.	If anticipated spend is less than $200,000 the Exemption from Quote form must be prepared and approved by the Manager, Strategic Procurement.

2.	Anticipated spend greater than $200,000 requires a Business Case to be completed and endorsed by the relevant Dean/Director and approved by the Chief Financial Officer or the DVC Services and Resources.
3.	All request for exemptions must represent value for money.
4.	Specifying a brand does not qualify a sole supply situation. When purchasing goods, the functional, performance and/or technical requirements should be considered, without being brand specific.
5.	Specific location does not automatically qualify a sole supply situation. If a local supplier is the only supplier able to provide a good or service quotes from other locations. i.e., Cairns, Townsville, Brisbane or interstate should be sourced to ensure best value is secured. Supplier locality is included in the evaluation criteria to adhere to achieve value for money.
6.	JCU Legal and Assurance can undertake direct procurement up to $50,000 for the engagement of law firms for the purpose of providing legal advice. An exemption request is not required.
7.	JCU may utilise Queensland State Government Standing Offer Arrangements (SOA). An exemption request is not required.
	FMPM711.37 Business Case for Exemptions >$200,000 FMPM711.38 Request an Exemption from Quote
	How do I raise a Purchase Requisition

11. Purchase Requisitions

Step	Action
1.	Purchase requisitions must include the required documentation as referred to in this Procedure.
2.	Creating multiple purchase requisitions should not be used as a means to bypass authorisation levels or to evade obtaining the appropriate number of quotes.
3.	All Purchase Requisitions are to be approved as per the Financial Sub-Delegations Register. Financial Delegates confirm the business need for the purchase, that it is for university purposes and that funds are available to make the purchase.
4.	The Procurement team will process purchase requisitions within 48 hours of their receipt.

12. Purchase Orders

Step	Action
1.	A supplier cannot be authorised by JCU Officers to provide any goods or services to JCU without a Purchase Order/Contract Number, except: a) For the use of a credit card in accordance with this procedure (Section 8); or b) If the purchase is in response to a genuine emergency.
2.	Raising a Purchase Order allows:

	• a commitment to be recognised in JCU's financial system • tracking of authorised expenditure • protection against legal and commercial risks through appropriate conditions of contract
3.	Payments made to contractors and suppliers via the Mex Work Order system are exempt from the requirement to raise a purchase order. The Mex Work Order must be approved by a Financial Delegate prior to any work being undertaken. A full list of purchase order exemptions is available on the Strategic Procurement intranet. In these cases, the invoice must be approved by a Financial Delegate with an account code (also referred to as an OPFU) provided.
	FMPM 421 Credit Card Policy; Purchase Order Exemption List
	How do I claim for reimbursement for a general purchase

13. Invoicing and Payments

Step	Action
1.	All invoices must be sent to invoices@jcu.edu.au. Invoices should not be sent directly to JCU Employee. Any claims for payment made under the Building Industry Fairness (Security of Payment) Act 2017 will be referred to the relevant Superintendent or Project Manager immediately upon receipt.
2.	Accounts Payable will Goods receipt all invoices less than $10,000 (GST exclusive) in My Requisitions against the relevant Purchase Order, Contract or MEX Work Order and process payments without any further approvals. Invoices greater than $10,000 (GST exclusive) will be receipted by Accounts Payable against the relevant Purchase Order or Contract and the requisition requestor will receive a system generated e-mail notification and be required to approve the receipt of Goods or Services.

3.	Payment methods within the University are:
	• Via electronic funds transfer by Accounts Payable; and
	• Use of a University Corporate Credit Card.
	  ○ University Corporate Credit Cards issued to Employees are predominately for incurring travel related expenses only.
	  ○ All University Corporate Credit Card transactions are managed by the University Expense Management System and are subject to internal and external audits and reviews.
	  ○ All expenditure incurred on the University Corporate Credit Card must be acquitted within twenty-one (21) days of the transaction being posted onto the cardholder's statement.
	Cardholders who are NOT Financial Delegates are not permitted to make any non-travel related purchases greater than $1,000 with their credit card.

4.	Where a dispute or claim arises in relation to the supply of Goods and/or Services and payments the Purchaser must notify the Strategic Procurement Group who will (if required) confer with the Manager, Strategic Procurement. The Manager, Strategic Procurement may refer the matter to the University General Counsel.

5.	Invoices that do not include a JCU Purchase Order or Contract reference will be returned to the Supplier along with a request for the missing information to be provided.

14. Sole Traders

Step	Action
1.	Prior to raising a requisition all Sole Traders must be assessed to determine if they are classified as an Employee or an Independent Contractor.
2.	If a Sole Trader is assessed as being an Employee, JCU may be liable to pay superannuation to a complying superannuation fund.
	FMP712 – Engaging Individuals as Service Providers Complete sole trader assessment to engage contractors FMPM 421 Credit Card Policy
	How do I engage a Sole Trader

15. Arrangements and Panels

Step	Action
1.	**Pre-Qualified Suppliers and/or Standing Offer Arrangements** Pre-Qualified Suppliers and/or Standing Offer Arrangements is a list of organisations appropriately qualified to provide particular goods or services required by JCU. The benefit of a Pre-Qualified Suppliers is the ability to engage directly if suppliers have obtained fixed pricing or by undertaking a closed RFQ, no matter the expected value. Prequalified suppliers are created by completing a tender process as per Section 11 of this procedure. Upon establishment of the arrangement, the Purchasing Under Contract Procedure (section 7) must be followed.
2.	**Preferred Supplier** A preferred supplier arrangement is a single supplier selected by JCU that is appropriately qualified to provide goods or services. The benefit of establishing the Preferred Supplier Arrangement is the replacing of a tendering/quoting activity with ability to directly source goods and services with a single supplier. Preferred supplier agreements are created by inviting tenders from suitably qualified suppliers as per Section 6 of this procedure. Upon establishment of the arrangement, the Purchasing Under Contract Procedure (section 3) must be followed.
3.	**University Procurement Hub (UPH)** As JCU is a Queensland Government Statutory Body and a member of the Australian Universities Procurement Network (AUPN) and the University Procurement Hub (UPH), it is entitled to utilise current Supplier arrangements established by these entities. Upon establishment of the arrangement, the Purchasing Under Contract Procedure (section 7) must be followed.

16. Other Purchasing Requirements

Step	Action
1.	Purchase of Scheduled Drugs and Poisons must follow the same quotation and evaluation procedures as noted above according to the value of the purchase. In addition to procurement procedures, additional approval and delegation requirements apply to ensure the University adheres to national and state regulation and classification guidelines. Please refer to WHS-PRO-011 Drugs and Poisons Procedure.
2.	Purchase of gift cards are subject to approval under Section 1.06 of the Financial Sub-delegations Register. Where the value of the award to an individual is greater than $300 it will be subject to Fringe Benefits Tax and the purchase must be reported to corporatefinance@jcu.edu.au.
3.	All requests for legal services must be referred to JCU Legal and Assurance via the nominated JCU Legal and Assurance internal email address legal@jcu.edu.au. All requests must be in writing and authorised by the relevant Director, College Dean, Division Executive Officer, Deputy Vice Chancellor, Executive Director, or equivalent. Refer to Legal Services, Claims and Litigation Assistance Policy for more information.
4.	All wet hire arrangements involving high-risk equipment, such as helicopters, require a comprehensive assessment for both compliance and suitability to fulfill the required services. Before commencing any formal engagement with a supplier, it is mandatory to undertake a pre-qualification process for prospective equipment providers. This meticulous pre-qualification process is designed to verify that the supplier adheres to all pertinent legal and regulatory prerequisites, encompassing licenses, training, and certifications that pertain specifically to the operation of high-risk equipment.
	FMPM11.44 - Aerial Booking Request

17. Social and Sustainable Procurement

JCU will follow the recommendations set out in the JCU Social Procurement Guidelines and the JCU 2022 Modern Slavery Statement to make their best endeavours to purchase goods and services that are ethically, socially and environmentally responsible and sustainable including the consideration of disposal of these goods and the complete supply chain. This includes guidelines for purchasers to select:

- suppliers that include social enterprises supporting disadvantaged groups,
- suppliers with environmentally sustainable business practices,
- suppliers following the regulatory or legislative requirements of the *Modern Slavery Act 2018 (Cth).*
- suppliers demonstrating climate change resilience through targets for the reduction of greenhouse gases.

All Employees must follow the *Waste Reduction and Recycling (Plastic Items) Amendment Act 2021* when purchasing goods, respecting the ban on single use plastic items listed in the Act. The mass release of lighter than air balloons is also banned under *Waste Reduction and Recycling Act 2011.*

JCU will promote supplier diversity opportunities to increase the number of Australian Aboriginal and Torres Strait Islander businesses within the supply chain, in accordance with the Opportunity pillar of the JCU Reconciliation Plan.

18. Contracts to be Created in the Contract Management System

This section outlines the specific reasons and examples for including contracts in the Contract Management System (CMS). These criteria are designed to identify contracts that have a substantial impact on JCU's operations, financial standing, and strategic goals.

Reason	Description	Example
Materiality	Contracts of material significance should be included in the CMS. Materiality can be determined based on factors such as the contract value, risks involved, strategic importance, and potential impact on JCU.	A contract with a value exceeding $200,000.
Duration	Contracts with a significant duration, such as: • long-term agreements • contracts with automatic renewals Tracking important dates, renewal options, and termination provisions becomes essential for effective contract management.	Multi-year agreement on a case by case (please contact the Strategic Procurement Group) Contracts that contain automatic renewal periods i.e., software agreements.
Re-sourcing Requirements at Expiry	Contracts for goods or services should be added to the contract management system to facilitate resourcing efforts. By tracking these contracts, the organisation can proactively initiate the necessary procurement activities, evaluate alternative suppliers, and ensure a seamless transition or renewal of services upon contract expiration. This helps mitigate the risk of disruptions in operations and allows the organisation to optimise its supplier relationships and negotiate favourable terms during the re-sourcing process.	Goods or services that will be required on an ongoing basis i.e., cleaning services, gas supply, security services.
Contract Volume	Contracts that contribute to a significant volume within the organisation should be included in the contract management system.	Generally low value but high transactional i.e., lab consumables.
Consultancy Agreements	A consultancy contract is a formal agreement that specifies the scope of work, compensation, and other terms for a consulting engagement. It also addresses confidentiality, dispute resolution, and intellectual property rights to ensure a clear understanding of the consulting relationship.	• A consultancy agreement with a value exceeding $50,000.00 • Multi Institutional Agreements • In-Country Consultant Agreement • Research/Grant Agreements • Research Sub-Contract Agreements

19. Breaches of the Procurement Procedure

Step	Action
1.	All suspected breaches of University policy and procedures in relation to procurement should, in the first instance, be reported to the Manager, Strategic Procurement. The

	Manager, Strategic Procurement will assess the suspected breach and notify the Chief Financial Officer. For suspected breaches of a serious nature such as fraud, undisclosed conflicts of interest the matter may be referred to the University General Counsel. All reports received will be treated with appropriate concern for the law, privacy and confidentiality. Should staff identify or suspect breaches by a Procurement staff member the matter should be reported directly to the Chief of Staff.
2.	Breaches of the University policy and procedures in relation to procurement will be dealt with in accordance with either the Enterprise Agreement or Student Code of Conduct as applicable.
3.	Conduct which may constitute 'official misconduct' under the *Crime and Corruption Act 2001 (Qld)*, must be reported to the Chief of Staff.
4.	Where instances of fraud and corruption are suspected they must be reported immediately to the Chief of Staff. Please refer to the *Fraud and Corruption Procedure* for examples of corrupt and fraudulent conduct.
5.	Matters that contravene the *Competition and Consumer Act (Cth) 2010*, constitute conflicts of interest or are otherwise considered serious matters will be immediately referred to the Director, Human Resources.
6.	For all other non-compliance matters the Manager, Strategic Procurement will provide a non-compliance summary report at the end of each quarter to each Head of Organisational Unit. The Head of Organisational Unit is required to: • Raise the non-compliance matter/s with the employee/s concerned; • Require the employee/s to undertake procurement compliance training; and • Require the employee to put in place effective measures to ensure compliance in future.
7.	Any further non-compliance will be referred to the Director, Human Resources for consideration and action under the misconduct/serious misconduct provisions of the JCU Enterprise Agreement (as amended or replaced from time to time). References: • JCU Code of Conduct • JCU Enterprise Agreement • Student Code of Conduct

20. Complaints

Step	Action
1.	Complaints regarding JCU's procurement practices including how the University selects Preferred Suppliers and Contract terms with Suppliers should be submitted in writing to the Chief Financial Officer. All complaints will be investigated, and the complainant will be provided with a response.

21. Approved Procurement Templates

The below documents are approved for use to undertake a procurement activity at JCU.

Procurement Stage	Doc. Reference	Template
Request for Quote - up to $50,000	FMPM711.01	RFQ Email Template

Procurement Stage	Doc. Reference	Template
Request for Quote - up to $50,000	FMPM711.02	RFQ Email Successful Notification
Request for Quote - up to $50,000	FMPM711.03	RFQ Email Unsuccessful Notification
Request for Quote - up to $200,000	FMPM711.04	RFQ Formal Template
Request for Quote - up to $200,000	FMPM711.05	RFQ Evaluation - Lowest Price Conforming
Request for Quote - up to $200,000	FMPM711.06	RFQ Evaluation - 3 Stage Method
Request for Quote - up to $200,000	FMPM711.07	RFQ Evaluation - Value for Money Method
Request for Quote - up to $200,000	FMPM711.08	RFQ Recommendation Report
Request for Quote - up to $200,000	FMPM711.09	RFQ Formal Successful Notification
Request for Quote - up to $200,000	FMPM711.10	RFQ Formal Unsuccessful Notification
Request for Quote - up to $200,000	FMPM711.11	Agreement for supply of goods/services
Pre-Tender	FMPM711.12	Request for Contract or Variation
Pre-Tender	FMPM711.13	Strategic Procurement Plan >$2,000,000
Pre-Tender	FMPM711.14	Risk Value Matrix
Pre-Tender	FMPM711.15	Tender Evaluation Plan
Tender	FMPM711.16	Schedule 1 - Request for Tender
Tender	FMPM711.17	Schedule 2 - Scope of Work
Tender	FMPM711.18	Schedule 3 - Response Schedule
Tender	FMPM711.19	Schedule 4 - Contract Goods & Services
Tender	FMPM711.20	Schedule 4 - Contract Consultancy
Tender	FMPM711.21	Schedule 4 - Contract Minor Works
Tender	FMPM711.22	Schedule 4 - Contract Construct Only
Tender	FMPM711.23	Schedule 4 - Contract Design
Tender	FMPM711.24	Schedule 4 - Contract Design & Construct
Tender	FMPM711.25	Schedule 4 - Consultancy Agreement
Tender	FMPM711.26	Addendum
Tender	FMPM711.27	Best and Final Offer (BAFO)
Tender	FMPM711.28	Conflict of Interest Declaration
Tender	FMPM711.29	Evaluation - Lowest Price Conforming
Tender	FMPM711.30	Evaluation - 3 Stage Method
Tender	FMPM711.31	Evaluation - Value for Money Method
Tender	FMPM711.32	Contract Departure Negotiations
Tender	FMPM711.33	Tender Recommendation Report
Tender	FMPM711.34	Tender Successful Notification
Tender	FMPM711.35	Tender Unsuccessful Notification
Tender	FMPM711.36	Supplier Feedback Form
Other	FMPM711.37	Exemption from Quote Business Case >$200K
Other	FMPM711.38	Request Exemption from Obtaining Quotes
Other	FMPM711.39	Procurement Training Presentation
Other	FMPM711.40	Contract Management Training Presentation

Procurement Stage	Doc. Reference	Template
Other	FMPM711.41	Evaluation Criteria Library
Other	FMPM711.42	KPI Library
Other	FMPM711.43	Cancellation of a Procurement Process
Other	FMPM711.44	Aerial Booking Request

Related policy instruments

Competition and Consumer Act 2010 (Commonwealth)

Crime and Corruption Act 2001

Financial Delegations Register

FMPM 710 – Procurement Policy

FMPM 712 – Engaging Individuals as Service Providers

FMPM 713 – Procurement Contract Management Procedure

JCU 2022 Modern Slavery Statement

JCU Code of Conduct

JCU Corporate Procurement Plan

JCU Enterprise Agreement 2022

JCU Goods and Services Procurement Process Map

JCU Fraud and Corruption Procedure

JCU Reconciliation Plan

JCU Social Procurement Guidelines

JCU Student Code of Conduct

Legal Services, Claims and Litigation Assistance Policy

Modern Slavery Act 2018 (Cwlth)

Public Interest Disclosure Procedure

Public Sector Ethics Act 1994 (Qld)

Queensland Charter for Local Content

Queensland Procurement Policy 2023

Right to Information Act 2009 (Queensland)

Social and Sustainable Procurement Framework

Waste Reduction and Recycling (Plastic Items) Amendment Act 202

WHS-PRO-011 Drugs and Poisons Procedure

Schedules/Appendices

Nil

Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

Approval Details

Policy Domain	Financial Management
Policy Custodian	Vice Chancellor
Approval Authority	Finance Committee
Date for next Major Review	15/11/2028

Revision History

Version	Approval date	Implementation date	Details	Author
24-1	NA – administrative amendment	07/02/2024	Administrative amendments to update template titles for FMPM711.12, FMPM711.13 and FMPM711.39.	Manager, Strategic Procurement
23-1	15/11/2028	01/02/2024	Rewrite of Procedure (major review). Implementation delayed to 01/02/2024 at request of Manager, Strategic Procurement (with CFO approval).	Manager, Strategic Procurement
21-1	17/05/2021	18/05/2021	Amended to include: • Modern Slavery Act requirements • Social Procurement Guidelines • Amendment to departure from quote process • Fraud and corruption procedure andGoods receipting process	Manager, Strategic Procurement
19-2	19/12/2019	19/12/2019	Amendments to: • quotation threshold requirements • align with the amended Queensland Procurement Policy • definitions Additional section added regarding social procurement, administrative amendments	Manager, Strategic Procure to Pay
19-1	15/01/2019	07/02/2019	Amendment to clarify processes regarding: • Intergovernmental procurement, purchases of less than $5000	Manager, Strategic Procure to Pay
18-4	30/10/2018	30/10/2018	Administrative amendments to update links to Qld Procurement Policy	Manager, Strategic Procure to Pay

18-3	11/07/2018	13/07/2018	Amendments to clarify delegations and reflect headline structure.	Manager, Strategic Procure to Pay
18-2		30/04/2018	Changes made to reflect headline restructure 30/04/2018	Quality, Standards and Policy Unit
18-1	09/02/2018	12/02/2018	Amended to align with Queensland Procurement Policy 2017 and adopt internal audit findings from 2017.	Manager, Strategic Procure to Pay
17-1	28/04/2017	3/05/2017	Reviewed to further streamline efficiencies and to ensure continuing compliance with the Queensland Procurement Policy and JCU policies and procedures.	Manager, Strategic Procure to Pay

Keywords	Procurement; Strategic Procurement; Significant Procurement Plans; Offer, Quotation, Queensland Procurement Policy
Contact person	Manager, Strategic Procurement