**COMPLEX PROCURMENT PLAN**

**Expected expenditure above $100,000 p.a. or over contract term**

|  |  |  |
| --- | --- | --- |
| **DOCUMENT CONTROL** | | |
| Date: | Version | Created/Amended by and provide comments |
| **CONTRIBUTORS TO THIS DOCUMENT** | | |
| Date: | Name | Organisation & Title |

|  |  |  |
| --- | --- | --- |
| **PROJECT DETAILS** | | |
| Project Title: |  | |
| Project Sponsor: |  | |
| Project Lead: |  | |
| Project Scope: |  | |
| Project Out of Scope: |  | |
| Is there an associated approved Business Case for this activity? (if so please attach) |  | |
| Background to Project/ Current Situation: |  | |
| Project Goals & Objectives: |  | |
| Benefits of Project: |  | |
| Baseline Spend (last three years) state: Opex/ Capex |  | |
| Is this sourcing activity: Budgeted/Non Budgeted |  | |
| This expenditure: Opex / Capex |  | |
| Cost Centres associated with this activity |  | |
| Key Requirements (describe what are the goods and services required) Please attached detailed specification as an attachment) |  | |
| If there any Unitec policy which is relevant to this activity. If so please state, which policies need to be factored. |  | |
| Confirm if any current contracts are in place for these Goods or Services? |  | |
| Will the sourcing of Goods and Services be secured by a Contract? |  | |
| State if any issues with current or past services? What improvements you would like to see? |  | |
| Any specific terms and conditions which need to be included in new contract? |  | |
| **STAKEHOLDERS**  Unitec Council: Board of Directors:  Recommendation Approval Group:  Advisory Group:  Tender Evaluation Group:  End-user Group: | | |
| **ROLES & RESPONSIBILITIES**  **Recommendation Group:**   * Approve the recommendation to award contract * Feedback to Unitec Council   **Tender Evaluation Team:**   * To provide comments and advice on project outputs where required * Be advised of any significant issues or risks to the project’s success and assist with removing ‘roadblocks’ * Champion and support the project * Provide input into tender specifications * Assist with the development of communications * Conduct tender evaluation, supplier presentation and complete reference checks * Assist in development of recommendation paper and co-sign recommendation   **Procurement Specialist:**   * Manage process, timeline, contract negotiation and establish key documentation * Key point for procurement communications * Review project risks and issues and assist with resolving those where required – first escalation point * Conflict & To provide decisions, guidance and support where required Confidentiality template * Assist in the definition of services required * Assist in the tender evaluation and recommendation * Provide Transition / Change plan, support new providers and establish business as usual * Monitor contract and service provision   **GM Procurement:**   * Approve Procurement Plan, evaluation template and contract documents * Monitor and provide resource as appropriate * Approve recommendation & communications and provide overview and support   **Chief Executive:**   * Endorse and support the project * Escalation point * Sign off supplier contracts | | |
| **MARKET REVIEW** | | |
| Detail any Current Suppliers (preferred /non-contracted) who can provide the goods or services |  | |
| Potential new suppliers: |  | |
| Market Dynamics (Describe any particular matters) |  | |
| **EVALUATION CRITERIA** | | |
| Detail evaluation criteria and weightings (i.e. Fit for Purpose, Quality & Service Capability, Organisational strength, Experience, Pricing, etc.) Procurement lead can assist with this. | | |
| Criteria 1 | | State weightings ie. 20% |
| Criteria 2 | | State weightings |
| Criteria 3 | | State weightings |
| Criteria 4 | | State weightings |
| Add more if needed | |  |
| Total | | 100% |
| |  | | --- | | **RECOMMENDED PROCUREMENT STRATEGY:** | | * Confirm if any All-of-Government (AoG) or Syndicated / Common capability contracts can meet this activity requirement * Single stage procurement process – Open/Closed RFP process(choose appropriate based on market analysis) * Two Stage procurement process :   Step 1 :Request for Information (RFI) or Expression of Interest(EOI)  Step 2: Request for Proposal (RFP)/ Tender process | | | |
| **PROJECT MILESTONES** | | |
| Project Start Date |  | |
| Project Realisation Time-frame |  | |
| Date Contracted goods or services are required |  | |

|  |  |
| --- | --- |
| **TIMELINES – TENDER PROCESS** | |
| Meet with Project Manager |  |
| Form Evaluation Team |  |
| Meet with project team for specification input and definition |  |
| Publish of RFP |  |
| Close date of RFP |  |
| Copy of RFP submission to the evaluation team |  |
| Evaluations of submitted RFP by evaluation team |  |
| Evaluation tem identify vendor for final negotiation |  |
| Negotiate agreement with successful vendor |  |
| Recommendation submitted for approval |  |
| Finalise contract with vendor |  |
| Raise Purchase Order |  |
| Order Lead time if any |  |
| Installation & Commissioning |  |
| Project Complete |  |
| Exchange contracts |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT DELIVERABLES:** | | | | |
| **Product name** | **Responsible for Product** | **Quality Expectation** | **Endorsement / Sign off required by** | **Expected Date/Month/Year** |
| Procurement Plan | Procurement Specialist | Fully detailed Procurement Plan | GM Procurement  Business Owner |  |
| Tender Evaluation Team Appointed | Procurement Specialist | Roles and Responsibilities/Conflict of Interest/confidentiality documents distributed | GM Procurement |  |
| Risk and Conflicts of interest declarations and registers | Procurement Specialist | Meets good procurement practice | GM Procurement |  |
| Tender documents | Procurement Specialist | Meets tender document requirements  Time line achieved | GM Procurement  Legal |  |
| Tender Evaluation | Procurement Specialist | Robust & technically correct process | Tender Evaluation Team |  |
| Tender Recommendation | Procurement Specialist | Meets tender document requirements  Time line achieved | Tender Evaluation Team |  |
| Notice to suppliers | Procurement Specialist | Technically correct process | GM Procurement |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT RISKS AND MITIGATION STRATEGY**  Risks will be managed in accordance to Unite Risk Management Policy dated 01/10/2007.  Risks will be logged in the Project Risk Register, monitored and managed by the Procurement Specialist and escalated when necessary. | | | | |
| **Risk and Implications** | **Likelihood** | **Impact** | **Owner** | **Management Strategy** |
| e.g. A poorly implemented solution impacts to business activity. | Medium | High | IMS | Work with a proven vendor to deliver the solution |
| e.g. Vendor selection timeframes not met | High | Low | IMS | Three months added to notice period |
| e.g. Transition to new provider(s) difficult for Unitec | Medium | Medium | IMS | Ensure transition is done over Semester break to ensure. |
| e.g Appointed providers unsatisfactory | Low | High | IMS | Ensure supplier performance monitoring and management. Issues addressed to mutual co-operation. |

|  |  |
| --- | --- |
| **PROJECT DEPENDENCIES, CONSTRAINS AND ASSUMPTIONS:** | |
| State any Dependencies for this project |  |
| State any Constraints for this project |  |
| State any assumptions for this project |  |

|  |  |  |
| --- | --- | --- |
| **KEY PERFORMANCE INDICATORS (USE ‘SMART’ ACRONYN)**  **( Specific, Measurable, Achievable, Relevant and Timely )**  **The following performance indicators will be included in the contract to measure new suppler performance:** | | |
| **Key Performance Indicator/s** | **Min. Service Requirement** | **Target** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **APPROVAL TO PROCEED:** | | |
|  | Name | Business Owner |
|  | Name | General Manager – Procurement |

**ATTACHEMENTS:**

1. Approved Business Case
2. Detailed Specifications
3. Key Performance Indicators
4. New contract terms and conditions