**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 ProcurementLegal |  |
| 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