
Appendix two – Key requirements of the department's procurement manual

Key requirements included in the department's procurement manual as it applied during the procurement of services from Duncan Solutions for the Park'nPay app are set out below.

1. To conduct complex procurement activities, staff must have relevant qualifications or engage a qualified person to assist with the procurement. The department's Corporate Procurement can conduct complex procurement.
2. In the sourcing phase, ensure the method chosen will achieve value for money and is fair and transparent. The Marketing Approaches Guide provides useful guidance to identify the potential right approach to market.
3. For estimated spend over \$1 million, the business unit is responsible for completing the procurement plan and risk assessment and providing it to the department's Chief Procurement Officer for endorsement.
4. Before market engagement commences, a briefing note with the proposed approach to market (including single source) approved by the appropriate delegate must be completed.
5. Requirements must be developed to provide enough detail for the potential supplier to clearly understand what is needed in terms of performance levels, timing and quality.
6. An evaluation plan prepared, setting out how evaluation is to be conducted.
7. An evaluation committee established of people with necessary skills and knowledge, and who are free from any conflict of interest. Each voting member to sign the Procurement Code of Conduct Declaration. [for a direct negotiation, the committee would be termed as the negotiation team].
8. Before contract award, a briefing note making a recommendation and approved by the appropriate delegate must be completed.
9. Contracts over \$150,000 must be disclosed on the department's Procurement Contracts Hub.
10. Prepare a contract management plan for contracts of high risk or over \$1 million containing all the key information on how the contract should be managed. This to assist in managing the risks of the purchase, and provide an audit trail of documentation to support and justify contract management decisions.
11. All department staff must keep accurate and complete records of all matters relating to planning, sourcing and contract management.