

|                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                         | Under \$50 K                     | \$50K to \$200K | \$200K +     |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------|--------------|-------------|
|                                                                                                                                                                                                                                                                                               | <div><div></div> Applies</div> <div><div>C</div> Applies for contractors for professional services / consultants</div> <div><div></div> Optional</div> <div><div></div> Exception</div> |                                  |                 |              |             |
|                                                                                                                                                                                                                                                                                               | Documentation / Process                                                                                                                                                                 |                                  |                 |              |             |
|                                                                                                                                                                                                                                                                                               | <b>Consultation</b><br><i>Prior consultation regarding procurement approach</i>                                                                                                         | Consultation with Category Owner | <div></div>     | <div></div>  | <div></div> |
|                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                         | Consultation with UQ Procurement |                 |              | <div></div> |
| <b>Planning documentation</b><br><i>Consideration of internal demand, market capability and procurement approach as appropriate to the value and risk profile of the procurement.</i><br><i>Documentation of demand and market analysis, and procurement strategy required in some cases.</i> | Planning as appropriate to value and risk profile                                                                                                                                       | <div></div>                      | <div></div>     | <div></div>  |             |
|                                                                                                                                                                                                                                                                                               | Procurement plan                                                                                                                                                                        |                                  |                 | <div></div>  |             |
| <b>Sourcing documentation</b><br><i>Document inviting suppliers to quote / offer to meet UQ's needs</i>                                                                                                                                                                                       | RFQ                                                                                                                                                                                     |                                  | <div></div>     | <div></div>  |             |
|                                                                                                                                                                                                                                                                                               | Tender (ITO)                                                                                                                                                                            |                                  |                 | <div></div>  |             |
| <b>Comparative offers</b><br><i>Level of competitive process required in supplier selection</i>                                                                                                                                                                                               | Quote from any known and trusted supplier                                                                                                                                               | <div></div>                      |                 |              |             |
|                                                                                                                                                                                                                                                                                               | Minimum 3 written quotes                                                                                                                                                                |                                  | <div></div>     |              |             |
|                                                                                                                                                                                                                                                                                               | Competitive process determined in consultation with UQ Procurement                                                                                                                      |                                  |                 | <div></div>  |             |
| <b>Supplier engagement method</b><br><i>Publishing sourcing documentation and receiving quotes / offers</i>                                                                                                                                                                                   | Phone or email                                                                                                                                                                          | <div></div>                      |                 |              |             |
|                                                                                                                                                                                                                                                                                               | UQeMarket eQuotes or email                                                                                                                                                              | <div></div>                      | <div></div>     |              |             |
|                                                                                                                                                                                                                                                                                               | UQProcure                                                                                                                                                                               |                                  |                 | <div></div>  |             |
| <b>Evaluation documentation</b><br><i>Documentation to capture and record the recommendation of preferred supplier</i>                                                                                                                                                                        | Procurement brief<br><i>* required under \$50K if not using a mandatory approved supply arrangement detailed in the <a href="#">Where to buy guide</a></i>                              | <div></div> *                    | <div></div>     |              |             |
|                                                                                                                                                                                                                                                                                               | Procurement recommendation report                                                                                                                                                       |                                  |                 | <div></div>  |             |
|                                                                                                                                                                                                                                                                                               | Justification in UniFi requisition                                                                                                                                                      | <div>C</div>                     |                 |              |             |
| <b>Contract terms</b><br><i>Terms that apply to the purchase which accurately reflect the commercial arrangement and manage UQ's legal risks.</i>                                                                                                                                             | UQ standard PO terms may be acceptable                                                                                                                                                  | <div></div>                      | <div></div>     |              |             |
|                                                                                                                                                                                                                                                                                               | Executed contract required                                                                                                                                                              |                                  |                 | <div></div>  |             |
|                                                                                                                                                                                                                                                                                               | UQ consultancy agreement / other appropriate UQ standard agreement / other executed contract                                                                                            |                                  | <div>C</div>    | <div>C</div> |             |
| <b>UQeMarket Exceptions</b><br><i>For UQeMarket catalogue purchases. Free format orders require relevant procurement documentation according to value.</i>                                                                                                                                    | Online comparison of offerings on UQeMarket is sufficient                                                                                                                               | <div></div>                      | <div></div>     |              |             |
|                                                                                                                                                                                                                                                                                               | Justification in UniFi requisition instead of procurement brief                                                                                                                         |                                  | <div></div>     |              |             |
| <b>Approved supply arrangement exceptions</b><br><i>For approved supply arrangements with <u>agreed pricing</u> structures</i>                                                                                                                                                                | Multiple quotes not required                                                                                                                                                            |                                  | <div></div>     | <div></div>  |             |
|                                                                                                                                                                                                                                                                                               | RFQ under arrangement instead of ITO in consultation with UQ Procurement                                                                                                                |                                  |                 | <div></div>  |             |
| <b>Contract management</b><br><i>Approach taken to manage deliverables and supplier performance to ensure benefits realisation and a value for money outcome for UQ.</i>                                                                                                                      | Appropriate contract and supplier management approach as commensurate with the value, risk and impact profile of the procurement contract                                               | <div></div>                      | <div></div>     | <div></div>  |             |
|                                                                                                                                                                                                                                                                                               | Contract management plan                                                                                                                                                                |                                  |                 | <div></div>  |             |
|                                                                                                                                                                                                                                                                                               | Contract performance report                                                                                                                                                             |                                  |                 | <div></div>  |             |
|                                                                                                                                                                                                                                                                                               | Contractor performance report                                                                                                                                                           |                                  | <div>C</div>    | <div>C</div> |             |

# PROCUREMENT DECISION GUIDE (10/04/2024)

## USING THE PROCUREMENT DECISION GUIDE

- Value:** For a single transaction, use the value of that transaction. For a contract, use the total value of the contract (including any binding renewals/extensions). Value is in AUD and GST exclusive.
- Splitting:** A purchase must not be split into separate transactions to reduce requirements.
- Contractors / Consultants:** Requirements for the value threshold apply unless a special requirement for contractors / consultants is indicated.
- Contract Terms:** The appropriate contract terms will depend on the subject matter, value and risk profile of the procurement.
- Category:** Additional category-specific process and documentation requirements may apply for managed categories.
- Risk:** The procurement decision guide is to be read in conjunction with the UQ Procurement Risk Management Framework (ERMF). Higher risk procurements may require more detailed process and documentation requirements.
- Local benefits test:** Application of the [local benefits test](#) is mandatory for procurement valued over \$1 million (ex GST). Consideration of local benefits is recommended for all procurement below this threshold.

Detailed information on the processes that apply to the plan / source / manage stages of the procurement lifecycle is set out in the [Procurement Procedure](#).

## CONFLICT OF INTEREST

UQ stakeholders must avoid all conflicts of interest when participating in UQ procurement activities. Procurement decisions must not be influenced by a UQ stakeholder's personal relationship with a supplier, or any tangible or intangible benefit the stakeholder may receive or be offered. All UQ procurement stakeholders are required to comply with [UQ's Conflict of Interest Policy](#) which contain further details on what constitutes a conflict of interest.

## SOURCING REQUIREMENTS EXCEPTIONS

The specified sourcing documentation and supplier selection method are not required for the following:

(a procurement brief is sufficient)

- Supply of preventative maintenance, service and/or repair of equipment where there is only one supplier authorised to undertake the services.
- Existing contractual obligation to use a specified supplier for goods or services.
- Ongoing service provision by the supplier where approved in the original procurement documentation.
- Periodic payment under an existing contract, where contemplated by the original procurement documentation.
- Supply of a membership that has been approved in accordance with [UQ Outgoing Payments Procedure](#).
- An emergency requirement exists and expedited procurement has been approved by UQ Procurement or in accordance with the process set out in the relevant Category Management Plan.

Evidence of the above criteria must be provided and attached to the UniFi requisition to support the purchase order.

## CATEGORY CONTACTS

|                                                                        |                                                                                |                                                                  |                                                                        |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------|
| Banking and Finance                                                    | <a href="mailto:cfo@uq.edu.au">cfo@uq.edu.au</a>                               | Legal                                                            | <a href="mailto:legalservices@uq.edu.au">legalservices@uq.edu.au</a>   |
| Human Resources                                                        | <a href="mailto:chiefhrofficer@uq.edu.au">chiefhrofficer@uq.edu.au</a>         | Marketing and Communication                                      | <a href="mailto:mcadmin@uq.edu.au">mcadmin@uq.edu.au</a>               |
| Information and Communications Technology                              | <a href="mailto:ict.procurement@uq.edu.au">ict.procurement@uq.edu.au</a>       | Research Infrastructure                                          | <a href="mailto:pvcric@uq.edu.au">pvcric@uq.edu.au</a>                 |
| Information Resources                                                  | <a href="mailto:uqdatasets@library.uq.edu.au">uqdatasets@library.uq.edu.au</a> | Property and Facilities                                          | <a href="mailto:procurement@pf.uq.edu.au">procurement@pf.uq.edu.au</a> |
| Insurance                                                              | <a href="mailto:insurance@uq.edu.au">insurance@uq.edu.au</a>                   | Travel                                                           | <a href="mailto:travel@uq.edu.au">travel@uq.edu.au</a>                 |
| Laboratory, Scientific and Research Services, Supplies and Consumables |                                                                                | <a href="mailto:procurement@uq.edu.au">procurement@uq.edu.au</a> |                                                                        |

Special conditions that apply to each managed category can be found [here](#) and must be complied with.

## UQ PROCUREMENT

UQ Procurement has a key role in providing procurement advice and assurance that the requirements of the UQ Procurement Framework are being met.

- Below \$1M, UQ Procurement will review transactions (after the fact) based on their risk and impact profile and address any trends or patterns of concern.
- Between \$1M-\$5M, UQ Procurement will review and endorse procurement plans, procurement recommendation reports and proposed contract terms.
- Above \$5M, UQ Procurement must also be engaged in the early procurement planning stages.

Advice, guidance, forms and templates relevant to each phase of the procurement lifecycle are available on [Procurement procedures and forms](#).