



Procurement Matrix

| Complexity Assessment / Estimated Value (* all values inc GST) | Financial Authorisation | Acquisition Plan Requirements | | Market Approach Requirements | Purchase Recommendation Requirements | | Contract Details | Contract Approval |
|---|-------------------------|---|--------------------|--|--|------------------|--|---|
| Transactional - Less than or equal to \$55,000 | Required | Not Applicable | | <ul style="list-style-type: none"> Minimum of one written quote | Not Applicable | | <ul style="list-style-type: none"> Purchase Order OR Standard Goods and Services Agreement (where appropriate) | <ul style="list-style-type: none"> Appropriate contractual delegate |
| Routine | | *Simplified Yes | **Complex Optional | | Simplified Yes | Complex Optional | | |
| Greater than \$55,000 and less than or equal to \$550,000 | Required | <ul style="list-style-type: none"> Approved by appropriate procurement delegate Evaluation methodology to be documented in the Acquisition Plan | | <ul style="list-style-type: none"> Request for Quotation (RFQ), seeking a minimum of 3 written quotes, including one South Australian supplier If you cannot identify 3 suppliers with one being a South Australian based supplier to seek a quote from, the quote <u>must</u> be advertised as an open tender on SA Tenders and Contracts for a minimum period of 14 calendar days. | <ul style="list-style-type: none"> To be approved by appropriate delegate | | <ul style="list-style-type: none"> Standard Goods and Services Agreement (unless an ICT procurement) | <ul style="list-style-type: none"> Appropriate contractual delegate |
| Greater than \$550,000 | Required | <ul style="list-style-type: none"> Approved by appropriate procurement delegate Evaluation methodology to be documented in the Acquisition Plan | | <ul style="list-style-type: none"> Open Request for Quotation (RFQ) or Invitation to Supply (ITS) Industry Participation Plan | <ul style="list-style-type: none"> To be approved by appropriate delegate | | <ul style="list-style-type: none"> Standard Goods and Services Agreement (unless an ICT procurement) | <ul style="list-style-type: none"> Contract disclosure (if over \$500,000 or a consultancy of any value) Appropriate contractual delegate |
| Complex or Strategic | | Simplified No | Complex Yes | | Simplified No | Complex Yes | | |
| Complex Procurements (are valued over \$550,000) Strategic Procurements (Can be any value, but generally above \$550k) | Required | <ul style="list-style-type: none"> Evaluation Plan Risk Management Plan Approved by appropriate delegate | | <ul style="list-style-type: none"> Open Invitation to Supply (ITS) Market Approach (can be a minimum of 3 quotes if a Strategic Procurement under \$550,000) Industry Participation Plan (mandatory for procurements over \$550k) | <ul style="list-style-type: none"> Negotiation Plan Approved by appropriate delegate | | <ul style="list-style-type: none"> Standard Goods and Services Agreement OR Bespoke contract (if an ICT procurement or Strategic) | <ul style="list-style-type: none"> Contract disclosure (if over \$500,000 or a consultancy of any value) Post Sourcing Review Appropriate contractual delegate |
| Secondary Procurement | | Simplified Yes | Complex Optional | | Simplified Yes | Complex Optional | | |
| \$55,000 and higher | Required | <ul style="list-style-type: none"> Approved by appropriate delegate | | <ul style="list-style-type: none"> As per the requirements of the pre-established contract (RFQ, Request for Services etc) Industry Participation Plan (if over \$550,000) | <ul style="list-style-type: none"> Approved by appropriate delegate | | <ul style="list-style-type: none"> As per the requirements of the pre-established contract (Official Order, Customer Agreement etc) | <ul style="list-style-type: none"> Appropriate contractual delegate Contract disclosure (if over \$500,000 or a consultancy of any value) |

* Simplified refers to the tailored AGD Simple Acquisition Plan and Simple Purchase Recommendation Templates that cover the minimum mandatory requirements under DTF's Procurement Planning Policy.

** Complex refers to the DTF Acquisition Plan and Purchase Recommendation Templates.