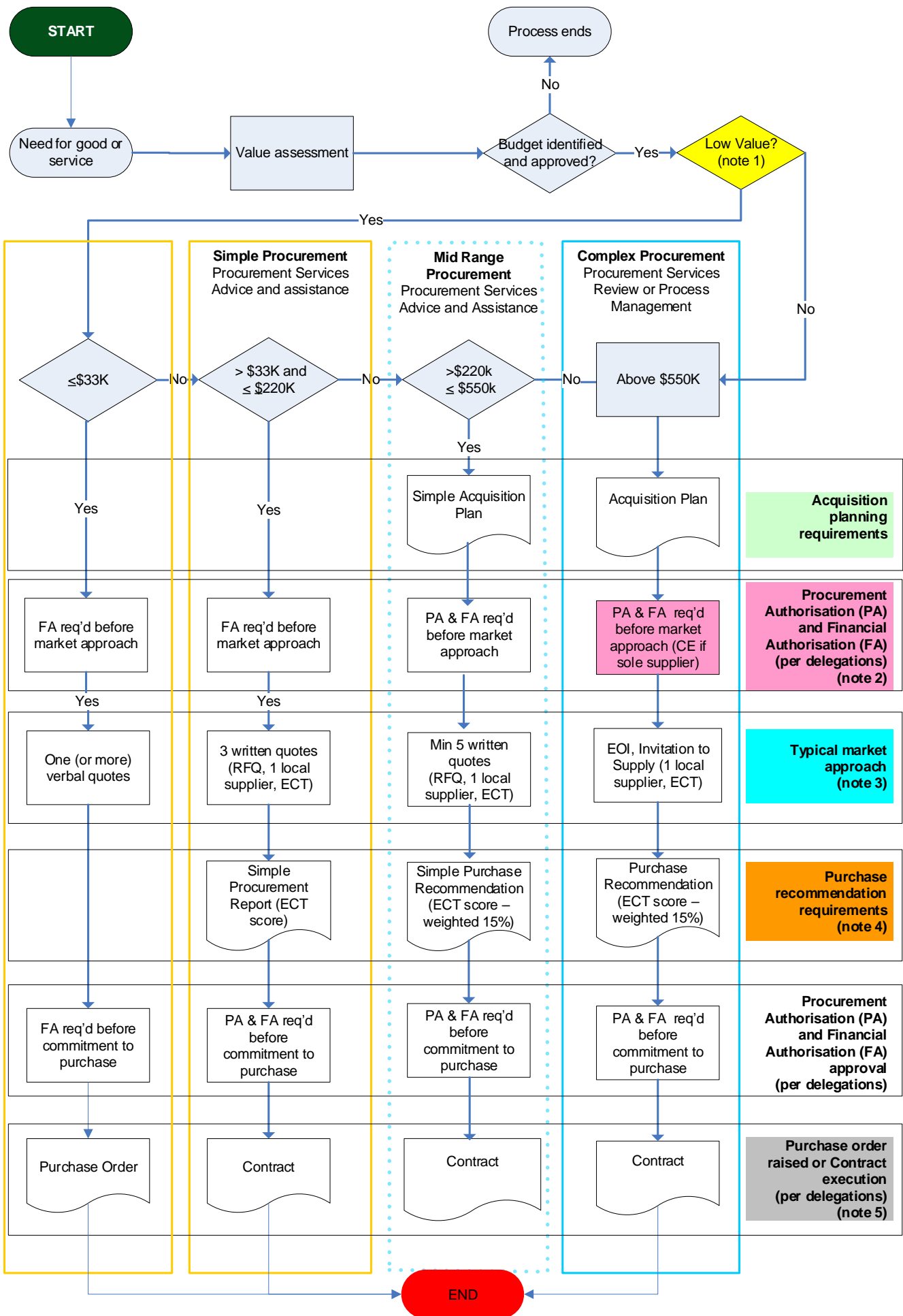


ATTORNEY-GENERAL'S DEPARTMENT PROCUREMENT PROCESS



Note 1:

The first characteristic of a Simple Procurement is if the Procurement value is less than \$550,000 (GST incl.).

If the value is above \$550,000, you should seek further advice from the Procurement Services prior to proceeding.

Note 2:

Financial Authorisation is required for all expenditure. Procurement Authorisation prior to approaching the market is only required above \$220,000 (GST Inclusive).

For direct negotiations with a sole supplier at or above \$550,000 (GST Inclusive), the AGD Chief Executive's approval is required.

Note 3:

The 'typical' market approach is a guide for purchases up to and including \$550,000, for which there is delegate discretion. Above \$550,000, SPB requirements apply.

For Simple Procurements and Mid-Range Procurements, a minimum of 1 Aboriginal Business quote should be obtained where possible.

For Mid-Range procurements ($> \$220,000 \leq \$550,000$), there is a requirement to seek a minimum of 5 written quotes, where practical.

ECT - Economic Contribution Test (refer Procurement Intranet FAQ).

RFQ - Request for Quotation (template available on State Procurement Board Website).

EOI - Expression of Interest (template available on State Procurement Board Website).

ITS - Invitation to Supply (template available on State Procurement Board Website).

ISMF Requirement - In any purchases that involve handling of secure information, or ICT projects relating to infrastructure, applications or related system services, consideration must be given to inclusion of clauses in tender documentation and the final contract that require compliance with ISMF standards. For advice on whether ISMF applies, please contact AGD's ICT Security Advisor.

Note 4:

As per DPC Circular 43 Public Sector Responsiveness, all consultancy services must be approved by a Director, regardless of the dollar value.

Note 5:

There are several elements you should consider when determining if you need to engage your preferred supplier via a contract or a purchase order. As a general rule, Purchase Orders should be utilised when the total purchase value is under \$33,000 (GST inclusive), it is a once-off purchase or it is low risk.

Contracts should be utilised in the following instances:

- For goods and/or service orientated purchases (greater than \$33,000 (GST incl.)), the State Procurement Board (SPB) templates (or Crown Solicitor's Office for fit-for-purpose requirement) for low to medium risk procurements - SPB templates available on SPB website.
- Potentially high risk purchases (consult Crown Solicitor's Office);
- For a longer term arrangement i.e. ongoing reliance of the product/service;
- Where there is a support and/or maintenance component as part of a good purchase; or
- Liability issues have been identified; or
- ISMF requirements apply (refer Note 3).

Contract details for contracts greater than \$33,000 (GST Inclusive) must be entered into AGD's Procurement & Contract Management System, Staff who do not have access to this system should provide the executed contract (including all procurement documentation) to Procurement Services staff.