

GOVERNANCE
PROGRAM & PROJECT MANAGEMENT

STRATEGISE & MARKET TEST

PROCUREMENT

MANAGE & REVIEW

1.0 PROCUREMENT PLANNING

- Identify Need
- End User & Capability Manager Consultation
- Requirements Definition
- Business Case Development
- Value Estimation
- Market Research
- Market Engagement
- Consider Approach to Market Method (ATM)
- Develop Procurement Plan

2.0 REQUEST DOCUMENTATION

- Determine appropriate ATM Method
- Finalise Procurement Plan
- Develop Endorsement to Proceed (ETP), if required
- Develop ATM Documentation in collaboration with SMEs, End-Users and Capability Manager
- Develop Tender Evaluation Plan
- Delegate Consultation and Approval

3.0 APPROACH THE MARKET (ATM)

- Finalise Tender Evaluation Plan
- Market Notification
- Industry Engagement (Industry Information Sessions, EOI, Media Releases etc), if required
- Publish or Release ATM
- Receive Responses

4.0 REVIEW & EVALUATE

- Initial Screening
- Detailed Evaluation & Moderation
- VFM Considerations
- Supplier Clarification or Demonstration
- Shortlisting
- Determine Preferred Supplier

5.0 NEGOTIATION & CONTRACT SIGNATURE

- Supplier Outcome Notification
- Develop Contract Negotiation Plan
- Collaborative Contract Clarification or Negotiation
- Section 23 Delegate Approval
- Contract Execution

6.0 CONTRACT MANAGEMENT

- Facilitate Delivery
- Supplier & Buyer Management
- Asset Management
- Contract Management
- Contract Review
- Contract Renewal
- Performance Management
- Collaboration
- Invoicing & Payment
- New Approaches to Market
- Reporting
- Outcomes Analysis

7.0 REVIEW

- Market Testing and Analysis
- Implement Continuous Improvement Plan
- Review Program Wide Strategies
- Disposal Management

CHANGE MANAGEMENT