



Australian Government

**Assessment Requirements for BSBPMG609
Direct procurement and contracting for a
project program**

Release: 1

Assessment Requirements for BSBPMG609 Direct procurement and contracting for a project program

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- direct planning for project contracting and procurement, including:
 - directing identification of product specifications and procurement requirements
 - directing development of procurement strategies, methods and management plans
- direct set up of contract and procurement process, including:
 - directing project managers to source suitable organisations
 - establishing selection processes and selection criteria
 - ensuring contract and procurement actions accord with objectives
- direct management of contract and procurement process, including:
 - providing direction for identifying and arranging communication of proposal requirements
 - ensuring responses are evaluated and preferred contractors selected
 - directing negotiation of contract terms and conditions
- direct management of contracts, including:
 - directing management of contract and procurement
 - providing direction for regular reviews
 - ensuring project managers work within legal and organisational framework
 - identifying and approving remedial actions for potential, perceived and actual contractual conflicts
- direct finalisation of contracts, including:
 - directing finalisation activities for management of contract deliverables
 - directing review and analysis of project outcomes
 - aggregating and using lessons learnt.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain contract management and legal obligations of both parties
- describe procurement processes and options.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Project Management field of work and include access to:

- workplace contractual and procurement documentation
- feedback from project team and stakeholders as to how procurement and contractual processes were handled.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>