



Australian Government

PSPPCM005 Develop and distribute requests for offers

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC412A Develop and distribute requests for offers. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop and disseminate a request for offers to fulfil procurement requirements. It includes specifying the requirement, developing the formal request for offer documents and developing the offer evaluation plan.

This unit applies to those working as public sector staff required to develop and distribute requests for offers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Specify procurement requirement	1.1 Undertake scoping of requirement to identify outcomes, objectives and practical requirements. 1.2 Prepare statement of requirement. 1.3 Consider needs of clients, end users and other stakeholders and incorporate into statement of requirement. 1.4 Ensure procurement outcome is fair to, and achievable by, potential providers. 1.5 Specify planned provider contract arrangements, standards of performance and codes of practice, incentives, disincentives and performance measures.
2. Develop request for offers	2.1 Develop and clarify request for offers and contractual conditions suitable for procurement activity with clients, providers and/or experts as necessary. 2.2 Develop and clarify contractual conditions suitable for procurement activity with clients, providers and/or experts as necessary. 2.3 Obtain input on content of request for offer documents and proposed contractual conditions from market according to probity requirement of impartiality when possible and appropriate. 2.4 Obtain approvals to approach marketplace. 2.5 Maintain records relating to documenting request, and seeking, processing and closing offers.
3. Manage offer evaluation plan	3.1 Develop and document offer evaluation plan, including criteria for evaluation and approve prior to releasing formal request documentation to the market. 3.2 Arrange specialist expertise to evaluate offers and membership of evaluation panel if required. 3.3 Ensure offer evaluation plan complies with probity requirements, in particular impartiality and management of conflict of interest.
4. Manage distribution and receipt of offers	4.1 Disseminate request for offers. 4.2 Clarify information in the request for offer as required. 4.3 Disseminate requests for offers and closing offers in line with probity issues. 4.4 Deal with late offers and non-conforming bids.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC412A Develop and distribute requests for offers.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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