



Australian Government

PSPPCM029 Procure goods and services

Release: 1

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Modification History

Supersedes and is equivalent to PSPPCM003 Procure goods and services.

Application

This unit describes the performance outcomes, skills knowledge required to manage the expenditure of public monies for simple procurement of low value and low risk goods and services using contractual arrangements that include simple tendering and requests for quotation.

This unit applies to those who enter into contracts or go out to tender or manage procurement but are not procurement professionals. Those undertaking this unit work under limited supervision, while performing routine tasks in familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Procurement

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

1. Plan for procurement of goods and services.
 - 1.1. Identify and select ethical options for procuring goods and services using market assessment.
 - 1.2. Identify commercial strategy to achieve the procurement outcome set out in the business plan.
 - 1.3. Conduct risk planning for the procurement activity in accordance with organisational policies and procedures.
 - 1.4. Identify process and criteria for evaluation of offers from suppliers or service providers to meet public sector probity requirements and record them in a tender evaluation plan.
 - 1.5. Develop procurement plan to manage procurement process and contractual arrangements.
 - 1.6. Consult stakeholders about the planned procurement and incorporate their feedback into the procurement process.
2. Undertake procurement.
 - 2.1. Choose method for requesting and receiving offers to suit the procurement activity and comply with organisational policies and procedures and probity requirements.
 - 2.2. Evaluate offers and select using specialist expertise.
 - 2.3. Notify successful and unsuccessful suppliers in accordance with organisational procedures.
 - 2.4. Ensure contractual arrangements are formalised before work commences and payment is made.
 - 2.5. Negotiate, formalise and report contractual arrangements that are legally binding to all parties and suitable to the procurement activity.
3. Manage contractors.
 - 3.1. Establish communication strategies to build and maintain relationships with contractors.
 - 3.2. Monitor performance against performance indicators for quality assurance of the goods or services to ensure compliance with contract specifications.
 - 3.3. Obtain approvals for contract variations.
 - 3.4. Investigate, document and resolve disputes or complaints.
 - 3.5. Ensure contractual obligations to contractors are met.
 - 3.6. Maintain accurate records to provide an audit trail and for other organisational purposes.
4. Complete contractual arrangements.
 - 4.1. Confirm goods and services received meet contractual specification and required outcome, and process accounts for payment.
 - 4.2. Finalise, cancel or terminate contracts in accordance with

organisational policies and procedures.

- 4.3. Evaluate and record contract performance, outcomes and management processes, to inform ongoing contract management practices.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Learning skills to:	• keep up-to-date with relevant procurement legislation, policies and procedures.
Writing skills to:	• develop project documents using required formats, styles and structure • establish and maintain records in required formats.
Oral communication skills to:	• negotiate contractual arrangements • engage in ongoing communication with contractors using questioning and listening skills to confirm understanding, • explain or clarify information, actively listening and checking for understanding • provide feedback and accurate detail to other relevant persons.

Unit Mapping Information

Supersedes and is equivalent to PSPPCM003 Procure goods and services.

Links

Companion Volume implementation guides are found in VETNet -

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