



Australian Government

Department of Education, Employment and Workplace Relations

PSPPROC408A Develop requests for offers

Release: 1

PSPPROC408A Develop requests for offers

Modification History

Unit Descriptor

This unit covers the development and dissemination of a request for offers to fulfil procurement requirements. It includes interpretation of procurement requirements, planning procurement activities, specifying the requirement, and developing a procurement plan and the formal request for offers.

In practice, developing requests for offers may overlap with other public sector generalist and specialist work activities such as acting ethically, complying with legislation, applying government processes, working with diversity, gathering and analysing information, etc.

This unit replaces **PSPPROC402A Request and receive offers**. The units are not equivalent.

There is however, multi-unit equivalence between new and superseded units. The combination of:

PSPPROC401A Plan procurement
PSPPROC402A Request and receive offers
PSPPROC403A Award contracts

is equivalent to the combination:

PSPPROC408A Develop requests for offers
PSPPROC409A Receive and select offers

Application of the Unit

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in **bold italics** is explained in the Range Statement following.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Interpret procurement requirements	<p>1.1 Procurement approvals and appropriation/s are confirmed for whole-of-life of the activity</p> <p>1.2 Procurement requirements are re-confirmed with all parties</p> <p>1.3 A representative sampling of clients, experts and suppliers is consulted to further define and clarify requirements</p> <p>1.4 A market analysis is used to identify factors that may impact on procurement decisions</p> <p>1.5 Sources of supply are accessed to determine possible providers and any conflict of interest is identified and resolved</p> <p>1.6 Supplier referencing/positioning or viability analysis is conducted</p>
2 Plan procurement activities	<p>2.1 Business cost estimates are prepared to select a procurement method most suitable for the procurement activity and most likely to achieve a value for money outcome</p> <p>2.2 Approvals are obtained for method of procurement</p> <p>2.3 Resource requirements are confirmed and committed in a timely manner and responsible authorities are nominated</p> <p>2.4 Relationships and dependencies between various procurement activities are determined</p> <p>2.5 2.6 Strategies for briefing potential bidders are included when required, and meet public sector standards and organisational protocols</p>
3 Specify procurement requirement	<p>3.1 Scoping of the requirement is undertaken to identify outcomes, objectives and logistics</p> <p>3.2 Standards of performance, incentives, disincentives and performance measures are specified</p>

- 3.3 A statement of requirement is prepared that meets organisational requirements for format and content and is acceptable to stakeholders
 - 3.4 The needs of clients and end users are incorporated and the outcome is achievable by potential providers
 - 3.5 Planned provider contract arrangements are specified in accordance with policy and guidelines
- 4 **Develop a procurement plan**
- 4.1 The **procurement plan** is developed in accordance with organisational procedures and procurement requirements
 - 4.2 **Criteria** and process for evaluation of offers are selected to meet legal and policy requirements, and are practical and measurable
 - 4.3 Where used, **specialist expertise** to evaluate offers and the structure/membership of evaluation panel is arranged in accordance with organisational procedures
 - 4.4 Practical strategies are selected for informing or debriefing successful and unsuccessful bidders and the market, in accordance with organisational guidelines and public sector standards
- 5 **Develop request for offers**
- 5.1 **Request for offers** and contractual conditions are developed that are suitable for the procurement activity, and are clarified with clients, providers and/or experts as necessary
 - 5.2 Request for offers is developed in accordance with a procurement plan, clearly outlines the procurement requirement and meets legal and probity requirements
 - 5.3 When possible/appropriate, **input** on content and structure of request for offer documents is obtained from market
 - 5.4 Approvals are obtained to approach the market place in accordance with organisational policy and procedures
 - 5.5 Records documenting the request, and for seeking, processing and closing of **offers**, are maintained in

accordance with organisational procedures and legal requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

using effective communication with stakeholders, specialists and providers involving oral and written exchanges of sometimes complex information

reading and applying complex documents such as contracts, legislation and guidelines

writing requests for offers which may include complexity of language and style, yet expressed in unambiguous terms

responding to diversity, including gender and disability

applying occupational health and safety and environmental requirements in the context of developing requests for procurement offers

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

Commonwealth/State/Territory Government legislation, policies, practices and guidelines relating to requests for offers, including environmental purchasing guidelines

procurement policies, practices and approval processes

probity principles and issues

ethical issues related to developing requests for offers

issues to be considered in the development of request for tenders

aspects of law of contract, laws of tort, trade practices law, commercial law and other legislation relating to requests for offers

equal employment opportunity, equity and diversity principles

public sector legislation including occupational health and safety and environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

Pre-requisite units that **must** be achieved **prior** to this unit: **Nil**

Co-requisite units that **must** be assessed **with** this unit: **Nil**

Co-assessed units that **may** be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

PSPETHC401A Uphold and support the values and principles of public service

PSPGOV406B Gather and analyse information

PSPGOV412A Use advanced workplace communication strategies

PSPGOV422A Apply government processes

PSPLEGN401A Encourage compliance with legislation in the public sector

PSPPOL404A Support policy implementation

PSPPROC409A Receive and select offers

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

the knowledge requirements of this unit

the skill requirements of this unit

application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)

requests for offers developed in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

legislation, policy, procedures and protocols

relating to requests for offers

case studies and workplace scenarios to capture the range of situations likely to be encountered when developing requests for offers

Where and how to assess evidence

Valid assessment of this unit requires:

a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing requests for offers, including coping with difficulties, irregularities and breakdowns in routine

requests for offers developed in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

people with disabilities

people from culturally and linguistically diverse backgrounds

Aboriginal and Torres Strait Islander people
women

young people

older people

people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

case studies

demonstration

portfolios

projects

questioning

scenarios

simulation or role plays

authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

RANGE STATEMENT

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in **italics** in the Performance Criteria is explained here.

Appropriations may require

Ministerial authorisation
 compliance with instructions or finance circulars
 confirmation by chief financial officer
 special consideration if they concern:
 long-term travel deals
 long-term computer deals
 long-term lease deals
 issuing of indemnities

Suppliers may include

commercial organisations
 other government organisations
 commercialised or privatised government organisations
 non-profit organisations

Market factors which impact on procurement decisions may include

structure of and key 'players' in the market
 market capability
 market maturity
 market strength
 factors/conditions which may affect supply
 potential impact of intended contracting activity

Information on sources of supply may include

yellow pages
 buyers guides, supplier brochures and advertisements
 purchasing contract awareness service
 suppliers' previous histories and files

	peer, supplier and customer networks
	computer aided purchase of computers
	newspapers, journals, bulletins or directories
	endorsed suppliers arrangements
	Industry Capability Network
	Internet
	Gazette Publishing System (GaPS)
Logistics may include	phases or stages of the procurement activity
	timeframes
	milestones
	payment schedule
	targets
	outputs
	levels of service
Standards of performance may include	value for money
	quality measures
	benchmarks
	milestones/timeframes
	performance indicators
Procurement plan may include	bid evaluation plan
	contract negotiation plan
	risk management plan
	probity plan
	copy of request for offer as agreed and approved for release
Criteria for evaluation may include	value for money
	demonstrated capacity to deliver outcomes
	available expertise
	project management expertise to deliver the outcomes on time and within budget
	meeting specific policy requirements such as buying locally, environmental sustainability etc

	innovation
Specialist expertise may include	legal financial economic technical probity
Requests for offers may include	invitations to submit: a tender a proposal a quotation an expression of interest
Input may be obtained via	exposure draft of request for offer
Offers may include	tenders written quotations proposals expressions of interest
Offers may be requested and provided using a variety of forms including	paper (such as traditional tender documentation) computer disk electronic (such as Internet, email, facsimile, Commonwealth Electronic Tendering System)

Unit Sector(s)

Competency field

Procurement&Contract Management