



Australian Government

TLIR0004 Negotiate a contract

Release: 1

TLIR0004 Negotiate a contract

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to negotiate a contract.

It includes negotiating contract specifics with contractors, completing contract negotiations and completing enterprise contract requirements.

The unit generally applies to those with procurement responsibilities.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Negotiate contract specifics with

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Preferred suppliers are verified prior to contract negotiations through a prequalification process

contractor	1.2 Requirements of the contract are clearly documented and agreed to by the relevant parties
	1.3 Areas of ambiguity or concern are clarified and resolved
	1.4 Contract negotiations are conducted in accordance with relevant legislation and workplace policies and procedures
	1.5 Conditions for service and/or supply of goods/services are agreed between the enterprise and the contractor, including the determination of key performance indicators (KPIs)
2 Complete contract negotiations	2.1 Contract documentation is drafted in accordance with relevant legislation, workplace policies and procedures and negotiated conditions of service and supply
	2.2 Technical and legal support in drafting contracts is accessed, as required
	2.3 Contract documentation is signed and exchanged between relevant parties
3 Complete enterprise contract requirements	3.1 Documentation systems are established to ensure that the contractual terms and KPIs are met
	3.2 Quality assurance procedures for supplied goods/services are initiated
	3.3 Workplace systems that require interaction with contractors are identified and actioned
	3.4 Contract and ancillary documentation are completed and stored, as required, in accordance with workplace policies, procedures and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4003 Negotiate a contract.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>