



**Australian Government**

# **PSPPCM006 Select providers and develop contracts**

**Release: 1**

## PSPPCM006 Select providers and develop contracts

### Modification History

| Release | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPPROC413A Select providers and develop contracts.</p> <ul style="list-style-type: none"><li>• Unit code updated</li><li>• Content and formatting updated to comply with new standards</li><li>• All PC transitioned from passive to active voice</li></ul> |

### Application

This unit describes the skills required to select preferred providers as a result of a formal request for offer process. It includes evaluating offers, obtaining approvals, developing and formalising contractual arrangements, and debriefing the market and other stakeholders.

This unit applies to those working as public sector staff required to select providers.

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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>1. Select preferred providers</b>                     | <p>1.1 Form and coordinate evaluation panel.</p> <p>1.2 Evaluate offers according to evaluation plan and organisational probity requirements which relate to managing conflicts of interest and adherence to public sector standards.</p> <p>1.3 Obtain specialist expertise where necessary to assist with evaluation of offers.</p> <p>1.4 Undertake clarification and negotiation of matters contained in offers with bidders.</p> <p>1.5 Select preferred providers and develop, justify and document recommendations for allocation of business against selection criteria.</p> <p>1.6 Obtain approvals for the recommended offers.</p> <p>1.7 Notify successful providers.</p> |
| <b>2. Develop and formalise contractual arrangements</b> | <p>2.1 Obtain approvals to enter negotiations and negotiate final wording of contract.</p> <p>2.2 Obtain approvals to enter into contracts and ensure contracts are signed by all parties before contracted work commences.</p> <p>2.3 Structure contracts to capture and address identified risks, protect both parties, provide the basis for due performance, and outline expected standards of behaviour.</p> <p>2.4 Ensure contracts are valid and legally binding to the parties.</p>                                                                                                                                                                                          |
| <b>3. Debrief market and other stakeholders</b>          | <p>3.1 Provide advice on the contractual arrangements to internal stakeholders.</p> <p>3.2 Inform unsuccessful bidders and provide constructive feedback on their proposals.</p> <p>3.3 Make details of successful providers public.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## 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 PSPPROC413A Select providers and develop contracts.

## 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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