



Australian Government

PSPPCM013 Make procurement decisions

Release: 1

PSPPCM013 Make procurement decisions

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 PSPPROC508A Make procurement decisions. • 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 perform advanced decision making for complex procurement within established guidelines, policies and procedures.

This unit applies to those working roles involved in making procurement decisions.

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 autonomously, performing complex tasks, in a range of familiar and unfamiliar contexts.

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 outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Comply with legal and policy obligations implicit in making procurement decisions	1.1 Identify and apply legislative and policy requirements and organisational objectives and goals to inform procurement decisions. 1.2 Apply and manage probity principles of fairness and impartiality when making procurement decisions at all stages of the process.
2. Establish context for the procurement activity	2.1 Identify and consider factors that may influence procurement decisions in the context of legislation, policy and organisational/business requirements to support effective decision making. 2.2 Consult with stakeholders to determine likely impact of key factors at all stages of procurement process. 2.3 Reflect determined key factors in procurement decisions affecting the procurement. 2.4 Document factors affecting procurement decisions.
3. Select and approve procurement methods	3.1 Select procurement methods based on jurisdictional, legislative and policy requirements and suitability for the procurement requirements. 3.2 Consider factors and risks in selecting procurement method. 3.3 Record justification for selected procurement method. 3.4 Exercise approvals for the selection of procurement methods and record.
4. Select and approve contractual arrangements	4.1 Select contractual arrangements, based on jurisdictional and policy requirements and suitability for the procurement requirements. 4.2 Consider factors and risks in selecting contractual arrangements. 4.3 Record justification for selected contractual arrangements. 4.4 Exercise approvals for the selection of contractual arrangements and record.
5. Identify and consider factors affecting supplier choice	5.1 Research and assess supplier capability as part of offer evaluation. 5.2 Research and apply supplier supply chain management considerations in the context of policy requirements when making procurement decisions. 5.3 Apply broader value for money considerations to support and inform decisions.
6. Conduct tender evaluation	6.1 Form a tender evaluation panel or similar when required by policy or to meet probity requirements. 6.2 Provide advice, support and guidance on procurement processes and probity requirements to members of the tender evaluation panel. 6.3 Resolve any issues that arise during tender evaluation using

	negotiation and communication skills and procurement knowledge. 6.4 Document tender decision-making processes and decisions reached in a format suited to the procurement being undertaken. 6.5 Make written procurement recommendations to the approval delegate after considering advice of panel.
7. Maintain effective accountability and transparency in procurement decision making	7.1 Maintain records, including plans and sub-plans, to provide an effective audit trail of decisions taken throughout the procurement process. 7.2 Maintain compliance with jurisdictional and organisational procurement reporting requirements. 7.3 Maintain records to provide aggregate procurement reporting requirements internal and external to the organisation.

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 PSPPROC508A Make procurement decisions.

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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Assessment Requirements for PSPPCM013 Make procurement decisions

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- networking, consulting and negotiating with contractors and stakeholders
- writing a business case
- reading and applying complex documents, including contracts, legislation and guidelines
- providing feedback
- resolving complicated procurement issues
- developing options for inclusion in a business case
- applying decision-making processes or methodologies
- undertaking research and business analysis
- documenting procurement decisions
- managing and updating procurement plans
- maintaining currency in best practice examples in procurement practice and relevant procurement legislation, policies and procedures
- operate organisational IT systems

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to procurement, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes

- procurement planning for complex procurement requirements and outcomes
- decision-making processes and methodologies
- codes of conduct, codes of practice and standards of individual behaviour relating to procurement decisions
- government procurement environment
- legal requirements of government procurement
- implications of particular procurement arrangements
- whole-of-life considerations
- financial and accounting issues relevant to the procurement
- cultural issues relating to complex procurement and industry development in certain sectors
- relationship management

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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