



Australian Government

Department of Education, Employment and Workplace Relations

PSPPROC510A Conduct and manage coordinated procurement

Revision Number: 2

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Modification History

PSPPROC510A Release 2: Layout adjusted. No changes to content.

PSPPROC510A Release 1: Primary release.

Unit Descriptor

This unit covers the ability to use existing coordinated procurement contracts (CPCs) and cooperative procurement arrangements (CPAs), and to establish new CPAs across agencies. It includes identifying existing CPCs and CPAs; understanding the processes of existing contracts and arrangements; and planning, developing and implementing new CPAs.

In practice, using coordinated, cooperative procurements may overlap with other public sector and local government generalist and specialist work activities, such as managing policy implementation, applying government processes, managing complex projects, planning for strategic procurement, negotiating strategic procurement, and establishing contract management arrangements.

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

Application of the Unit

This unit applies to those in specialist procurement and contracting.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify applicable existing CPCs, CPAs and opportunities	1.1. Availability of <i>coordinated procurement contracts</i> and <i>cooperative procurement arrangements</i> and opportunities is investigated. 1.2. Existing <i>contracts</i> at whole of government level and cross-agency arrangements are identified through research using already established strategies. 1.3. Identified contracts are evaluated to ensure outputs match agency's requirements. 1.4. Relevant <i>legislation, policy and procedures</i> and <i>contract terms and conditions</i> relating to the use of identified contracts are assessed to determine whether the contract is relevant to the agency concerned. 1.5. Criteria used to identify applicable contracts, and compliance with the requirements to use them, are fully documented.
2. Arrange for organisation to procure under CPCs and CPAs	2.1. <i>Information and education about the contract</i> and the requirement for its use are provided to relevant staff within organisation. 2.2. Procedures are established to ensure that procurements are made under a CPC or CPA wherever possible, and orders are placed correctly according to contract terms and conditions. 2.3. <i>Reporting requirements</i> associated with the use of the contract are met, including expenditure under the contract and savings realised. 2.4. Appropriate <i>records</i> of contractual dealings are maintained.
3. Lead cooperative procurements	3.1. Procurement requirements where no CPAs exist and which would benefit multiple agencies are identified, and agreement of management to proceed is obtained. 3.2. <i>Cooperative procurement strategy</i> for involving other agencies is produced. 3.3. <i>Negotiations</i> are undertaken with other agencies to develop a <i>coordinated procurement plan</i>. 3.4. <i>Procurement documents</i> are developed in accordance with procurement guidelines and public sector legislation, policies, probity requirements and procedures. 3.5. <i>Procurement process</i> is undertaken, responses are evaluated, and contract is negotiated by cross-agency team in accordance with procurement guidelines and

organisational policies and procedures.

- 3.6. New CPA is reported according to procurement guidelines and is distributed to other agencies through ***appropriate communication channels.***

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - consult and negotiate with stakeholders
 - build and manage effective working relationships
 - develop concise arguments, using conceptual and reasoning skills
 - convey the required message, in a range of complex situations
 - write reviews, reports, submissions and other complex documents
 - read complex documents, such as contracts, legislation and guidelines
 - provide feedback
- teamwork skills to:
 - model effective team management approaches
 - respond to diversity
 - refer issues to the correct person
- problem-solving skills to apply decision-making processes or methodologies
- initiative and enterprise skills to:
 - apply the content of complex documents, such as contracts, legislation and guidelines
 - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of conducting and managing coordinated procurement
- planning and organising skills to:
 - undertake research and business analysis
 - document coordinated procurement activities in an appropriate format
- learning skills to keep up-to-date with:
 - best practice examples in procurement practice
 - relevant procurement legislation, policies and procedures
- technology skills to:
 - operate organisational IT systems
 - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
 - relating to conducting and managing coordinated procurement, including environmental purchasing and corporate social responsibility guidance
 - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes

- risk management procedures
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to procurement decisions and processes
- risks associated with financial and accounting issues relevant to conducting and managing coordinated procurement
- OHS requirements relevant to conducting and managing coordinated procurement
- equal employment opportunity relevant to conducting and managing coordinated procurement
- environmental, sustainability and corporate social responsibility principles relevant to conducting and managing coordinated procurement

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated in the ability to conduct coordinated procurement consistently in accordance with legislative and organisational requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • use research and networking skills to identify existing applicable existing CPCs or similar arrangements that could be used to meet the procurement need • follow the necessary procedures to access goods and services from the CPC • provide reports of usage as required by the CPC • identify procurement situations that might benefit from the establishment of a new CPC and take steps to establish a CPC • negotiate, influence and communicate effectively on procurement issues with staff from other organisations • act as lead for a coordinated procurement process • act within own delegations and promptly refer issues outside delegation to higher authority • uphold probity standards applicable to the procurement process. Consistency in performance Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.
Context of and specific resources for assessment	The unit of competency is to be assessed in the workplace or a simulated workplace environment. Access may be required to: • legislation, policy, procedures and protocols relating to coordinated procurement and contract management • codes of conduct and codes of practice • workplace scenarios and case studies relating to a range of procurement activities associated with conducting coordinated procurement • case studies that incorporate dilemmas, and probity requirements relating to conducting coordinated procurement.
Method of assessment	The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for conducting coordinated procurement
- review of documents, such as CPCs or other similar arrangements, minutes of meetings of cooperative procurement groups, information sessions, records of matching agency needs to available contracts or other documentation prepared by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for 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.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC501B Promote the values and ethos of public service
- PSPGOV507A Undertake negotiations
- PSPPROC503B Manage contract performance
- PSPPROC505A Manage procurement risk
- PSPPROC506A Plan to manage a contract
- PSPPROC507A Plan for procurement outcomes.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Coordinated procurement contracts may include:

- whole of government contracts for goods and services, such as:
 - accounting and related professional services
 - travel arrangements, including airlines, hotels, rental cars and booking services
 - telecommunications
 - desktop computing
 - major office machines
 - other whole of government sourcing arrangements, such as Microsoft Volume SourcingÂ arrangement.

Cooperative procurement arrangements may include:

- portfolio purchasing arrangements
- lead agency arrangements
- formal and informal opportunities for government organisations to combine their requirements
- existing contracts which permit piggy backing arrangements.

Contracts may include:

- formal written contracts
- standing offers (panels)
- multi-use lists and similar arrangements
- inter and intra-government agreements
- letters of intent
- memoranda of understanding and memoranda of agreement
- licensing agreements
- in-house option directives.

Legislation, policy, requirements and procedures may include:

- financial management legislation
- government procurement legislation, policy and guidelines
- public sector standards
- ethics standards
- codes of conduct, codes of practice and standards of individual behaviour
- environmental purchasing
- corporate social responsibility
- financial procedures

- Contract terms and conditions*** may include:
- probity requirements and procedures
 - procurement procedures specific to coordinated or cooperative procurements, including business rules for the use of these arrangements.
 - who may use the cooperative, coordinated procurement agreement and the conditions under which it can be accessed
 - specifications
 - contract clauses dealing with:
 - risk
 - variations
 - insurances
 - notices
 - disputes
 - intellectual property
 - privacy
 - confidentiality
 - milestones
 - payments
 - breaches
 - adherence to codes of practice and expected standards of behaviour.
- Information and education about the contract*** may include:
- contract notices
 - contract summaries
 - other published materials explaining the use of the contract
 - intranet content
 - education and awareness sessions
 - help desk
 - appointment of an expert for each contract.
- Reporting requirements*** may include:
- electronic tendering services and contract advisory services
 - chief executive instructions or other organisational policy documents
 - contract-specific reporting arrangements
 - agency-specific reporting arrangements.
- Record*** keeping requirements may include:
- financial management systems
 - general document filing systems
 - procurement and contract reporting systems
 - database systems
 - central registers or repositories.
- Cooperative***
- research into agencies that may be interested in

procurement strategy
may include:

- cooperative contract
- business case or other approval documentation to enter into a cooperative procurement contract
- meeting plan, minutes or report discussing options with potential partner agencies
- written agreement determining agencies' roles and responsibilities in the cooperative procurement
- contribution to cooperative scoping study, tender documents, evaluation of tender, negotiation of contract, and management of contract
- scoping study.

Negotiations may include:

- nature of procurement in terms of:
 - risk
 - expenditure
 - complexity
 - nature of supply market:
 - fully competitive
 - dominated by a few large suppliers
 - sole supplier
 - unsophisticated suppliers
 - rural and remote issues
- one-off negotiation versus need to maintain long-term relationship
- existing relationship with supplier:
 - previous negotiations
 - supplier's business approach to government as client
 - state of current relationship
 - political or community sensitivities
 - skill and experience of negotiating team
 - balance of power in the negotiations.

Coordinated procurement plan
includes:

- definition of requirements
- risks and appropriate controls
- contract terms and conditions
- timeframes
- expected outcomes.

Procurement documents
may include:

- strategy for conducting a cooperative procurement
- procurement plan
- offer evaluation plan
- contract negotiation plan
- risk management plan
- contingency plan

- communication and public relations plan
 - human resource management plan
 - disposal plan
 - contract review plan
 - papers and reports relating to environmental and green issues
 - industry policy
 - management strategies for probity issues, such as conflicts of interest or specific probity plan.
- Procurement process*** may include:
- procurement planning
 - risk assessment and management
 - stakeholder management
 - communications strategy
 - request for offer documentation
 - tender evaluation processes and documents
 - delegations and approvals
 - contracts and contract variations
 - other forms of legal agreements, such as licensing agreements and memoranda of understanding.
- Appropriate communication channels*** may include:
- electronic tendering services and contract advisory services
 - whole of government, portfolio, cross-agency or similar high level procurement committees or groups
 - procurement practitioner meetings to share information
 - procurement discussion forums
 - central agencies acting as information brokers
 - websites and intranet listings
 - internal and external personal networking.

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.