



Australian Government

PUAMAN004 Manage procurement

Release: 1

PUAMAN004 Manage procurement

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to call for tenders and manage the awarding of contracts.

The unit applies to personnel who have a specific role relating to the calling for and management of tenders and contracts within a public safety organisation, with responsibility for ensuring that the organisation's legal and risk management process are applied.

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

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAMAN002 Administer work group resources

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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| 1 Prepare appropriate documentation | 1.1 Preparation of documentation is managed, in accordance with organisational policies and procedures |
| | 1.2 Conditions and specifications for tendering contracts is in accordance with organisational policies and procedures |
| | 1.3 Tendering process conforms with organisational tender and/or supply code of practice |
| | 1.4 Inquiries during the tender process are resolved and all tenderers are advised of any relevant clarifications and/or changes, in accordance with organisational procedures |
| 2 Establish the basis of tendering | 2.1 The form of tender is determined, in accordance with organisational policies and procedures |
| | 2.2 Expressions of interest are sought through the publication of tender details |
| | 2.3 Expressions of interest are evaluated, and potential tenderers are short listed, in accordance with organisational procurement policy and procedures |
| 3 Receive and assess tenders | 3.1 Documents are received and opened, in accordance with organisational policies and procedures |
| | 3.2 Tenders are checked for compliance with conditions set out in expression of interest details and/or request for offers |
| | 3.3 Details of tenders are compared with established evaluation criteria, in accordance with organisational policies and procedures |
| | 3.4 Checks are made, in accordance with organisational procedures, to ensure that principles of probity, fairness and commercial confidentiality are met throughout the tender process |
| | 3.5 Issues which may require negotiation with applicants are identified and addressed in accordance with organisational procedures |
| 4 Select successful respondent | 4.1 Selection process is based on evaluation criteria |
| | 4.2 Actual or potential conflicts of interests are checked for |

disclosure

- 4.3 A contractor is selected from the registered contractors' panel to assist in the selection process, if required
- 4.4 Contractor prices and conditions are examined, in accordance with organisational procedures, to determine if their offer is clear, calculable and not open to manipulation
- 4.5 A cost benefit analysis is undertaken to show that the selected tenderer offers best value for money

5 Finalise contract details

- 5.1 Letter of acceptance outlining all relevant requirements for signing of documentation and satisfaction of pre-commencement conditions is drafted and forwarded, in accordance with organisational procedures
- 5.2 Discrepancies and disagreements about proposed tender arrangements are clarified and resolved, in accordance with organisational procedures, prior to entering into a formal agreement
- 5.3 Contract is executed, in accordance with organisational procedures and legal requirements
- 5.4 Unsuccessful tenderers are informed of result of tender process and are briefed, if appropriate
- 5.5 Contract documents are prepared, approved and distributed, in accordance with organisational procedures
- 5.6 Fulfilment of any outstanding contract requirements is checked and rectified, in accordance with organisational procedures

6 Evaluate performance of contract on completion

- 6.1 Contract conditions and responsibilities are reviewed with relevant personnel
- 6.2 Contract completion is authorised in writing to confirm services have been performed satisfactorily, in accordance with contract objectives and specifications
- 6.3 Contractor performance and/or level of service is evaluated, in accordance with organisational procedures, against agreed benchmarks

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 may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAMAN004B Manage procurement.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAMAN004 Manage procurement

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- establishing feedback and monitoring systems
- establishing the basis of tendering including utilising different forms of tenders
- evaluating contract and contractors on completion using approved evaluation criteria
- finalising contract details
- implementing risk management plans
- monitoring and reviewing contract performance
- negotiating with contractors
- preparing appropriate documentation
- receiving and assessing tenders
- selecting successful tender respondent and/or contractor
- supplying information relevant to contract performance including finalising outstanding requirements

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- assessment of tenders and selection of contractors
- awarding of contracts
- basics of contract law
- contract administration including performance of contractors
- contract requirements
- evaluation criteria
- guidelines for the calling of tenders
- legislation, industry standards, codes of practice and regulations
- negotiation processes
- organisational documentation, policies and procedures including Work, Health and Safety

(WHS)/Occupational Health and Safety (OHS) requirements

- other requirements including insurance, WorkCover and bank guarantees
- principles of quality assurance including monitoring of contractor performance
- risk management principles
- selection of contractors
- sources of legal advice
- terms and conditions of contracts
- types of tenders including public, private, selective, open and restricted

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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