



Australian Government

PUAMAN004B Manage procurement

Release 3

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Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency to call for tenders and manage the awarding of contracts.

Application of the Unit

This unit applies to workers who have a specific role relating to tenders and contracts within a public safety organisation, particularly responsibility for ensuring that the organisation's legal and risk management process is applied.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUAMAN002B Administer work group resources (Fire sector specific)

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare appropriate documentation	1.1 Preparation of documentation is managed. 1.2 Conditions of tendering the contract and specifications meet organisation/government policies and guidelines. 1.3 Tendering process conforms with tender/supply code. 1.4 An appropriately experienced officer is identified to handle all inquiries during the tender process and all tenderers are advised of clarifications.
2. Establish the basis of tendering	2.1 The form of tender, public or selective is determined. 2.2 Expressions of interest are sought. 2.3 Expressions of interest are evaluated and potential tenderers short listed.
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 request for offers. 3.3 Details of tenders are compared with established evaluation criteria. 3.4 Checks are made to ensure that principles of probity, fairness and commercial confidentiality are met throughout the tender process. 3.5 Issues which may require negotiation are identified.
4. Select successful respondent/s	4.1 Selection is based on evaluation criteria and relevant factors affecting the tender. 4.2 Selection is ethically sound and does not breach probity principles. 4.3 All actual or potential conflicts of interests are disclosed. 4.4 Where possible the contractor is selected from a registered panel of contractors who are proven to have the relevant expertise and capacity. 4.5 Contractor's price and conditions are examined in order to determine that the offer is clear, calculable and not open to manipulation. 4.6 A cost-benefit analysis shows that the selected contractor offers best value for money.
5. Finalise contract details	5.1 Letter of acceptance outlines all relevant requirements for signing of documentation and

ELEMENT**PERFORMANCE CRITERIA**

- satisfaction of pre-commencement conditions.
- 5.2 Discrepancies and disagreements about proposed supply arrangements are clarified and resolved prior to entering into the agreement.
- 5.3 Contract is properly executed by the successful proponent and is in accordance with legal requirements.
- 5.4 Unsuccessful tenderers are briefed if appropriate.
- 5.5 Contract conditions are read and understood by all personnel involved in contract administration.
- 5.6 Contract documents are prepared, approved and distributed.
- 5.7 Fulfilment of any ***outstanding requirements*** is checked and rectified if necessary.
- 6. Evaluate performance of the contract on completion**
- 6.1 Contract conditions and responsibilities are reviewed with relevant personnel to ensure satisfactory completion of contract.
- 6.2 Contract completion is authorised in writing to confirm completed services have been undertaken according to contract objectives and specifications.
- 6.3 ***Contractor performance***/level of service is evaluated against agreed benchmark.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- establish effective feedback and monitoring systems
- implement risk management plans
- monitor and review contract performance
- plan effectively and solve problems
- supply information relevant to contract performance

Required Knowledge

- assessment of tenders
- award of contracts
- basics of contract law
- contract administration
- contract requirements
- negotiation processes
- organisational procedures and guidelines for the calling of tenders
- principles of quality assurance
- risk management principles
- sources of legal advice
- terms and conditions

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Demonstration of knowledge and skills required to award, manage and evaluate a contractor's performance and attend to any variations and difficulties which arise during the course of the contract.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated contract management environments.

Context of and specific resources for assessment

Context of assessment

Evidence should be gathered over a period of time in a range of actual or simulated contract management environments.

Specific resources for assessment

Evidence of competent performance by observing an individual in a contract management role within the workplace or simulated environment. Knowledge may be assessed through written assignments, project reports, debriefings and action learning projects.

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 in the Performance Criteria is detailed below.

Forms of tenders may include:

- public
- selective

Evaluation criteria may include:

- project objectives
- technical specifications
- risk
- user requirements
- timing resources – staff
- supplies
- budget
- environmental policies

Selection of contractors may be based on:

- assessment against evaluation criteria
- expertise of contractor
- resources allocated to project
- contractor's proven performance record
- contractor's reputation for quality
- contractor's background knowledge of the project
- contractor's understanding of organisational requirements
- availability of contractor
- estimated cost

Performance of contractors may be evaluated on:

- progress towards milestones and objectives
- adherence to proposed timelines
- adherence to estimated costs
- access to resources
- staff
- supplies
- materials
- goods
- advice
- implementation of recommendations
- technical specifications
- quality assurance
- environmental policies

Outstanding requirements may include:

- insurance (public liability
- professional indemnity
- WorkCover

Monitoring of contractor performance may include:

- personal accident)
- evidence of covers
- security deposits/bank guarantees
- warranties of equipment performance
- site visits
- inspections
- project management meetings
- progress meetings
- reports validation of quality systems
- partial or full audits

Organisational policy and procedures may vary between sectors and organisations and may include:

- legislation relevant to procurement
- legislation relevant to the organisation
- operational corporate and strategic plans
- operational performance standards
- organisational personnel practices and guidelines

Unit Sector(s)

Not applicable.