UNSW Finance

Procurement Guidelines

1. WHO SHOULD USE THIS, WHEN AND WHY?

The guidelines are designed to assist Staff operationalising UNSW's Procurement Policy and Procurement Procedure by making it simple and easy to understand when buying. The *Procurement Policy* and *Procedure* should be read and understood in conjunction with these guidelines.

Who should use this?

This document should be used by:
- Staff involved in the procurement of goods or services
- Approvers who have the financial delegation to approve a commitment of funds.

When to use this?

Prior to purchasing goods or services on behalf of UNSW.

Why it is important?

The University is accountable for the expenditure of public funds and procurement processes are open to substantial internal and external scrutiny. When buying goods or services follow the correct procurement process, including adherence to the core principles (refer to the *Procurement Procedure* for further details):

1. Value for Money
2. Probity and equity
3. Risk management
4. Fit for purpose
5. Responsible Procurement
6. Recordkeeping

Understanding the Procurement Policy and Procurement Procedure will help guide and protect you and UNSW, whether you are buying small amounts of stationery or major pieces of specialised equipment.

2.   HOW DO I BUY?

In accordance with the Procurement Procedure, Strategic Procurement has developed two tools to make it easy for you to buy what you need:

2.1   Buying reference guide

Tool 1

The procurement processes are summarised in Diagram 1 (page 3). Each process provides the minimum requirements for procurement activities; however, Staff may choose to obtain more quotes or elect to undertake a market approach (Express of Interests, Request for Information, Request for Quotes, Requests for Proposal, Request for Tender) for any process to ensure that the best outcomes are achieved.

All values referred to are exclusive of GST.

The Finance website provides information on the UNSW suppliers and UNSW panel suppliers. Please use your zpass to access those pages. Contact Strategic Procurement for more information.

Diagram 1: Summary of Procurement Processes

START HERE

Is there a **UNSW supplier** capable of providing the specific category of goods or services?	**YES** →	▪ Buy from catalogues in place or UNSW supplier must be engaged directly. There is no need to obtain any additional quotes ▪ UNSW credit card should not be used ▪ For bulk buying or purchase above $350,000, engage Procurement as there could be additional opportunities to leverage from UNSW suppliers	+ a purchase order must be raised and approved in NS Financials

↓ **NO**

Is there a **UNSW panel supplier** capable of providing the specific category of goods or services?	**Yes** →	

UNSW panel suppliers

(**applicable for all panels except UNSW panel suppliers for building contractors and major construction works** – see next section)

Between $0 to $350,000 = minimum 1 written quote from 1 supplier from the panel
Between $350,000 to $1M = minimum 3 written quotes from 3 different suppliers from the panel obtained via an RFQ process
More than $1M = sourcing activity with all suppliers from the panel or other strategy approved by Procurement

+ a purchase order must be raised and approved in NS Financials with quote(s) or supporting documentation attached. UNSW credit card should not be used.

OR

UNSW panel suppliers

for building contractors and major construction works

Between $0 to $100,000 = minimum 1 written quote from 1 supplier from the panel
Between $100,000 to $10M = minimum 3 written quotes from 3 different suppliers from the panel obtained via an RFQ process
More than $10M = sourcing activity with all suppliers from the panel or other strategy approved by Procurement

+ a purchase order must be raised and approved in NS Financials with quote(s) or supporting documentation attached. UNSW credit card should not be used

↓ **NO**

Are the goods and services likely to cost **less than $3,000**?	**YES** →	▪ No written quote but written evidence of price (e.g. screen snapshot, email) required ▪ UNSW credit card may be used	

↓ **NO**

Are the goods and services likely to cost **between $3,000 to $50,000**?	**YES** →	▪ Minimum 1 written quote which represents best value for money is required ▪ Credit cards may be used for training, conferences and travel payments subject to expenditure pre-approval as indicated in the Credit Card Procedure

+ a purchase order must be raised and approved in NS Financials with quote(s) or exemption or supporting documentation attached

↓ **NO**

Are the goods and services likely to cost **between $50,000 to $350,000**?	**YES** →	▪ Minimum 3 written quotes or exemption approved by the relevant financial delegate within your reporting line for independent review and approval

↓ **NO**

Are the goods and services likely to cost **more than $350,000**?	**YES** →	▪ Open sourcing activity or other strategy approved by Procurement

- **All amounts are exclusive of GST**
- **The amount must be estimated cost over the proposed term (including all extensions if applicable) of the engagement including supply, freight, installation, implementation, training and ongoing service, support and maintenance; this is not a cost per annum. The amount must not be divided into separate transactions for the purpose of bringing it below the threshold value.**
- **Use the Procurement Decision Tool to confirm next steps and assess risk and complexity**

2.2 Procurement decision tool

Tool 2

By providing 10 inputs using the Procurement decision tool, Staff will assess which process they need to follow based on the value, risk and complexity of the project:
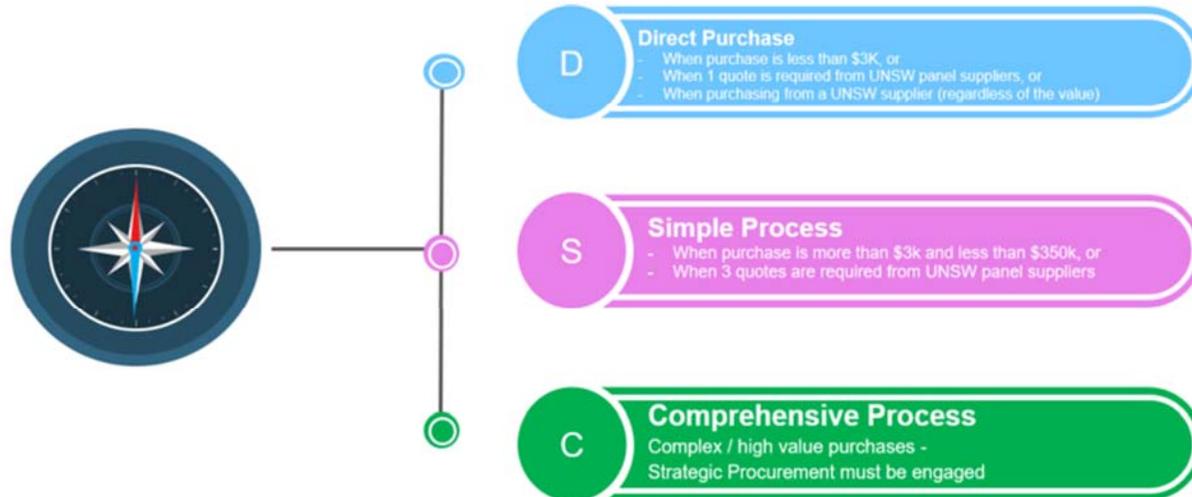
1. Direct purchase process
2. Simple process
3. Comprehensive process

It is important that Staff fully consider the risk in the supply of goods and services regardless of the value of the procurement. Assessment of risk is conducted as part of the Procurement decision tool: once the top 3 risks and likelihood and impact have been assessed, the procurement decision tool will auto generate the project risk profile that will influence next steps. The extent of the project risk profile is dictated by the UNSW's risk management framework.

This decision tool is intended for UNSW staff planning to buy goods or services for UNSW.
Responding to a maximum of 7 questions and providing the top 3 risks will result in direction on which procurement process to follow and next steps.
There are 3 procurement processes that the decision toll will redirect you to:

D — Direct Purchase
- When purchase is less than $3K, or
- When 1 quote is required from UNSW panel suppliers, or
- When purchasing from a UNSW supplier (regardless of the value)

S — Simple Process
- When purchase is more than $3k and less than $350k, or
- When 3 quotes are required from UNSW panel suppliers

C — Comprehensive Process
Complex / high value purchases -
Strategic Procurement must be engaged

UNSW Risk Management Framework

LIKELIHOOD	Impact				
	Low	Medium	High	Major	Severe
Almost Certain	Moderate	Moderate	Critical	Catastrophic	Catastrophic
Likely	Minor	Moderate	Critical	Critical	Catastrophic
Possible	Minor	Minor	Moderate	Critical	Critical
Unlikely	Sustainable	Minor	Minor	Moderate	Moderate
Rare	Sustainable	Sustainable	Minor	Minor	Moderate

Likelihood	Qualitative Guideline
Almost Certain	There is little doubt that the risk will occur. History of regular occurrence
Likely	There is a strong possibility that the risk will occur. History of frequent occurrence
Possible	There is a possibility that the risk will occur. History of casual occurrence
Unlikely	There is a slight possibility that the risk will occur
Rare	The risk may only occur in exceptional circumstances

Below is an extract of the Procurement decision tool. The tool is divided in 3 sections: Risk, Questions and Responses. Once completed, the tool will indicate the procurement process to follow, quotes required and other requirements, so Staff can be guided through the next steps. On the bottom right-hand side, the tool provides guidance and suggests the UNSW department that might need to be engaged depending on the nature of the project. Staff should save the outcome of the Procurement decision tool. It will be used as required documentation in subsequent steps of the procurement process.

PROCUREMENT DECISION TOOL

<Insert descriptive project title>

<Select category>

Please complete the following table with the top 3 apparent risks in the delivery of the goods or services that you plan to procure:

RISK		Likelihood	Impact
<Insert risk 1>		<Select likelihood rating>	<Select impact rating>
<Insert risk 2>			
<Insert risk 3>			
Project risk profile		<Autopopulates based on risk ratings above>	

QUESTIONS		<notes supporting your responses if needed>
Will you buy from a UNSW supplier or UNSW panel supplier?		
Is your funding approved?		
What is the contract value?		
Have you considered our ability to develop this product or service in house?		
What level of competition is there in the market to provide this product or service?		
What level of complexity is the product or service?		
What level of maturity is the product or service?		

RESPONSES

Need help?
Contact us via the Finance helpdesk:
financehelp@unsw.edu.au

Procurement Process to Follow: *Complete all responses above*

Quotes Required: *Complete all responses above*

Other Requirements: *Complete all responses above*

If directed to follow the "Direct purchase process" as determined by the Procurement decision tool, Staff will be guided to the following process. This process differs depending on whether buying from a UNSW supplier, UNSW panel supplier or other.

Direct Purchase

D
- When purchase is less than $3K, or
- When 1 quote is required from UNSW panel suppliers, or
- When purchasing from a UNSW supplier (regardless of the value)

As determined by the Procurement Decision Tool

Core Requirements

UNSW supplier

❑ Buy from catalogues in place or UNSW supplier must be engaged directly. There is no need to obtain any additional quotes.

A purchase order must be raised and approved in NS Financials*. UNSW credit card should not be used.

UNSW panel supplier

❑ Up to $350k, 1 written quote from 1 supplier from the panel is required (except when using the panel suppliers for building contractors and major construction works, then 1 written quote is required up to $100k))

A purchase order must be raised and approved in NS Financials with quote attached*. UNSW credit card should not be used.

Not UNSW supplier

❑ up to $3k, written evidence of price (screen snapshot) required.

A purchase order must be raised and approved in NS Financials* or UNSW credit card may be used.

* Purchase to Pay

❑ Requisition, Purchase Order and Receipt of invoices are done by the Finance Services Team in the finance system (NSF).

If directed to follow the "Simple process" as determined by the Procurement decision tool, Staff will be guided to the following process. This process includes a 4-phase end-to-end procurement process with clear approvals required (marked by a star) and suggested templates to use.

Simple Process (S)
- When purchase is more than $3k and less than $350k, or
- When 3 quotes are required from UNSW panel suppliers
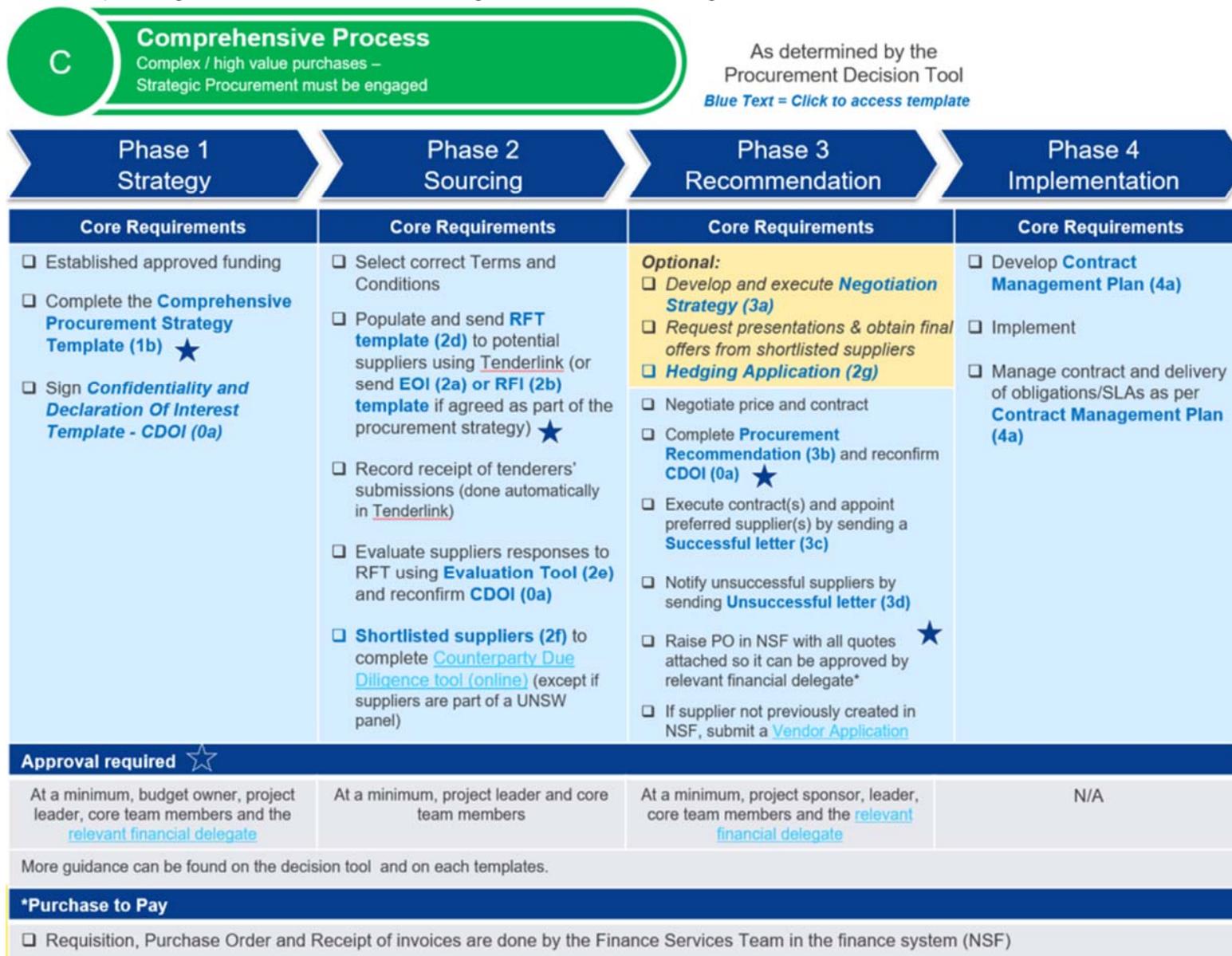
As determined by the Procurement Decision Tool

Blue Text = Click to access template

Phase 1 Strategy	Phase 2 Sourcing	Phase 3 Recommendation	Phase 4 Implementation
Core Requirements	**Core Requirements**	**Core Requirements**	**Core Requirements**
☐ Complete the *Simple Procurement Strategy Template (1a)* ★ ☐ Sign *Confidentiality and Declaration Of Interest Template (0a)*	☐ Populate and send **RFQ (2c)** to potential suppliers as prescribed by Decision Tool ☐ Evaluate quote(s) and provide feedback to supplier(s) and request final offer if appropriate ☐ Proposed suppliers which are overseas, may cause adverse media, don't comply with our standard contracts, might impact academic courses, research activities **or** our staff are to complete Counterparty Due Diligence tool (online) *Optional Tools:* ☐ *Evaluation Tool (2e)*	*Optional:* ☐ Request presentations and obtain final offers from suppliers ☐ Negotiate Statement of Work if buying from a UNSW panel supplier ☐ *Hedging Application (2g)* ☐ Select preferred supplier(s) ☐ Raise PO in NSF with quote attached so it can be approved by relevant financial delegate* ★ ☐ If supplier not previously created in NSF, submit a Vendor Application Form (online)	☐ Start engagement with supplier

Approval required ☆

At a minimum, project leader and budget owner	N/A	At a minimum, the relevant financial delegate in NSF	N/A

More guidance can be found on the decision tool and on each templates.

*Purchase to Pay

☐ Requisition, Purchase Order and Receipt of invoices are done by the Finance Services Team in the finance system (NSF)

If directed to follow the "Comprehensive process" as determined by the Procurement decision tool, Staff will be guided to the following process. This process includes a 4-phase end-to-end procurement process with clear approvals required (marked by a star) and suggested templates to use. Contact Strategic Procurement if spending over $350k. Contact the Legal Office if standard agreements are not used.

Comprehensive Process
C — Complex / high value purchases – Strategic Procurement must be engaged

As determined by the Procurement Decision Tool

Blue Text = Click to access template

Phase 1 Strategy	Phase 2 Sourcing	Phase 3 Recommendation	Phase 4 Implementation
Core Requirements	**Core Requirements**	**Core Requirements**	**Core Requirements**
❑ Established approved funding	❑ Select correct Terms and Conditions	*Optional:*	❑ Develop **Contract Management Plan (4a)**
❑ Complete the **Comprehensive Procurement Strategy Template (1b)** ★	❑ Populate and send **RFT template (2d)** to potential suppliers using Tenderlink (or send **EOI (2a) or RFI (2b)** template if agreed as part of the procurement strategy) ★	❑ *Develop and execute **Negotiation Strategy (3a)*** ❑ *Request presentations & obtain final offers from shortlisted suppliers* ❑ ***Hedging Application (2g)***	❑ Implement ❑ Manage contract and delivery of obligations/SLAs as per **Contract Management Plan (4a)**
❑ Sign *Confidentiality and Declaration Of Interest Template - CDOI (0a)*	❑ Record receipt of tenderers' submissions (done automatically in Tenderlink)	❑ Negotiate price and contract	
	❑ Evaluate suppliers responses to RFT using **Evaluation Tool (2e)** and reconfirm **CDOI (0a)**	❑ Complete **Procurement Recommendation (3b)** and reconfirm **CDOI (0a)** ★	
	❑ **Shortlisted suppliers (2f)** to complete Counterparty Due Diligence tool (online) (except if suppliers are part of a UNSW panel)	❑ Execute contract(s) and appoint preferred supplier(s) by sending a **Successful letter (3c)**	
		❑ Notify unsuccessful suppliers by sending **Unsuccessful letter (3d)**	
		❑ Raise PO in NSF with all quotes attached so it can be approved by relevant financial delegate* ★	
		❑ If supplier not previously created in NSF, submit a Vendor Application	

Approval required ☆			
At a minimum, budget owner, project leader, core team members and the relevant financial delegate	At a minimum, project leader and core team members	At a minimum, project sponsor, leader, core team members and the relevant financial delegate	N/A

More guidance can be found on the decision tool and on each templates.

*Purchase to Pay

❑ Requisition, Purchase Order and Receipt of invoices are done by the Finance Services Team in the finance system (NSF)

2.3   Procurement templates

Template name	When to use this template?
0a Confidentiality and Declaration Of Interest	This form needs to be completed and signed by all relevant parties. Further guidance is included in the document.
1a Simple Procurement Strategy	This activity is designed to establish a conceptual need for the project. It is pivotal when commencing the sourcing process as it will establish the procurement options and the plan for the project. Two templates have been developed to provide flexibility to Staff depending on the nature of their project.
1b Comprehensive Procurement Strategy	This activity does not mean that the project will proceed; it means that a concept is under consideration until the procurement strategy is executed to proceed.
2a EOI	**Expression of Interest (EOI)** The EOI is used when we wish to seek information about the interest and capability of suppliers to provide a solution to UNSW, and determine if the supplier(s) wish to be invited to a formal RFT process. Essentially, it seeks to pre-qualify the supplier base, where UNSW does not have the knowledge to identify capable suppliers or wishes to explore innovative opportunities. This is a standalone process and must not be used to progress UNSW to a Contract.
2b RFI	**Request for Information (RFI)** The RFI is used where we wish to gain an understanding of the project scope details, or obtain general information to fill gaps in UNSW's knowledge about what the supplier base, or what is available in the market to meet a need. This is a standalone process and must not be used to progress UNSW to a Contract.
2c Request For Quotes (RFQ)	The RFQ process can be used where 3 quotes are required, where the level of risk is not deemed to be high enough to proceed through an RFT process, and the value of the goods and services are below $350,000 excl GST. It is, therefore, a simplified version of the RFT. This process may result in UNSW entering into a Contract.
2d Request for Tender (RFT)	The RFT is used for an entire tendering process where the level of risk is high and the level of requirements and ongoing supplier management are complex. This process may result in UNSW entering into a Contract.
2e Evaluation Tool	This template is designed to assist in scoring and evaluating suppliers' proposals. A minimum of 3 evaluators must evaluate each supplier proposal against the agreed evaluation criteria and include where possible one person from outside the requesting business department or unit to achieve greater independence in the process. The nominated project leader or procurement leader would then consolidate the scoring. Any anomalies in scoring should be discussed with the project team to ensure consistency in scoring. A Procurement Recommendation (see 3b) should be completed summarising the evaluation, findings and recommendation and signed by the project team and filed.

2f Shortlisted Letter	A shortlisted letter might be used when the evaluation strategy includes a 2 or multi-stage approach for nomination of preferred supplier(s). In this case, a shortlisted letter will be sent to relevant suppliers prior to the successful letter once the Contract is negotiated and executed.
2g Hedging application	The hedging form is used when a procurement activity involves a payment in foreign currency > AUD50,000 equivalent or when there is an exchange rate risk as there will be a foreign currency UNSW rate to be applied by Treasury.
3a Negotiation Strategy	Following the initial evaluation, a negotiation plan should be completed in order to plan negotiation items, boundaries and goals of the negotiation. This should be completed, agreed by the project team and actioned. It may be that the evaluation tool above is required to be re-scored following the negotiation process. Once the Contract has been negotiated and documented (at a minimum include scope, requirements, price and service levels), an updated Procurement Recommendation should be prepared to reflect the re-scoring and approved by the project team prior to Contract execution.
3b Procurement Recommendation	Following the thorough evaluation and negotiation (above), the project team may decide to award the Contract to a supplier(s) or may even decide to discontinue the process with the supplier(s) (this could be at any time during the process as nomination of a supplier is subject to execution of a Contract). In order to award a Contract, the Procurement Recommendation must be fully completed, approved and signed by the project team, steering committee, Financial Delegate and other relevant parties and then filed in the RAMS file. The Contract may then be signed by the supplier(s) and the relevant UNSW Financial Delegate.
3c Successful Letter	The project leader or procurement leader may then issue successful (subject to contract) / unsuccessful emails to the suppliers.
3d Unsuccessful Letter	
4a Contract Management Plan	Once the Contract is executed, a Contract Management Plan should be documented to provide an overview of the Contract including governance structure and milestones for deliverables.

Please refer to the [Procurement Decision Tool](#) or contact [Strategic Procurement](#) to obtain the suite of templates.

3.   IMPORTANT MATTERS TO NOTE

The [Procurement Procedure](#) identifies a number of fundamental requirements for Staff buying goods or services. Staff should ensure that they have referred to the *Procurement Procedure* to ensure all requirements are met.

3.1   Our commitment to you

Procurement has developed [a guide](#) which sets out the role of Procurement and the standard of service that UNSW Staff can expect to receive.

3.2 Category Plan

The Category Management Plan and Strategy is utilised by Strategic Procurement as an overarching planning tool for the management of categories of spend and their corresponding sub-categories. The plans are maintained by Strategic Procurement and regularly updated for UNSW spend categories. The relevant plan is reviewed prior to commencement of a procurement project. Please contact [Strategic Procurement](#) for further information.

3.3 Recordkeeping

In accordance with UNSW recordkeeping requirements, a RAMS or electronic RAMS file record should be created when conducting a detailed procurement process. All documents must be signed and filed either in hardcopy in the RAMS file or softcopy in an electronic RAMS file. The RAMS number provided is the reference ID for all documentation in relation to the activity to be undertaken. To order a RAMS file record click on the link: [RAMS.](#)

3.4 RFT Issuance

When the RFT has been finalised (including Evaluation Criteria and Weightings as part of the procurement strategy) and approved, it should be issued to the market via the [UNSW electronic tendering tool, eTenderbox.](#)

This is a requirement at UNSW to log the RFT process and record its issuance and receipt. New users must contact Strategic Procurement for access to [UNSW electronic tendering tool, eTenderbox.](#)

An EOI, RFI or RFQ may be issued via the UNSW eTenderBox.

All RFT must be issued via the UNSW eTenderBox.

3.5 Contract:

The project lead should determine which UNSW approved standard Contract should be used as part of the procurement process. The [Legal Office](#) has developed a suite of standard Contracts for use by UNSW when procuring goods and services. These standard Contracts are an important element in managing legal and commercial risks associated with contracting. [Strategic Procurement](#) or the Legal Office should be contacted to determine the standard Contract suitable for your procurement activity and for advice on any changes or departures from the approved standard Contracts (for example if the intention is to use a non-standard Contract, a supplier's Contract or a standard Contract with major changes to terms and conditions).

3.6 Supplier Relationship Management (SRM)

Strategic Procurement will identify suppliers who are of strategic importance, high spend or risk to UNSW and will manage those suppliers by maintaining a supplier relationship management plan. This plan is a UNSW internal document.

3.7 Purchasing

UNSW has a "no Purchase Order, no pay process". In addition to UNSW entering into a Contract with a supplier, a Purchase Order must be raised and approved as part of the commitment being made to a supplier.

If a supplier has not been created in UNSW's system, you will need to create the supplier.

Supplier quotes and supporting documentation must be attached to the Purchase Order in NS Financials for the relevant Financial Delegate to review.

Please refer to the Purchase Order Procedure for further information.

3.8   Credit Card

A UNSW credit card may be used to purchase goods or services that are less than $3,000 excluding GST where no UNSW Supplier or UNSW panel suppliers exist. You must ensure that you receive a tax invoice/receipt from the supplier in accordance with the Credit Card Policy.

3.9   Work Health and Safety

If you are buying goods and services you must do so in accordance with UNSW policy and procedures. Health and Safety requirements and specifications must be:

a) identified prior to purchase of goods and services; a pre-purchase checklist *HS633a* can be used prior to the purchase of any equipment (unless the work unit has an alternative form that meets the same intent) with a potential to cause harm and injury

b) evaluated and assessed when selecting suppliers of goods and services to ensure compliance or gaps are understood

c) documented in any Contract that you enter into for the purchase of goods and services (including how Health and Safety requirements will be managed and complied with).

Any non-compliance must be documented and reported to the UNSW Approver. The consequences for failure to meet legislative or standard requirements for goods must also be outlined.

The SciQuest ERM system incorporates a requisition phase which should be used to raise requisitions for hazardous materials and dangerous goods (HMDG). This will keep the hazardous chemicals inventory up to date. If you don't have access to SciQuest ERM or if it is not reasonably practicable to raise all requisitions via this method (e.g. lower risk chemicals that are purchased infrequently from small suppliers) then, at the very least all incoming hazardous chemicals to UNSW should be registered in the system (via container administration) prior to or on their arrival at UNSW. This requirement does not extend to chemicals brought in by external contractors for their exclusive use at UNSW. Affiliated organisation not using SciQuest must maintain a chemical register by other means (Excel spreadsheets etc.).

If you require any further information please refer: *http://www.safety.unsw.edu.au/* for further information.

Version	Approved by	Approval date	Effective date	Next full review
2.0	Director, Strategic Procurement	January 2018	26 February 2018	January 2021
Accountabilities				
Responsible Officer	Director Strategic Procurement			
Contact Officer	Procurement Manager – Strategic Projects			

Supporting Information	
Parent Documents	[Procurement Policy](#) [Procurement Procedure](#)
Related Documents	[UNSW Register of Delegations](#) [UNSW Code of Conduct](#) [H316 Health and Safety Purchasing Guideline](#) [Health and Safety - Procedures](#) [Health and Safety - Work Health and Safety Policy](#) [Gifts and Benefits Procedure](#) [Purchase Order Procedure](#) [Credit Card Policy](#) [Credit Card Procedure](#) [Recordkeeping Policy](#) [Fraud and Corruption Prevention Policy](#) [Conflict of Interest Policy](#) [General Purchasing Delegations of the NSW Government](#) [Environment Policy](#) [Recruitment Toolkit](#) [Equity, Diversity and Inclusion Policy](#)
Superseded Documents	Procurement Guidelines v1.1

Definitions and Acronyms	
Approver	A staff member with UNSW financial delegation. A Financial Delegate is therefore required to act as an approver of any commitment of UNSW funds to an external Supplier on behalf of UNSW.
Buyer	A staff member who is involved in the process of procuring goods and services on behalf of UNSW.
Contract	An agreement between two or more parties (Supplier and UNSW) that sets out what will be delivered at what cost. This may be a UNSW purchase order, a UNSW template contract, a UNSW Contract or consultancy agreement or other form of contract.
Exemption	A request that provides supporting information as to why a procurement process cannot be completed in line with the Policy and Procedure (e.g.: required number of quotes).
Financial Delegates	Refer to the [UNSW Register of Delegations](#)
NS Financials	UNSW's finance system, which is a software application, provided by Oracle/PeopleSoft. The system is referred to as NS Financials at UNSW. It is the technology used for purchasing (and other) financial processes and transactions.
Procedure	Procedure means the procedures set out in the [Procurement Procedure](#)

Procurement	Procurement means all activities involved in the acquisition of goods, services, infrastructure and capital works either purchased or leased, including but not limited to:
	   ▪ identifying the need to procure
	   ▪ selecting suppliers
	   ▪ contracting and placing orders
	   ▪ managing contracts and suppliers.

Purchase Order	A purchase order is a formal UNSW document which is provided to a supplier as UNSW's request and confirmation for a specified supply of goods, services, infrastructure and capital works.
Quote	A quote is a formal statement setting out the cost for a particular job or service. A quote could be any of the following: ▪ Statement of Work ▪ Proposal ▪ Quotation Any other document that is a quote from a supplier and should include description of goods or services, quantity and price at a minimum.
RFQ	Request For Quote
Staff	All employees and personnel of UNSW, its affiliates and subsidiaries who are authorised to purchase goods, services, infrastructure and capital works on behalf of UNSW, including continuing, fixed-term and casual staff and all persons who are engaged to perform work as independent contractors or consultants of UNSW.
Strategic Procurement	Strategic Procurement means Procurement staff engaged by Finance to undertake and/or to provide support with Procurement activities.
UNSW panel suppliers	UNSW panel suppliers are a number of suppliers that have been qualified following an approved UNSW Procurement process and approved by Strategic Procurement to supply goods, services, infrastructure and capital works to UNSW where a business requirement has necessitated such UNSW panel suppliers. As a result, a number of qualified suppliers have entered into a Contract with UNSW to supply equivalent specific goods, services, infrastructure and capital works (e.g.: IT Professional Services panel). In order to be approved by Strategic Procurement as UNSW panel suppliers, evidence of a competitive sourcing activity process or approved sourcing strategy must be provided.
UNSW supplier	UNSW supplier is a supplier that has been qualified following an approved UNSW Procurement process and approved by Strategic Procurement to supply specific goods, services, infrastructure and capital works to UNSW based on UNSW wide needs. As a result, a supplier has entered into a UNSW wide Contract with UNSW to supply specific goods, services, infrastructure and capital works (e.g.: office supplies). In order to be approved by Strategic Procurement as a UNSW supplier, evidence of a competitive sourcing activity process or approved sourcing strategy must be provided.
Tender	An invitation made by UNSW to Suppliers to submit a response or proposal to supply goods or services. A Tender may be a Request for Quotation (RFQ), Request for Proposal (RFP), or Request for Tender (RFT).

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Acting Vice-President, Finance and Operations	12 February 2015	16 February 2015	New Guideline
1.1	Vice-President, Finance and Operations	8 August 2016	8 August 2016	Annual review and updated links to the Finance website.

2.0	Director Strategic Procurement	26 February 2018	26 February 2018	Full review