



PROCUREMENT PLANNING, EVALUATION REPORTS AND CONTRACT MANAGEMENT

Effective planning at the project initiation stage, quality evaluation processes, and effective contract management post-contract award are critical to facilitating successful contract delivery.

Procurement Plans

A procurement plan must be developed for procurements with a total estimated value of \$5 million and above except where the Accountable Authority decides that the plan would be of no benefit due to the nature of that procurement.

A partially exempt public authority¹ must submit the procurement plan to:

- the State Tender Review Committee; or
- the Community Services Procurement Review Committee when procuring using the *Delivering Community Services in Partnership Policy*.

Evaluation Reports

A partially exempt public authority must submit evaluation reports for procurements with a total estimated value of \$5 million and above to:

- the State Tender Review Committee; or
- the Community Services Procurement Review Committee when procuring using the *Delivering Community Services in Partnership Policy*.

The Executive Director, Government Procurement, Department of Finance may, in exceptional circumstances, approve exemptions from this requirement.

Contract Management Plans

A contract management plan must be developed for procurements with a total estimated value of \$5 million and above, except where:

- the purchase is a one-off good and/or service that is not the subject of a period contract arrangement; or
- the Accountable Authority decides that the plan would be of no benefit due to the nature of that procurement.

A public authority should ensure that contracts are managed in accordance with the contract management plan and that plans are kept current.

CHAIRMAN
STATE SUPPLY COMMISSION
GAZETTAL DATE: 27 June 2014

¹This refers to a public authority with a partial exemption from section 19(1) of the *State Supply Commission Act 1991*.