

## Procurement Administrative Schedule and Business Rules – Department of Education

This Procurement Administrative Schedule determines the minimum procurement activities and responsibilities to meet the requirements under *School Education Act 1999* s. 216(2)(e) and relevant State Government legislation and policy for the purchase of goods and services, disposal of goods and purchase of community services. Each activity and responsibility should be considered in respect to the **estimated contract value** (i.e. the total value of purchases anticipated during the life of the contract, including GST) for the particular requirement.

This schedule is in two parts. **Part 1a** deals with contracts for purchase of goods and services established in a commercial framework. **Part 1b** deals with contracts for disposal of goods. **Part 2** deals with contracts for the purchase of services established in a community services framework.

The schedule is applicable to all staff.

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## Procurement Administrative Schedule and Business Rules – Department of Education

### BUSINESS RULES

1. This Procurement Administrative Schedule (Schedule) provides the process and approvals required to meet the minimum requirements of the *State Supply Commission Act 1991*, *Delivering Community Services in Partnership* policy and Western Australian government supply policies.
2. The delegations marked in this Schedule are in accordance with s216(2)(e) of the *School Education Act 1999 (SEA)*. Where there is discrepancy, the SEA delegations over-rides the authorisations stipulated in this Schedule.
3. 'Approver' means an employee of the Department or School held against the position listed. Contractor personnel may not be an Approver.
4. Approvers may not authorise another employee to exercise their approval authority or sub-delegate their delegation.
5. Approvers are not to sign or exercise authority on behalf of another person or business unit / school.
6. Approvers are not to exercise their authority where a conflict of interest arises (perceived or actual), or a personal benefit is conferred upon them. In such situations, the authority must be escalated up through line management to the next Approver, unless otherwise managed in accordance with the Department's [Code](#) of Conduct.
7. Approvers are to act in their own capacity, not under coercion.
8. An Approver must not be involved in the procurement process other than in the capacity of an Approver.
9. Where there is more than one Approver for a process, approval must be sought from the Approver with the most relevant authority level.
10. Endorsers and Approvers are to exercise authority with due care and attention, and within the limitations of applicable legislative and policy requirements inclusive of but not limited to the *State Supply Commission Act 1991* and State Supply Commission policies and the *Delivering Community Services in Partnership* Policy.
11. Endorsers and Approvers are to clearly document the exercising of the endorsement, authority or delegation specifically; the date, name and position are to be clearly legible next to the signature of the Officer. The type of document used must be in line with those specified in this Schedule.
12. Approval levels are based on the total estimated contract value. Estimated contract values are based on the ongoing need, not one off purchases, they are also inclusive of GST. If a purchase is being made by a business unit / school on an ongoing basis and more than twice per year then a contract should be established for that requirement for a reasonable period. The test of reasonableness and value for money outcomes must be considered when determining a contract period.
13. Commercial Services is responsible for governance and probity of procurement processes and must be involved in the following contract planning, development and management stages prior to an Approver exercising their authority or delegation:
  - a. Approval to Initiate a Purchase for procurement valued at \$250,000 or more (Contract Planning – Part 1a, 1b and 2).
  - b. Approval to assign or novate a contract (Contract Management – Part 1a and 2)
  - c. Approval to exercise or decline an extension option (Contract Management – Part 1a and 2)
  - d. Approval to vary a contract (where it is not provided for in the contract) (Contract Management – Part 1a and 2).
14. Notices for Professional Consultancy Services valued at \$50,000 and above in accordance with Premier's [Circular](#) 2009/08 must be sent to the Specialist Advisor - Commercial, Commercial Services for approval prior to submission to the Department of Premier and Cabinet.

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15. All exemptions from Common Use Arrangements (CUA) must be submitted for endorsement by the Specialist Advisor - Commercial, Commercial Services or nominee prior to submission to the Department of Finance.
16. Department of Finance must be involved in all Part 1 processes where the estimated contract value is \$50,000 or more.

## Procurement Administrative Schedule and Business Rules – Department of Education

### PART 1a: ESTABLISHMENT OF A CONTRACT FOR PURCHASE OF GOODS OR PROVISION OF SERVICES (INCLUDING INFORMATION COMMUNICATION AND TELECOMMUNICATION GOODS AND SERVICES)

Officers are required to use the applicable Department of [Finance](#) template, form or document where it exists.

#### CONTRACT PLANNING

##### Approval to initiate a Purchase

This approval must be obtained prior to making a purchase or seeking a quotation / tender from the market (the market can be one or more suppliers) where the value of the purchase or potential contract is over \$5,000. The approval is for the procurement strategy and to confirm allocation of budget expenditure. This includes purchases under Department Panel Contracts / Standing Offer contracts or Common Use Arrangements where the buying rules require a quotation process. Approvers may consider providing approval for purchases of a certain type, category or value (up to the approval level) over a period (eg stationery purchases over a 1 year period, for example).

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Directors / Assistant Executive Directors / Principal IPS	Up to \$250,000
Executive Directors / Chiefs / Regional Executive Directors / Deputy Chief	Up to \$5 million
Deputy Director Generals	All financial values

##### Approval to not develop a procurement plan for procurements of \$5 million and above

Procurement plans are required by State Supply Commission (SSC) policy where the estimated total contract value is \$5 million and above. SSC [Policy](#) Procurement Planning, Evaluation Reports and Contract Management have provisions where approval may be granted by the Accountable Officer (Approver) from the requirement of having to develop a procurement plan.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

##### Approval to present Procurement Plan to STRC (State Tenders Review Committee)

Procurement plans are required by SSC [Policy](#) Procurement Planning, Evaluation Reports and Contract Management where the estimated total contract value is \$5 million and above and must be presented to STRC for consideration for endorsement. Approval must be sought no less than 2 days prior to submission deadline to the STRC (Thursday midday).

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Approval of Procurement Plan

Procurement plans are required by State Supply Commission (SSC) SSC [Policy](#) Procurement Planning, Evaluation Reports and Contract Management where the estimated total contract value is \$5 million and above. **Note:** Procurement Plans are to be endorsed by Specialist Advisor - Commercial, Commercial Services and STRC *prior* to approval.

APPROVER	APPROVAL LEVEL
Deputy Director Generals	All financial values

### Approval to develop a bespoke Contract

Department of Finance Request templates and Government's General Terms and Conditions shall be used in the formation of a contract. In exceptional circumstances a bespoke contract with specific terms and conditions may be required. State Solicitor's Office (SSO) should be requested to draft the bespoke contract via Commercial Services and all costs of the engagement are to be borne by the business unit / school.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approval to not involve Department of Finance

Approval may be granted from the requirement to involve the Department of Finance, in quoting processes where the estimated total value of the contract is \$50,000 and up to \$250,000 (as per the Department's partial exemption under s. 19(1) of the State Supply Commission Act 1991). Department of Finance goods and services procurement templates and Request documents are still to be used.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approval for the naming of proprietary products in Requests

The SSC Open and Effective Competition [policy](#) has provisions where the Approver may approve the naming of proprietary products in the Request document. **Note:** all approvals under this requirement are to be submitted to Department of Finance and supporting comments *prior* to seeking approval.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Approval for contract periods exceeding 5 years

The SSC Open and Effective Competition [policy](#) has provisions where the Approver may approve a total contract period greater than 5 years, including all extension options.

**Note:** all approvals under this requirement are to be submitted to Department of Finance supporting comments **prior** to seeking approval.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

### Exemption from minimum open tender advertising period

The SSC Open and Effective Competition [policy](#) has provisions where the Approver may approve an exemption from the minimum open tender advertising period. This is only for a procurement that is not covered by a Free Trade Agreement with a procurement chapter setting minimum advertising periods. **Note:** all approvals under this requirement are to be submitted to Department of Finance and supporting supporting comments **prior** to seeking approval.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

### Exemption from minimum competitive quotation / tendering requirements

As defined in the SSC Open and Effective Competition [policy](#), and includes where the contract is being extended beyond term. **Note:** all approvals under this requirement valued \$250,000 or more are to be submitted to Department of Finance and supporting comments prior to seeking approval.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

## CONTRACT DEVELOPMENT

### Approval to Release / Advertise Request

This is a quality control step in the procurement phase to allow review and approval to release the Request document to the market based on the consideration that it meets State Supply Commission (SSC) policy requirements, that it is consistent with the procurement strategy detailed in the planning documents (business case, memorandums and procurement plans) and is not exposing the Department to undue risk. **Note:** for approvals valued up to \$250,000 the document **may** be submitted to the Manager Commercial Services or their nominee for review **prior** to seeking approval.

APPROVER	APPROVAL LEVEL
Directors / Principals	Up to \$250,000
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Approve release of addendum/a

Addendum/a provide information during the Request advertising stage to potential Respondents. The addendum/a may provide amendment to the Request or provide additional information required to assist potential Respondents with preparing their offers. **Note:** for approvals valued up to \$250,000 the document **may** be submitted to the Manager Commercial Services or their nominee for review **prior** to seeking approval.

APPROVER	APPROVAL LEVEL
Directors / Principals	Up to \$250,000
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial Services	All financial values

### Approve extension of tender validity period

Offers submitted against a Request will have a period for which they remain valid (tender validity period). This approval is to be executed if further time is required to resolve the award of a contract and the validity period is at risk of expiring.

APPROVER	APPROVAL LEVEL
Directors / Principals	Up to \$250,000
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

### Threshold exceeded, approval to continue to award of contract

Where the recommended respondent's offered price is above the threshold for the procurement process applied, approval may be sought to continue to award (rather than cease the process and re-do the process under the next threshold requirements). This approval must be sought prior to approving the evaluation / recommendation report.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	All financial values

### Approval to present Evaluation Report to STRC (State Tenders Review Committee)

The SSC Procurement Planning and Contract Management policy states a requirement for the submission of evaluation reports to the STRC for endorsement. Approval must be sought no less than 2 days prior to submission deadline to the STRC (Thursday midday).

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approval for recommending a non-local supplier (under Buy Local policy)

Where the Buy Local policy has been applied to a procurement process and the outcome is that a non-local supplier is recommended over a local supplier, approval must be granted by the Approver. **Note:** the approval levels have been matched to the approval levels for 'Award Contract or Decline of Offers' for ease of application.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Approval to finalise recommendations in evaluation reports for procurements valued \$50,000 and over

Commercial Services provide governance and probity oversight of procurement processes. The evaluation report is to be submitted to the Approver prior to seeking Approval to Award Contract or Decline of Offers.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

### Award Contract or Decline of offers (**Delegation under SEA 1999 s. 216 (2) (e)**) and advise unsuccessful Respondents

To enact this delegation the delegated authority would sign the evaluation report, letter of preferred respondent (if applicable), letter of award and unsuccessful Respondent letter. Unsuccessful Respondent letters are to be issued after the Letter of Award has been received by the successful Respondent. For values less than \$50,000 less formal documentation may be used (e.g. email notification).

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

### Exemption from publishing contract award information on TendersWA for procurements valued \$50,000 and over

The SSC Open and Effective Competition [policy](#) has provisions to allow the Approver to approve not publishing contract award information on Tenders WA.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

## CONTRACT MANAGEMENT

### Approval to not develop a contract management plan for procurements over \$5 million

The SSC [Policy](#) for Procurement Planning, Evaluation Reports and Contract Management requires the development of a contract management plan where the estimated total contract value is \$5 million or more. This approval can be sought where the officer deems that a contract management plan would not add any value (e.g. for one off purchases).

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values



## Procurement Administrative Schedule and Business Rules – Department of Education

### Approve Contract Management Plan

Contract Management Plans are required by SSC [Policy](#) for Procurement Planning, Evaluation Reports and Contract Management where the estimated total contract value is \$5 million or more. The approval is required at commencement of the contract **and annually** thereafter.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approval to assign or novate a contract (Delegation under s. 216 (2) (e))

During the life of the contract there may be instances where the successful Respondent has been bought out by another supplier or the business structure of the organisation has changed. This will require a novation or assignment of the contract from the successful Respondent to the new supplier. It is preferable that this request for approval is undertaken prior to the new supplier assuming the contract.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

### Exercise or Decline extension option

If the contract has extension options, approval may be granted by the delegated authority below to exercise the option. The value guiding this approval is based on the **estimated contract value**.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

### Request to Terminate the Contract

Termination of a contract is as a last resort and when all other avenues such as performance management have been exhausted. Justification for the termination is required. The Approver will also sign the termination letter.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Approve specified contract variations (where provided for within the contract, e.g. annual price increase)

Contracts will often have variation factors built in to the contract, such as annual CPI price adjustments and ability to upgrade to the next technology level. The Approver would action this request by signing a Letter of Variation.

APPROVER	APPROVAL LEVEL
Officer managing the contract (Contract Manager)	All financial values

### Approve contract variations (where not provided by the contract, eg scope variation)

During the life of the contract there may be a need to vary the contract to adjust the scope / specification or adjust the pricing mechanism. These require a formal variation to the contract. Where the variation will result in more than a 20% increase in the estimated total contract value or the contract term, consideration should be given as to whether the contract should be re-called. The value guiding this approval is based on the estimated contract value.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### PART 1b: ESTABLISHMENT OF A CONTRACT FOR DISPOSAL OF GOODS (INCLUDING INFORMATION COMMUNICATION AND TELECOMMUNICATION GOODS)

Officers are required to use the applicable Department of [Finance](#) template, form or document where it exists.

#### CONTRACT PLANNING

##### Approval to Dispose of Good/s (within an existing contract framework, e.g. Common Use Arrangement, Department Panel Contract or to establish a new contract)

This approval must be obtained prior to sourcing quotations/ tenders from the market where the estimated value is greater than \$5,000. The approval is for the procurement strategy. **Note:** all approvals to dispose of goods valued at \$50,000 or more are to be submitted to the Specialist Advisor - Commercial, Commercial Services or their nominee for endorsement **prior** to seeking approval.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Directors / Assistant Executive Directors / Principal IPS	Up to \$250,000
Executive Directors / Chiefs / Regional Executive Directors / Deputy Chief	Up to \$5 million
Deputy Director General	All financial values

##### Approval of Department of Finance Client Request Form.

Department of Finance must be involved in quoting and tendering processes where the estimated total value of the contract is \$50,000 or more (as per the Department's partial exemption under s. 19(1) of the *State Supply Commission Act 1991*).

The Client Request Form formalises their engagement and should not be put forward for approval until Approval to Initiate the Purchase has been granted (Department of Finance may request sighting of evidence of this).

APPROVER	APPROVAL LEVEL
Directors, Principals	All financial values

##### Approval to not involve Department of Finance

Approval may be granted from the requirement to involve the Department of Finance in quoting processes where the estimated total value of the contract is \$50,000 and up to \$250,000 (as per the Department's partial exemption under s. 19(1) of the *State Supply Commission Act 1991*).

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### CONTRACT DEVELOPMENT

#### Approval to Release / Advertise Request

This is a quality control step in the procurement phase to allow review and approval to release the Request document based on the consideration that it meets State Supply Commission (SSC) policy requirements, that it is consistent with the procurement strategy detailed in the planning documents (memorandums and business case) and is not exposing the Department to undue risk. **Note:** for approvals valued between \$50,000 and \$250,000 the document should be submitted to the Manager Commercial Services or their delegate for endorsement *prior* to seeking approval.

APPROVER	APPROVAL LEVEL
Directors, Principals	Up to \$250,000
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

#### Approve release of addendum/a

Addendum/a provide information during the Request advertising stage to potential Respondents. The addendum/a may provide amendment to the Request or provide additional information required to assist potential Respondents with preparing their offers. **Note:** for approvals valued between \$50,000 and \$250,000 the document should be submitted to the Manager Commercial Services or their delegate for endorsement *prior* to seeking approval.

APPROVER	APPROVAL LEVEL
Directors, Principals	Up to \$250,000
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial Services	All financial values

#### Approval to finalise recommendations in evaluation reports for procurements valued \$50,000 and over

Commercial Services provide governance and probity oversight of procurement processes. The evaluation report is to be submitted to the Approver prior to seeking Approval to Award Contract or Decline of Offers.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

#### Award Contract or Decline of offers (**Delegation under SEA 1999 s. 216 (2) (e)**) and advise unsuccessful Respondents

To enact this delegation the delegated authority would sign the evaluation report, letter of preferred respondent (if applicable), letter of award and unsuccessful Respondent letter. Unsuccessful Respondent letters are to be issued after the Letter of Award has been received by the successful Respondent. For values less than \$50,000 less formal documentation may be used (e.g. email notification).

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Exemption from publishing contract award information on TendersWA for procurements valued \$50,000 and over

The SSC Open and Effective Competition [policy](#) has provisions to allow the Approver to approve not publishing contract award information on Tenders WA.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All values

## Procurement Administrative Schedule and Business Rules – Department of Education

### PART 2: ESTABLISHMENT OF A CONTRACT FOR PROVISION OF (COMMUNITY) SERVICES AS APPLICABLE TO THE DELIVERING COMMUNITY SERVICES IN PARTNERSHIP POLICY

Officers are required to use the applicable Department of [Finance](#) template, form or document where it exists.

#### **CONTRACT PLANNING**

##### **Approval to initiate a Purchase (to establish a new contract)**

This approval must be sought prior to making a purchase or prior to sourcing quotations/ tenders from the market to form a contract. The approval is for the procurement strategy and to confirm allocation of budget expenditure. This includes purchases under Department Panel Contracts / Standing Offer contracts or Common Use Arrangements where the buying rules require a quotation process.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Directors / Assistant Executive Directors / Principal IPS	Up to \$250,000
Executive Directors / Chiefs / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

##### **Approval from the requirement to develop a procurement plan for procurements of \$5 million and above**

Procurement plans are required by State Supply Commission (SSC) policy where the estimated total contract value is \$5 million and above. SSC [Policy](#) Procurement Planning, Evaluation Reports and Contract Management have provisions where approval may be granted by the Approver from the requirement of a procurement plan.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

##### **Approval to present Procurement Plan to CSPRC (Community Services Procurement Review Committee)**

Procurement plans are required by SSC [Policy](#) Procurement Planning, Evaluation Reports and Contract Management where the estimated total contract value is \$5 million and above and must be presented to CSPRC for consideration for endorsement. Approval must be sought no less than 2 days prior to submission deadline to the CSPRC (Friday midday)

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

##### **Approval of Procurement Plan**

Procurement plans are required by State Supply Commission (SSC) [Policy](#) Procurement Planning, Evaluation Reports and Contract Management where the estimated total contract value is \$5 million and above. **Note:** Endorsement of the Procurement Plans must have been obtained from the Specialist Advisor - Commercial, Commercial Services & CSPRC *prior* to seeking approval

APPROVER	APPROVAL LEVEL
Deputy Director General	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Approval to develop a bespoke Contract

Department of Finance Request templates and Government's General Provisions shall be used in the formation of a contract. In exceptional circumstances a bespoke contract with specific terms and conditions may be required. State Solicitor's Office (SSO) should be requested to draft the bespoke contract via Commercial Services and all costs of the engagement are to be borne by the business unit / school.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approval for the naming of proprietary products in Requests

The SSC Open and Effective Competition [policy](#) has provisions where the Approver may approve the naming of proprietary products in the Request document.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All values

### Approval for contract periods exceeding 5 years

The SSC Open and Effective Competition [policy](#) has provisions where the Approver may approve a total contract period greater than 5 years, including all extension options.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All values

### Exemption from competitive quotation / tendering requirements

As defined in the SSC Open and Effective Competition [policy](#), and includes where the contract is being extended beyond term.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All values

## CONTRACT DEVELOPMENT

### Approval to Release / Advertise Request

This is a quality control step in the procurement phase to allow review and approval to release the Request document based on the consideration that it meets State Supply Commission (SSC) policy requirements, that it is consistent with the procurement strategy detailed in the planning documents (business case, memorandums and procurement plans) and is not exposing the Department to undue risk. **Note:** for approvals valued between \$50,000 and \$250,000 the document may be submitted to the Manager Commercial Services or their delegate for review *prior* to seeking approval.

APPROVER	APPROVAL LEVEL
Directors / Principals	Up to \$250,000
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Approve release of addendum/a

Addendum/a provide information during the Request advertising stage to potential Respondents. The addendum/a may provide amendment to the Request or provide additional information required to assist potential Respondents with preparing their offers. **Note:** for requirements valued between \$50,000 and \$250,000 the document should be submitted to the Manager Commercial Services or their delegate for endorsement **prior** to seeking approval.

APPROVER	APPROVAL LEVEL
Directors / Principals	Up to \$250,000
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approve extension of tender validity period

Offers submitted against a Request will have a period for which they remain valid (tender validity period). This approval is to be executed if further time is required to resolve the award of a contract and the validity period is at risk of expiring.

APPROVER	APPROVAL LEVEL
Directors, Principals	Up to \$250,000
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values

### Threshold exceeded, approval to continue to award of contract

Where the recommended respondent's offered price is above the threshold for the procurement process applied, approval may be sought to continue to award (rather than cease the process and re-do the process under the next threshold requirements). This approval must be sought prior to approving the evaluation / recommendation report.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	All financial values

### Approval to present Evaluation Report to CSPRC (Community Services Procurement Review Committee)

The SSC [Policy](#) Procurement Planning, Evaluation Reports and Contract Management states a requirement for the submission of evaluation reports to the CSPRC for endorsement. Approval must be sought no less than 2 days prior to submission deadline to the CSPRC (Friday midday).

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approval to finalise recommendations in evaluation reports for procurements valued \$50,000 and over

Commercial Services provide governance and probity oversight of procurement processes. The evaluation report is to be submitted to the Approver prior to seeking Approval to Award Contract or Decline of Offers.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All financial values



## Procurement Administrative Schedule and Business Rules – Department of Education

### Award Contract or Decline of offers (**Delegation under SEA 1999 s. 216 (2) (e)**) and advise unsuccessful Respondents

To enact this delegation the delegated authority would sign the evaluation report, letter of preferred respondent (if applicable), letter of award and unsuccessful Respondent letter. Unsuccessful Respondent letters are to be issued after the Letter of Award has been received by the successful Respondent. For values less than \$50,000 less formal documentation may be used (e.g. email notification). **Note:** all approvals above \$50,000 are to be submitted to the Director Strategic Contracts and Procurement or their delegate for endorsement *prior* to seeking approval.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

### Exemption from publishing contract award information on TendersWA for procurements over \$50,000

The SSC Open and Effective Competition [policy](#) has provisions to allow the Approver to approve not publishing contract award information on Tenders WA.

APPROVER	APPROVAL LEVEL
Manager, Commercial Services	Up to \$5 million
Specialist Advisor - Commercial, Commercial Services	All values

## CONTRACT MANAGEMENT

### Approval from the requirement to develop a contract management plan for procurements over \$5 million

The SSC [Policy](#) Procurement Planning, Evaluation Reports and Contract Management requires the development of a contract management plan where the estimated total contract value is \$5 million or more.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approve Contract Management Plan

Contract Management Plans are required by SSC [Policy](#) Procurement Planning, Evaluation Reports and Contract Management where the estimated total contract value is \$5 million or more. The approval is required at commencement of the contract and annually thereafter.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

### Approval to assign or novate a contract (Delegation under s. 216 (2) (e))

During the life of the contract there may be instances where the successful Respondent has been bought out by another supplier or the business structure of the organisation has changed. This will require a novation or assignment of the contract from the successful Respondent to the new supplier. It is preferable that this request for approval is undertaken prior to the new supplier assuming the contract.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

### Exercise or Decline extension option

If the contract has extension options, approval may be granted by the delegated authority below to exercise the option. The value guiding this approval is based on the estimated total contract value. Each request for approval must be accompanied by a completed community services contract review.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

### Request to Terminate the Contract

Termination of a contract is as a last resort and when all other avenues such as performance management have been exhausted. Justification for the termination is required. The Approver will also sign the termination letter.

APPROVER	APPROVAL LEVEL
Specialist Advisor - Commercial, Commercial Services	All financial values

### Approve contract variations (where not provided by the contract, eg scope variation)

During the life of the contract there may be a need to vary the contract to adjust the scope / specification or adjust the pricing mechanism. These require a formal variation to the contract. Where the variation will result in more than a 20% increase in the estimated total contract value, or the contract term consideration should be given as to whether the contract should be re-called. The value guiding this approval is based on the estimated total contract value.

APPROVER	APPROVAL LEVEL
Managers / Principal	Up to \$100,000
Director / Assistant Executive Director / Principal IPS	Up to \$250,000
Executive Director / Regional Executive Director / Chief / Deputy Chief / General Manager	Up to \$5 million
Deputy Director General	All financial values

## Procurement Administrative Schedule and Business Rules – Department of Education

**Approve specified contract variations (where provided for within the contract, e.g. annual price increase)**

Contracts will often have variation factors built in to the contract, such as annual Indexation price adjustments.

<b>APPROVER</b>	<b>APPROVAL LEVEL</b>
Officer managing the contract	All financial values

**END OF SCHEDULE**