

DEPARTMENT FOR TRADE AND INVESTMENT

PROCUREMENT POLICY

Policy Statement

The South Australian Government Procurement Framework consists of Treasurer's Instruction 18, the Procurement Governance Policy, Procurement Planning Policy; Procurement Sourcing Policy and Contract Management Policy; that set the minimum requirements for each key procurement activity. The policies are supported by a range of best practice guidelines, process guides, tools, and templates to enable fit-for-purpose procurement processes.

The Department has developed its Procurement Framework to comply with the South Australian Government framework obligations. This Procurement Policy confirms the adoption of the *Department of Treasury and Finance, Procurement Services SA (PSSA)* policies, guidelines and tools by the Department in its framework to support procurement operations.

The policy and supporting documentation outline the minimum obligations for conducting procurement operations, from governance and planning, through to contract management.

All values in this document are inclusive of GST.

Procurement Policy

1. Policy Scope

This Policy applies to the Department and its employees, including all standalone overseas employees, those working within the Office of the Minister for Trade and Investment; agency staff, contractors, volunteers, and other persons undertaking employment at any of the Department's work location.

This Policy does not apply to:

- Austrade-embedded offices which are bound under the *Commonwealth Procurement Rules (CPRs)* and the *Government Procurement (Judicial Review) Act 2018 (GPJR Act)*.
- StudyAdelaide, as an Aligned Public Authority.

2. Policy Position

This policy is provided as an overarching policy supported by the Department's Procurement Framework.

The policy is to be read in conjunction with the Treasurer's Instruction 18, and the Department of Treasury and Finance, PSSA policies, adopted in entirety as binding policies to the Department:

- **Procurement Governance Policy**
Identifies the overarching governance for state government in accordance with Treasurer's Instruction 18 Procurement
- **Procurement Planning Policy**
Outlines the requirements to plan a procurement process, including the identification of need; acquisition planning; specification development; sourcing strategy, evaluation planning, risk management, contract management planning and the approvals process
- **Sourcing Policy**
Outlines the requirements for sourcing goods and services, following on from the sourcing strategy approved during the planning process; and including the market approach; evaluation and supplier selection, risk, contract negotiation and award.
- **Contract Management Policy**
Outlines the requirements for public authorities to undertaken effective contract management practices in order to achieve value for money, including contract reviews, extensions and variations, through to contract closure.

3. Key Objects

Treasurer's Instruction 18 Procurement (effective 1 July 2021), identifies the key objects for the conduct of procurement operations across the South Australian Government, to:

- (i) promote good governance, contract management, transparency and record keeping by public authorities in the course of planning and undertaking procurements which create liabilities or potential liabilities for expenditure by public authorities
- (ii) promote compliance with whole-of-government procurement policies
- (iii) provide for reporting to the Department of Treasury and Finance about procurements by public authorities; and
- (iv) make Chief Executives of public authorities responsible for procurements by the public authority and for determining agency-specific procurement arrangements.

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Alignment of Public Authorities

Treasurer's Instruction 18 enables a Chief Executive of a public authority ("*Aligned Public Authority*") to establish arrangements with the Chief Executive of another public authority ("*Host Public Authority*") to use the procurement framework of the *Host Public Authority*.

StudyAdelaide *Aligned Public Authority* has entered into a Memorandum of Agreement Arrangement with the Department *Host Public Authority* which details the management and application arrangements.

4. Roles and Responsibilities

The Chief Executive is responsible for ensuring that:

- (i) a robust and transparent procurement framework, prepared in accordance with the Procurement Governance Policy, is developed, documented, implemented and maintained
- (ii) an internal review of the public authority's procurement framework is conducted at least once in each financial year of the public authority
- (iii) systems, processes and procedures are put in place to maximise compliance with the Procurement Governance Policy, the Procurement Planning Policy, the Sourcing Policy and the Contract Management Policy; and
- (iv) reporting obligations, including forward procurement planning are satisfied.

Procurement will assist in ensuring compliance to TI 18 and the supporting policies, guidelines, tools and templates, including:

- (i) developing forward procurement plans to ensure timely delivery of projects
- (ii) planning procurement requirements to achieve business outcomes; and provide support to ensure compliance with procurement policies
- (iii) provision of tools, templates, and self-help training; and
- (iv) establishing procurement training and capability development opportunities.

Contract Management as outlined in the PSSA Contract Management Policy, is the responsibility of the business unit executing the contract.

All employees are responsible for understanding their responsibilities and complying with policies and procedures.

Delegations and Approval Authority

Delegations are issued by the Chief Executive through an Instrument of Delegation in accordance with TI 8.

Procurement Authority

Approval authority for Acquisition Plans, prior to approaching the market, authorising the proposed approach are in line with policy requirements, and availability of budgeted funds aligning to the estimated whole of life contract value.

Financial Authority

Approval authority to expend funds under delegation in accordance with Treasurer's Instruction 8 and Treasurer's Instruction 17 (Public Sector Initiative).

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Contract Execution Authority

Authority to commit the Department to contractual arrangements in accordance with Treasurer's Instructions 8.11.

Reporting

All reporting obligations are to be met in accordance with TI 18.

Thresholds

Procurement thresholds are in accordance with the Department's Procurement Framework and subject to updating with the approval of the Chief Executive.

5. Review Period

The policy will be reviewed every two years, or as required by the business or legislative change.

6. Terms and Definitions

The PSSA – Procurement Glossary provides an extensive listing of definitions in respect of all procurement policies, guidelines and supporting documentation.

Term	Definition
PSSA	<ul style="list-style-type: none"> Procurement Services SA, being a business unit of the Department of Treasury and Finance

7. Related Policies

Procurement Services SA – Policies

- Procurement Services SA - Procurement Governance Policy
- Procurement Services SA - Procurement Planning Policy
- Procurement Services SA - Sourcing Policy
- Procurement Services SA - Contract Management Policy

DTI Policies

- DTI - Fraud, Corruption, Misconduct and Maladministration Policy

8. Supporting Documents

Procurement Services SA – Procurement Glossary

Procurement Services SA - Guidelines

- Across-Government, Multi-Agency and Panels Guideline
- Complexity and Capability Assessments Guideline
- Contract Administration and Performance Management Guideline
- Contract Closure Guideline
- Contract Reviews, Extensions and Variations Guideline
- Contract Start-Up Guideline
- Developing a Specification Guideline
- Disposal Guideline
- Evaluation Planning Guideline

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- Evaluation Process Guideline
- Governance Arrangements Guideline
- Green Procurement Guideline
- Industry Engagement Guideline
- International Obligations Guideline
- Negotiation Guideline
- NFP Quality Assurance Framework Guideline
- Probity and Ethical Procurement Guideline
- Procurement Activity Reporting System Guidelines- PARS
- Rebates and Discounts Guideline
- Risk Management Guideline
- Supplier Debrief Guideline
- Value-adds in Government Procurement Guideline
- Value for Money in Procurement Guideline
- Whole-of-Life Costing Guideline

[Procurement Services SA - Schedules](#)

- Contract Management General Requirements Schedule
- Emergency Situations Procurement Schedule
- Reporting Schedule
- Supplier Complaints Schedule
- Unsolicited Proposals Schedule

[Treasurer's Instructions:](#)

- TI 2 Financial Management
- TI 8 Financial Authorisations
- TI 10 Engagement of Legal Practitioners
- TI 11 Payment of Creditor's Accounts
- TI 12 Government Purchase Cards
- TI 14 Ex Gratia Payments
- TI 15 Grant Funding
- TI 17 Evaluation of and Approvals to Proceed with Public Sector Initiatives and Guidelines for the Evaluation of Public Sector Initiatives
- TI 18 Procurement
- TI 20 Guarantees and Indemnities
- TI 23 Management of Foreign Currency Exposures
- TI 28 Financial Management Compliance Program

[Premier & Cabinet Circulars](#)

- PC027: Disclosure of Government Contracts
- PC028: Construction Procurement Policy
- PCO38: Unsolicited Proposals
- PCO44: SA Funding Policy for the Not for Profit Sector

9. Feedback

To provide any feedback, including omissions, errors or general comment on this document, email the feedback details to the policy owner.

Procurement Policy

10. Document Control

Approved by: Director, Strategic Operations Title: Procurement Policy

Contact person: Senior Procurement Business Partner

Responsible Team: Finance, Procurement and Facilities

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