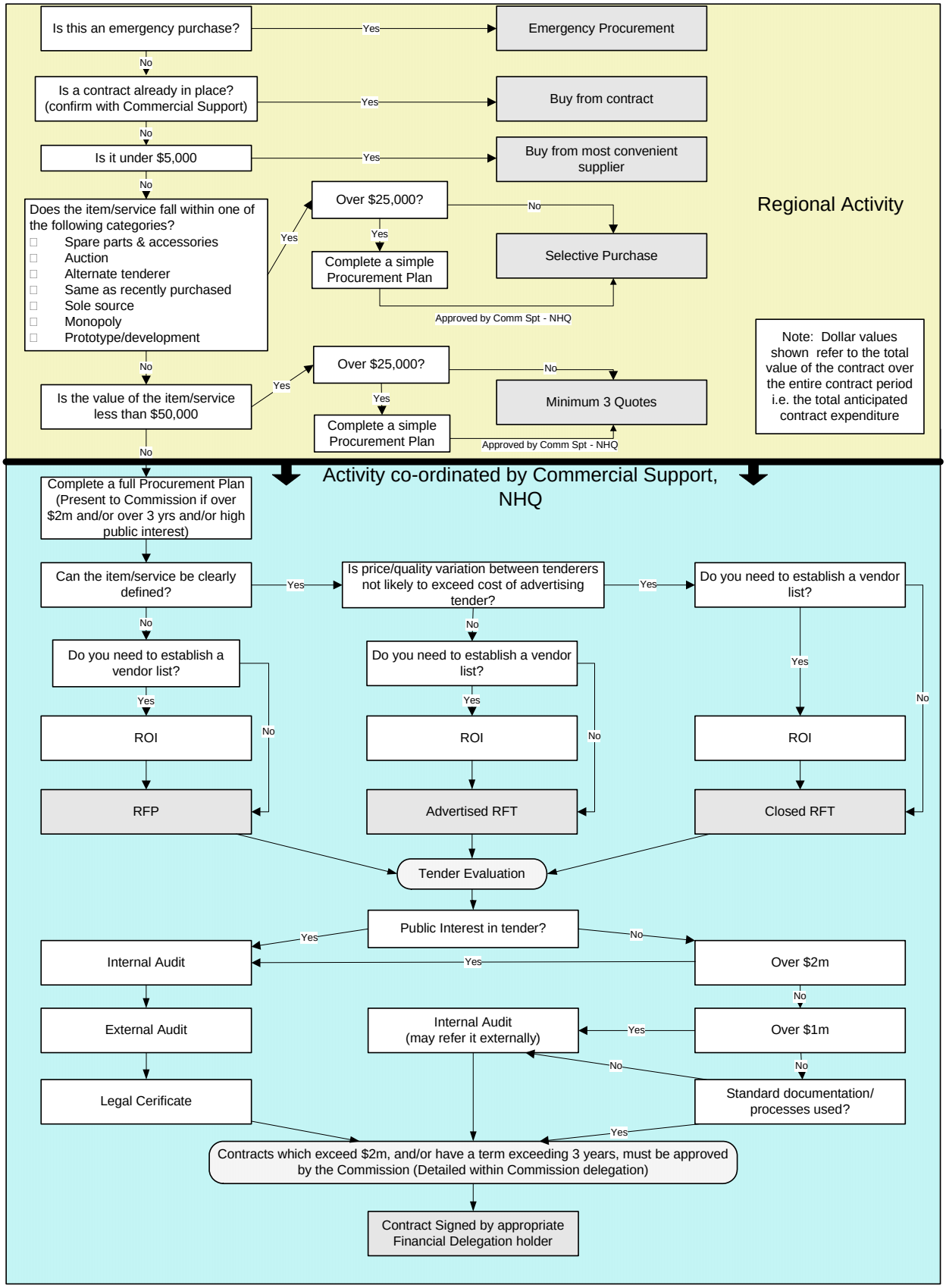
Is this an emergency purchase?
Yes
Emergency Procurement
No
Is a contract already in place? (confirm with Commercial Support)
Yes
Buy from contract
No
Is it under $5,000
Yes
Buy from most convenient supplier
No
Does the item/service fall within one of the following categories?
Spare parts & accessories
Auction
Alternate tenderer
Same as recently purchased
Sole source
Monopoly
Prototype/development
Yes
Over $25,000?
No
Yes
Complete a simple Procurement Plan
Selective Purchase
Approved by Comm Spt - NHQ
Regional Activity
No
Is the value of the item/service less than $50,000
Yes
Over $25,000?
No
Yes
Complete a simple Procurement Plan
Minimum 3 Quotes
Approved by Comm Spt - NHQ
Note: Dollar values shown refer to the total value of the contract over the entire contract period i.e. the total anticipated contract expenditure
No
Activity co-ordinated by Commercial Support, NHQ
Complete a full Procurement Plan (Present to Commission if over $2m and/or over 3 yrs and/or high public interest)
Can the item/service be clearly defined?
Yes
Is price/quality variation between tenderers not likely to exceed cost of advertising tender?
Yes
Do you need to establish a vendor list?
No
Do you need to establish a vendor list?
Yes
ROI
No
RFP
No
Do you need to establish a vendor list?
Yes
ROI
No
Advertised RFT
Yes
ROI
No
Closed RFT
Tender Evaluation
Public Interest in tender?
Yes
Internal Audit
External Audit
Legal Cerificate
No
Over $2m
Yes
Internal Audit (may refer it externally)
No
Over $1m
Yes
Standard documentation/ processes used?
No
Yes
Contracts which exceed $2m, and/or have a term exceeding 3 years, must be approved by the Commission (Detailed within Commission delegation)
Contract Signed by appropriate Financial Delegation holder