

# Procurement Policy

## Section 1 - Purpose

(1) This Policy, together with the [How to Procure Map](#), [ProcureRight Instructions](#) and a suite of Procurement documents and templates (see Associated Information tab), specifies the principles by which Macquarie University and its controlled entities (the University) will execute and manage all Procurement activities.

### Background

(2) All of the University's Procurement activities and associated expenditure of funds (including research and other grants) are governed by the requirements and standards of integrity, fairness, accountability, sustainability, open and effective competition, and value for money. These requirements and standards are embedded within this Policy and associated procedures and processes, and have been designed to ensure compliance with the requirements of the [Government Information \(Public Access\) Act 2009](#) (NSW) and other relevant legislation (see Associated Information tab).

### Scope

(3) This Policy applies to all professional, academic, and research staff, all staff of controlled entities, and all contractors, across all campuses and locations of the University, who are authorised to spend or use the University's funds (including research and other grants) to acquire or lease Goods or Services, including Infrastructure and Capital Works, from external organisations.

## Section 2 - Policy

### University Commitment to Value, Probity, Fairness, and Transparency

(4) The University seeks value for money in Procurement through balanced judgement of a range of financial and non-financial factors. All Procurement activities undertaken by the University must be conducted in an ethical, sustainable, and transparent manner in accordance with this Policy.

### University Commitment to Freedom of Speech

(5) In entering into affiliation, collaborative or contractual arrangements with third parties, the University will take all reasonable steps to minimise the restrictions or burdens imposed by such arrangements or conditions on the freedom of speech or academic freedom of any member of the staff or students carrying on research or study under such arrangements or subject to such conditions.

### Delegations of Authority

(6) All Procurement activities must be carried out in accordance with the University's [Delegations of Authority Policy](#) and [Delegations of Authority Register](#).

## Pre-procurement Risk Assessment

(7) Prior to the commencement of any Procurement activity, consideration must be given to whether it may:

- a. negatively impact the University's reputation and / or student experience;
- b. limit the University's current or future partnerships or research opportunities;
- c. result in a significant restructure of people or processes;
- d. involve sending any personal information of staff, students, patients, or research participants to a supplier;
- e. require specific and / or additional real estate;
- f. create risk involving the following: noise, fumes, gas, explosives, live flames, hazardous chemicals, electrical / moving mechanical parts, or any other dangerous exposure;
- g. include human or animal tissues used in human research; and / or
- h. cause exposure to a biosecurity hazard.

(8) If any of the above considerations are present, prior to the commencement of the Procurement activity the Procurement Project Lead must complete the [Pre-Procurement Risk Assessment Checklist](#) and follow the prescribed approval process.

## Preferred Suppliers

(9) Where the University has contracted with Preferred Suppliers, these suppliers must be used wherever possible for the designated Purchasing categories. The list of University preferred suppliers is available on the [Preferred Suppliers](#) webpage.

## How to Procure Map

(10) The [How to Procure Map](#) specifies the steps that must be followed depending on the nature and size of the Procurement activity.

(11) Once the risks specified in clauses 7 and 8 have been considered, the Procurement Project Lead must contact the ProcureRight Desk, a business unit of the University Strategic Procurement Team. The ProcureRight Desk will assess the Procurement activity to identify the appropriate steps and documentation and agree on the approach. Each Procurement activity will require the accurate completion of specific documentation defined by the type of Goods, Services, Infrastructure or Capital Works being acquired/leased and the expected Total Contract Value (TCV).

(12) All Procurement activities with the TCV exceeding \$250,000 must be conducted by the ProcureRight Desk. The Procurement Project Lead must inform the ProcureRight Desk of the Procurement activity as soon as possible. The ProcureRight Desk will conduct an assessment of risk and complexity of the Procurement activity and will lead the process through completion in collaboration with the Procurement Lead.

## Standard Suite of Procurement Documents and Templates

(13) All Procurement activities must be undertaken using the University's standard suite of Procurement documents and templates (see Associated Information tab). Following the steps specified in the [How to Procure Map](#) and ProcureRight Instructions will ensure compliance with this requirement. Any exceptions to this must be approved by the Chief Procurement Officer.

## Contracting Terms and Conditions

(14) Where the [How to Procure Map](#) indicates that an RF(x) is required, the Procurement Project Lead must ensure that the appropriate Standard University Contract Terms template (refer [Standard Agreements and Templates](#)) is included in all RF(x) documentation to inform all invited suppliers of the terms and conditions under which they will be

required to contract and to assess the level of suppliers' compliance with the proposed terms and conditions as part of the RF(x) evaluation.

(15) Where departures from the University terms and conditions are made or where external supplier terms and conditions are used, the Procurement Project Lead must consult with the Office of General Counsel or Strategic Procurement prior to establishing the contract.

(16) Post RF(x), the Procurement Project Lead must facilitate the establishment, negotiation and execution of the final contract between the University and the selected supplier.

### **Procurement Close Out**

(17) To comply with the [Government Information \(Public Access\) Act 2009](#) (GIPA) and [Government Sector Finance Act 2018](#), where a Procurement Lite or Procurement Strategic process has been undertaken, the Procurement Project Lead must save all final RF(x) related documentation in a secure location, save a copy of a duly executed contract in the University Document Control and Management System, and submit links to both locations to [ProcureRightDesk@mq.edu.au](mailto:ProcureRightDesk@mq.edu.au).

## **Section 3 - Procedures**

(18) Nil.

## **Section 4 - Guidelines**

(19) Nil.

## **Section 5 - Definitions**

(20) The following definitions apply for the purpose of this Policy:

- a. Capital Works means building and engineering works that create an asset, as well as constructing or installing facilities and fixtures associated with, and forming an integral part of those works.
- b. Good/s means a tangible, physical item required and then consumed or used by the buyer.
- c. Infrastructure means physical structures and facilities (e.g. buildings, roads, power supplies) required for the operation of the University.
- d. Preferred Supplier means a supplier of Goods or Services to the University appointed as a result of a tender or other selection process in accordance with this Policy and approved by Strategic Procurement.
- e. Procurement means the overarching process by which the University acquires Goods or Services, including Infrastructure and Capital Works, from external organisations.
- f. Procurement Project Lead means a University representative responsible for the management and completion of a specific Procurement activity.
- g. Purchasing means the act of buying Goods or Services, including Infrastructure and Capital Works, from external organisations.
- h. RF(x) is a collective term for Request for Information / Proposal / Tender / Quote.
- i. Service/s means the intangible, non-physical requirements that the supplier completes as part of the agreement, typically utilising either a human being (e.g. maintenance Services) or a technology system (e.g. data analytics).
- j. Strategic Procurement means the business unit within Finance responsible for the governance and oversight of

all Procurement activities.

- k. Total Contract Value (TCV) means the total expected direct spend / cost (AUD) of the Goods or Services, including Infrastructure and Capital Works, over the life of the contract / purchase order, including the purchase price, extension options and any other costs (e.g. maintenance included within the agreed terms and conditions) but excluding GST.
- l. University means Macquarie University and its controlled entities.
- m. University Document Control and Management System means Truth, the University's secure repository for operational documents and records for staff.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st February 2024
<b>Review Date</b>	1st February 2027
<b>Approval Authority</b>	Vice-President, Finance and Resources
<b>Approval Date</b>	16th January 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Robin Payne Vice-President, Finance and Resources
<b>Responsible Officer</b>	Natalie Budovsky Chief Procurement Officer +61 2 0418 487 286
<b>Enquiries Contact</b>	Sherrie Santos Procurement Engagement Manager - Compliance +61 2 9850 6997