Supplier Contracts Policy

Section 1 - Purpose

(1) This Policy describes the requirements for Supplier Contracts, in order to minimise risks and maximise benefits and to provide a framework for meeting compliance and probity obligations.

Scope

(2) This Policy applies to all professional, academic, and research staff, all staff of controlled entities, and all contractors purchasing goods or services for and on behalf of the University, across all campuses and locations of the University, unless otherwise stated.

(3) This Policy only applies to contracts for the supply of goods and services to the University.

(4) This Policy does not cover:

a. employment of staff, which is addressed separately under the Macquarie University Enterprise Agreements and Human Resources policies;
b. non-binding Memoranda of Understanding;
c. contracts related to teaching and learning activities; or
d. contracts governing Research Activities and Services.

Section 2 - Policy

(5) Supplier Contracts must be developed, awarded, negotiated, and executed in accordance with the University ProcureRight Framework, which includes the Procurement Policy and ProcureRight Instructions.

(6) Only Delegates or Authorised Agents with the requisite authority as specified in the Delegations of Authority Register may execute Contracts on behalf of the University.

(7) Records of all executed Supplier Contracts must be submitted to the ProcureRight Desk (PRD) for entry into the University's Contract Management System, ContractUs. Purchase Orders may only be raised after a Contract Management System registration number is obtained, except for one-off purchase orders under $10K that do not require a contract. For information on how to view contracts in ContractUs, please contact ProcureRightDesk@mq.edu.au.

(8) In accordance with the Government Information (Public Access) Act 2009, contracts with a total value over $150K (inc GST) will be made publicly available through MQ Contrack.

Section 3 - Procedures

(9) Nil.

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Section 4 - Guidelines

(10) Nil.

Section 5 - Definitions

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

a. Authorised Agent means an officer or employee who is authorised in the Delegations of Authority Register to exercise a Delegation for and on behalf of a Delegate.
b. Contract Management System, otherwise known as ContractUs means the system that is used for the purpose of registering and storing all third-party contracts.
c. Delegates refer to a body, committee, officer or employee authorised to act and to make decisions concerning a specified power as delegated by Council and documented in the Delegations of Authority Register, or in a separate resolution of Council.
d. MQ Contrack refers to Macquarie University's public register of contracts in compliance with the NSW Government Information (Public Access) Act. The University obligation is to maintain a publicly available Register of Contracts to which it is a party and which has, or is likely to have, a value of $150,000 or more.
e. Research Activities and Services refer to the systematic and creative work undertaken to generate new knowledge or apply existing knowledge in innovative ways, which may involve the procurement of specialised goods or services to support research outcomes, and are governed by separate research-specific contract and compliance frameworks at the University.
f. Supplier Contract means a binding agreement for the supply of goods or services to the University.

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Responsible Executive	Robin Payne Vice-President, Finance and Resources
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