

Policy and Procedure Register updates – Summary of changes to:

Purchasing and procurement procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input checked="" type="checkbox"/> Red tape reduction initiative	<input checked="" type="checkbox"/> Audit/review recommendation
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The department is committed to reducing red tape and administrative tasks, enabling principals and teachers to focus on teaching and learning, while ensuring compliance, efficiency, and best practice in purchasing activities.</p> <p>The Purchasing and procurement procedure will transform how schools and corporate business units manage low and intermediate value purchasing by simplifying processes and documentation.</p> <p>These changes follow a review of our purchasing processes and reflect the department’s commitment to balancing administrative requirements with the application of best practice and probity principles in purchasing.</p>		
2. Summary of changes		
<p>From Semester 1, 2025, new purchasing thresholds, minimum quote requirements and simplified forms will make purchasing processes easier and more efficient.</p> <p>The procedure has been simplified, and new attachments developed to more practically step readers through the relevant process. A <i>Purchasing options workflow</i> helps purchasing delegates select the correct purchasing process, and each option is set out in a workflow based on the purchasing threshold.</p> <p>The new purchasing thresholds and minimum quote requirements include:</p> <ul style="list-style-type: none"> • Simple purchasing: \$0 - \$10,000 ex GST. Minimum quote requirements: 1 • Lite purchasing: \$10,001 - \$20,000 ex GST. Minimum quote requirements: 2, or 1 Aboriginal or Torres Strait Islander business • Intermediate purchasing: \$20,001 - \$250,000 ex GST. Minimum quote requirements: 3, or 1 Aboriginal or Torres Strait Islander business • High value: over \$250,000 ex GST – Procurement Services to facilitate. <p>To support the new simple purchasing framework, a suite of new templates, in both word and fillable PDF formats, will be available. Simple purchasing template and form changes include:</p> <ul style="list-style-type: none"> • PF003 (Request for quote) and PF004 (Evaluation of quotes) will be replaced by simplified templates that are specific to the purchase option selected, based on value • PF005 (Risk assessment for purchasing and contract management) has been updated and simplified • PF006 (Approval of an alternate sourcing strategy) will be replaced by a streamlined Purchasing exemption form, which can be used to deviate from the department’s purchasing minimum quote requirements including for genuine urgency situations. <p>The new templates will be available on the OnePortal Simple Purchasing Framework page.</p>		

3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Purchasing and procurement delegates	Reduction in the minimum quotes required and administrative overheads based on changed purchasing thresholds.	4
4. Communication and support for implementation		
Activity Plan – Simple Purchasing developed to include the following communications activities: <ul style="list-style-type: none"> • OnePortal news • ConnectEd • OnePortal slider/screen saver • Simple Purchasing Animation Training and information updates including: <ul style="list-style-type: none"> • Updated Purchasing and Procurement OnePortal pages • Updated Low Value and Intermediate Purchasing Training packages (QLearn) • New fillable Purchasing PFD Forms • Online MS Teams Network Meeting presentations – Finance, Internal Audit, State Schools 		
For further assistance, please contact: Procurement Capability, Procurement Services Branch Phone: 1300 366 612 Email: Procurement.PSB@qed.qld.gov.au		