

Intermediate purchasing (\$20,001 - \$250,000 ex GST)



*Under \$100,000 ex GST – a purchasing delegate **must** conduct or oversee any purchases. Over \$100,001 ex GST – a procurement delegate **must** approve any purchases. Contact your local purchasing delegate for support and assistance.*

- Determine requirements (specification) of products or services to be purchased.
- Confirm permission and budget availability with [financial delegate](#) (written or verbal).
- Check if a mandatory or suitable [supply arrangement](#) (SOA) is available.
- Conduct [market research](#) to identify suppliers, considering local, Aboriginal or Torres Strait Islander businesses.
- Complete a [purchasing exemption](#) (if required).
- Complete a [risk assessment](#) (mandatory).
- Ensure [conflicts of interest](#) relating to purchasing are disclosed.

- Finalise requirements (specification) of products or services.
- Confirm [evaluation criteria and method](#).
- Using the [request for quote – Intermediate](#) (mandatory) seek:
 - at least **3 written quotes**
 - OR**
 - at least 1 written quote from an Aboriginal or Torres Strait Islander business.

- Enlist evaluators:
 - minimum 2 for purchases under \$100,000
 - OR**
 - minimum 3 for purchases over \$100,000.
- Conduct and retain [ethical supplier check](#) (mandatory).
- Complete [record of evaluation – Intermediate](#) (mandatory).
- Obtain purchasing or procurement delegate approval.

- Check supplier's credentials and delivery capability.
- Obtain financial delegate approval.
- Advise supplier of intention to accept quote and confirm availability.
- Issue a [short form contract](#) for purchases over \$100,000 (mandatory).
- Raise and issue [purchase order](#).
- Notify [unsuccessful suppliers](#) and offer feedback.

- Review [contract management](#) information, determine most appropriate contract management approach and undertake training if required.
- Using the [contract management checklist](#) (mandatory for purchases over \$100,000), effectively manage the contract including any variations, to ensure deliverables are achieved.
- Make payments in accordance with purchase order.
- Once complete, conduct [contract close out](#) activities.
- [Retain documentation](#) in accordance with departmental requirements.

- [Contract Management Training](#) is available, if required.
- If purchasing from a supply arrangement, refer to supply arrangement workflow.