PROCUREMENT POLICY UNDER THE PARTNERSHIP AGREEMENT

The Charles Darwin University/Northern Territory Government Partnership Agreement was signed in June 2003. The Partnership Agreement recognises the growing needs of the Territory and fosters a new way of the University and Government working together for the benefit of all Territorians. For further information on the Partnership Agreement, including how to be involved, refer to the Charles Darwin University website: www.cdu.edu.au/government/

The Northern Territory Government has approved a Standing Exemption from the requirement to call Public Tenders for procurement under Schedules of the Partnership Agreement.

The Standing Exemption is specified under Procurement Direction PO2.9(x)(k).

Procurement under the Partnership Agreement allows:

TIER 1 - Tenders valued under $3,000 to be managed on an Agency basis (as per the standard procurement process for procurement in this value range). However, Agencies wishing to procure services under the Partnership Agreement are required to follow Steps 1-3 below.

TIER 2 - Tenders valued between $3,000 and $10,000 are exempt from the requirement to provide three written quotes for tenders based on the Standing Exemption from the requirement to call Public Tenders. Contracts in this value range are to be managed on an Agency basis. However, Agencies wishing to procure services under the Partnership Agreement are required to follow Steps 1-3 below.

TIER 3 - Tenders valued $10,000 and above are exempt from the requirement to publicly advertise tenders based on the Standing Exemption from the requirement to call Public Tenders. It is mandated that the procurement of services in this value range is to be managed by Contracts and Procurement Services (CAPS), Department of Corporate and Information Services.

TIER 4 - Tenders valued $50,001 and above require additional PRB approval prior to any contract being awarded.

TIER 5 - Tenders valued $250,001 and above require additional PRB and Ministerial approval.

Click here for a DCIS flowchart that provides a step-by-step guide to procurement at each Tier (available for NT Government staff only).
The following information is provided as a guide to assist Agencies procure services from Charles Darwin University under the Partnership Agreement.

STEP 1. Agencies should contact the Partnership Agreement Secretariat, Department of the Chief Minister on 8999 5439 in the planning phase of the project.

The Secretariat will contact champions of the relevant Schedule(s) to determine if the project will achieve a Schedule’s strategic aims and can be incorporated into a Schedule of the Partnership Agreement.

STEP 2. A Scope of Work including Selection Criteria (template attached) should be completed to assist with the development of the project. For projects in Tiers 3-5 the Scope of Work is required by CAPS, for projects in Tiers 1-2 the completion of a Scope of Work is at the Agency’s discretion but is recommended.

STEP 3. Schedule champions will e-mail the Secretariat an endorsement of the project, which will then be forwarded to the agency. This endorsement should be attached to the Scope of Work.

TIERS 1 and 2 - For Contracts Under $10 000

STEP 4. Agencies are to procure requirements with a value below $10 000 in line with their Agency’s standard procurement processes.

STEP 5. In obtaining a quote for services under the Partnership Agreement, Agencies must consider pricing, delivery requirements, commencement and completion times. Agencies may find it useful to consult the General Conditions of Contract in the development of their contract with CDU, which are available from the DCIS website: http://www.nt.gov.au/dcis/procurement_policy/conditions_contract.shtml

TIERS 3 to 5 - For Contracts Over $10 000

STEP 6. Agencies are to procure contracts with a value above $10 000 through CAPS.

STEP 7. The Agency Delegated Officer authorises the request to issue a tender document to the CDU. The Agency is to do this via the APRO system. To access APRO use the following link: http://finke.nt.gov.au/dcis/DCIS_APRO.nsf
Specify under COE “This requirement is undertaken through the Standing Exemption from the requirement to call Public Tenders PO2.9 (x)(k) for procurement under Schedules of the Partnership Agreement”. Attach the Scope of Work and Selection Criteria to be used in the assessment of the tender.

STEP 8. CAPS will release the Request for Tender to the Business Development Unit at Charles Darwin University. The invited tenders are to be sent to either of the following Business Development Unit email addresses: business.development@cdu.edu.au or claire.baxter@cdu.edu.au. The Business Development Unit lodges a tender bid with CAPS.

STEP 9. CAPS undertake a conformity check of the bid and forwards it to the Agency with the request for the Agency to undertake assessment.

STEP 10. The Agency evaluates the tender – in accordance with the Value for Money framework. If the Agency accepts the tender, the delegated officer approves the tender and returns it to CAPS in the form of an Agency recommendation to accept tender. CAPS will obtain PRB approval (for Tier 4 tenders over $50,000), prepare the contract documentation and award the contract.

STEP 11. If the Agency does not accept the tender, they may wish to enter in to negotiations with CDU in order to achieve an acceptable offer. Prior to any negotiation taking place the approval of PRB must be obtained. Details should cover why negotiating is deemed necessary and what change is to be negotiated. Once PRB approval has been obtained the Agency is to undertake negotiation with the CDU in accordance with approval given. All changes must be agreed to in writing and shall be sent to CAPS with the recommendation to accept tender. Refer Step 10.

STEP 12. Please advise the Secretariat of any variations to your contract after it has been awarded.

Please note that the role of the Partnership Agreement Secretariat and Schedule Champions is to determine if the project will achieve a Schedule’s strategic aims and can be incorporated into a Schedule of the Partnership Agreement. – all other procurement processes remain the responsibility of the Agency’s delegated officer and CAPS where applicable.

For further advice on the Partnership Agreement, please contact the Partnership Secretariat on 8999 5439.
For further advice on Procurement, please contact Contract and Procurement Services on 8999 1937.
SCAPE OF WORK

Contact:
Agency/CDU School:
Telephone: Email:

1. INTRODUCTION
Under the Partnership Agreement between Charles Darwin University and the Northern Territory Government, identify how this activity will meet the objectives of the Partnership Agreement. The objectives include: growing resident capacity in the NT; meeting government needs; reorganising the University to better meet Territory needs; and enabling Indigenous social and economic development. Refer to www.cdu.edu.au/government for the full Partnership Agreement and a list of Schedules. If known, list here the appropriate Schedule of the Partnership Agreement for your project.

2. BACKGROUND and RATIONALE
<Explain the purpose and rationale for the proposal, including previous/related projects, Cabinet/University Council decisions, etc. Please document with whom you have consulted in the development of this project.>

3. PROJECT DESCRIPTION
<Provide a description of the project requirements, including details of the information required, objectives and desired outcomes, and scope or parameters of the project.>

4. PARTNERSHIP ARRANGEMENTS
<Provide the names and roles of the various partners involved in conducting the project. Provide a brief Curriculum Vitae of partners and proposed individuals identified to work on the proposal. Clearly identify the responsibilities of each partner and contribution. Describe the governance structure for the project. Please note that if the consultancy is not carried out by Charles Darwin University), the proposal cannot form part of the Partnership Agreement (nor access the General Certificate of Exemption) and normal procurement procedures will apply. Some personnel at CDU (including Menzies School of Health Research) have the ability to undertake paid activity as private practice, ie, the work is for individual profit. Work undertaken as private practice cannot form part of the Partnership Agreement.>

5. BUDGET
<Provide an approximate cost for this project. Specify what the costs will include (eg, airfares, professional indemnity)>
6. **TIMEFRAME**
<Specify the timeframe in which the project is to be completed. You may wish to provide a deadline for each of the various stages of the project.>

7. **OUTPUTS**
Tangible output(s) that the project will produce, eg, a framework, toolkit, database or written report, as requested by the Agency, at the end stage of the project, or at set milestones.>

8. **KEY PERFORMANCE INDICATORS**
<Specify the objectives of the project, using clearly measurable outputs with corresponding timeframes. This will include how the information or services will be provided (eg, written report, scoping report, etc). These indicators will provide a benchmark against which the success of the project will be measured and will be used to report progress against critical success factors.>

9. **REQUIREMENTS**
<Provide the specific requirements of the project, including: skill sets; the nature of work to be undertaken; any other physical or human resources specifically required; resources; infrastructure and equipment. For example, you may indicate if the project would suit a PhD student.>

10. **ETHICAL IMPLICATIONS**
<State any ethical implications of the proposal and, if appropriate, state if the proposal has received ethical clearance from the Human Research Ethics Committee.>

11. **OTHER DETAILS**
<Insert other relevant details that will assist Charles Darwin University to formulate an accurate and effective solution to offer.>

12. **EVALUATION**
<Describe how the success of the project will be periodically measured during the life of the project and how it will be evaluated upon completion.>
SELECTION CRITERIA
Tender proposals will be assessed by the Agency against the following criteria. Dot points under each criterion are possible questions that the Agency can ask CDU to fulfil the selection criteria. These questions are examples only that can be amended according to the Agency’s needs:

1. Local Development and Value Adding
   - Provide an overview of how industry capability in the Northern Territory will be enhanced by the tenderer in delivery of these services. What regional development opportunities (where relevant) you will create in the delivery of these supplies.
   - Provide details of training or employment opportunities, which will be generated or supported by the tenderer in the delivery of the supplies.
   - Provide details on the level of indigenous participation in the project (ie employment numbers and training provided).
   - Provide details on the level of accredited training programs or other training initiatives you currently undertake.
   - Provide details of proposed suppliers
   - Provide details (where relevant) of local representation or presence and the number of employees

2. Timeliness
   - Indicate timeframes for the delivery of the supplies compared with timeframe requirements outlined in the Request for Tender
   - Provide a delivery time-line including critical path, clearly indicating that timeframes as stated in the Request for Tender can be achieved
   - Indicate length and vulnerability of supply chain (where relevant).

3. Cost of Purchase or Ownership
   - Tenderer to provide any whole of life/total cost or purchases or ownership considerations for this requirement

4. Past Performance
   - Provide an overview of your experience in projects of this nature, scope and size.
   - Tenderer to provide details and referees for at least 3 completed contracts of similar nature, scope and size.
5. **Capacity/Capability**
   - Provide overview of experience of personnel involved in delivery of the supplies, managerial and technical expertise.
   - Provide details of the tenderers processes and procedures to ensure payment of employees, sub-contractors and creditors.
   - Details of Performance Management or Quality Assurance systems and standards implemented by you.
   - Details of risk management or contingency plans which will be implemented by the tenderer in delivery of the supplies
   - If tender value is over $250,000 include financial statements for past 3 years

6. **Innovative Methods for Supply Delivery**
   - Describe innovative delivery methods proposed which will deliver increased efficiency and effectiveness in delivery/completion of the requirement

7. **Supply Specific Assessment Criteria (these criteria are not mandatory and can be used at the Agency’s discretion)**
   - Question 1
   - Question 2