Identify requirement
Seek approval in principle from Delegated Officer to proceed
Confirm availability of funds

Delegated Officer confirms that the requirement fits within the Partnership Agreement’s key objectives and outcomes and approves request

Agency’s are encouraged to liaise with CDU to:
- Confirm CDU have the expertise
- Define the scope, method of pricing and achievable timeframe for completion of requirements and suitable timeframe for tendering.
- DCM Secretariate can help with CDU contacts: Ph: 8999 5355

Prepare Terms of Reference/Scope of Work using the CDU Partnership Template

Agency to obtain exemption for Industry Participation Plan from PRB for values greater than $5m

Create a new Authority to Invite Tender in APRO (Select Tender Process) and forward to Accountable Officer for approval.

- CAPS issue Tender to CDU.
- Tender(s) close at CAPS in accordance with Tendering conditions.
- Tender will be open for a minimum of 5 working days.

Agency conducts tender assessment in accordance with assessment criteria specified in RFT.

- Weightings released if value $200,000 or greater.

Agency completes Agency Recommendation to Accept Tender and forwards to CAPS.

- CAPS award the contract by way of Notice of Acceptance.
- CAPS gazette contract details.

Agency is required to manage the contract.

If amount $200,000 or greater CAPS prepares Business Paper to Procurement Review Board.
Procurement Review Board approves Business Paper.

For further assistance on any procurement activity contact CAPS Assist on 899 91919 or visit CAPS Intranet Site