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Procurement

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Procurement procedures and templates

The AEC's [Procurement Procedures](#)  provide AEC Officials with guidance on how to conduct procurements in accordance with the relevant legislative and procurement policy framework.


For further information about election procurements please see the [Election Procurement Strategy](#).


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Procurement templates

The first step in determining which templates to use is by estimating the value of the procurement. This is because the Commonwealth Procurement Rules have different thresholds to which different rules and policies apply.




The AEC has one [Business Case form](#)  for all procurements over \$10,000. Other required documents will be attached to the Business Case (and to My Procurement) at the time that an Approach to Market is reviewed by a Financial Delegate (Delegate) for approval.

The [document table](#)  indicates what will be in your document pack throughout the procurement process for each threshold.

There are two Quick Reference Guides (QRGs) available to assist business areas with current requirements. These are for the following thresholds:

- [Quick Reference Guide – Procurements \\$10,000 to 80,000](#) 
- [Quick Reference Guide – Procurements over \\$80,000](#) 

Financial Delegate's checklists

The documents in the document pack are also on the [Financial Delegate's checklist](#)  and must be given to the Delegate throughout the procurement process. The [Delegate Checklist - Variations](#)  is available to assist Delegates with reviewing a [Variation Request Form](#) .

Both Delegate checklists are mandatory and must be attached to **\$22** once the Delegate approves the procurement.

Once the checklist has been completed, the Delegate must refer to the Business Case and any other documents to ensure they have received all relevant documentation.

The Delegate Checklists will assist a Delegate to comply with their obligations under the Commonwealth Procurement Rules, and to ensure the final, auditable record about their assessment of value for money in committing funds under s23(3) of the *Public Governance, Performance and Accountability Act 2013* is sufficiently documented.

Procurement checklist

A [Procurement Checklist](#) is available for Procurements over \$80k to guide AEC business areas through the process and to ensure they are providing the relevant documents to the Delegate.

A procurement risk assessment can be completed by accessing the [standard risk template](#).

Evaluations and contract management

You may use a Request For Tender (RFT) specific [Evaluation Plan](#) for the purposes of evaluation. For procurement via a Panel, a [Panel-specific Evaluation Plan](#) should be used.

An [Evaluation Report](#) should be provided (as shown in the table), except for procurements under \$80 000 that have:

1. a risk assessment attached with an overall low risk rating
2. no options included in the work order or contract that may push the procurement over \$80 000.

For these options, the [Evaluation Summary](#) which includes a value for money assessment may be used.

A [panel specific Evaluation Report](#) is also available for use.

A revised [Contract Management Checklist](#), [Contract Management Plan](#) and an updated [End of Contract Evaluation](#) are also available.

Note: The [Commonwealth Contracting Suite \(CCS\)](#) can be accessed on the Department of Finance (DoF) website for drafting Approach to Market (ATM) and Contract documents. The CCS is mandatory for all Limited Tender procurements under \$200,000 unless an exemption applies (i.e. panel arrangements are being used). Please refer to the Procurement Procedures for more information about when to use the CCS.

AEC Procure-to-Pay System: My Procurement

The AEC's Financial Management and Information System (FMIS) uses **s22** to support procurement and contract management in the AEC.

There are two functions in **s22**

1. **My Procurement** function must be used by AEC Officials to record all procurements and MoUs of any value, unless the procurement for goods/services is valued below \$10,000 (GST inclusive) and will be purchased by AEC Corporate Credit Card.

My Procurement must be used from the initial procurement planning stage through to executing the final Agreement. Once all stages have been completed in My Procurement a contract will be created in My Contracts.

2. **My Contracts** function must be used by AEC Officials where an Agreement requires varying and/or amending.

The [My Procurement workflow](#) outlines the steps involved with the procurement and contract process. It is important to note that delegate approval must be obtained through My Procurement by an authorised AEC Financial Delegate prior to entering into an arrangement for goods or services.

All AEC Officials will have access to My Procurement (including My Contracts) via [s22](#) – Financial Information Management System (FMIS). Refer to the [s22](#) User Guide.

Saving documents

The [AEC Procurement Records Management matrix](#) shows the points at which you will need to save the various items that make up your document pack for Delegate review, to the system.

Procurement procedures and related documents

The AEC Procurement and Contract Management Procedures (Procedures) are intended to provide AEC Officials with a better understanding of the Commonwealth's procurement policy and framework. The Procedures provide comprehensive information on different aspects of procurement and contract management, and provide clear step by step processes to assist you through your procurement process. Remember to check the Procedures if you have any questions as there is a lot of information there to assist you – and they are updated regularly to ensure they remain current with changes to Legislation and mandatory policies.

- [AAls Part 2](#)
- [Procurement Procedures](#)
- [Tips on conducting a successful tender debrief](#)
- [Electronic and physical execution of contracts](#)

Other procurement proformas for business area use

Limited tender

- [Email for financial delegate approvals under \\$10,000 for credit card purchases](#)
- [Email for issuing an RFQ under \\$10,000](#)
- [Email for offer of contract under \\$10,000](#)
- [Email template – successful respondent \(Limited\)](#)
- [Email template – unsuccessful respondent \(Limited\)](#)


Open tender

- [Addendum template](#)


Note: For Request for Tender (RFT)/Contract templates where the CCS is not being used, please contact [Strategic Sourcing](#) with details of your planned procurement so the appropriate templates can be provided.

Existing (panel) arrangements



- [AEC national panels \(election services\)](#)
- [Email for issuing an RFQ under a panel arrangement](#)
- [Email template – successful respondent \(RFQ\)](#)
- [Email template – unsuccessful respondent \(RFQ\)](#)

Note: A panel often has its own templates that must be used. This will be detailed in the Head Agreement or Deed of Standing Offer. The AEC Panel Manager for the arrangement can provide further information and templates as required. Where there is no default change order, a [default AEC change order](#)  may be used.

Risk and Financial Services

AEC Officials must identify, analyse, allocate, and treat risk throughout the entire procurement and contract management process. Depending on an initial assessment and value, a full Procurement and Contract Risk Assessment may be required. Additional information on Procurement and Contract Risk can be found in Appendix 2 of the [AEC's Procurement Procedures](#). 

- [Procurement and contract risk assessment](#) 

As part of managing risk, this may include assurance that the AEC Financial Delegate is satisfied with a financial analysis of the procurement and/or suppliers. For any procurements valued at \$200k and above, it is recommended that business areas seek financial advice from [Management Accounting](#) . These services are outlined in the [Management Accounting Service Level Options for Procurements](#) .

The [AEC Risk Management System \(ARMS\)](#) should be used for the following types of 'covered procurements':

- limited tenders valued at \$80,000 (GST inclusive) and above; and
- open tenders.

Note: Under the *Government Procurement (Judicial Review) Act 2018* (Cth) all open tender procurements are considered covered procurements as well as limited tender procurements where an exemption under Appendix A of the CPRs is not applicable.

Additional consideration for documenting risks in ARMS should be given to the following criteria:


- Shared risks – controls are operated by third parties and failure of those controls will have a significant impact on AEC business
- Complex supplier relations with the AEC – multiple touch points into the AEC, decision making is decentralised and not transparent.

For further information including a user guide please refer to [Risk Management](#).

Contract management

Contract management is an integral part of the procurement process and is key to ensuring outcomes and deliverables negotiated in an agreement are achieved. More information can be found on the [AEC Contract Management Requirements](#) intranet page, including relevant documents and templates.

Indigenous procurement

The Indigenous Procurement Policy (IPP) is a mandatory Commonwealth procurement policy. More detailed information about the [IPP](#) can be found in the policy document and the [AEC's Procurement Procedures](#) .

The IPP must be applied if:

- you are procuring goods or services valued at \$80,000 to \$200,000 (GST inclusive); and/or
- the majority of services are to be delivered in a [remote location](#).

To search for an Indigenous supplier, you should use [Supply Nation](#) and keep a record of your search.

Note: There are also [IPP](#) requirements if you are procuring goods or services valued at or above \$7.5 million (GST inclusive).

Reporting

The Commonwealth Procurement Rules (CPRs) set out the Australian Government's requirements to publish key information relating to procurement and to report relevant contracts. The AEC has reporting requirements additional to those in the CPRs arising from annual reporting obligations and government policies.

For the AEC to meet its external and internal Procurement and Contract Management publishing and reporting obligations, Strategic Sourcing prepare reviews, reports and audits.

Reviews and audits focus on compliance against the Commonwealth Procurement Framework, the AEC AAI's and AEC Procurement Procedures. Other reviews and audits are to help mitigate against potential non-compliances or inform data publishing on AusTender.

External reporting

External reporting obligations generally include Annual Procurement Plan (APP), Senate Order reporting and Consultancies reporting. Many reporting obligations are through AusTender however, other reporting obligations may arise through other means.

Annual procurement plan

- The AEC must publish an Annual Procurement Plan (APP) to comply with its reporting obligations. If you have a procurement that needs to be published on the APP please contact [Strategic Sourcing](#) [✉](#).

Senate Order

- The Senate Order includes details on contracts valued at over \$100,000 (GST inclusive) and confidentiality provisions. Strategic Sourcing collates the Senate Order based on information entered into My Procurement.

Coordinated procurements

- Each Whole of Australian Government (WoAG) coordinated procurement arrangement has its own reporting requirements.

Internal reporting

Strategic Sourcing collates regular reviews, reports, and audits for presentation to various AEC Committees and the Executive Leadership Team.

Contact

For advice and assistance on a range of procurement and contract management matters, please contact [Strategic Sourcing](#) [✉](#).

Handy procurement links

- [BuyICT Marketplace](#)
- [Commonwealth Contracting Suite](#)

- [Contract Variations Guidance - Department of Finance](#)
- [Contract Management Guide - Department of Finance](#)
- [Department of Finance Resource Management Guides](#)
- [Indigenous Procurement Policy](#)
- [Management Advisory Services \(MAS\) Panel](#)
- [Procuring from a Panel - 101](#)
- [People Panel](#)
- [Supply Nation](#)
- [Whole of Australian Government Procurement - Coordinated Procurement Arrangements](#)

Acknowledgement of Country

The AEC acknowledges the Traditional Owners of country throughout Australia and recognises their continuing connection to land, waters, culture and community.

We pay our respects to Elders past, present and emerging.

