



PSPPCM003 Procure goods and services

Overview

The procurement function is the prime interface between government and the supply chain. In the past, procurement's role revolved primarily around conducting transactional purchasing using a repeatable format on a periodic basis. Today, however, procurement's ability to contribute to core government policy objectives, manage organisational risk and promote sustainable solutions is well recognised.

As procurement's role as a business function has evolved, so too has the necessary skill-set of procurement professionals. In a government context, procurement officials, regardless of their level of seniority, must now have superior networking, communication and engagement skills, commercial acumen, strong understanding of political and legislative environment, negotiation and analytical skills, along with category and market knowledge, personal effectiveness and undisputed integrity and professionalism.

Intermediate Procurement introduces the concept of procurement as a strategic and cyclical process. Key tasks are introduced which will be familiar to procurement officials at this level including: drafting a specification, preparing an invitation to offer, receiving and evaluating offers and basic contract administration. Risk assessment, ethics and fair dealing, incorporating sustainability in procurement practice and the concept of total concept of ownership are examined to develop the skill set of the intermediate procurement officer in the public sector.

This unit covers the expenditure of public monies for simple procurement of low value/low risk goods and services using contractual arrangements that include simple tendering and requests for quotation. The unit requires analysis and decision making in the procurement process, which is undertaken under limited supervision.

Unit Outline

The unit incorporates the following elements:

- Plan for procurement and goods and services
- Undertake procurement
- Complete contractual arrangements
- Manage contractors

Who should attend?

This unit applies to those who enter into contracts or go out to tender or manage the procurement but are not procurement professionals. Those undertaking this unit may be developing a request for tender but procurement is not a major part of their role. Those undertaking this unit would work under minor supervision, while performing routine tasks in familiar contexts.