

Attachment B – DTA's internal procurement checklist (introduced in September 2022)



Australian Government
Digital Transformation Agency



Procurement Checklist

Title of Procurement

Drafters note: comments in red are for information when completing this checklist. Remove if other comments are needed against that item. **SAVE A NEW VERSION BEFORE EDITING.**

DTA Reference No.	Click or tap here to enter text.
Proposed Contract	
Start Date	Click or tap to enter a date.
Purpose of procurement	Click or tap here to enter text.
DTA Contact	Should be the person responsible for coordinating the procurement
DTA Contact details	Click or tap here to enter text.
Spending Delegate	Click or tap here to enter text.

Done	Item	How/when/who
	Plan	
<input type="checkbox"/>	Research potential suppliers and anticipated whole of life costs	<p><i>The Indigenous Procurement Policy (IPP) "mandatory set aside" applies when the value of your procurement is estimated to be above \$80,000 but below \$200,000.</i></p> <p><i>If you estimate your procurement is in this range, you must check whether an Indigenous Small to Medium Enterprise (SME) can deliver the goods or services on a value for money (VFM) basis before approaching the market.</i></p>
<input type="checkbox"/>	Identify your approach to market method (such as which panel to use)	<i>Contact Corporate Procurement for assistance.</i>

Done	Item	How/when/who
<input type="checkbox"/>	Check with your spending delegate and the Budget team to ensure you have budget to engage a supplier	
<input type="checkbox"/>	Develop a procurement and evaluation plan	
<input type="checkbox"/>	Complete a risk register	<i>More information on the risk management process can be found here</i>
<input type="checkbox"/>	Prepare your approach to market documentation	<i>Contact Corporate Procurement if you're unsure what templates to use.</i>
<input type="checkbox"/>	Complete a conflict-of-interest declaration, even if no conflicts exist	<i>Ensure you declare any potential conflicts of interest throughout the procurement process even if you are just in planning stages. If you identify any perceived or actual conflicts of interest, raise this with the delegate so they can decide the on the most appropriate course of action.</i>
Approach to Market Approval		
<input type="checkbox"/>	Seek approval from the Delegate on the procurement and evaluation plan	
<input type="checkbox"/>	Send approvals, approach to market, and conflict of interest declarations to Corporate Procurement for review and clearance	<i>High risk/high value procurements, or procurement process outside DTA policy, require clearance from the Head of Corporate</i>
Approach Suppliers		
<input type="checkbox"/>	Send RFQ to suppliers	<i>Corporate Procurement will approach the selected suppliers for a response/quote via the relevant mechanism following clearance of approach to market documentation</i>
<input type="checkbox"/>	Answer questions from suppliers	<i>Corporate Procurement will send you supplier questions. You must answer all questions.</i>
Evaluate Responses		
<input type="checkbox"/>	Complete an updated conflict of interest declaration, if required	<i>If you identify any perceived or actual conflicts of interest, raise this with the delegate so they can decide the on the most appropriate course of action.</i>

Done	Item	How/when/who
<input type="checkbox"/>	Check if responses are compliant with terms and conditions of participation	<i>This may be referred to as conditions of participation and mandatory requirements. If not compliant, document and advise suppliers</i>
<input type="checkbox"/>	Evaluate suppliers against technical criteria	<i>Do technical evaluation first so the price doesn't influence your decision</i>
<input type="checkbox"/>	Evaluate price	<i>Compare pricing of suppliers to determine who is providing the best price</i>
<input type="checkbox"/>	Conduct value for money assessment	<i>Evaluate the technical scores against price and risk to determine who represents best value for money. NOT ALWAYS CHEAPEST</i>
<input type="checkbox"/>	Complete an Evaluation Report	<i>Make sure you take notes and outline this to the spending delegate to demonstrate how you came to your decision. Ensure this is in line with the Evaluation Plan</i>
Evaluation Approval		
<input type="checkbox"/>	Send the draft Evaluation Report to Corporate Procurement for quality assurance check	
<input type="checkbox"/>	Seek endorsement from all panel members on the Evaluation Report	
<input type="checkbox"/>	Seek spending delegate approval of Evaluation Report	
<input type="checkbox"/>	Send the approved Evaluation Report to Corporate Procurement	
Contract		
<input type="checkbox"/>	Develop contract	<i>Corporate Procurement will develop the contract in consultation with you.</i>
<input type="checkbox"/>	Execute contract (both parties sign)	<i>Corporate Procurement will sign on DTAs behalf.</i>
Onboard Specified Personnel		
<input type="checkbox"/>	Enter all specified personnel into HR Onboard	<i>All specified personnel must be entered and processed in HR Onboard before they can commence work.</i>

Done	Item	How/when/who
Notify unsuccessful suppliers		
<input type="checkbox"/>	Notify other suppliers they were not successful	<i>This is mandatory under the CPRs</i>
<input type="checkbox"/>	Hold debriefs to provide feedback (where requested)	<i>This is mandatory under the CPRs</i>