Procurement Process

Procurement is the acquisition of goods or services from another party. The aim of a procurement process is to acquire the goods or services that represent the best value for money for the project.

Procurement objectives and policies will vary depending on the procuring organisation. Public sector organisations generally include objectives that represent value for money, encourage competition, and efficient, effective, economical and ethical and are accountable and transparent.

In some cases standing offers from preapproved providers have been developed at a Commonwealth, State or local level which are intended to reduce or remove some steps in the procurement process and lock in prices and other conditions.

A procurement management plan that outlines how the applicant will procure goods and services for their project. Typical information in the procurement management plan may be:
- Procurement method to be used (e.g. open tender, pre-qualified tender, limited tender, standing offer).
- Specification of the goods or services required.
- Evaluation process and timeframes.
- Selection criteria used to evaluate submissions.
- Contracts to be used.
- Probity arrangements.

Questions to ask yourself
- Does your organisation have a procurement policy? Yes or No
- What procurement method will you use?
- What documents will you need for the procurement?
- How long is procurement likely to take? Is it in the project management plan**?**