

(Standard) ICT Standard for Procurement & Contract Management

Document Purpose

| | | | | |
|-----------------------------|---|---|--------------------------------------|--------------------|
| Document Purpose | This standard defines the obligations and processes to be engaged by ICT to ensure compliance with regulatory and governing bodies for procurement and contract management. | | | |
| Document Information | Version | 1.0 | | |
| | Release Date | November 2009 | | |
| | Release Status | Final | | |
| | Review Date | November 2010 | | |
| | Author(s) | Manager – ICT Procurement and Asset Management ; Principal Manager – Performance Measurement and Investment Management | | |
| | Owner | Chief Technology Officer | | |
| | Print Date | Last Printed: | | |
| | Approved By | Executive Management Team | | |
| | Policy | USQ Policy for ICT Information Management and Security | | |
| | Type of Document | Standard | | |
| | Electronic Location and Filename | http://www.usq.edu.au/~media/USQ/ICT/Standards/ICT%20Standard%20for%20Procurement%20and%20Contract%20Management.shx | | |
| Version Control | Version | Date | Author(s) | Summary of Changes |
| | 0.1 | Oct 2009 | Michael Thompson, Yvonne Hallaran | Draft |
| | 1.0 | Nov 2009 | Maggie Fryer | Release |
| | | | | |
| Error Advisory | <p>To the Reader:</p> <p>If you encounter any inaccuracies or printing faults in this document please contact the Owner (see Document Information section, above) as soon as possible. The Owner will then initiate the required modifications</p> <p>If you are unable to contact the Owner, contact that person's Manager Supervisor.</p> <p>Thank you for helping the Division of ICT Services maintain quality documentation.</p> | | | |

Table of Contents

- Document Purpose 1**
- Document Information 1**
- Error Advisory 1**
- 1 Definitions 3**
- 2 Introduction 3**
- 3 Standards 4**
 - 3.1 ICT Procurement 4
 - 3.1.1 Sustainable Procurement 4
 - 3.2 Contract Management 5
- 4 Related Documents 6**

1 Definitions

The *ICT Glossary and Definitions* contains a description of any common ICT terminology referred to in the policy and standard documentation.

2 Introduction

The *ICT Standard for Strategic and Operational Planning* identifies the various processes and activities performed within the University that influence the allocation of ICT resources towards ensuring that the Division of ICT Services projects and activities are aligned to achieving the business requirements of the University.

With the significant investments in ICT resources, the ICT Procurement function is an integral component where management can optimise ICT resources to achieve the business requirements of the University. ICT Procurement has the potential to deliver savings in terms of expenditure and enhancements in operating efficiency and capability. Savings in time, effort and money can be achieved through collaboration and cooperation with other Universities and agencies, leveraging off whole-of-government arrangements and purchasing opportunities.

The Division of ICT Services is committed to playing its part in protecting the environment and doing business with ethically and socially responsible suppliers. To this end, the Division will integrate principles and practices of sustainability into the procurement of ICT goods and services. The Division of ICT Services procurement is subject to the arrangements outlined in the *USQ Purchasing Policy* and *USQ Purchasing Manual*. In addition, ICT Procurement is also subject to the *Government Information Technology Conditions (GITC)*. Finally, the Queensland Government Information Standard 13 (ICT Procurement) identifies a number of additional principles and guidelines that USQ is required to comply with in relation to the procurement of ICT products and services.

This standard identifies the obligations and principles that University staff should be aware of and adhere to where an activity that involves ICT Procurement is involved.

3 Standards

3.1 ICT Procurement

To ensure that the Division of ICT Services meets the objectives of the USQ Purchasing Policy and achieves value for money and probity and accountability for the procurement outcomes, the following will be implemented:

- An ICT Procurement Plan will be developed as part of the overall USQ Corporate Procurement Plan. It will be reviewed on annual basis in preparation for budget planning.
- As appropriate, analyse supply markets to help reduce expenditure and manage risks and identify opportunities in advance.
- Manage, monitor and review performance of those suppliers where significant expenditure or risk may be attributed to their relationship with the University.

Under Queensland Government Information Standard 13: ICT Procurement Principle 2, the University of Southern Queensland is required to ensure that the contractual terms and conditions of the Government Information Technology Conditions (GITC) agreement form the basis of contracts established for the procurement of ICT products and services. When engaging in ICT Procurement, the University will ensure that:

- Procedures in place to address GITC requirements.
- Issues and risks relating to security and privacy are addressed in ICT contracts where relevant.

3.1.1 Sustainable Procurement

Consistent with the principles outlined by the State Procurement Policy in regard to Sustainable Procurement, the Division will integrate principles and practices of sustainability into the procurement of ICT goods and services including:

- Strategies to avoid unnecessary consumption and manage demand.
- Minimising environmental impacts of ICT goods and services over the total life of the goods and services.
- Consider suppliers' socially responsible practices.
- Value for money for the total life of the goods and services rather than just initial purchase price.

The procurement of environmentally preferable or 'green' goods and services is a key activity of the Division of ICT Services. The Division will consider selection criteria for ICT goods and services that have a lower impact on the environment and the health and well-being of students, staff and the community and will be ethically and socially responsible when considering value for money. The selection criteria may encompass, but are not limited to:

- All stages of the production process from the source or raw materials, production, packaging, distribution, operations and maintenance recycling through to disposal.
- Energy and water efficiency.
- Use of less packaging and the take-back of packaging.
- Products made from recycled materials.
- Use of renewable resources.
- Reduction of toxic and hazardous substances and hazardous waste.

As a matter of course, the Division of ICT Services and the University will set, measure and report on targets for expenditure attributed to procurement of sustainable goods and services.

3.2 Contract Management

The University has developed a purchasing framework that delivers optimum benefits when staff are aware of the linkages between ICT Procurement and the Contract Management Framework. Prior to entering into any contractual arrangement with a third party for the provision of ICT goods or services, the Division of ICT Services are obliged to follow the [Contract Management Framework](#) as set by the Legal Office of USQ.

Early consultation with the Legal Office regarding any proposed ICT Procurement exercise and resultant contractual arrangement is required. The Manager - ICT Procurement and Asset Management will coordinate the lodgement of any correspondence with the Legal Office and all such correspondence should be forwarded through this path.

The [Legal Office](#) requires all documents relevant to the contract or agreement to be lodged electronically. To ensure all documents are in order, the lodging of documents shall be the responsibility of the Manager – ICT Procurement and Asset Management. All documents submitted for signature will be signed in duplicate and this must be stipulated to the Legal Office at the time of lodging the request.

It is good practice to have the contracts fully executed prior to issuing a purchase order on the vendor. The definition of a fully executed contract is a contract signed by both parties. This necessitates forward planning by ICT to ensure all of the relevant paper work is completed and signed prior to any cut-off date that the vendor stipulates. The USQ Legal Office is required to hold original signed contracts in their office. The Manager – ICT Procurement and Asset Management will also maintain a copy of signed contracts in their office.

For those ICT products and services that require on-going management, typically those classified as having a recurring expenditure, or of significant cost, it is expected that the Manager – ICT Procurement and Asset Management will have access to a register that identifies the product or service, the vendor, the due date and the expected annual payment and associated payment details.

The Division will have dedicated Contract Management Plans, providing specific information on each of the goods and services registered as Recurring Expenditure or of significant cost. These Contract Management Plans are also valuable for Business Continuity Planning and Risk Management.

4 Related Documents

| | |
|-----------------------|---|
| Document (Electronic) | ICT Standard for Strategic and Operational Planning |
| | http://www.usq.edu.au/~media/USQ/ICT/ICTStandardforStrategicandOperationalPlanningpdf.ashx |
| Document (Electronic) | Government Information Technology Contracting Framework (GITC) |
| | http://www.gitc.qld.gov.au |
| Document (Electronic) | QGCPO (QLD Government Central Procurement Office) |
| | http://www.qgm.qld.gov.au |
| Document (Electronic) | QLD Government State Procurement Policy |
| | http://www.qgm.qld.gov.au/02_policy/spp.htm |
| Document (Electronic) | USQ Contract Management Framework |
| | http://www.usq.edu.au/legaloffice/cmfd/default.htm |
| Document (Electronic) | USQ Purchasing Manual and Policy |
| | https://www.usq.edu.au/financialservices/b-policies/purchasingmanual |