Note to the assessor:

This format will be filled in by the student and the responses will differ depending on their procurement management plan and the feedback they receive. Check to see that all responses are complete. The critical aspect of this piece of assessment is that to ensure that the student can identify appropriate KPIs for the fulfilment of the procurement. Appropriate KPIs are:

* measurable
* specific
* attainable
* provide value or insight into the procurement fulfilment.

Some examples are given in the table.

Procurement Details

|  |  |
| --- | --- |
| 1. Procurement scope in brief
 | 1. *Short description of the procurement to include the printers and their purpose.*
 |
| 1. Person in charge
 | 1. David O’Connor
 | 1. Position
 | 1. *Sustainability Expert*
 |
| 1. Contract start date
 | 1. *00/00/00*
 | 1. Contract end date
 | 1. *00/00/00*
 |
| 1. Contract number
 | 1. *34523423423*
 |

**Evaluation of Resource Requirements for Procurement Activities**

List the Resource Requirements you identified in your Procurement Management Plan and explain how they will be evaluated and who is the person responsible for evaluating each requirement and specify the date of the evaluation.

*Students will need to insert the five (5) resource requriemetns they identified in the Procurement Management Plan, provide how they will be evaluated, by whom and when in the table below. The person responsible needs to be relevant to the resource requirement to be evaluated.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Resource Requirements** | **Evaluation** | **Person Responsible** | **Date** |
| *Organisational Policies, Procedures and Procurement Management plan template* | *Review the Organisational Policies, Procedures and Procurement Management plan template to ensure it is up to date* | *Procurement officer* | *00/00/00* |
| RFQ templates*Suppliers contact details* | Review RFQ templatesEnsure you have all supplier contact details and that are accurate | *Procurement officer* | *00/00/00* |
| *Procurement Management Plan Template* | *Review Procurement Management Plan Template* | *Procurement officer* | *00/00/00* |
| *CBSA contract template* | *Review CBSA contract template* | *Procurement officer* | *00/00/00* |
| *Testing software* | *Ensure latest testing software is available and operational* | *IT staff* | *00/00/00* |

Supplier scorecard

1. When creating KPIs, ensure that they are communicated clearly and agreed upon with the service provider. KPIs are to be based on agreed terms in the contract.
2. When defining an acceptable score and giving each KPI a monthly score, use a scale from 1–10 where 1 = low score and 10 = high score. Consider the impact that the KPI has on the overall procurement objectives and give a score accordingly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Month
 |  | 1. Year
 |  |  |  |
| 1. **Criteria/Area**
 | 1. **Key Performance Indicator (KPI)**
 | 1. **Performance Target**
 | 1. **Metric/Measurement**
 | 1. **Likelihood**
 | 1. **Purpose**
 | 1. **Acceptable Score**
 |
| Value for money | Low maintenance cost | No more than $200 per quarter on maintenance | Cost of maintenance this quarter | Low | Determine lifecycle cost of the machines | 5 |
| Toner | Frequency that toner is replaced | Once a year | Frequency of toner replacement | High | Determine lifecycle cost of the machines | 7 |
|  |  |  |  |  |  |  |