Student responses will vary here. Benchmark responses are given to indicate the level of information required and the formatting for the responses. Ensure that all fields are completed.

The student will complete all parts of this template except for the final part (approvals). The final section, ‘approval or non-approval’, will be completed during the role play with Wi Zhang in Part C.

Procurement Details

|  |  |
| --- | --- |
| 1. Overview | New office printers. 3x desktop laser printers and 3x multifunction printers. Include cost for service (if not covered under warranty) and toner replacement. |
| 1. Related project | Operations/Office Admin |
| 1. Date required by | [responses will vary] |

Procurement Activities

List five (5) procurement activities, specify the resource requirements and the person responsible for each one and set the timeframe for each activity listed.

*Responses will vary, but the students must be able to demonstrate they understand the types of activities required to procure goods/services based on the scenario they’ve been given.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1. Tasks | 1. Resource Requirements | 1. Responsible Person | 1. Timeframe |
| 1. ☐ | Create procurement management plan | Organisational Policies, Procedures and Procurement Management plan template | Procurement officer | 00/00/00 |
| 1. ☐ | RFQs sent out | RFQ templates  Suppliers contact details | Procurement officer | 00/00/00 |
| 1. ☐ | Prepare a timeline of activities and events – confirm with supplier they can meet the timeline | Procurement Management Plan Template | Procurement officer | 00/00/00 |
| 1. ☐ | Contract finalised and signed | CBSA contract template | Gavin Stead – MD | 00/00/00 |
| 1. ☐ | Test day on weekend – check systems are working | Testing software | Con Kafatos – IT Manager | 00/00/00 |

Risk Assessment

1. The following risks, their impacts and consequences and any treatments are documented as follows. When assigning a risk rating, use a scale from 1–10 where 1 = low risk and 10 = high risk.

Responses will vary based on students’ research into the procurement. The student must be able to demonstrate that they have assessed three risks and completed all the fields. One is given as an example.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Risk | 1. Current Controls | 1. Impact | 1. Consequence | 1. Likelihood | 1. Risk rating | 1. Risk treatment |
| Machine failure | Repair person attends to fix | Printer downtime | Unable to complete work tasks | Moderate | 7 | Have multiple printers. Contract with quick response technicians. |
|  |  |  |  |  |  |  |

Market Approach

1. Quotes will be sought from the following suppliers:

Responses will vary based on students’ research into the procurement. The student must identify three suppliers for printers and three suppliers for the servicing and toner cartridges. However, the student may identify that these quotes can be sought from the same company.

The student must complete a minimum of three fields in this table. Example.

|  |  |
| --- | --- |
| 1. Supplier | 1. Contact |
| Office Works Pty. Ltd. | [www.officeworks.com.au](http://www.officeworks.com.au)  corporatesales@officeworks.com.au |
| HP office solutions | <https://hp.com>  Matt Cook  m.cook.corporatesales@hp.com.au |
| Toshiba | <https://www.toshiba-business.com.au>  Kevin Lui  kevin@toshiba.industrysolutions.com.au |

Evaluation Criteria

1. The following evaluation criteria and weightings will be used to evaluate quotes:

Criteria will vary depending on the student. They must identify criteria based on the procurement in question and weightings must correspond to likely priorities for the company. Weightings are displayed in percentage values (%). Examples are

|  |  |
| --- | --- |
| 1. Evaluation criteria | 1. Weightings |
| Company sustainability practice | 30% |
| Repairability | 50% |
| Proximity to office | 20% |
|  |  |
|  |  |

**Measurable Outputs**

List and describe two (2) measurable outputs that will be used to evaluate if the required outcomes were achieved.

*Measurable outputs will vary depending on the student. They must identify the outputs based on the procurement in question and must correspond to likely priorities for the company. Examples are:*

|  |  |
| --- | --- |
| 1. Output | 1. Description of measurement 2. (Approx. word count: 20 – 25 words) |
| Low Maintenance cost | *No more than $200 per quarter on maintenance to ensure the lifecycle cost of the product does not exceed budget specifications.* |
| Toner replacement | *The frequency that toner is replaced. No more than once per year to ensure the lifecycle cost of the product does not exceed budget specifications.* |
| Other acceptable answers:  Received the printer model we ordered  Received the number of printers we ordered  Printers were delivered on time  Printers price was as agreed |  |

Request and Approval

1. The following staff member has recommended that quotes be sought from the identified suppliers:

|  |  |
| --- | --- |
| 1. Requester | Dave O’connor |
| 1. Position | Sustainability expert |
| 1. Date | [date will vary] |

1. The approval or non-approval to proceed is documented below:

This part to be completed during the role play with Wi Zhang in Part C.

|  |  |
| --- | --- |
| 1. Approved (Y/N) | Yes |
| 1. Approver | Wi Zhang |
| 1. Position | Chief Finance Officer |
| 1. Date | [date will vary] |