

Parliamentary Counsel's Office

# Procurement Policy

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May 2023

Approved by Parliamentary Counsel, Annette O'Callaghan



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## Policy Owner / Contact

Corporate Services

## Review Record

Date	Action	Version
March 2022	Published	1.0
April 2023	Review	2.0

# 1. Overview

This Policy applies to all purchases of goods and services on behalf of the Parliamentary Counsel's Office (PCO). It sets out the principles and requirements for purchasing of goods and services, including through a PCO Purchasing Card (Pcard).

Purchasing activities at PCO are generally undertaken by a small number of staff who are authorised to place and receipt orders, either by purchase order or through use of a Pcard. The [PCO Financial Delegations](#), available on Gulburra, outline the roles with the delegation to commit to spending money on behalf of PCO, along with their expenditure limits. All purchasing must be conducted in accordance with the NSW Government Procurement Policy Framework.

# 2. Roles and responsibilities

Role	Responsibility
Authorised sub-delegate	Review quotations Approve or commit to expenditure including contract signing
Pcard holder	Safe storage of the Pcard Reconcile purchases within 30 days of the purchase
Contract manager	Ensure goods and services are delivered in accordance with the agreed contract
All employees involved in purchasing on behalf of PCO	Obtain quotations Maintain adequate records in accordance with <i>State Records Act 1998</i>
Corporate Services	Raise purchase orders Process invoices for payment

# 3. Policy

## 3.1 NSW Government Procurement Policy

PCO must comply with the NSW Government's Procurement Policy Framework in its purchasing of goods and services. Decision makers must select the most suitable purchasing option to effectively achieve the desired outcome. Appropriate records must be maintained throughout the purchasing process.

Decision makers must be prepared to demonstrate how and why procurement decisions have been taken, including the process for planning, sourcing and managing suppliers.

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### 3.2 Sourcing and selecting a supplier

The requirements for purchasing at PCO can be complex for those not regularly involved in the process, as there are multiple mandatory and recommended requirements under the NSW Government Procurement Guidelines. Prior to approaching a supplier, PCO staff must discuss their purchasing requirements with the Director, Corporate Services.

The appropriate process to select a supplier depends on the total value of the goods or services to be purchased. Generally, there is a requirement to use whole-of-government contracts and prequalification schemes if they apply.

Primary minimum quotation requirements of relevance to PCO are:

Less than \$30,000	One written quote.
\$30,000 to \$150,000	One written quote if the supplier is a small and medium enterprise (SME), a regional business, an Aboriginal business or is part of a whole-of-government prequalified scheme (available on <a href="http://www.buy.nsw.gov.au">www.buy.nsw.gov.au</a> ).
\$30,000 to \$250,000	One written quote if the supplier is an Aboriginal business.
\$150,000 - \$680,000	Three written quotes (unless the supplier is an Aboriginal business as outlined above).
Greater than \$680,000	Competitive tender (note that, given PCO's limited procurement requirements, a competitive tender would likely require the assistance of another agency).

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### 3.3 Committing to a purchase

All purchases must be undertaken in line with the [PCO Financial Sub-Delegations](#). Only officers listed in these sub-delegations have the authority to commit to the expenditure of PCO funds, within the limits specified for each sub-delegation.

All staff without a financial sub-delegation must obtain approval in writing from a financial sub-delegate prior to spending or committing to spend PCO funds. A record of any commitment to purchase goods or services must be kept by the authorising delegate and provided to the Corporate Services Team to allow a purchase order to be created.

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### 3.4 Contracts and reporting

In general, a contract for services should be obtained for the delivery of goods or services. For low value, off-the shelf purchases, this may be in the form of a receipt if the purchaser has a relevant sub-delegation. The Corporate Services Team can assist with any specific requirements for each procurement. If a higher value procurement is being undertaken, PCO may seek external assistance to draft an appropriate contract.

The Corporate Services Team should be notified of all contracts entered into by PCO employees. All contracts that exceed \$10,000 will be registered on the Contracts Register (maintained by the Corporate Services Team). All contracts with private sector entities with a total value of more than \$150,000 must also have relevant details published in the Contract Notices section of the [NSW eTendering website](#) within 45 days after the contract comes into effect.

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### 3.5 Purchasing cards and paying suppliers

Unless a purchase is made on a PCard by the relevant PCard holder (refer Section 3.5), the Corporate Services Team will process all payments to suppliers upon receipt of a tax invoice and confirmation that goods or services have been satisfactorily received. It is the responsibility of the person requesting payment be made to confirm that goods or services have been delivered in accordance with the terms of the contract.

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### 3.5 Purchasing cards

PCards are issued to some PCO staff to facilitate the payment of goods and services purchased for official purposes. PCards should be used to make payments for low value transactions if possible as this is more administratively efficient than processing invoices through the SAP payment system. Cash withdrawals are not possible or permitted on PCards.

PCard applications are managed by the Corporate Services Team through the Department of Premier and Cabinet. Applications must demonstrate a business requirement for the user to hold a PCard. Final approval for the issue of a PCard is provided by the Parliamentary Counsel.

## 4. Further information

<https://buy.nsw.gov.au/>

[NSW Government Procurement Policy Framework](#)