

## PROCUREMENT POLICY

### PURPOSE

The purpose of this Schools Procurement Procedure Document is to provide guidance to Yarraville Special Developmental School to undertake our procurement activities in line with the requirements of the Schools Procurement Policy, and in particular, the procurement principles of Value for Money, Probity, Accountability and Capability.

### POLICY

At Yarraville Special Developmental School it is policy to follow the procurement thresholds. The procurement thresholds, as listed below, are consistent with the Finance Manual for Victorian Government Schools. These determine the: a) Minimum requirement for market engagement (i.e. the minimum number and type of quotes, tender etc.); and b) Minimum sourcing documentation templates to be used. These templates support schools to undertake correct procurement processes, while promoting consistency across the school network. The procurement thresholds are based on the 'total value' of the procurement activity. When estimating total value, the school must consider the value of the entire contract. For example, if the school is looking to procure services for a period of three years and each year is estimated to cost \$80,000, then the total value of the procurement activity is \$240,000 and a tender process is required.

Procurement Thresholds	Minimum Market Approach	Minimum Sourcing Documentation Requirements
≤ \$2,500	One quote (either verbal or written)	As per Purchasing processes in the Finance Manual for Victorian Government Schools
> \$2,500 and ≤ \$25,000	One written quote	R1a Short Form Sourcing template Abridged*
> \$25,000 and ≤ \$150,000	Three written quotes to be sought	R1b Short Form Sourcing template
> \$150,000	Tender process	R2 Sourcing Planning Document R3 Tender or Quote Template R4 Submissions record form R5 Evaluation Plan R6 Procurement Evaluation Report

At Yarraville SDS, if a procurement is worth \$10,000 or more, 3 (three) quotes will need to be acquired before purchase can be completed, per School Council instruction on 14 December 2021. All procurements will be in accordance with the Schools Procurement Procedure Document, per Victoria State stipulation. The full document including the minimum sourcing templates can be found at the following URL:

<https://edugate.eduweb.vic.gov.au/edrms/PD/SPP/Schools%20Procurement%20Procedure%20Document.pdf>

**REVIEW CYCLE:** This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council on:  
14 December 2021