

Procurement Policy

Date Approved: 29 January 2016
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Procurement Policy

1. Introduction

At the Newcastle University Students' Association Inc, known hereafter as NUSA, staff must ensure that quality, value for money and ethical purchasing remain at the forefront of decisions made with regards to the procurement of goods and services.

This Procurement Policy provides a framework for procurement. It is supported by the NUSA Procurement Procedures and NUSA Fair Trade Policy, and should be read in conjunction with those documents.

2. Policy Intent

The overall purpose of procurement regulations is to ensure that NUSA gets the highest quality of desired goods and services, sourced ethically and at the best price possible. Further, these regulations are aimed at streamlining the process of procurement while maintaining adequate controls.

3. Policy Scope

These procurement procedures apply to all staff and council members involved in the procurement process and to all types of procurement.

4. Relevant definitions

In the context of this policy:

Procurement refers to the procurement of goods and services for NUSA

Procurement officer refers to any individual authorised by the President or the finance committee to undertake a matter of procurement

Finance committee refers to the committee identified in 5.2.2 of the NUSA rules and regulations to be tasked with monitoring and authorising procurement

Quote refers to a quoted price from a vendor regarding the sale of goods or delivery of a service to be procured by NUSA

Vendor refers to any individual or business who provides or could provide a good or service to NUSA

5. Procurement officer

The procurement officer shall:

1. be an individual employed by NUSA, appointed and authorised by the finance committee to undertake a specific matter of procurement
2. be responsible for ensuring that the procurement process follows the guidelines set out in this policy
3. ensure the timely delivery of the procured goods
4. keep adequate records of interactions with vendors
5. act in consultation with NUSA staff and the President to locate the best vendor in line with the vendor selection criteria
6. act in the best interests of NUSA throughout the procurement process
7. report to the finance committee

6. Finance committee

In addition to its responsibilities under the NUSA rules and regulations, the finance committee shall:

1. meet when there is need to deliberate on issues pertaining to procurement or to review previous matters of procurement.
2. act with the following key terms of reference, with reference to the Constitution of NUSA and other relevant policies, to
 - i. award tenders
 - ii. approve orders
 - iii. award contracts
 - iv. approve variation of contracts conditions
3. review gathered quotes and decide upon the vendor for purchases in excess of \$500, in compliance with the selection criteria outline below
4. act in the best interests of NUSA throughout the procurement process

7. Procurement procedure

1. With purchases under \$500, the procurement officer shall act in consultation with other NUSA staff to procure goods and services in compliance with the selection criteria outlined below and with the duties outlined above.
2. With purchases over \$500:
 - i. the procurement officer is to seek quotes from no less than three (3) vendors, in compliance with the procurement officer duties outlined above.
 - ii. the finance committee is to review the gathered quotes and make a selection based upon the selection criteria outlined below.

8. Vendor selection criteria

In the selection of vendors, the following criteria are to be taken into account by the procurement officer or the finance committee:

1. Price

2. Quality of goods/services. Such a justification must be verifiable.
3. Ethical considerations, including but not limited to:
 - i. environmental considerations
 - ii. fair trade considerations as articulated in the NUSA Fairtrade Policy
 - iii. human rights considerations
 - iv. prior business practices of vendor
4. Availability of goods/services within the required delivery time.
5. After sale services, including availability of parts/supplies.
6. Bidder's previous records of performance and service.
7. Ability of vendor to render satisfactory service in this instance.
8. Financial stability of the vendor.
9. Availability of vendor's representatives to call upon and consult with
10. Payment terms
11. Warranty offered
12. Ability to provide samples

9. Debit Cards

1. There shall be a separate NUSA bank account established for the purposes of debit card usage.
2. At the final pay cycle of each month, the balance in the Debit Card Account is to be topped up to \$500.00 provided that the executive may authorise extraordinary top-ups.
3. Two (2) executive members must pre-approve all transactions to be made from the Debit Card Account
4. The Administrator, Finance Officer, Procurement Officer and any other NUSA staff authorised by the Finance Committee shall be authorised to use debit cards.
5. Transactions using debit cards may only be made if the purpose of the transaction and sum of money have been pre-approved and transferred into the Debit Card Account in accordance with clause and 3.

10. Supporting Documents

NUSA Expenditure Guidelines

Fair Trade Policy

10. Document History

Version	Date	Details
1	29 January 2016	Policy adopted
2	10 March 2016	Added clauses 9 and provisions for Debit card use
3	27 July 2016	Minor amendments to accommodate the

		introduction of the Fair Trade Policy
4	1 November 2016	Amendments to clause 9