

## PROCUREMENT FRAMEWORK CHECKLIST

NO	MAIN HEADING	CONTENT SUMMARY
1	<b>OVERVIEW</b>	Does the Overarching Procurement Framework Policy statement set the scene and provide the guiding principles to be applied
2	<b>SCOPE</b>	What is in/out?
3	<b>POLICY FRAMEWORK</b>	Does the framework take into consideration: <ul style="list-style-type: none"> <li>✓ Applicable Legislation</li> <li>✓ Board Requirements</li> <li>✓ Delegation of Authority</li> <li>✓ Corporate Governance Requirements</li> </ul>
4	<b>PROCUREMENT STRUCTURE</b>	Does the framework clearly define: <ul style="list-style-type: none"> <li>✓ Procurement Organisation</li> <li>✓ Roles &amp; Responsibilities</li> </ul>
5	<b>KEY PROCUREMENT PRINCIPLES</b>	Is the framework governed by the following principles? <ul style="list-style-type: none"> <li>✓ Value for Money</li> <li>✓ Ethical Business Conduct</li> <li>✓ Accountability &amp; Transparency</li> <li>✓ Promoting business vision &amp; objectives</li> <li>✓ Sustainability</li> <li>✓ Relationships/Stakeholder management</li> </ul>
6	<b>COMPLIANCE</b>	Are the compliance requirements clear and fit for purpose? <ul style="list-style-type: none"> <li>✓ Any specific board policies</li> <li>✓ What are the business specific compliance requirements?</li> </ul>
7	<b>RISK MANAGEMENT</b>	Does the framework clearly define how risk is embedded in the procurement process, what is an acceptable level of risk and how risk should be managed?
8	<b>STAGES OF PROCUREMENT</b>	Does it cover the 5 main stages? <ul style="list-style-type: none"> <li>✓ Plan</li> <li>✓ Source</li> <li>✓ Manage</li> <li>✓ Monitor</li> <li>✓ Continuous improvement</li> </ul>
9	<b>PROCUREMENT REPORTING</b>	Does the framework state the reporting requirements and how you measure success?
10	<b>PROCUREMENT RELATED CONTEXT</b>	Other relevant requirements e.g. <ul style="list-style-type: none"> <li>✓ Contractor Management</li> <li>✓ Government requirements</li> <li>✓ Procurement procedures</li> </ul>

## STAGES OF PROCUREMENT

<i><b>PLAN</b></i>	<i><b>SOURCE</b></i>	<i><b>MANAGE</b></i>	<i><b>MONITOR</b></i>	<i><b>CONTINUOUS IMPROVEMENT</b></i>
Initiate need	Tender/quote/ approach market	Contract/supplier management	Compliance reporting	Opportunities for improvement
Identify need & Analyse market	Negotiate & Award	Performance review & management	Auditing	Stakeholder engagement
Scoping/ specifications		Contractor/Supplier Audits		Risk and opportunity management
Plan approach to market & evaluation criteria				