



## STATE CONTRACTS CONTROL BOARD

### **GENERAL PURCHASING DELEGATIONS**

PRINTING DELEGATION  
DISPOSALS DELEGATION

April 2009

## **General Purchasing Delegation**

### **State Contracts Control Board Direction**

Under the Public Sector Management (Goods and Services) Regulation, the State Contracts Control Board ("SCCB") has the responsibility for the procurement and disposal of goods and services for the public sector service. The SCCB may also delegate functions to officers and other agencies.

Where the SCCB establishes contracts, Public Sector Service agencies are required to purchase from those contracts.

The SCCB may also grant exemptions from the operation of the Regulation.

Where there is no SCCB contract in place for particular goods and services, the SCCB has issued a direction to permit Public Sector Service agencies to undertake their own procurement in accordance with the General Purchasing Delegation, which states:

#### **1. GOODS AND SERVICES UP TO \$3,000 IN VALUE (incl. GST)**

Public Sector Service agencies are not required to obtain quotations for not-in-contract goods and services and can act independently of the State Contracts Control Board subject to the following conditions:

- a) rates being considered reasonable and consistent with normal market rates for items of a like nature; and
- b) requirements not being split into components nor succession of orders for the same goods or services for the purpose of enabling the goods/service to be obtained under the provisions of this delegation.

#### **2. GOODS AND SERVICES OVER \$3,000 AND UP TO \$30,000 IN VALUE (incl. GST)**

Public Sector Service agencies can act independently of the State Contracts Control Board for not-in-contract goods and services subject to the following conditions:

- a) obtaining one written quotation;
- b) rates being considered reasonable and consistent with normal market rates for items of a like nature; and
- c) requirements not being split into components nor succession of orders for the same goods or services for the purpose of enabling the goods/service to be obtained under the provisions of this delegation.

#### **3. GOODS AND SERVICES OVER \$30,000 AND UP TO \$250,000 IN VALUE (incl. GST)**

Public Sector Service agencies can act independently of the State Contracts Control Board where the goods or services are not available under contract, subject to the following conditions:

- a) obtaining a minimum of three written quotations;
- b) rates being considered reasonable and consistent with normal market rates for items of a like nature; and

- c) requirements not being split into components nor succession of orders for the same goods or services for the purpose of enabling the goods/service to be obtained under the provisions of this delegation.

#### **4. GOODS AND SERVICES OVER \$250,000 IN VALUE (incl. GST)**

Public Sector Service agencies are required to submit full details and specifications to the Department of Commerce (NSW Procurement - Contracting Services) for the invitation of tenders.

##### **SPECIAL NOTE:**

- a) Where Departments/Agencies do not have the expertise to implement this Delegation they may refer the request for purchase to the Department of Commerce (NSW Procurement - Contracting Services) for appropriate action.
- b) Public Sector Service agencies are also to ensure that details of requirements of a repetitive nature are to be referred to the Department of Commerce (NSW Procurement - Contracting Services) so that consideration can be given to the arrangement of a SCCB contract if necessary.
- c) Public Sector Service agencies located in rural areas are able to make local purchases of up to \$3,000 in value, irrespective of whether the items concerned are available in contract, provided that the local purchases are more advantageous.
- d) Public Sector Service agencies may impose their own limits, at a lesser value than the Board's direction, for internal management purposes.
- e) Notwithstanding the above delegation, if Public Sector Service agencies consider the proposed purchasing action to be of such a nature as to warrant consideration of the Department of Commerce (NSW Procurement - Contracting Services)/State Contracts Control Board, the matter can be referred for consideration irrespective of monetary value.
- f) It should also be noted that the procurement of goods and services by government agencies must be undertaken in accordance with the **NSW Government Procurement Policy and the NSW Government Code of Practice for Procurement**.
- g) Department/Agencies in exercising this delegation will continue to disclose information on contracts with the private sector. When undertaking procurement through quotations, Public Sector Service agencies are required to comply with the following procurement practice requirements:
- Keeping written records
  - Maintaining records in accordance with the State Records Act
  - Ensuring specification and requirements are disclosed equally to all suppliers invited to quote

- Ensuring evaluation criteria are established prior to receipt of quotes
- Ensuring that the proper process of closing, receipt and opening of quotes are followed.

Please note that this SCCB direction does not replace the SCCB's current delegation relating to disposals and printing.

Effective Date: 1 April 2009