

Printing Delegation

State Contracts Control Board Direction

Under the Public Sector Management (Goods and Services) Regulation, the State Contracts Control Board ("SCCB") is responsible for the procurement of goods and services for the public sector service. 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.

For the procurement of printing requirements, the SCCB has issued the following direction:

1. PRINTING UP TO \$3,000 IN VALUE (incl GST)

Public Sector Service agencies are not required to obtain quotations for printing requirement and can act independently of the SCCB.

2. PRINTING 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, however at least one (1) quotation must be obtained in writing.

3. PRINTING OVER \$30,000 AND UP TO \$250,000 IN VALUE (incl GST)

Public Sector Service agencies can act independently of the SCCB, however, a minimum of three (3) quotations must be obtained in writing.

4. PRINTING 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.

ALTERNATIVE PROCESS FOR THE PROCUREMENT OF PRINTING REQUIREMENTS

Where Public Sector Service agencies choose to utilise the services of Salmat (previously cmSolutions and prior to that the Government Printing Service), at any financial level, there is no need for the Department/Agency concerned to call tenders, or refer the matter to NSW Procurement – Contracting Services. This approval will extend only for a period ending 15 April 2010, if the agency concerned has a binding agreement with Salmat and has exercised the option to extend by one year.

SPECIAL NOTE:

This direction is subject to the following conditions:

- a) Rates being considered reasonable and consistent with normal market rates for items of a like nature.
- b) Requirements not being split into components or succession of orders. The monetary threshold includes the whole printing process of design, layout, printing, binding etc.
- c) If Public Sector Service agencies consider the proposed purchasing action to be of such a nature as to warrant consideration of NSW Procurement Contracting Services, the matter can be referred for advice and assistance of monetary value.
- 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 direction, 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, including printing, by government agencies must be undertaken in accordance with the **NSW Government Procurement Policy and the NSW Government Code of Practice for Procurement**.
- g) Public Sector Service 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.

Effective Date: 1 April 2009