



Procurement Delegation Schedule Business Rules

Authority is to be exercised in accordance with the following principles:

1. These delegations supersede any previous procurement or contract delegations.
2. *Delegated Officer* refers to a Public Sector Officer with sufficient system access.
3. Authorised Officers are **not to exercise their authority where a conflict of interest arises** (perceived or actual), or a personal benefit is conferred upon them. In such situations, the authority must be escalated to the next Authorised Officer, unless otherwise managed in accordance with the WA Health *Managing Conflicts of Interest Policy and Guidelines*.
4. Authorised Officers are **NOT to sub-delegate** their authority.
5. Authorised Officers are **NOT to sign or exercise authority on behalf of another** person.
6. Authorised Officers are to act in their own capacity, not under coercion.
7. Authorised Officers are to exercise authority with due care and attention, and within the limitations of applicable legislative and policy requirements inclusive of the *State Supply Commission Act 1991* and State Supply Commission Policies and the *Delivering Community Services in Partnership Policy*.
8. Authorised Officers are to exercise authority within their tier structure specified in the Procurement Delegation Schedule. If a variation would take the total contract value beyond the delegated authority of an Authorised Officer, the authority is to be exercised by another Authorised Officer with sufficient delegated authority.
9. Authorised Officers are to document the exercise of authority in writing specifically; the date, name and position are to be clearly legible next to the signature of the Officer. The type of document used must be in line with the Procurement Processes set by the Office of the Chief Procurement Officer.
10. Estimated Contract Values (ECV) are based on the **ongoing need**, not one off purchases, they are also **inclusive of GST**.
11. The Authorised Officer approving payments **MUST NOT** be the person who ordered the good and/or service.
12. Whole of Health (aggregated) procurement processes are to be signed off by:
 - the appropriate Health Supply Network Authorised Officer for **Commercial Goods, Services and/or ICT** contracts;
 - the appropriate Department of Health Authorised Officer for **Community Services** contracts.
13. Tier structures may be amended following consultation and approval from Office of the Chief Procurement Officer.
14. Health Supply Network provides procurement support for all commercial process between \$50,000 and \$250,000.
15. Where required, Negotiation Plans are to be approved by the Delegated Officer **prior** to the commencement of preferred respondent negotiations. The requirement for Negotiation Plans for panel arrangements is based on the estimated value of the **whole** panel arrangement, rather than the estimated value of that arrangement for the individual supplier.



16. Approval to exercise or decline price variations that are **in accordance** with the contract, and exercise or decline extension options and contract variations (including price variations that are **not in accordance** with the contract) must be obtained by the Authorised Officer based on the total contract value, not the value of the extension option or contract variation.
17. Evaluation Reports for all procurement processes (excluding CUA purchases which do not contain a services component) valued between \$250,000 and \$5 million must be submitted to the Health Supply Contracts Committee for review, **prior** to sign off by the Authorised Officer.
18. Procurement Plans and Evaluation Reports for all procurement processes valued over \$5 million must firstly be submitted to the Health Supply Council, then the State Tenders Review Committee *or* Community Services Procurement Review Committee for review **prior** to sign off by the Authorised Officer.
19. Client Request Forms (for purchases valued between \$20,000 - \$250,000) and Business Cases (for purchases valued over \$250,000) must be completed and signed by the relevant accountable authority prior to undertaking a purchase. This requirement also **applies to purchases from a Head Agreement contract**, including a Common Use Arrangement (CUA), panel, or Whole of Health contract. However this requirement **does not apply** when the purchase is for non-ICT goods and services, and is conducted in accordance with a “pick-and-buy” option under the Head Agreement.