Basic flow-chart

START

Step 1: Do you have budget approval?

YES

STOP

No

Step 2: Does a UTS Preferred Supplier Exist?

YES

Use UTS Preferred Supplier/s as specified on the UTS Buying Guide (includes panel arrangements)

NO

Step 3: Does a Procurement Policy Exemption Apply?

YES

No

Step 4: What sort of Exemption is required?

SINGLE SOURCE / MONOPOLY SUPPLIER SITUATION
When it is clear beyond doubt (with well documented market testing as evidence) that there is only one supplier who can meet the university’s well-defined and justified needs.

DIRECT NEGOTIATION APPROVAL
When there is a legitimate reason to negotiate with a single supplier without undergoing a competitive quote/tender process, despite there being other suppliers available in the marketplace.

SELECT TENDER APPROVAL
Where there is special reason to only invite a select number of suppliers to a $250K+ tender, instead of making the opportunity publicly available for all interested parties to respond to.

APPROVAL TO ADOPT AN EXTERNAL CONTRACT
When there is an opportunity to adopt a Government or other university contract that would provide more benefit to UTS than undertaking its own procurement.

Step 4: What is the total Value of Procurement Activity?

$0 - $2,000
No Quotes Required

$2,001 - $10,000
Minimum 1 written quotes (informally sought)

$10,001 - $50,000
Minimum 2 written quotes (informally sought)

$50,001 - $100,000
Minimum 3 written quotes (FORMALLY sought)

$100,001 - $250,000
Simple Tender Process required

$250,001 +
Full Tender Process required