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Procurement Plan

Project Name: ■ Emergency light testing & replacements

Prepared by: Leanne Phillips (Project Manager)

Date: 1 March 2021

Items to be procured: ~~Contractors~~ / Materials

1. Management process

Identification of the need for procurement: For this project, no contractors will be required. Procurement relates to materials to be procured through suppliers/wholesalers. It is known (from information provided by the sponsor's representative and on site briefings) that many of the lights in the buildings will fail the tests and require replacement, hence it is certain that many fittings will need to be procured.

2. Resources to be procured

The exact quantities of fittings required won't be known until the testing has been completed. There are many common fittings that will definitely be required, but there are also other, more unusual fittings that will also be required.

Selection criteria for suppliers:

- a) Price
- b) Availability in stock
- c) Willingness to deliver to site
- d) Suppliers from preferred list first (e.g.: primarily Rexel, L&H, Sherriff, then Voltex, Trade Zone, Sparky Direct)

3. Responsibilities to contractors – n/a for this project as no contractors are being used.

4. Probity and project governance constraints: Ethical behaviour is paramount.

Decision makers (including the project manager and other key stakeholders) need to remain objective in the evaluation and selection of suppliers, and also to the team members to be allocated to the project.

Maintenance of privacy and confidentiality is imperative when storing, accessing and handling stakeholder information and documentation. For the size of this organization and project, the project manager is authorized to make purchasing decisions based on the above criteria.

Structure: the project has the support of senior management, the project manager and team members. The project vision reflects the vision of the company as a whole.

People: SMART Goals for the project have been identified and documented.

Information: Clear and consistent information sharing is pivotal to the success of the project.

Signed:  Date: 1 March 2021

Version: 1

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File name: XXX College Emergency Light testing & repairs April 2021