

Manage Project Procurement (BSBPMG518) Fernvale sports field lighting

1 Determine procurement requirements

1.1A. Seek input from stakeholders to identify procurement requirements.

Meetings Between the client (SRC) and the project team from Lightscape Electrical were held prior to the commencement of the project. The procurement details outlined within the tender were discussed and there were no changes to the products, or personnel.

1.1B. Establish and maintain, within delegated authority, agreed procurement management plan.

The procurement plan has been developed between the Lightscape management team the suppliers, subcontractors and client, this plan has been agreed to, moving forward, any changes will result in either variations, or change requests made to or from the client.

2 Establish agreed procurement processes

1.2A. Obtain information from suppliers capable of fulfilling procurement requirements.

The suppliers have forwarded on all of their quotations and any engineering drawings, these along with the capability statement from the subcontractors, establish capability form suppliers to ensure the project will continue without any problems.

1.2B. Determine or adopt established selection processes and selection criteria, and communicate to vendors to ensure transparency.

The selection process is quite straightforward, the suppliers will only supply through an electrical wholesaler, including the one we already use, which allows for competitive pricing, this arrangement is already know to the client as all tender bidding company's use the same process and worked alongside the client initially. The Wholesaler has provided a quotation for the equipment supplied with a fixed price dated until after the project will wrap up.

All other materials purchasing (concrete etc) will be purchased when required and any price fluctuation Has already been allowed for, by using past experience.

The Excavation subcontractor has been used on many Lightscape projects in the past and was the clear choice as they know Lightscape electricals processes, safety and the ground staff quite well.

1.2C. Obtain relevant approvals for procurement processes to be used.

All quoted procurements have been approved prior to project commencement, any other procurements must be signed off by the project manager utilising the purchasing form, this allows the project manager to keep a track of expenses.

3 Conduct procurement activities

1.3A. Identify and act according to probity and project governance constraints.

Lightscape's mission statement includes a focus on upholding company morals while conducting ourselves to the highest integrity throughout all aspects of our business.

1.3B. Communicate agreed proposals and/or specifications to prospective vendors to ensure clarity of understanding of project objectives.

All vendors either receive the project specification from Lightscape or they can access the tender documents directly form the tender panels. Ensuring the vendors have a full understanding of the specification allows for transparency, between all parties.

1.3C. Solicit vendor responses according to proposal requirements.

Vendor bids are organised by evaluating the responses. Lightscape use an evaluation criteria such as, meeting the needs of the project, flexibility, price and delivery times.

1.3D. Evaluate responses and select preferred vendors according to current legal requirements and agreed selection criteria.

Using the Evaluation criteria mentioned above Lightscape can choose vendors most suited to the task of supplying the material or service needed for the project. From here contractor or service contracts are signed and terms and conditions drawn up.

1.3E. Negotiate with preferred contractor or supplier, to agree on terms and conditions of supply.

Terms and conditions of supply are negotiated prior to any formal contract is signed to ensure both parties understand the supply arrangement, and that it works with the project specification and timeline.

4 Implement and monitor procurement

1.4A. Implement established procurement management plan and make modifications in line with agreed delegations.

Modifications are to be made following the management plan, modifications made shall be in consultation with team members, the project managers and stakeholders.

1.4B. Review progress and manage agreed variations to ensure timely completion of tasks and resolution of conflict within the legal framework of the supply agreement.

A change during the project was a re route of cable run, therefore extending the time the excavator subcontractor was on site, upon consultation with the operator the variation was agreed to, therefore avoiding any conflict.

1.4C. Identify and report procurement management issues and implement agreed remedial actions to ensure project objectives are met.

The cable run change was identified, and the remedial action was to consult the excavation company to explain the variation. The cost and time change were reflected in the project plan.

5 Manage procurement finalisation procedures

1.5A. Conduct finalisation activities to ensure vendor deliverables meet contracted requirements.

A final report is made showing the completed project and if the deliverables met the required specification. Final project claims/invoices are to be paid, and any outstanding payments due are to be chased up, for the closure of accounts. Our records are to be up dated to show the completion of the project.

1.5B. Review project outcomes using available procurement records and information to determine effectiveness of procurement processes and procedures.

A post project review is undertaken prior to the project being archived, at this time a lessons learnt list is created and filled away for future consultation. At this time all procurement processes are analysed to see what can be improved on the next project.

1.5C. Document lessons learned and recommended improvements for application to future projects.

All lesson learned documentation is to be archived. All hard copy documents are digitally uploaded and stored on the company drop box for 1 year before they are transferred to the company storage hard drive



Purchase Order form

PO: _____ Date: _____
Name: _____
Place of purchase: _____

Number of	Material

Approved by: _____
Signature: _____
Date: _____