How to Use Procurement Australia Tendered Contracts

Quick Overview

Follow these steps to ensure compliance, value for money, and a smooth buying experience using PA contracts.

Step-by-Step

1. **Log in to the PA Member Portal** (or your council's linked portal).
2. **Request access to a contract**
    - Follow the steps in the Procurement Gateway User Guide – refer to page 15.
3. **Check your organisation's procurement policy**
        - Confirm the rules of engagement with PA contracts.
        - If your policy does not provide guidance, the following steps are recommended:
            - Obtain financial delegation approval to spend under the contract for either the initial term or the life of the contract. Attach the PA Members Report to your internal approval documentation.
            - Run a mini-RFQ using your organisation's preferred procurement platform/method, or use Procurement Gateway, to confirm supplier capacity and final pricing against your specification.
            - Ensure conflict-of-interest declarations and insurance verifications are up to date.
            - Verify that the quoted price is equal to or better than the pricing listed on the PA contract. *(Note: PA contract pricing represents the maximum rate; the PA rebate should not be added as an additional cost by suppliers.)*

- Issue a Letter of Award, signed by the relevant financial delegate, to the preferred supplier. *(If your organisation does not have a template, request approval to use the sample Letter of Award.)* Documents to support the Letter of Award

4. **Opt-in to a supplier**
    - In Procurement Gateway, select the **'Opt-In'** option next to the relevant supplier – refer to page 12 of the User Guide.
    - Retain the confirmation email for audit purposes.

5. **Purchase under the contract**
    - Raise a purchase requisition and purchase order (PO), referencing the PA contract number and supplier.

6. **Tips & Good Practice**
    - Always reference the **PA contract number** on all purchase orders.
    - Maintain a clear **audit trail**: approvals, RFQ records, evaluation notes, conflict of-interest forms, and the final PO.