

Goods and Services Agreement Process

STEP 1: Procurement process

If you want to engage a third party to provide any kind of goods or services to UNE:

- All purchasing must be in accordance with the UNE Procurement Policy and Procedures <https://policies.une.edu.au/document/view-current.php?id=75>
- If the total value of the agreement (inc GST) will be between \$10,000 and \$250,000, you must either obtain the required number of quotes or apply to Procurement for an exemption through ServiceNow <https://www.une.edu.au/staff-current/staff-services/financial-services/procurement/forms-and-user-guides>
- If the total value of the agreement (inc GST) will be over \$250,000 contact procurement@une.edu.au for guidance on required internal UNE approvals
- UNE must report on the risk of modern slavery happening in supply chains for all goods and services. Contact procurement@une.edu.au for guidance on what you need to document to show that you have addressed the risk

STEP 2: Determine type of contract or agreement needed

- If you wish to purchase goods or services from an individual, your Faculty or operational business area will need to assess whether the individual should be employed under a short-term employment contract rather than under a goods and services agreement. See <https://www.une.edu.au/about-une/governance/legal-office> for UNE Legal Services advice on contracting with individuals.
- For purchases under \$50,000, fill out the UNE Purchase Order Checklist (available from UNE Procurement) to determine whether a purchase order can be used
- If the purchase is of IT (software, as-a-service, hardware, support and maintenance services, professional services) see the IT Agreement Process flowchart
- Where a purchase order cannot be used, for purchase of non-IT and non-research goods or services, it is likely that you will need to use either the UNE Template Short Form (for purchases under \$50,000) or UNE Template Long Form Goods and Services Agreement from the UNE Legal Services website <https://www.une.edu.au/about-une/governance/legal-office>
- Contact UNE Legal Services if you need assistance in determining which agreement to use, or need assistance in completing the agreement details legal@une.edu.au

STEP 3: Working with children or overseas organisation?

- If the supplier may be working with children or vulnerable people when providing the goods or services, contact UNE Legal Services for advice.
- If the supplier is an overseas organisation you will need to complete the Foreign Interference Checklist (available from Office of DVCR dvcr@une.edu.au and return it to Office of DVCR

STEP 4: Privacy Assessment

- For all agreements, if the supplier will have access to any personal data held by UNE, a Privacy Assessment will need to be carried out by the UNE Privacy Officer. Contact the UNE Privacy Officer for advice privacy@une.edu.au

**STEP 5:
Submit
documents to
the Faculty or
Business Area
Manager**

- When you have completed the details in the agreement, fill out and submit the following documents to your Faculty office or business area manager:
 - Contract Approval Form (available on the UNE Legal Services website)
 - The completed agreement
 - Privacy assessment (if applicable)
 - Procurement approval or exemption
 - Foreign Interference Checklist
 - Business case (if a commercial activity under the *UNE Commercial Activity Rule*)
- The Faculty office will arrange for the Dean's signature, or for operational areas the business manager will arrange for the Director's signature on the Contract Approval Form.

**STEP 6:
Submit
documents to
UNE Legal
Services**

- Put the documentation from Step 5 into UNE's Contract Management System (CMS) or if you do not have access to CMS, email the documentation together in 1 email to UNE Legal Services legal@une.edu.au
- UNE Legal Services will:
 - Put the agreement into UNE's Contract Management System (CMS) if received via email and UNE's record management system (TRIM)
 - Review the agreement and provide advice, which may include a requirement for rework of the agreement
 - If appropriate, approve the agreement for execution by UNE
 - Arrange for execution of the agreement by the supplier and the relevant UNE delegate
 - Provide a copy of the fully executed agreement to you and the supplier, and will notify UNE Finance

**STEP 7:
Post
execution**

- The Faculty or Business Area will raise a purchase order and process invoices

**STEP 8:
Contract
management**

- You are responsible for managing the contract to its completion
- If the contract needs to be varied or extended, contact UNE Legal Services for assistance. Contracts cannot be extended or varied by you. The relevant UNE delegate will need to approve any variation.