

IT Agreement Process

(to be used for all purchases of software, hardware, as-a-service, support and maintenance, service or professional services)

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: Fill in the template Core& contract

- If the purchase is of IT (software, as-a-service, hardware, support and maintenance services, professional services) you will need to use the relevant UNE Template Core& contract or ICTA contract from the UNE Legal Services website <https://www.une.edu.au/about-une/governance/legal-office>
- If the contract value is under \$1,000,000 you will need to use the relevant Core & contract
- If the contract value is over \$1,000,000, you will need to use the ICTA contract

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: TAG and Privacy Assessment

- As the purchase involves any IT programs, initiatives or projects or will have an impact on IT operations, requires integration or cross-functional implementation a TAG IT security assessment is required. You can email the TAG (Technology Assurance Group) tag@une.edu.au or go to <https://myune.sharepoint.com/sites/TAG> for information on how to make a TAG submission. The TAG assessment also includes a Privacy Assessment of access and storage of personal information by the supplier

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
 - TAG approval
 - 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**

- Finance will set up an account, and advise you of the account number

**STEP 8:
Contract
management**

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