

## Other Types of Agreement Process (for agreements that do not fall under any other process)

If you want to engage a third party to provide any kind of services to UNE and it involves UNE paying that party for those services:

- 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](mailto: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](mailto:procurement@une.edu.au) for guidance on what you need to document

### STEP 1: Procurement process

### STEP 2: Determine type of contract or agreement needed

- Contact UNE Legal Services to determine which agreement to use [legal@une.edu.au](mailto:legal@une.edu.au)

### STEP 3: Working with children or overseas entity?

- If the supplier is located in Australia and 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 entity you will need to complete the Foreign Interference Checklist (available from Office of DVCR [dvcr@une.edu.au](mailto: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](mailto: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 operational business area manager:
  - Contract Approval Form (available on the UNE Legal Services website)
  - The completed agreement
  - 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](mailto: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.