



PSPPCM006

Select providers and develop contracts

Assessment 1 of 4

Short Answer Questions



Assessment Instructions

Task overview

This assessment task is divided into seven (7) questions. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- Learning material



Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Question 1

List and explain:

- Two [2] the Commonwealth legislation, policies, practices and guidelines relating to the award of contracts provided in the table below.
- Two [2] state or territory legislation, policies, practices and guidelines relating to the award of contracts provided in the table below.
- Two [2] local government legislation, policies, practices and guidelines relating to the award of contracts provided in the table below.

Assessor instructions: Students must be able to list and explain two [2] Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to the award of contracts provided in the table below.

Students' responses must come from the sample answer provided below.

Commonwealth	
Commonwealth Procurement Act 2004	This legislation governs procurement by the Australian Government and establishes the Commonwealth Procurement Guidelines (CPGs) and the Commonwealth Procurement Rules (CPRs) that provide detailed guidance on the conduct of procurement processes.
Commonwealth Procurement Guidelines (CPGs)	These guidelines set out the principles of procurement, including transparency, accountability, value for money, and fair treatment of suppliers, as well as the procedures that should be followed when conducting procurement processes, such as requirements for planning, tendering, and evaluation.
Sustainable Procurement Guide	This guide aims to support Australian Government agencies in their efforts to achieve sustainable procurement outcomes by providing guidance on how to incorporate sustainability considerations into the procurement process.
Indigenous Procurement Policy	This policy aims to increase the participation of Indigenous businesses in government procurement by setting procurement targets for Indigenous businesses and providing training and support to Indigenous businesses.
State or Territory	
New South Wales Government Procurement Policy Framework	This framework provides guidance to NSW government agencies on the procurement of goods and services, including requirements for environmental purchasing and sustainable procurement.
Victorian Government Purchasing Board (VGPB) Policies	The VGPB policies provide guidance to Victorian government agencies on procurement, including requirements for ethical and sustainable procurement, environmental considerations, and corporate social responsibility.
Queensland Procurement Policy	This policy sets out the procurement principles and practices that Queensland government agencies must follow when procuring goods and services, including requirements for environmental sustainability and social responsibility.

Local Government	
Local Government Act 1993 (NSW)	This legislation governs the conduct of local government in New South Wales, including procurement processes.
Victorian Local Government Act 2020	This legislation sets out the responsibilities of local government in Victoria, including procurement processes.
Local Government Procurement Code of Practice (Queensland)	This code of practice provides guidance to local government agencies in Queensland on procurement processes, including requirements for environmental and social sustainability.

Question 2

How can environmental purchasing and corporate social responsibility guidance be incorporated into procurement processes across all levels of government in Australia? List five (5) ways.

Assessor instructions: Students must be able to list five (5) ways in how environmental purchasing and corporate social responsibility guidance are being incorporated into procurement processes.

Students' responses must come from the sample answer provided below.

<ol style="list-style-type: none"> 1. Adoption of environmental purchasing guidelines to encourage the procurement of environmentally friendly and socially responsible goods and services. 2. Adoption of corporate social responsibility (CSR) guidance to align procurement activities with social and environmental objectives. 3. Consideration of the social and environmental impacts of suppliers when making procurement decisions. 4. Promotion of ethical business practices in procurement processes. 5. Support for local communities through procurement activities. 6. Use of online databases that provide information on sustainable products and suppliers. 7. Training and capacity-building programs to help procurement professionals develop the skills and knowledge they need to implement sustainable procurement practices. 8. A shift towards incorporating environmental sustainability and corporate social responsibility principles into procurement policies and practices across all levels of government in Australia. 9. Recognition of the importance of sustainable procurement practices in promoting sustainability and responsible business practices. 10. A commitment to driving positive change in the way that goods and services are procured and used, contributing to a more sustainable future for all Australians.

Question 3

Explain what the organisational procurement policies, practices and approval processes are in the table below and provide an example for each one of them.

Assessor instructions: Students must be able to explain what the organisational procurement policies, practices and approval processes are in the table below and provide an example for each one of them.

Students' responses must reflect the content in the sample answer provided below.

Organisational procurement policies, practices and approval processes	Explanation
	[Approx. word count: 50 – 80 words]

Procurement Policies	These policies define the rules and procedures that guide procurement decisions. They typically cover topics such as supplier selection, contract negotiation, and compliance with regulations. An example of a procurement policy is a requirement for all procurement activities to be conducted through a central procurement team to ensure consistency and standardisation.
Procurement Practices	These are the actual methods and procedures that are used to conduct procurement activities. They include procedures for identifying suppliers, soliciting bids, evaluating proposals, and negotiating contracts. An example of a procurement practice is conducting a competitive bidding process to select a supplier for a particular service or product.
Approval Processes	These are the steps that must be taken to obtain approval for procurement decisions. This ensures that procurement activities are subject to proper oversight and governance. An example of an approval process is requiring all procurement decisions above a certain dollar value to be approved by a senior executive, such as a Chief Financial Officer.
Supplier Management Policies and Procedures	These policies and procedures define the process for managing suppliers and ensure that they meet the organisation's expectations for quality, delivery, and cost. They may include requirements for supplier performance reviews, risk assessments, and compliance with ethical standards. An example of a supplier management policy is requiring suppliers to adhere to the organisation's code of conduct, which prohibits the use of child labour.
Sustainability Policies and Procedures	These policies and procedures ensure that procurement decisions are made with environmental and social sustainability in mind. They may include requirements for suppliers to provide evidence of their sustainability practices or to meet certain environmental or social certifications. An example of a sustainability policy is requiring all products to meet specific sustainability criteria, such as being made from recycled materials.

Question 4

List and explain four (4) probity principles in the table below and provide an issue that can arise for each one of them.

Assessor instructions: Students must be able to explain four (4) probity principles in the table below and provide an issue that can arise for each one of them.

Students' responses must come from the sample answer provided below.

Probity Principle	Explanation [Approx. word count: 40 – 70 words]
Integrity	Procurement professionals must act honestly and with integrity in all their dealings with suppliers. One potential issue for integrity in procurement is the presence of conflicts of interest. Conflicts of interest can occur when an individual or organisation involved in the procurement process has a personal or financial interest in the outcome of the procurement process, which may influence their decision-making and compromise their integrity.
Fairness	All suppliers must be treated fairly and equally in the procurement process. The potential probity issue related to fairness is the appearance of bias or favouritism towards one supplier over another, which could undermine the integrity of the procurement process.
Objectivity	Procurement professionals must remain objective and unbiased in their decision-making. The potential probity issue related to objectivity is the use of subjective criteria or personal biases in the evaluation of supplier proposals, which could lead to unfair treatment of suppliers and a lack of transparency in the procurement process.
Confidentiality	All information related to the procurement process must be kept confidential and not disclosed to unauthorised persons. The potential probity issue related to confidentiality is the unauthorised disclosure of confidential information, which could give one supplier an unfair advantage over others.
Transparency	Procurement processes must be transparent, and suppliers must be provided with clear information about the procurement process. The potential probity issue related to transparency is the lack of transparency in the procurement process, which could lead to misunderstandings and mistrust among suppliers.
Accountability	Procurement professionals must be accountable for their actions and decisions in the procurement process. The issue with accountability can arise when procurement professionals are not held accountable for their actions, leading to a lack of transparency and the potential for corruption.
Professionalism	Procurement professionals must conduct themselves in a professional manner at all times. The issue with professionalism can arise when procurement professionals engage in unprofessional behaviour, such as using inappropriate language, making derogatory comments, or acting in a manner that is disrespectful to suppliers.

Question 5

Explain what the codes of conduct, codes of practice and standards of individual behaviour relating to receipt and selection of offers are in the table below and provide an example for each one of them.

Assessor instructions: Students must be able to explain what the codes of conduct, codes of practice and standards of individual behaviour relating to receipt and selection of offers are in the table below and provide an example for each one of them.

Students' explanations must reflect the content in the sample answer provided below.

Students' examples may vary, but they must relate to the term they explain.

Term	Explanation [Approx. word count: 40 – 60 words]	Example [Approx. word count: 40 – 60 words]
Code of Conduct	A code of conduct is a set of guidelines that outlines expected standards of behaviour for procurement professionals. The code of conduct typically includes principles such as integrity, impartiality, confidentiality, and accountability and sets out the standards of behaviour expected of procurement professionals in the receipt and selection of offers.	The International Federation of Purchasing and Supply Management (IFPSM) has developed a code of ethics for procurement professionals, which includes principles such as honesty, integrity, impartiality, and professionalism. This code of conduct sets out the expected standards of behaviour for procurement professionals in the receipt and selection of offers.
Code of Practice	A code of practice is a set of guidelines that outline best practices and standards for procurement professionals in the receipt and selection of offers. The code of practice typically covers areas such as supplier engagement, evaluation criteria, and decision-making processes and provides guidance on how to conduct these activities in an ethical and transparent manner.	The Australian Government has developed a procurement code of practice, which provides guidance on how to conduct procurement activities in a transparent, ethical, and efficient manner. This code of practice covers areas such as supplier engagement, evaluation criteria, and decision-making processes and provides guidance on how to ensure that these activities are conducted in accordance with best practices and standards.
Standards of Individual Behaviour	Standards of individual behaviour are guidelines that outline expected behaviour for individual procurement professionals in the receipt and selection of offers. These standards typically include principles such as impartiality, objectivity, and transparency and provide guidance on how procurement professionals should behave in order to ensure that the procurement process is fair and transparent.	The Chartered Institute of Procurement and Supply (CIPS) has developed a set of ethical principles for procurement professionals, which includes standards such as impartiality, objectivity, and transparency. These standards provide guidance on how individual procurement professionals should behave in order to ensure that the procurement process is fair, transparent, and conducted in accordance with ethical principles.

Question 6

Explain the legislation relating to receipt and evaluation of offers, negotiation and award of contracts in the table below.

Assessor instructions: Students must be able to explain the legislation relating to receipt and evaluation of offers, negotiation and award of contracts in the table below.

Their responses need to reflect the content in the sample answer provided below.

Legislation	Explanation [Approx. word count: 40 – 60 words]
Law of Contract	The law of contract governs the legal agreement between two or more parties, including the terms and conditions of the contract. In the procurement context, this means that any offer or proposal made by a supplier must be a legally binding offer and that the terms and conditions of the contract must be agreed upon by both parties.
Laws of Tort	The laws of tort relate to civil wrongs or injuries caused by one party to another and can include issues such as negligence, misrepresentation, and defamation. In the procurement context, this means that suppliers must not make false or misleading statements or misrepresentations during the tender process, as this could lead to legal action being taken against them.
Trade Practices Law	Trade practices law is designed to ensure fair competition in the marketplace and prevent anti-competitive behaviour. In the procurement context, this means that suppliers must not engage in anti-competitive behaviour such as price fixing or bid rigging and that the evaluation and award of contracts must be conducted in a fair and transparent manner.
Commercial Law	Commercial law governs the conduct of businesses and commercial transactions, including the purchase and sale of goods and services. In the procurement context, this means that suppliers must comply with all relevant commercial laws and regulations and that the procurement process must be conducted in accordance with these laws.
Other Legislation	Other legislation that may be relevant to the procurement process includes privacy legislation [which governs the collection and use of personal information], environmental legislation [which may impose requirements on suppliers in relation to sustainability and environmental impact], and

	workplace health and safety legislation (which may impose requirements on suppliers in relation to worker safety).
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Question 7

Explain what Equal Employment Opportunity (EEO) is and provide two (2) ways of how EEO can be incorporated into the procurement process.

[Approx. word count: 120 – 150 words]

Assessor instructions: Students must be able to explain what Equal Employment Opportunity (EEO) is and provide two (2) ways of how EEO can be incorporated into the procurement process.

Their response needs to reflect the content in the sample answer provided below.

Equal employment opportunity (EEO) in procurement refers to the practice of ensuring that all suppliers have an equal opportunity to participate in the procurement process, regardless of factors such as gender, race, ethnicity, age, religion, or disability.

There are several ways in which EEO can be incorporated into the procurement process, including:

1. Developing and enforcing policies and procedures that promote EEO in procurement. This may involve setting targets for the participation of minority or disadvantaged suppliers, providing training to procurement staff on EEO issues, and regularly reviewing procurement processes to ensure that they are fair and transparent.
2. Actively seeking out and engaging with diverse suppliers. This may involve conducting outreach activities to connect with minority or disadvantaged suppliers, providing information and support to these suppliers to help them participate in the procurement process, and promoting the benefits of working with a diverse range of suppliers.
3. Including EEO requirements in procurement contracts. This may involve requiring suppliers to demonstrate their commitment to EEO principles, such as by providing information on their diversity and inclusion policies and practices or by agreeing to participate in diversity and inclusion training programs.
4. Monitoring and reporting on EEO outcomes in procurement. This may involve collecting and analysing data on the participation of diverse suppliers in the procurement process and regularly reporting on progress towards achieving EEO targets and goals.

Overall, incorporating EEO principles into the procurement process can help to promote fairness, diversity, and inclusion and can also help to support the growth and development of a diverse range of suppliers.

Assessment checklist:

Students must have completed all eight (8) questions within this assessment before submitting. This includes:

1	Seven (7) short answer questions are to be completed in the spaces provided.	<input type="checkbox"/>
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Congratulations, you have reached the end of Assessment 1!

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