



Planning Phase

Collaborative Procurement Task List

Collaborative procurement partners have been engaged and formal agreements have been executed

A collaborative procurement partner working group has been formed

The procurement model has been agreed

The contracting model has been agreed

Collaborative procurement partner roles and responsibilities have been agreed

An independent probity advisor has been appointed

The collaborative procurement plan accurately documents collective business needs, procurement requirements, risks and contract end dates

The need for ACCC approval has been determined and approval sought (if required)

The RFx timelines have accommodated all collaborative procurement partners approval processes

Collaborative procurement partners have received the requisite approvals to procure for this RFx



RFx Preparation Phase

Collaborative Procurement Task List

RFx and contract documents have been agreed by all collaborative procurement partners

Collaborative procurement partner needs have been addressed in the specification documentation

Drafted RFx documents have been reviewed and approved by collaborative procurement partners prior to issuing the RFx

Collaborative procurement partners have been notified of the issuing of the RFx

Collaborative procurement partners have notified their suppliers of the issued RFx

The requirement for ACCC approval has been determined

ACCC approval has been obtained (if required)



Evaluation Phase

Collaborative Procurement Task List

Confidentiality documentation has been formalised by all collaborative procurement partners and evidence provided to the procurement lead

Collaborative procurement partners needs have been considered and appropriately addressed in the evaluation of submissions

Collaborative procurement partners needs have been considered and appropriately addressed in the shortlisting of preferred supplier(s)



Negotiation & Contract Award Phase Collaborative Procurement Task List

A negotiation team has been appointed to represent all collaborative procurement partners

Collaborative procurement partners needs have been considered and appropriately addressed in the negotiation process undertaken with the preferred supplier(s)

Collaborative procurement partners needs have been considered and appropriately addressed in the evaluation panel RFx decision making process

The evaluation report includes recommendations for all collaborative procurement partners

Collaborative procurement partners have been promptly provided with the evaluation panel approved evaluation report

The contract(s) have been drafted and signed both all parties in line with the contracting model

Supplier compliance documentation has been provided to all collaborative procurement partners e.g. insurances, OHS documentation



Contract and Supplier Management Phase Collaborative Procurement Task List

The agreed contract management model has been implemented

All contract managers have been notified of the RFx outcome and provided an appropriate contract handover

Joint supplier meetings have been held and minutes shared with relevant stakeholders (if applicable)

Supplier reports shared with relevant stakeholders (if applicable)

If a council dispute arises, the council involved has notified other collaborative procurement partners

Collaborative procurement partners have reviewed and approved any contract variations (if required)

Collaborative procurement partners have been consulted and approved any contract extensions (if applicable)



Performance Review Phase Collaborative Procurement Task List



Collaborative procurement partners have conducted a comprehensive review of the contract and supplier performance and the resulting outcomes have been shared with relevant stakeholders to inform future collaborative procurement projects



Identified collaborative procurement process improvements have been actioned

