

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



PROCUREMENT POLICY

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Policy

The Rice Marketing Board for the State of New South Wales ('the Board') is responsible for its own procurement of goods and services.

This policy should be read in conjunction with the Delegations Policy, which imposes limits on expenditure and investment approvals.

It is the policy of the Board, when procuring goods and services, to:

- Obtain the best value for money;
- Have fair and open competition by treating all potential suppliers equitably and ensuring the procurement process is fair, ethical and transparent;
- Ensure that probity is routinely considered in procurement decisions;
- Safeguard confidential supplier information;
- Keep appropriate records of major procurement planning, management and decision-making;
- Comply with the contract disclosure and open access information requirements of the *Government Information (Public Access) Act 2009*;
- Use the pre-qualification scheme of the NSW government to find suppliers pre-qualified to work with government, whenever possible;
- Obtain three quotes from suppliers, whenever possible (but see "Quotations" section below);
- Not engage the same consultant for a specific annual project for more than five consecutive years;
- Pay suppliers within 30 days; and
- Not engage in order-splitting.

The Board does this to ensure:

- it achieves probity and fairness;
- it does not favour one supplier over another;
- it obtains value for money; and
- it achieves control over fraud and corruption.

Quotations

Whenever possible it is the Board's policy to obtain three quotes from suppliers.

- For goods and services under \$10,000 the Board may enter into an arrangement with any supplier, even if the goods or services are available through whole of government procurement arrangements.
- For goods and services over \$10,000 and less than \$30,000 that are not available through whole of government procurement arrangements, the Board must seek at least one quotation.
- For goods and services over \$30,000 and up to \$680,000 that are not available through whole of government procurement arrangements, the Board must seek at least three written quotations.

- For goods and services over or equal to \$680,000, the Board must conduct a procurement process endorsed by an accredited agency or NSW Procurement.

Authority and Legislation

The Board is constituted under the *Rice Marketing Act 1983* (the Act). The *Rice Marketing Regulation* provides further instruction on matters pertaining to the Board. The Board is subject to the direction of the Minister for Primary Industries.

The Board applies the NSW Procurement Policy Framework of the NSW government. Agency heads are responsible for managing their own agency procurement. The Board Chair as Agency Head has delegated responsibility for all goods and services procurement to the Board Secretary who is the Chief Procurement Officer.

All procurement by government agencies is to be conducted in accordance with the overarching requirements set out in section 176 of the *Public Works and Procurement Act 1912* and any subsequent legislation. Agencies must comply with all Procurement Board Directions.

Further information

For further information concerning the Board's Procurement Policy, please contact:

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Document Approval and Control

a. Version

Reference	Details
File Name	Procurement Policy
File location	RMB Policies/2021-1 Procurement Policy
Version	2021-1
Status	FINAL

b. Revision History

Version	Revision Date	Summary of Change	Author
2019.1	28/3/19	Creation	C Chiswell
2021	15/10/21	Updated	C Chiswell

c. Document Approval

Board/Committee Approval	Date
GN&R Committee	11/4/19
Board	24/5/19
GN&R Committee	25/10/21
Board	18/11/21