

Schedule 1 – Procurement Thresholds Matrix

Total Authorised Contract Value Ownership (excluding GST) (refer Note 1, 2,3)	Minimum Quotes/Tendering Required	Evaluation/Award Mandate (basis for decision making)	Minimum Documentation Contract Execution and Purchase Order requests will not be facilitated without the minimum documentation	Contract Document Use University templates wherever possible to protect our interests and provide quicker process. The templates are named in the table. If you wish to use a vendor's contract a legal services review is required - contact legalservices@latrobe.edu.au	Indigenous/Social Enterprise Supplier Inclusion
Less than \$5K	Not required for purchasing card Minimum 1 quote will be required for a Purchase Order request	Not required	Not applicable. Use corporate card in line with the Corporate Credit Card Policy, otherwise ensure that a Purchase Order is raised using the relevant process. Ensure appropriate Delegate approval.	LTU standard Purchase Order Terms issued at Purchase Order creation	Encouraged - Not mandated. <ul style="list-style-type: none"> • Kinaway Business Directory: https://kinaway.com.au/search/ • Supply Nation: https://supplynation.org.au/ • Social Traders: https://www.socialtraders.com.au/
More than \$5k to \$50K	Minimum 1 formal quote	Not required	Not applicable	LTU standard Purchase Order Terms issued at Purchase Order creation - LTU General Goods and Services Agreement - Specific I&O or IS contract types	Encouraged - Not mandated. <ul style="list-style-type: none"> • Kinaway Business Directory: https://kinaway.com.au/search/ • Supply Nation: https://supplynation.org.au/ • Social Traders: https://www.socialtraders.com.au/
More than \$50K to \$500K	Minimum 3 formal quotes	Lowest total cost of ownership, where lowest quote is not to be awarded, the buyer must explain reasoning in the context of value for money (See Policy definitions)	Only required if running a formal request for quotation (RFQ). Contact Strategic Sourcing & Procurement for advice.	LTU General Goods and Services Agreement - Specific I&O or IS contract types	Encouraged - Not mandated. <ul style="list-style-type: none"> • Kinaway Business Directory: https://kinaway.com.au/search/ • Supply Nation: https://supplynation.org.au/ • Social Traders: https://www.socialtraders.com.au/

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Between \$500K to \$1M	As determined by Low Value Procurement Plan	Subject to Procurement Plan, based on commercial considerations and relevant market conditions Minimum 50% - Total Cost of Ownership Minimum 15% - Responsible Procurement Requirements	See Knowledge Article KB0022433	Long-form contracts, seek advice from Strategic Sourcing & Procurement and Legal Services.	<p>Required to invite at least 1 Indigenous or Social Enterprise supplier:</p> <ul style="list-style-type: none"> • Kinaway Business Directory: https://kinaway.com.au/search/ • Supply Nation: https://supplnation.org.au/ • Social Traders: https://www.socialtraders.com.au/ <p>Note: where the search identifies that there are no appropriate potential suppliers, this should be explained in the procurement strategy and discussed as part of the approval.</p>
More than \$1M	As determined by High Value Procurement Strategy	Subject to Procurement Strategy, based on commercial considerations and relevant market conditions Minimum 40% - Total Cost of Ownership Minimum 15% - Responsible Procurement Requirements	See Knowledge Article KB0022433	Long-form contracts, seek advice from Strategic Sourcing & Procurement and Legal Services.	<p>Required to invite at least 1 Indigenous or Social Enterprise supplier:</p> <ul style="list-style-type: none"> • Kinaway Business Directory: https://kinaway.com.au/search/ • Supply Nation: https://supplnation.org.au/ • Social Traders: https://www.socialtraders.com.au/ <p>Note: where search identifies that there are no appropriate potential suppliers, this should be explained in the procurement strategy and discussed as part of the approval.</p>

Note 1: The type of contract used will be either a standard form template approved by Legal Services or a bespoke contract, depending on the type of Procurement activity and level of risks involved.

Note 2: Total Authorised Contract Value must represent total purchase value over the term of engagement, refer to Multiple Engagements (29).

Note 3: The appropriate Financial Delegate must approve Procurement activities to be initiated.