

## **Policy Statement**

In purchasing goods and services Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) aim to obtain optimal value as well as to develop relationships with reliable suppliers. Procurement of goods and services over specified amounts will involve comparison between two or more potential suppliers for quality and price.

This document complies with NDIS 2018, standard 2.1 Governance and Operational Management, ASES 2011, section 3.1 Financial Management Standard, and ACIS 2013, section 2.1 Governance and Operational Management. This document is readily available to all Customers/Clients and employees of EL and LAAS including The Boards.

<b>Policy context:</b> This policy relates to	
Legislation or other requirements	<p>Australian Securities and Investments Commission Act 2001</p> <p>Charities Act 2013</p>

## **Purchasing or leasing equipment**

The purchase or leasing of any equipment, including furniture and other office fittings, over a value of \$1,500 will require a comparison of offerings from at least three suppliers. Recommendations will then be submitted to the Chief Executive Officer or a delegated manager for approval.

Any expense over \$3,000 must be approved by the Chief Executive Officer

## **Engaging consultants and contract employees**

From time to time Enhanced Lifestyles EL and LAAS will seek to contract out work, rather than employing a new employee. The factors to be considered when deciding to contract out work include:

- a project being time limited and/or needing specialist skills
- impact on EL and LAAS resources on-site
- availability of skills required to complete the project
- value for money
- expenditure exceeding \$1,500

When seeking to contract out work, the Chief Executive Officer or delegated manager will seek expressions of interest from appropriate contractors through a selective

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invitation process. This will include all expenditure in excess of \$1,500. Prospective contractors will be given a brief and asked to provide a project plan, budget, and evidence of relevant skills and resources needed to undertake the project.

When a consultant or contractor is engaged, the Chief Executive Officer will sign off on the EL and LAAS consultancy agreement which will be countersigned by the consultant or contractor. The agreement will cover:

- arrangements for payment
- project management
- insurance
- intellectual property
- variations to the contract
- resolution of disputes
- termination of the contract.

A specific project plan or schedule will be attached to each contract, specifying outcomes for the project.

**Documentation**

<b>Documents related to this policy</b>	
Related policies	Q231 – Financial Management Q231A - Fraud Prevention
Forms, record keeping or other organisational documents	Invoices Project Plans