

This RASCI is a matrix to help identify and streamline all the roles and responsibilities of each stakeholder within the Procurement lifecycle and process

Legend		
<b>R</b>	Responsible	Those responsible for completing the task assigned
<b>A</b>	Accountable	Those who have control or are accountable for the complete task and the resources
<b>S</b>	Supportive	Those who provide assistance to the Responsible members
<b>C</b>	Consulted	Those who give advice to the Responsible members
<b>I</b>	Informed	Those who need to be kept in the loop

**RASCI Process notes:**

Column Number	Title	Details
A	<b>Procurement Stage</b>	The procurement lifecycle is divided into Plan - planning of procurement engagement, Source - Market engagement until award and Manage- management of the contract and performance
	<b>Task</b>	Mandatory are mandatory activities to be undertaken
B		If relevant refers to activities that may or may not be undertaken dependent on the engagement
C-D	<b>Business owner</b>	Part of the business requesting services- Divided into the sponsor (Financial budget owner/delegate) and the project manager
F-I	<b>Procurement Services</b>	The streams in the Procurement services team (Proc.Ops, Major Procurement Projects, Procurement Business Partnerships and Governance, Reporting and social Procurement) within the Division of Finance and CFO
J	<b>Treasury</b>	Treasury function within the Division of VP, Finance and CFO
K	<b>Financial Services</b>	Financial Services function (Insurance, Accounts payable and receivable) within the Division of VP, Finance and CFO
L-N	<b>Financial Performance and Partnerships</b>	The streams in the Financial Performance and partnerships (Finance Business Partnerships, Financial Planning and analysis) within the Division of VP, Finance and CFO
O	<b>Office of General Counsel</b>	Engagement of internal legal advice for contractual matters- review and negotiations
P	<b>Cyber Security Assurance and Operations</b>	Engagement of Cyber Security Assurance and Operations for advice and review of cyber requirements for ICT and Technology engagements.
Q	<b>Information Technology and Digital Services</b>	Engagement of ITDS for ICT engagements and update of Non Functional requirements for the engagement

# PROCUREMENT PROCESS: RASCI

For engagements >50k

Procurement stage	Task	Activity area	Business Owner		Procurement Services				Finance					OGC	Cyber Security Assurance	ITDS
			Sponsor/ Financial Delegate	Stakeholder rep	Director, Procurement	Business Partnerships (or) Major Procurement	Procurement operations (*MSA, Panel, NSW Schemes)	Governance, Reporting & Social Proc	Treasury	Finance Services	Finance Performance and Partnerships					
									Director, Treasury	Director, FS	Director, FPP	Finance Business Partnerships	Financial planning and Analysis	General Counsel	CISO	
Plan	Mandatory	Need identified	A	R		C					I			I	I	
	Mandatory	Allocation of Procurement Partner		I	A	R	R*									
	Mandatory	Raise request on systems	A	R		I	I*							I	I	
	Mandatory	Probity requirements/ COI review	I	C	A	R	R*	I						I		
	Mandatory	Budget allocation reviewed	A	R		I				I	C					
	If relevant	Establish Project team	I	R/C		A								I	I	
	If relevant	Identification of stakeholders	I	C	A	R									C	
	If relevant	Develop delivery methodology	A	R	I	S/C								I		
	Mandatory	Develop statement of needs	A	R		S								I	C	
	If relevant	Identify NFR requirements		C/I		S		S								A/R
	Mandatory	Market engagement model	I	C	A	R	R*							I		
	Mandatory	Develop procurement strategy	A	C	A	R	R*							C	I	
	Mandatory	Identify standard T&Cs for engagement		I	I	R	R*							A/C		
	Mandatory	Develop tender documents	I	C	A	R		C						C	C	
	Mandatory	Collate KPI/SLAs	A	R	I	C		C								
Mandatory	Identification of suppliers/Market analysis	A	S/C		R	R*	C							C		
Mandatory	Risk assessment	A	R	I	S/C									S		
Source	Mandatory	Issue RFx/Seek proposals		I	A	R	R*									
	If relevant	Market briefing	I	R/A		S/C										
	Mandatory	Tender clarifications		C/I		R/A										
	Mandatory	Distribution of Submissions		I		R/A	R*								I	
	Mandatory	Evaluation	I	R	A	R	R*							C	C	
	If relevant	Commercial Analysis		I		R/A	R*						C			
	If relevant	Negotiate contract	I	R	A	R	R*							S/C	S	
	If relevant	Supplier check/Corporate scorecard		I	A	R			C							
	Mandatory	Review final agreement against standard	A	I		R/S	R*							C		
	Mandatory	Recommendation to Award/PRC	I	C	I	R/A										
	Mandatory	Contract approvals	C	S/I	C	R/A								C		
	Mandatory	Execute contract		I/C	A	R	R*									
	If relevant	Payment terms varied		I		R	R*			A/C						
	If relevant	Supplier creation		R		C				A/I						
	Mandatory	Purchase Order raised		I		R/A	R*			C/I						
Manage	If relevant	Contract handover		I	A	R										
	If relevant	GIPA declaration	I	S	A	R	R*									
	If relevant	Contract variation request on system	A	R		I	I*									
	If relevant	Variation approvals	I	A		R/S	R*									
	If relevant	Execute contract variation		S		R/A	R*									
	If relevant	Purchase order variation	A	I		R	R*									
	If relevant	Amend GIPA declaration	A	S	I	R	R*									
	Mandatory	Contract Governance	I	C	A	I		R								
	If relevant	Supplier performance	I	S/C	A	C		R							C	