

# NSW GOVERNMENT ICT SERVICES SCHEME

V2.3 August 2015

## Guidelines for Customers

This document provides guidelines to assist Eligible Customers purchase from the *NSW Government ICT Services Scheme*.

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## SCHEDULE OF DOCUMENT AMENDMENTS

Revision number	Date	Revision description
1.0	29/1/2013	First published version
1.1	10/4/2013	Insert Appendix 1: Risk Assessment Guide  Revise Cl. 11.2 to clarify Customer Order requirements
1.2	13/6/2013	Update references to Procure IT v3.1
2.0	25/3/2014	Update to Guidelines to reflect expansion of ICT Services Scheme
2.1	22/7/2014	Insert Clause 7: PTx and PTr offering types  Update references to the Office of Finance and Services
V2.2	22/10/2014	Update Prescribed Terms and Conditions for Customer Contracts
V2.3	08/2015	Update to Section 7 PT(x) Offering Types

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# NSW Government ICT Services Scheme

## GUIDELINES FOR CUSTOMERS

### 1. INTRODUCTION

The NSW Government ICT Services Scheme (“ICT Services Scheme”) was established by the Office of Finance and Services (OFS) to simplify the procurement process for agencies and suppliers and to improve opportunities for small-to-medium enterprises to do business with NSW Government.

The scope of the ICT Services Scheme aligns with the objectives of the *NSW Government ICT Strategy 2012* by providing a procurement channel for registered suppliers to consult, specify, develop, build, supply, license, implement, test, manage or maintain discrete components or end-to-end ICT solutions.

OFS administers the ICT Services Scheme on behalf of the Contract Authority.

The ICT Services Scheme is available for use by NSW Government agencies and other eligible customers.

Capitalised words and terms are defined in section 14: Definitions.

### 2. BACKGROUND

In November 2012, the NSW Procurement Board issued the NSW Government’s Strategic Directions Statement to outline its procurement reform program to mid-2014. The three overarching objectives in the Strategic Directions Statement are value for money, delivering quality government services and alignment with business needs.

One of the measures already implemented to reduce red tape and simplify the process for industry is that Management Fee under whole of government contracts (commonly 2.5%) has been abolished relieving onerous reporting, remittance, and auditing procedures.

### 3. DOCUMENT SCOPE

3.1 The *ICT Services Scheme Purchasing Guidelines for Customers* is a guide that has been developed specifically to assist Customers use the NSW Government ICT Services Scheme. This document should be read in conjunction with existing agency-specific and NSW Government procurement policies and procedures.

3.2 The *ICT Services Scheme Guidelines for Customers* does not cover procurement planning, funding approval, needs analysis, specification writing, preparation of tender/quotation documents, opening or closing invitations to quote, evaluation of proposals, post implementation review and ongoing contract management, which are available at [www.procurepoint.nsw.gov.au](http://www.procurepoint.nsw.gov.au).

### 4. SUPPLIER LISTINGS

4.1 The ICT Services Scheme offers two (2) supplier listings according to contract value and risk:

4.1.1 **Registered Supplier List:** These Suppliers have registered to supply low risk contracts valued up to \$150,000 (ex GST) each. Suppliers included on the Registered Supplier List have provided the following information:

- a) Organisational details
- b) Details of company capacity and capability for each nominated category including:
  - (i) details of recent relevant experience
  - (ii) details of certification, where applicable
  - (iii) qualifications and experience of key personnel, where applicable
- c) Insurance certificates of currency
  - (i) Professional Indemnity \$1M (Mandatory if deliverables include professional services)
  - (ii) Public Liability \$5M (Mandatory)
  - (iii) Product Liability \$5M (Mandatory if deliverables include products such as software or hardware)
  - (iv) Workers' compensation as required by law
- d) Confirmation of Supplier Declaration stating that the Supplier is not subject to
  - (i) insolvency; or

- (ii) an ICAC inquiry or any such similar inquiry in any other state in Australia or legal proceedings
- e) Agreement to the Scheme Rules, which includes the requirement that all Customer Contracts will comply with the Short-form ICT General Terms and Conditions. (Refer to section 8 *Prescribed Terms and Conditions for Customer Contracts*).

4.1.2 **Advanced Registered Supplier List:** Suppliers on this list are approved to supply high risk contracts or any contract valued over \$150,000 (ex GST). To be included on the Advanced Registered Supplier List, Suppliers have provided:

- a) Organisational details
- b) Confirmation of company capacity and capability for each nominated category including
  - (i) details of recent relevant experience
  - (ii) two (2) referee reports for each nominated high-level category
  - (iii) details of certification, where applicable
  - (iv) qualifications and experience of key personnel, where applicable
- c) Confirmation of solvency evidenced by a recent independent credit report
- d) Insurance certificates of currency
  - (i) Professional Indemnity \$1M (Mandatory if deliverables include professional services)
  - (ii) Public Liability \$10M (Mandatory)
  - (iii) Product Liability \$10M (Mandatory if deliverables include products such as software or hardware)
  - (iv) Workers' Compensation as required by law
- e) Confirmation of Supplier Declaration stating that the Supplier is not subject to
  - (i) insolvency; or
  - (ii) an ICAC inquiry or any such similar inquiry in any other state in Australia or legal proceedings
- f) Agreement to the Scheme Rules, which includes the requirement that all Customer Contracts will comply with the Procure IT Framework (version 3.1) Customer Contract Terms and Conditions, or as exempted by the NSW Procurement Board or the Chief Executive of the Office of Finance and Services. (Refer to section 8 *Prescribed Terms and Conditions for Customer Contracts*)

## 5. SCHEME ACCEPTANCE CRITERIA

5.1 Supplier admission to the Scheme is subject to meeting the criteria outlined below. Customers should also conduct their own investigations into value for money, including company capacity and capability, for each engagement.

### 5.2 *Registered Supplier List*

Supplier acceptance is subject to:

- a) provision of all required information;
- b) agreement to Scheme Rules; and
- c) confirmation of Supplier Declaration.

### 5.3 *Advanced Registered Supplier List*

Supplier acceptance is subject to:

- a) provision of all required information;
- b) satisfactory referee reports;
- c) satisfactory independent credit report;
- d) agreement to Scheme Rules; and
- e) confirmation of Supplier Declaration

## 6. EXCLUSIONS

6.1 If a whole of government arrangement for supply of a specific deliverable exists, then applicants are unable to supply these deliverables via the ICT Services Scheme.

These exclusions currently include, but are not limited to:

- (i) supply of Government Standard Specification (GSS) hardware, available through ICT Hardware Agreement 888;
- (ii) supply and maintenance of Imaging Devices, available through Contract 2390: Supply of Imaging Devices;
- (iii) supply, maintenance and services for Radio Communications, available through ITS 2573: Operational Telecommunications Equipment, Infrastructure and Services;
- (iv) supply of software licenses for Oracle, Objective and SAP Enterprise Resource Planning Software, available through Software Agreements 607 and 2601.

## 7. PT(x) OFFERING TYPES

7.1 The ICT Services Scheme supports the use of Procurement Technical Standards mechanisms. Offering types known as PT(x) (where 'x' is a variable suffix) have been introduced. These mechanisms will be used for a number of sub-categories where suppliers need to meet a specified level of expertise and/or competency. These sub-categories will be clearly marked with a suffix in the sub category number, such as Q01PTa or Q02PTr.

7.2 PT(x) indicates there are additional application requirements for suppliers who want to be approved on the ICT Services Scheme.

This new mechanism will require suppliers to provide a blueprint and/or validate their offerings against a set of technical and/or functional requirements, including:

### 7.2.1 PTa: Accreditation

Suppliers will need to undertake a defined accreditation process. e.g. Q01PTa requires suppliers to complete training to become accredited in the NSW Government Standard Business Processes and Q03PTa requires suppliers to validate their solutions against essential Level 2 transactions of the Government Standard Business Processes to become an accredited / offer endorsed provider.

### 7.2.2 PTr: Restricted

Suppliers will need to participate in a market engagement, for example a Request for Quote (RFQ) or Request for Tender (RFT) process in accordance with NSW Procurement Guidelines.

Approved suppliers of successful products from a market engagement will be able to on-board to the ICT Services Scheme for a specified period of time. PTr offerings will remain closed for an agreed period (e.g. 6 to 12 months, as set out in the RFQ or RFT documentation) and then, when appropriate, be reclassified as a different PT(x) offering type, post expiration of the specified period.

### 7.2.3 PTi: Implementation Partners

Suppliers will need to demonstrate experience as implementation partners by nominating product(s) they can support and by providing references.

7.2.4 Other suffixes may be used as further sub-categories are introduced, for example PTc: Certification.

## 8. PRESCRIBED TERMS AND CONDITIONS FOR CUSTOMER CONTRACTS

8.1 Different terms and conditions apply for each Supplier List.

ICT Services Scheme Supplier Listing	Terms and Conditions that apply to all Customer Contracts
Registered Supplier Listing For low risk contracts valued up to \$150,000 (ex GST) each.	<b>Short-form ICT Contract: Terms and Conditions.</b> View or download at <a href="http://www.procurepoint.nsw.gov.au">www.procurepoint.nsw.gov.au</a>
Advanced Registered Supplier Listing For contracts valued over \$150,000 (ex GST) each or high risk contracts	<b>Procure IT Framework (version 3.1) terms and conditions</b> consisting of Part 2: Customer Contract, Schedules including General Order Form, and Modules where applicable, or as exempted by the NSW Procurement Board or the Chief Executive of the Office of Finance and Services.  The Procure IT framework may be downloaded at <a href="https://www.procurepoint.nsw.gov.au/before-you-buy/standard-contract-templates">https://www.procurepoint.nsw.gov.au/before-you-buy/standard-contract-templates</a>

8.1.1 Registered Supplier List: *Short-form ICT General Contract Terms and Conditions*

Suppliers on the Registered Supplier List have agreed that all low risk contracts valued up to \$150,000 (ex GST) will comply with the Short-form ICT General Contract Terms and Conditions. These conditions reflect the lower risk and value profile of the scope of works and have significantly less details and lower insurance requirements than the Procure IT Framework.

**Note:** The Short-form ICT General Contract Terms and Conditions are only applicable to low risk contracts valued up to \$150,000 (ex GST) each and cannot be amended without the prior written approval of the Procurement Board or its Delegate.

#### 8.1.2 Advanced Registered Supplier List: *Procure IT (version 3.1) Framework*

The Procure IT (version 3.1) framework is a comprehensive set of terms and conditions that are applicable to high value (i.e. over \$150,000 ex GST) or high risk ICT contracts. Suppliers on the Advanced Registered Supplier List have agreed that all Customer Contracts will comply with the Procure IT (version 3.1) framework Part 2: Customer Contract terms and conditions, and any applicable modules, or as exempted by the NSW Procurement Board or the Chief Executive of the Office of Finance and Services.

## 9. CONTRACT VALUE

9.1 Contract value refers to the total price of the whole-of-life requirement and cannot be split into lower-price components.

9.2 Contract value must be the estimated total price over the proposed term of the contract including any optional extension periods and not a price per annum.

9.3 For the purposes of determining the most appropriate supplier listing to use, Customers should consider the following scenarios when estimating the contract value:

9.3.1 A contract with a Supplier may result in the need for related “flow-on” contracts with the same supplier or an alternative supplier. The cumulative price of the first contract and any potential flow-on related contracts may exceed \$150,000 (ex GST).

9.3.2 The agreed scope of works may change during the term of the customer contract, resulting in an increase in contract price to greater than \$150,000 (ex GST).

9.4 Customers should anticipate the potential for these scenarios prior to selecting the most appropriate Supplier listing and seeking initial proposals. Where there is a potential for the total contract value to exceed \$150,000 (ex GST), customers should source Suppliers from the *Advanced Registered Supplier List*.

9.5 Contract value or price is exclusive of GST.

## 10 CONDUCTING THE RFQ PROCESS

10.1 Customers may use eQuote to conduct Requests for Quotes (RFQs) under the ICT Services Scheme. Refer to <https://www.procurepoint.nsw.gov.au/buying/nswbuy-buyers/eqoute> for more information on eQuote.

## 11 SUPPLIER LISTING SELECTION

### 11.1 *Total estimated value is up to \$150,000 (ex GST)*

11.1.1 Assess risk – Refer to *Appendix 1: ICT Services Scheme Risk Assessment Guide*

11.1.2 Where the risk is determined as Low, use the Registered Supplier List

11.1.3 Where the risk is determined as High, use the Advanced Registered Supplier List.

### 11.2 *Total estimated value is greater than \$150,000 (ex GST)*

11.2.1 Use the Advanced Registered Supplier List

**Note:** The *ICT Services Risk Assessment Guide* at Appendix 1 is a guide only. It has been developed specifically for the services component of the ICT Services Scheme and designed to assist Customers select the most appropriate supplier listing with consideration to value and risk profile of individual ICT service contracts. It does not replace existing agency-specific or NSW Government policies, procedures or guidelines relating to identification, mitigation or management of project risks.

## 12 SELECTION OF SUPPLIERS TO INVITE PROPOSALS

12.1 Refer to *Appendix 2: Summary Guide* for the recommended minimum number of suppliers to invite to provide quotations. Agencies are responsible for selecting a sufficient number of suitable Suppliers to ensure probity, fairness and value in keeping with the *NSW Procurement Policy Framework*.

12.2 Customers may use their own discretion when selecting Suppliers to invite proposals and are not obliged to seek quotations from every Supplier within a category or sub-category.

12.3 To assist in identifying suitable Suppliers to invite proposals, try any of the following preliminary investigations:

- Check company website
- Review Supplier information on eQuote
- Contact referees for supporting information about Supplier performance
- Contact the Supplier for an informal discussion about your requirement
- Conduct an informal preliminary Expression of Interest (EOI) or Request for Information (RFI) by emailing a brief description of your requirement to Suppliers within the applicable sub-category/categories and ask if they have the willingness, capacity and capability to perform the works. Suitable Suppliers that respond can then be invited to submit formal proposals.

## 13 PREPARATION OF CUSTOMER CONTRACT

### 13.1 *Contracts with Registered Supplier List*

13.1.1 Complete and execute the applicable Order Form provided with the applicable Short-form ICT Contract Terms and Conditions.

### 13.2 *Contracts with Advanced Registered Supplier List*

13.2.1 The Procure IT v3.1 Framework and User Guide are available at <https://www.procurepoint.nsw.gov.au/before-you-buy/standard-contract-templates>

13.2.2 The Procure IT Framework's User Guide contains useful information about how to prepare and execute a customer contract under the Procure IT Framework. Refer to pages 40 – 44 of the User Guide.

13.2.3 Part 1: Head Agreement of the Procure IT v3.1 Framework is not applicable to the ICT Services Scheme and therefore not required for Customer Contracts (“Orders”) placed with Suppliers on the Advanced Registered List.

13.2.4 Customer Contracts with Suppliers on the Advanced Supplier List should comprise the following parts of the Procure IT v3.1 Framework:

- (i) *Part 2 Customer Contract* executed by Customer and Contractor. (Mandatory – one (1) executed copy is required per contracted Supplier.)
- (ii) *Schedules including General Order Form* executed by Customer and Contractor. (Mandatory – must be executed for each and every Order.)
- (iii) Applicable Module Order Form/s. (Recommended for Orders that are complex or high value or high risk.)

13.2.5 For multiple Orders with the same Supplier, the Part 2 Customer Contract only needs to be executed once, however it is important that for each and every subsequent Order both parties execute a separate General Order Form including applicable Schedules and Modules, regardless of whether it is with the same Supplier.

**Hint: It is good practice to begin preparing the Procure IT v3.1 General Order Form during the project planning stage. Refer to the Procure IT v3.1 Framework’s User Guide page 40 “Pre Tender Actions”**

## 14 DEFINITIONS

*Contract Authority* means the Chief Executive of the NSW Government Office of Finance and Services.

*Customer* means any Eligible Customer listed available on the OFS Procurement ProcurePoint website at <http://www.procurepoint.nsw.gov.au/documents/eligible-buyer-list>

*eQuote* means the online dynamic sourcing facility accessed via the NSW Government eTendering website for Customers to issue RFQs under a selection of NSW Government arrangements for goods and services. Customers may access eQuote by contacting their own eTendering administrator. Where Customers do not have an eTendering administrator, they may contact the NSW Procurement Client Support Centre on 1800nswbuy.

*ICT Services Scheme* means the NSW Government ICT Services Scheme administered by OFS.

*NSW Government eTendering website* means [www.tenders.nsw.gov.au](http://www.tenders.nsw.gov.au)

*OFS* means the NSW Government Office of Finance and Services, Treasury and Finance Cluster.

*Scheme Rules* refers to the NSW Government ICT Services Scheme Rules for Suppliers to which all Suppliers on the ICT Services Scheme have agreed and may be viewed or downloaded at [www.procurepoint.nsw.gov.au](http://www.procurepoint.nsw.gov.au)

*Scheme Termination Notice* means a notice published on the NSW Government eTendering website issued by OFS on behalf of the Contract Authority advising of the intent to terminate the Scheme.

*Short-form General ICT Contract Terms and Conditions* means the set of contractual terms and conditions that have been developed specifically for low risk contracts valued up to \$150,000 (ex GST). These contractual conditions reflect the lower value and risk profile of the scope of works and have significantly less detail than the Procure IT Framework and reduced insurance levels.

*Supplier* means an Applicant that has been granted admission to the ICT Services Scheme

*Supplier List* means either the *Registered Supplier List* (for low risk contracts valued up to \$150,000 ex GST each) or the *Advanced Registered Supplier List* (for high risk contracts or contracts valued over \$150,000 ex GST each).

*Supplier Declaration* means the declaration that suppliers are required to provide on the online Scheme Portal when making an Application to the ICT Services Scheme, which states that the applicant is authorised to submit the application for and on behalf of the applicant organisation and in doing so warrants that the applicant organisation is financially solvent, not subject to any legal proceedings or ICAC inquiry/ies, and the information provided in the application is true and correct.

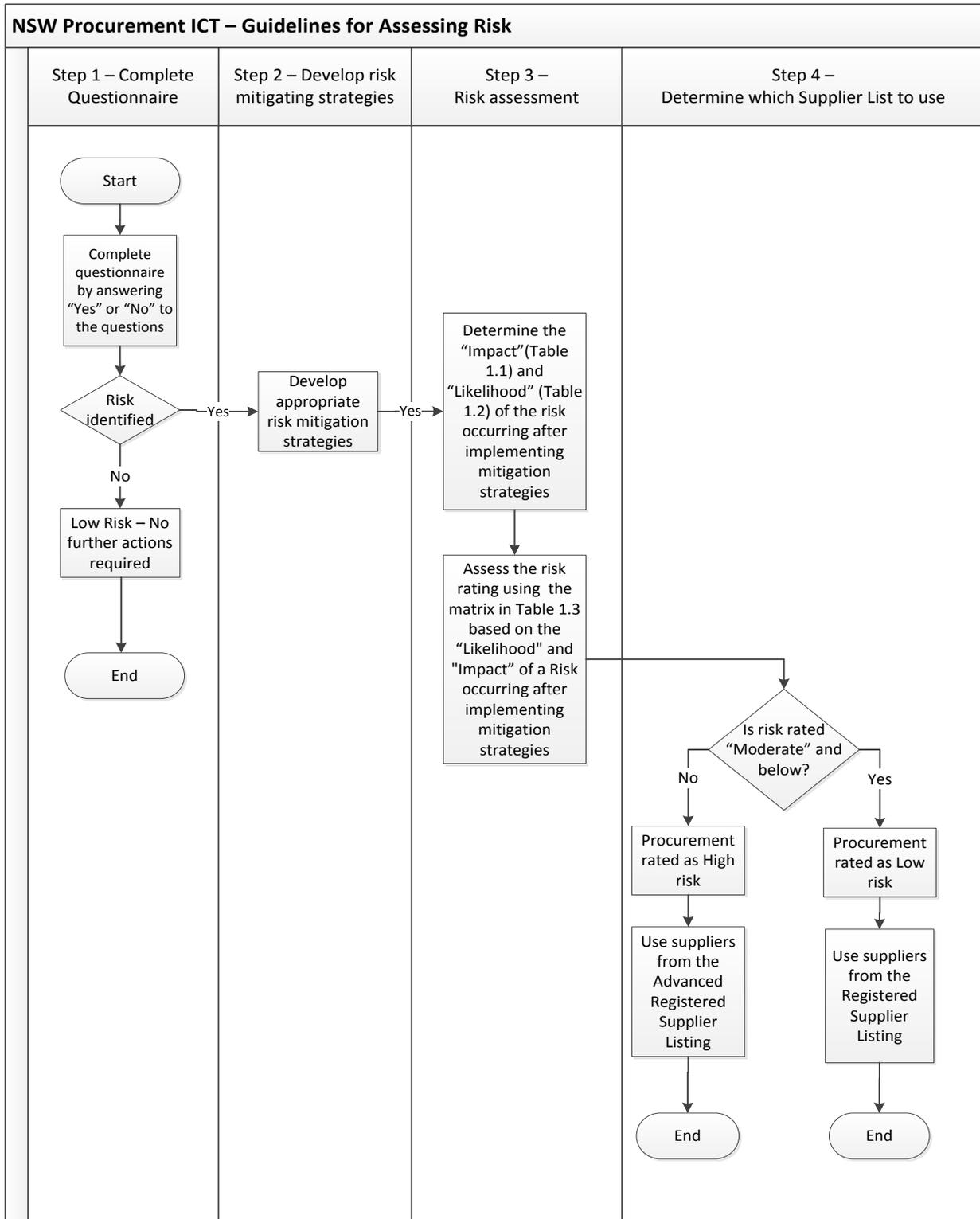
## APPENDIX 1: RISK ASSESSMENT GUIDELINE

### 1. GUIDANCE

This Assessment Guide has been developed for NSW Government Agencies to assess the level of risk associated with the procurement of ICT services in order to determine whether to use either of the following:

- **Advanced Registered Supplier List:** Suppliers that are approved to supply **HIGH** risk contracts or contracts valued over \$150,000 (ex GST); or
- **Registered Supplier List:** Suppliers that are registered to supply **LOW** risk contracts valued up to \$150,000 (ex GST).
- This Assessment Guide is not designed to replace a comprehensive risk assessment and does not override Agency policies on risk management or procurement (contracting) requirements.

**Note:** This 'Assessment Guide' has been developed specifically for the services component of the ICT Services Scheme. Agencies should note this when using the 'Assessment Guide' to determine risk when procuring ICT hardware and software.



## 2. QUESTIONNAIRE

PROCUREMENT OF ICT		
Q.	Contract Value	Yes/No*
1	Is there a risk that the costs of the intended procured deliverables (contract value) do not include all the whole-of-life requirements e.g. maintenance and other costs etc?	
2	Is it likely the procured deliverables will exceed \$150,000 (ex GST), given the size of the budget, extended delivery timeframe or historical issues with the delivery of similar products, services or outputs?	
3	Would the procurement lead to additional “flow-on” contracts, with either the same or a different supplier that would exceed \$150,000 (ex GST)?	
<b>Nature of Deliverables</b>		
4	Do the deliverables relate to major system or software implementation projects, Outsourced IT operations or the implementation of complex Networking and Telecommunication devices that could exceed \$150,000 (ex GST) or increase the risk to the provision of the procured deliverables?	
5	Are the procured deliverables expected to be complex thereby increasing the risks to delivery within Agency specifications?	
6	Is there a risk that key requirements of the procured deliverables have not been clearly identified or documented so they can be formally communicated to the vendor?	
7	Is there any ambiguity or concern over the objectives and deliverables that may result in delays insufficient deliverables and/or budget overruns?	
8	Do the procured deliverables relate to the customisation of software, which increases the risk to the timely and successful provision of the deliverables?	
9	Does the procurement involve multiple specialists from different vendors, increasing risks around coordination and the provision of the deliverables within the budget?	
<b>Governance</b>		
10	Is there a risk that existing governance mechanisms are not sufficient to minimise unplanned or unapproved scope changes, thereby increasing the cost of the deliverables over \$150,000 (ex GST)?	
11	Are any restructures or potential staff changes planned or in the process of being implemented by the specific Agencies business team requiring the procured deliverables?	
<b>Sensitivity</b>		

PROCUREMENT OF ICT	
12	Will the failure or inability to adequately complete or receive the procured deliverables have an adverse impact on/or delay the implementation of major government policy(s) or legislation?
13	Are the outcomes of the procured deliverables intended to integrate into other projects, Agency(s), systems or processes that may require additional work effort or Ministerial clearances?
14	Could the nature of the procured deliverables attract negative media attention and therefore result in increased probity or political scrutiny?
<b>Vendor</b>	
15	Is there a concern over the financial viability of a preferred vendor and therefore its capability and capacity to deliver the procurement?
16	Are there any indications that the vendor's team does not have the required experience in providing the deliverables for this type of procurement based on referee reports?
17	Does the vendor need to outsource or use sub-contractors for the provision of deliverables that may result in quality issues or the risk of non-delivery to agreed specifications?
<b>Other Risks (Agency Specific)</b>	
A	
B	

**\*Note:** Where the response to a question is “No” then no further action is required. If the response is “Yes” please complete the *‘Mitigating Strategies and Risk Assessment’* Table on Page 3 of this document.

**3. MITIGATING STRATEGIES AND RISK ASSESSMENT**

No.	Mitigating Strategy	Likelihood <i>(Refer to Table 1.1) After Mitigation Strategy</i>	Impact <i>(Refer to Table 1.2) After Mitigation Strategy</i>	Risk Rating <i>(Refer to Table 1.3) After Mitigation Strategy</i>
	(Add additional rows as required)			

**Note: if any Risk Ratings in the above table are 'HIGH' then the project should be rated 'HIGH'.**

**(Example)**

The table below has been provided as an example of mitigating strategies to reduce the risk below HIGH.

No.	Question (refer Questionnaire)	Yes/No
5	Are the procured services expected to be complex thereby increasing the risks to delivery within Agency specifications?	Yes

**Mitigating Strategies and Risk Assessment (Example)**

No.	Mitigating Strategy	Likelihood (Refer to Table 1.1) After Mitigation Strategy	Impact (Refer to Table 1.2) After Mitigation Strategy	Risk Rating (Refer to Table 1.3) After Mitigation Strategy
5(a)	Project plan is finalised, all tasks have been allocated a budget, deadline, and deliverables and assigned an owner.	Unlikely	Moderate	Moderate <b>(LOW RISK)</b>  Refer to the table below
5(b)	Assign an experienced Project Manager and Project Team.	Unlikely	Moderate	Moderate <b>(LOW RISK)</b>

#### 4. RISK ASSESSMENT RESULT

Based on the above assessment the procurement is rated \_\_\_\_\_ Risk. (HIGH / LOW)

The Risk rating table below is based on the assessment of the mitigation strategies in table 3. MITIGATION STRATEGIES AND RISK ASSESSMENT (above). In the example a Moderate rate risk results in a LOW RISK.

Overall Rating	Procurement Risk Rating	Supplier List (Contract Type)
Very High	HIGH RISK	High Risk but <\$150K or High Risk & >\$150K – <i>Refer to Advanced Registered Supplier List</i> (Suppliers that are approved to supply high risk contracts or contracts valued over \$150,000)
High		
Moderate	LOW RISK	Low Risk & <\$150K – <i>Refer to Registered Supplier List</i> (Suppliers that are registered to supply low risk contracts valued up to \$150,000 ex GST)
Minor		
Negligible		

#### Rating Tables

##### 1.1 Likelihood Table definitions

Likelihood	Description
Almost Certain	High likelihood of risk events occurring during the project (in most circumstances).
Probable	A risk event is likely to occur during the project (to be expected).
Possible	Would not be surprised if risk event occurred during the life of the project (foreseeable/capable of happening at least once).
Unlikely	The risk event could occur at some time but is unlikely (not to be expected).
Rare	Within the realms of possibility but extremely unlikely to occur (exceptional circumstances only).

**\*Note:** This table is provided as a guide only.

### 1.2 Impact Table definitions

Impact	Description
<b>Very High</b>	The consequences would create severe problems both financially and politically to the procurement organisation and its client/s.
<b>High</b>	The consequences would create major problems both financially and politically to the procurement organisation and its client/s.
<b>Moderate</b>	The consequences would create moderate problems to the procurement organisation and its client/s. This would mean that the administration of the procurement project could be subject to significant review or changed ways of operating.
<b>Minor</b>	The consequences would threaten the efficiency or effectiveness of some aspects of the program but would be dealt with internally. A budget overrun of monthly/project budget would be of low consequence.
<b>Negligible</b>	The consequences are dealt with by routine operations. A budget overrun of monthly/project budget would be of negligible consequence.

**\*Note:** This table is provided as a guide only.

1.3 Risk Rating Table\*

Likelihood score	Likelihood							Risk Rating
5	Almost Certain	Minor (5)	Moderate (15)	High (25)	Extreme (35)	Extreme (45)	(26-45)	Very High
4	Probable	Minor (4)	Moderate (12)	High (20)	Extreme (28)	Extreme (36)	(18-25)	High
3	Possible	Minor (3)	Moderate (9)	Moderate (15)	High (21)	Extreme (27)	(7-15)	Moderate
2	Unlikely	Minor (2)	Minor (6)	Moderate (10)	Moderate (14)	High (18)	(2-6)	Minor
1	Rare	Negligible (1)	Minor (3)	Minor (5)	Moderate (7)	Moderate (9)	(1)	Negligible
		Negligible	Minor	Moderate	High	Very High		
	Impact Score	1	3	5	7	9		
		Impact						

\*Note: This matrix is provided as a guide only.

## APPENDIX 2: SUMMARY GUIDE

Estimated total contract value	Contract Risk	Recommended minimum number of quotations	Supplier List	Terms and Conditions
Up to \$150,000 (ex GST)	Low	1	Registered Supplier List	Short-form
Up to \$150,000 (ex GST)	High	1	Advanced Registered Supplier List	Procure IT Framework (version 3.1)
Over \$150,000 (ex GST)	Low	3	Advanced Registered Supplier List	Procure IT Framework (version 3.1)
Over \$150,000 (ex GST)	High	3	Advanced Registered Supplier List	Procure IT Framework (version 3.1)

Price and non-price factors including company capacity and capability should be assessed for each engagement. Agencies shall ensure probity and value in keeping with the *NSW Procurement Policy Framework*.