

eProjects Panel

Competency Self Assessment for Agency Buyers

I have reviewed the eProjects Panel Self Paced Learning Package and understand the responsibilities of Agency Buyers procuring through the eProjects Panel are to:

- ▶ Comply with any existing mandated Government procurement arrangements (refer to <http://in.cto.sa.gov.au/ContractManagement/currentcontracts/> for more information.)
- ▶ Ensure that Agency and user details are kept correct, accurate and current.
- ▶ Comply with authorised threshold requirements by seeking a minimum of two written quotes from panellists for projects costing up to \$200,000, and a minimum of three written quotes for projects costing up to \$700,000.
- ▶ Upload Agency Procurement Plans annually to the eProjects Panel Portal
- ▶ Determine which Intellectual Property management model is appropriate for each project, noting that the default is IP Model 1.
 - IP Model 1: Contractor-owned (default)
 - IP Model 2: Customer-owned - No Licence back to Contractor
 - IP Model 3: Customer-owned - Licence back to Contractor

I understand that the responsibilities of Agency Buyers for each project include:

- ▶ Completing the General Order (a pre-populated sample is provided in the Portal).
- ▶ Ensuring Vendors comply with any policies, guidelines or standards defined on the home page of the eProjects Panel Portal.
- ▶ Conducting risk assessments for each project
- ▶ Determining the liability and insurance capping requirements based on the risk assessment performed for each project.
- ▶ Ensuring that Agency Buyers and Vendors jointly review project performance and project learnings at the end of each project, with the relevant information uploaded to the eProjects Panel Portal.

If I am an **Agency Administrator** I understand that before creating any new Agency Users, I will ensure that they have reviewed the Self Paced Learning Package and return a signed copy of the “Competency Self Assessment” to the Contract Authority (details below).

I confirm I have read and understood the details above and have completed (or will complete) the tasks listed. Please forward a signed copy of this document to the Contract Authority.

Name: _____
Position: _____
Agency: _____
Signature: _____
Date: _____

Questions and further information can be obtained from the Contract Authority:

Contract Management Group
Level 5, Wakefield House
30 Wakefield Street
Adelaide

SA 5000
P: (08) 8226 2261
F: (08) 8124 4640
E: contractmanagement@sau.gov.sa.gov.au