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**Mandatory procurement procedures** – a set of procedures, outlined in Division 2 of the *Guidelines*, which must be followed by agencies conducting a procurement valued over the thresholds specified in the *Guidelines*.

**Multi-use list** – a list, intended for use in more than one procurement process, of pre-qualified businesses who have satisfied the conditions for participation for inclusion on the list.

**Open tender process** – a procurement procedure where a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders.

**Panel** – an arrangement under which a number of suppliers may each supply agreed property or services to an agency for a set period of operation and as specified in the panel arrangements.

**Request for applications for a multi-use list** – a published notice inviting businesses to apply for inclusion on a multi-use list. The notice must be published on AusTender, either continuously or at least once per year.

**Request for expressions of interest** – a published notice inviting businesses to register an expression of interest in a procurement.

**Request for tender** – a published notice inviting businesses who satisfy the conditions for participation to submit a tender in accordance with requirements of the request for tender and other request documentation.

**Select tender process** – a procurement procedure in which the procuring agency invites specific potential suppliers to submit tenders. For procurements with a value greater than the relevant defined threshold, a select tender process may only be conducted in accordance with certain procedures and circumstances set out in Division 2 of the *Guidelines*.

**SME** – small and medium enterprises, defined for the purposes of the *Guidelines* as an Australian or New Zealand firm with fewer than 200 full time equivalent employees.

**Standing offer** – often referred to as deeds of standing offer, these arrangements set out the terms and conditions, including indicative pricing, under which a supplier agrees to supply specified goods or services to an agency for a specified period.

**Thresholds** – the value above which a procurement, unless exempt, is subject to the mandatory procurement procedures. The procurement threshold for all non-construction services procurements is \$80 000 for FMA Act agencies and \$400 000 for CAC Act agencies, rising to \$9 million in both cases for procurements of construction services.

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