

Notes

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

RASCI Process notes:		
Column Number	Title	Details
A	Procurement Stage	The procurement lifecycle is divided into Plan - planning of procurement engagement, Source - Market engagement until award and Manage- management of the contract and performance
	Task	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	Business owner	Part of the business requesting services- Divided into the sponsor (Financial budget owner/delegate) and the project manager
F-I	Procurement Services	The respective streams in the Office of Procurement Services (Proc.Ops, Major Procurement Projects, Procurement Business Partnerships and Governance, Reporting and social Procurement) within the Division of VP and CFO.
J	Treasury	Treasury function within the Office of Finance
K	Financial Services	Financial Services function (Insurance, Accounts payable and receivable) within the Office of Finance
L-N	Financial Performance and Partnerships	The streams in the Financial Performance and partnerships (Finance Business Partnerships, Financial Planning and analysis) within the Office of Finance
O	Risk	Relevant delegate in the Office of Risk function within the Division of VP and CFO.
P	Operations and Commercial	The relevant streams in the Division of Operations and Commercial.
Q	Marketing	The marketing function within the Division of SVP and COO.
R	Office of General Counsel	Engagement of internal legal advice for contractual matters- review and negotiations
S	Cyber Security Assurance and Operations	Engagement of Cyber Security Assurance and Operations for advice and review of cyber requirements for ICT and Technology engagements.
T	Information Technology and Digital Services	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					Risk	O&C	Marketing	OGC	Cyber Security Assurance	ITDS	
			Sponsor/ Financial Delegate	Stakeholder rep	Director, Procurement	Business Partnerships (a/r)	Procurement operations (T*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	Director, Risk			General Counsel	CISO	ITDS	
Plan	Mandatory	Need identified	A	R		C					I			I	C	C	I	I		
	Mandatory	Allocation of Procurement Partner	I	A	R															
	Mandatory	Raise request on systems	A	I	A	R	R*										I	I		
	Mandatory	Prohibit 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	C	A	A											I			
	If relevant	Identification of stakeholders	I	C	A	R												I	C	
	If relevant	Develop delivery methodology	A	R	I	S/C												I		
	Mandatory	Develop statement of needs	A	R	S										C	C		I	C	
	If relevant	Identify MRA requirements	I	C/I		S		S												A/R
Source	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	I	R	R*										A/C			
	Mandatory	Develop tender documents	I	C	A	R		C									C	C		
	Mandatory	Collate RFx/SLAs	A	R	I	C		C												
	Mandatory	Identification of suppliers/Market analysis	A	S/C		R	R*	C								C		C		
	Mandatory	Risk assessment	A	R	I	S/C								C	C	C		S		
	Mandatory	Issue RFx/Seek proposals			A	R	R*													
	If relevant	Market briefing	I	R/A		S/C														
	Mandatory	Tender clarifications		C/I		R/A														
Manage	Mandatory	Distribution of Submissions		I		R/A	R*													
	Mandatory	Evaluation	I	R	A	R	R*							C	C	C	C	I		
	If relevant	Commercial Analysis	I	I		R/A	R*				C		C		C	C	C	C		
	If relevant	Negotiate contract	I	R	A	R	R*						C							
	If relevant	Supplier check/Corporate scorecard	I	I	A	R			C								S/C	S		
	Mandatory	Review final agreement against standard	A	I		R/S	R*										C			
	Mandatory	Recommendation to Awards/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	I		R	R*				A/C									