Research and Major Equipment (RMEP) Overview

WHO ARE WE?

Thomas Hing (manager)
Thomas Valin
TBA – currently recruiting

Contact details:

RMEP website:
https://www.fin.unsw.edu.au/secure/unsw_allstaff/Procurement_Research_Major_Equipment.html

WHERE DO WE FIT?

EDFO (Jonathan Blakeman)

Central Finance (Stephen Rees)

Strategic Procurement (Claudia Teal)

RMEP
**Research and Major Equipment (RMEP) Overview**

**WHAT DO WE DO?**

Provide procurement (not purchasing) support to the UNSW research community in the areas of major equipment and laboratory consumables.

More specifically...

<table>
<thead>
<tr>
<th>What we can do</th>
<th>What we do not do (this is purchasing)</th>
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<tbody>
<tr>
<td>• Support preparation of procurement activities / tenders such as determining</td>
<td>• create vendors in UNSW's financial systems</td>
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<tr>
<td>approach and preparing tender documentation (requirements, contracts, etc)</td>
<td>• complete forex hedging application</td>
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<td>• Facilitate or project manage procurement/tender process</td>
<td>• manage the customs clearance process</td>
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<td>• Negotiate with suppliers on commercial, technical, and contractual aspects</td>
<td>• organise payment of invoices</td>
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<td>and resolve disputes (be the “bad cop” so researchers can maintain</td>
<td>• collect signatures for procurement documentation</td>
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<td>relationships with suppliers)</td>
<td>• complete purchase order forms</td>
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<td>• Draft purchase agreements (contracts)</td>
<td>• raise purchase orders</td>
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<tr>
<td>• Provide ongoing post-agreement commercial and procurement support</td>
<td><img src="image-url" alt="but RMEP can provide advice on the above." /></td>
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RMEP Process Overview

5 PROCUREMENT PHASES

Opportunity Analysis
Category /requirement & market analysis
Procurement Strategy
Engage Supplier Base
Implementation

To develop an understanding of suppliers and strengthen the grant application.
To ensure right approach is chosen and meets policy needs
To determine the most appropriate supplier.
To purchase from the supplier and ensure they fulfil obligations

WHAT DOES THIS ACTUALLY MEAN?

Need for major equipment identified
Grant application prepared & submitted
Prepare for sourcing activity
Solicit information from suppliers and evaluate
Work with chosen supplier to deliver and install goods

• Gather budgetary quotes
• Scope site requirements
• Select approach: quotation, open tender, closed tender, or direct negotiation
• Develop project team and plan
• Prepare information to be sent to suppliers
• Evaluate supplier responses
• Negotiate with suppliers
• Select most appropriate supplier
• Prepare installation site
• Manage supplier to obligations: delivery, installation, acceptance tests, training, etc

Contact RMEP for support at any point in this process (but the earlier, the better!)