

How to Use Procurement Australia Tendered Contracts

Quick Overview

Follow these steps to ensure compliance, value for money, and a smooth buying experience using PA contracts.

Step-by-Step

1. **Log in to the PA Member Portal** (or your council's linked portal).
2. **Request access to a contract**
 - Follow the steps in the Procurement Gateway [User Guide](#)
 - Follow the steps in the Procurement Gateway User Guide.
 - For additional information (e.g., Members Report, Sub-Agreement, Tender Submission Summary), contact your Local Government Representative.
 - VIC, TAS, QLD, NT – Julie Wiggins jwiggins@pald.com.au
 - NSW, ACT & SA – Craig Russell crussell@pald.com.au
3. **Check your organisation's procurement policy**
 - Confirm the rules of engagement with PA contracts.
 - If your policy does not provide guidance, the following steps are recommended:
 - Obtain financial delegation approval to spend under the contract for either the initial term or the life of the contract. Attach the PA Members Report to your internal approval documentation.
 - Run a mini-RFQ using your organisation's preferred procurement platform/method, or use Procurement Gateway, to confirm supplier capacity and final pricing against your specification.
 - Ensure conflict-of-interest declarations and insurance verifications are up to date.



- Verify that the quoted price is equal to or better than the pricing listed on the PA contract. *(Note: PA contract pricing represents the maximum rate; pricing should never include the PA rebate.)*
- Issue a Letter of Award, signed by the relevant financial delegate, to the preferred supplier. *(If your organisation does not have a template, request approval to use the [sample Letter of Award.](#))* Documents to support the Letter of Award

4. Opt-in to a supplier

- In Procurement Gateway, select the **'Opt In'** option next to the relevant supplier and category.
- Retain the confirmation email for audit purposes.

5. Purchase under the contract

- Raise a purchase requisition and purchase order (PO), referencing the PA contract number and supplier.

6. Tips & Good Practice

- Always reference the **PA contract number** on all purchase orders.
- Maintain a clear **audit trail**: approvals, RFQ records, evaluation notes, conflict-of-interest forms, and the final PO.