

QATAR UNIVERSITY

ITS PMO Procurement & Contract Management Policy



ITS PMO Procurement & Contract Management Policy

Policy & Procedure for QU ITS PMO

Produced by

Information Technology Services Department – Project Management Office

Reviewed by

Office of Associate Vice President for Facilities & Information technology

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Preface


This Handbook is designed to complement the overall policies & procedures for the Information Technology Services (ITS) Department at Qatar University. The document contains ITS PMO Procurement & Contract Management Policy & procedures related to QU'S IT Projects and approved by the following ITS Committee Members:-

- Dr.Khalid Kamal Naji - AVP Facilities & IT
- Trevor Andrew Moore - Director of ITS Department
- Mohannad Omar Naim- Project Management Office Manager

Important Notice:

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 جامعة قطر QATAR UNIVERSITY	POLICY NUMBER	QU-PMO-001
	POLICY TITLE	ITS PMO PROCUREMENT & CONTRACT MANAGEMENT
	OFFICE OF PRIMARY RESPONSIBILITY	PROJECT MANAGEMENT OFFICE
	EFFECTIVE DATE	IMMEDIATELY

	Prepared/Modified by	Reviewed by	Approved by
Department	Project Management Office	PMO Manager	
Function	Procurement & Contract Management		
Name	Mohannad Naim		
Sign-off			
Date	April 21, 2013		

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1- OVERVIEW

This is an overview of ITS PMO Procurement & Contract Management Policy governing procurement and selection of consultants to all related ITS projects

2- PURPOSE

The purpose of this policy is to outline and specify ITS PMO Procurement & Contract Management processes for all ITS related projects

3- INTENT AND OBJECTIVES

This policy articulates the guiding principles and provisions that apply when procuring goods or services for ITS. The objectives of this policy are to ensure that Procurement & Contract Management policy and procedures are based on the following principles:

1. Value for money
2. Open and fair competition
3. Accountability
4. Risk management, and
5. Probity and transparency

4- SCOPE

The scope of this policy applies to:

- Goods, Services, Software
- Infrastructure and equipment (including related consultancy services).
- Contracts - Regardless of the total project cost

5- POLICY

5.1 Procurement Management



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- ITS Project Management Office (PMO) serves as the authorized body to all procurement procedures for all ITS related projects.

- **ITS PMO Responsible For:**
 - a) Reviewing and Approving ITS RFPs/RFQs prior forwarding them to Qatar University Procurement Department
 - b) Receiving Bidders Proposals from Qatar University Procurement Department
 - c) Forming Proposals Evaluation Committees in alliance with Business owners and concerned Technical parties
 - d) Reviewing and Approving Evaluation Reports prior forwarding them to Qatar University Procurement Department

5.2 Contracts Management:

- ITS PMO serves as the authorized body for reviewing and approving all ITS related projects contracts in alliance with Qatar University Procurement policies
- All RFPs/RFQs Evaluation Reports must be signed off by the Business owner and ITS CIO before forwarding them to Qatar University Procurement Department

- **ITS PMO Responsible For:**
 - a) Reviewing ITS projects related contracts prior vendor signing

6- Procedures:

- 1- PM to create RFP/RFQ including a list of potential bidders

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- 2- Business Owners, ITS Departments Managers, CIO and PMO Manager to review and approve RFP/RFQ based on their own disciplines requirements – see appendix A – Document Approval
- 3- Approved RFP/RFQ to be send to procurement through Ebusiness Suite
- 4- Procurement to forward received Proposals to PMO
- 5- PMO to form Proposals Evaluation Committee including business owners and Technical Expertise to review proposals
- 6- Evaluation Committee to submit Evaluation Report and Evaluation Sheet to PMO – see appendix B
- 7- Evaluation Report and Evaluation sheet signed by the committee members to be forwarded to procurement
- 8- QU Procurement Department to forward commercial proposals for the technically qualified bidders to PMO
- 9- PMO to form a committee to evaluate the commercial proposals and submit final Report to PMO – see appendix C
- 10- PMO to submit the final Evaluation Report to procurement- see appendix D
- 11- PMO to review contracts prior signing with the selected bidder
- 12- Procurement to share Award letter and signed Contract with PMO
- 13- PMO to share the contract with the assigned Project Manager

7- Compliance


Failure to comply with QU defined policies may result in:

- a. Disciplinary action up to and including termination of employment, services or relationship with university.
- b. Actions in accordance with the local law enforcement authorities.

8- POLICY AUTHORIZATIONS

SIGNATURE

DATE


24 - April 2013

