



Readiness Assessment Checklist for Public Bodies

This Readiness Assessment Checklist has been developed by the OPR to assist Public Bodies in determining their readiness for Full Proclamation of the Public Procurement and Disposal of Public Property Act, 2015 (as amended), hereinafter referred to as the Act.

For a better understanding of this document, please consult the Roadmap for Compliance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended).

Name of Public Body: _____

READINESS ASSESSMENT CHECKLIST FOR PUBLIC BODIES		Yes	No
No.	Code of Conduct		
1.	Developed and implemented a Code of Conduct for Public Procurement, Retention and Disposal of public property in keeping with the objects of the Act	<input type="checkbox"/>	<input type="checkbox"/>
2.	Developed and implemented a training plan for staff and stakeholders to ensure a shared understanding of the values of the Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>
Internal Control Framework			
3.	Developed an Internal Control Framework for Procurement, Retention and Disposal of public property to ensure effectiveness and efficiency of operations of the Public Body	<input type="checkbox"/>	<input type="checkbox"/>
Undertake an Assessment & Determine Procurement Capacity Needs			
4.	Assessed Procurement, Retention and Disposal of public property capacity needs based on the mandate and level of expenditure of the Public Body	<input type="checkbox"/>	<input type="checkbox"/>

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5.	Established an organisational structure and delegation of authority for the management and execution of procurement, retention and disposal of public property	<input type="checkbox"/>	<input type="checkbox"/>
6.	Established functional responsibilities and reporting relationships within the Public Body and Procurement and Disposal Units	<input type="checkbox"/>	<input type="checkbox"/>
7.	Established job descriptions and budget(s) for the recruitment, training, development and retention of required staff	<input type="checkbox"/>	<input type="checkbox"/>
8.	Obtained the necessary approval(s) and budget(s) for the staffing of the Procurement and Disposal Units	<input type="checkbox"/>	<input type="checkbox"/>
Establish Procurement and Disposal Function & Inform the OPR of the 'Named' Procurement Officer			
9.	Hired/Appointed a 'Named' Procurement Officer	<input type="checkbox"/>	<input type="checkbox"/>
10.	Notified the OPR, in writing, of the name and designation of the 'Named' Procurement Officer as required by the Act	<input type="checkbox"/>	<input type="checkbox"/>
11.	Recruited, developed and retained competent individuals for the Procurement and Disposal Units based on the approved organisational chart and job descriptions	<input type="checkbox"/>	<input type="checkbox"/>
12.	Assigned two (2) technically trained and experienced Public Officers for Stores & Inventory Management	<input type="checkbox"/>	<input type="checkbox"/>
Develop Handbooks and Guidelines & Establish Support Systems for Procurement and Disposal			
13.	Developed handbooks and guidelines, and special guidelines, in relation to public procurement, retention and disposal of public property based on the model handbooks and guidelines issued by the OPR	<input type="checkbox"/>	<input type="checkbox"/>
14.	Obtained the approval of the OPR for special guidelines and handbooks developed in relation to Public Procurement, Retention and Disposal	<input type="checkbox"/>	<input type="checkbox"/>
15.	Establish a system to assess risk applying (SUPREM or other) applicable risk tools and techniques	<input type="checkbox"/>	<input type="checkbox"/>
16.	Established a Procurement Records and Information Management System (hard & electronic copy)	<input type="checkbox"/>	<input type="checkbox"/>
17.	Established a Stores and Inventory Management System	<input type="checkbox"/>	<input type="checkbox"/>

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18.	Implemented measures to safeguard public property based on identified risks	<input type="checkbox"/>	<input type="checkbox"/>
Appoint Procurement and Disposal Advisory Committee (PDAC) & Disposal Committee			
19.	Appointed members and alternate members of PDAC	<input type="checkbox"/>	<input type="checkbox"/>
20.	Appointed members and alternate members of the Disposal Committee	<input type="checkbox"/>	<input type="checkbox"/>
Training & Capacity Building			
21.	Provided internal sensitisation training for staff pertaining to the Act, Regulations, Handbooks and Guidelines and Special Guidelines approved by the OPR for the public body	<input type="checkbox"/>	<input type="checkbox"/>
22.	Assessed internal procurement capacity against training and certification standards established by the OPR	<input type="checkbox"/>	<input type="checkbox"/>
23.	Provided training opportunities to procurement and disposal staff in keeping with any gaps identified in performance/competence	<input type="checkbox"/>	<input type="checkbox"/>
Prepare Annual Procurement Plan & Annual Schedule of Planned Procurement Activities			
24.	Prepared Annual Procurement Plan and Annual Schedule of Planned Procurement Activities	<input type="checkbox"/>	<input type="checkbox"/>
25.	Submitted Annual Procurement Plan to the OPR within six (6) weeks of the approval of the National Budget	<input type="checkbox"/>	<input type="checkbox"/>
26.	Published Annual Schedule of Planned Procurement Activities on website	<input type="checkbox"/>	<input type="checkbox"/>
Establish a Mechanism for Compliance with the Reporting Requirements in the Act			
27.	Published notices of award of procurement contracts or framework agreements on the public body's website upon entry into force of contract or conclusion of a framework agreement	<input type="checkbox"/>	<input type="checkbox"/>
28.	Prepared and Submitted Quarterly Reports to the OPR three (3) weeks after the end of each quarter	<input type="checkbox"/>	<input type="checkbox"/>
29.	Prepared Annual Procurement Performance Report within six (6) weeks of the end of the fiscal year	<input type="checkbox"/>	<input type="checkbox"/>

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30.	Prepared and submitted ALL Reports requested by the OPR	<input type="checkbox"/>	<input type="checkbox"/>
Internal System to Monitor Performance			
31.	Established an internal system to monitor performance in Procurement and Disposal units	<input type="checkbox"/>	<input type="checkbox"/>
31.	Continuously monitor the execution of procurement and disposal function against plans and identified weaknesses/gaps	<input type="checkbox"/>	<input type="checkbox"/>
32.	Implemented measures to improve the performance and address gaps identified in the procurement and disposal functions	<input type="checkbox"/>	<input type="checkbox"/>