



# ENGG4104

## Engineering Contracts and Procurement

Session 1, Weekday attendance, North Ryde 2020

*School of Engineering*

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## General Information

Unit convenor and teaching staff

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Consultation time: 1.00 - 3.00 pm Monday

Credit points

10

Prerequisites

Admission to MEngMgt or ((ENGG3000 or ENGG300) and ENGG3050)

Corequisites

Co-badged status

Unit description

This unit will provide students with learning modules about structuring and commissioning engineering contracts to deliver and procure engineering outcomes. Students will develop a working knowledge of contract administration and build a fundamental understanding of commercial engineering contracts and procurement. The unit is designed to cover all engineering disciplines across different stages of the career.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Evaluate the commercial viability of engineering projects and decide an appropriate procurement strategy for a particular project.

**ULO2:** Interpret the scope and meaning of contract documents for the delivery of engineering projects.

**ULO3:** Analyse and assess tenders, articulate fundamental knowledge of contract law, identify potential risks associated with the engineering projects.

**ULO4:** Conduct cost estimation and tendering processes from a Contractors perspective.

## Assessment Tasks

### Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult [iLearn](#) for revised unit information.

[Find out more about the Coronavirus \(COVID-19\) and potential impacts on staff and students](#)

## General Assessment Information

### Student Responsibilities

Be familiar with University policy and College procedures and act in accordance with those policies and procedures. It is the responsibility of the student to retain a copy of any work submitted. Students must produce these documents upon request. Copies should be retained until the end of the grade appeal period each term. The student is to perform the required due diligent for their assessment grade and rectify as soon as possible upon finding any errors.

### Notifications

Formal notification of assessment tasks, grading rubrics, and due dates will be posted on iLearn. Although all reasonable measures to ensure the information is accurate, The University reserves the right to make changes without notice. Each student is responsible for checking iLearn for changes and updates.

### Report and Assignment Tasks

Assignment Problems will be posted on iLearn at least one week before their submission date. Assignment solutions will be posted within 7 working days after the submission date. Submissions will not be accepted once the solution is posted.

### Assignment submissions and plagiarism policies

All assignments and reports must be submitted electronically through iLearn (in pdf format) in the appropriate space provided for submissions in ilearn. Submissions will undergo plagiarism checkers using the Turnitin software and any work deemed to have 30% or higher similarity score may incur an academic penalty. For more details on the policies of academic penalties relating to academic honesty, please refer to the policies and procedures section below. Submissions are expected to be either handwritten or typed in a logical layout and sequence. Markers WILL NOT grade poorly organized or illegible scans or drafts. The expected workload includes preparation of final copies and clear diagrams.

### Late submissions

Late submissions or absences from tutorials and laboratories will not be accepted without prior arrangement being made at least one week before the submission date. Extenuating circumstances will be considered upon lodgement of a formal notice of disruption of studies.

## Grading and passing requirement for unit

In order to pass the unit satisfactorily, the students need to fulfil the following criteria:

1. At least 50% marks overall

For further details about grading, please refer below in the policies and procedures section.

The unit will be graded according to the Macquarie University Grading policy. The following grades will be used according to the listed numerical range:

HD	High Distinction	85-100
D	Distinction	75-84
Cr	Credit	65-74
P	Pass	50-64
F	Fail	0-49

**Final Examinations** Final examinations will typically take place at the end of the semester. For further information, please refer to the Examination Timetable website on [www.mq.edu.au](http://www.mq.edu.au)

## Delivery and Resources

### Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: [https://ask.mq.edu.au/account/pub/display/unit\\_status](https://ask.mq.edu.au/account/pub/display/unit_status)

Primary Text: 1. **Procurement Principles and Management:** Baily, Farmer, Crocker, Jessop, Jones, Pearson Publication, ISBN 9781292016016

2. **Engineers Procurement Manual for Major Plant Equipment:** Robert Leeser, Prentice Hall Publication, ISBN 0-13-294711-0

## Unit Schedule

### Coronavirus (COVID-19) Update

The unit schedule/topics and any references to on-campus delivery below may no longer be relevant due to COVID-19. Please consult [iLearn](#) for latest details, and check here for updated delivery information: [https://ask.mq.edu.au/account/pub/display/unit\\_status](https://ask.mq.edu.au/account/pub/display/unit_status)

Week	Lecture /Content / Topic	Chapter Ref	HBR Case Study
1	The Procurement function and its role in a business. Measurement of Procurement Success, KPI's	Chapter 1  Bailey et al	Boeing Australia Assessing the merits of implementing an eProcurement System
2	Strategic Procurement and Supply Chain Management.	Chapter 2  Bailey et al	
3	Price and total cost of ownership (TCO)	Chapter 9  Bailey et al	Meisterclean – Turning Supply chain into competitive advantage
4	Preparation of procurement requirements. Compiling the contract conditions, developing commercial terms. Preparing technical specifications	Ch 3, 5, 6, 7, 8, & 9  Leeser	
5	Selection of suppliers. Bidding process.	Ch 10, 11, & 12  Leeser	Building Deep Supplier Relationships
6	Sourcing Strategies and Relationships  <b>Assignment 1 due</b>	Chapter 8  Bailey et al	
7	Project Procurement and Risk	Chapter 11  Bailey et al	Boeing Strategic Initiative RM Supply Chain Risk
8	Contract Management	Chapter 19  Bailey et al	
9	Guest Lecturer – Dermot Thomson  Topic: Practical Guidelines in writing RFQs		

10	Quality Management	Chapter 5 Bailey et al	Quality Management in the oil industry: How BP greases its machinery for frictionless sourcing.
11	Inventory Management	Chapter 6 Bailey et al	
12	Capital Procurement	Chapter 14 Bailey et al	
13	Review  <b>Assignment 2 due</b>		

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Students seeking more policy resources can visit the [Student Policy Gateway \(https://students.mq.edu.au/support/study/student-policy-gateway\)](https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](mailto:ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](mailto:ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Changes from Previous Offering

N/A

