



ENGG8114

Contracts and Procurement

Session 2, In person-scheduled-weekday, North Ryde 2026

School of Engineering

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Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

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Teaching Associate

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Credit points

10

Prerequisites

Corequisites

Co-badged status

Unit description

This unit provides students with learning modules on sourcing and procurement, structuring and commissioning of contracts to procure and deliver on supplies and services. Students will develop a working knowledge of contract administration and build a fundamental understanding of commercial contracts, sourcing and procurement. The unit is designed to cover major discipline areas focusing on the contracts, sourcing, and procurement sector. Additionally, the unit will cover management aspects of maintaining supply relationships that drive mutual benefit. The unit will be delivered with a range of learning activities such as case study analysis, lectures and small group teaching activities focusing industry standard document preparation.

Learning in this unit enhances student understanding of global challenges identified by the United Nations Sustainable Development Goals ([UNSDGs](#)) Industry, Innovation and Infrastructure

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 projects and decide an appropriate

procurement strategy for a particular project.

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

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

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

ULO5: Develop strategies to build and maintain sustainable supplier relationships.

General Assessment Information

General Assessment Information

Student Responsibilities

Be familiar with University policy and 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 provide 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 diligence for their assessment grade and rectify as soon as possible upon finding any errors.

Late Submission

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Late Submission Policy

- **5% penalty per day:** If you submit your assessment late, **5% of the total possible marks** will be deducted for each day (including weekends), up to 7 days.
 - *Example 1 (out of 100):* If you score 85/100 but submit 20 hours late, you will lose 5 marks and receive **80/100**.
 - *Example 2 (out of 30):* If you score 27/30 but submit 1 day late, you will lose 1.5 marks and receive **25.5/30**.
- **After 7 days:** Submissions more than 7 days late will receive a **mark of 0**.
- **Extensions:**
 - **Automatic short extension:** Some assessments are eligible for automatic short extension. You can only apply for an automatic short extension before the due date.
 - **Special Consideration:** If you need more time due to serious issues and for any assessments that are not eligible for Short Extension, you must apply for Special Consideration.

Need help? Review the Special Consideration page [HERE](#)

Resubmission option

Resubmission of any assessment task is not allowed under any circumstances.

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.

Assignment submissions and plagiarism policies

All assignments and reports must be submitted electronically through iLearn (in pdf format). Submissions will undergo plagiarism checkers using the Turnitin software (where applicable) and any work deemed to have a 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 typed set in a logical layout and sequence. Markers WILL NOT grade poorly organized or illegible scans or drafts. The expected workload includes the preparation of final copies and clear diagrams.

Grading and passing requirements for unit

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

In order to pass this unit, a student must obtain a mark of 50 or more for the unit (i.e. obtain a passing grade P/ CR/ D/ HD).

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

ASSESSMENT GRADES AND STATUS

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GRADE	RANGE	STATUS ('Standard Grade' in AMIS)	DESCRIPTION
HD	85-100	Pass	Provides consistent evidence of deep and critical understanding in relation to the learning outcomes. There is substantial originality, insight, or creativity in identifying, generating, and communicating competing arguments, perspectives or problem-solving approaches; critical evaluation of problems, their solutions, and their implications; creativity in the application as appropriate to the program.

D	75-84	Pass	Provides evidence of integration and evaluation of critical ideas, principles, and theories, distinctive insight, and ability in applying relevant skills and concepts in relation to learning outcomes. There is a demonstration of frequent originality or creativity in defining and analyzing issues or problems and providing solutions; and the use of means of communication appropriate to the program and the audience.
CR	65-74	Pass	Provides evidence of learning that goes beyond replication of content knowledge or skills relevant to the learning outcomes. There is a demonstration of substantial understanding of fundamental concepts in the field of study and the ability to apply these concepts in a variety of contexts; convincing argumentation with appropriate coherent justification; communication of ideas fluently and clearly in terms of the conventions of the program.
P	50-64	Pass	Provides sufficient evidence of the achievement of learning outcomes. There is a demonstration of understanding and application of fundamental concepts of the program; routine argumentation with acceptable justification; communication of information and ideas adequately in terms of the conventions of the program. The learning attainment is considered satisfactory or adequate or competent or capable in relation to the specified outcomes.
F	0-49	Fail	Does not provide evidence of attainment of learning outcomes. There is missing or partial or superficial or faulty understanding and application of the fundamental concepts in the field of study; missing, undeveloped, inappropriate or confusing argumentation; incomplete, confusing, or lacking communication of ideas in ways that give little attention to the conventions of the program.

Final Examinations

Final examinations will typically take place at the end of the semester during the University examination period. For further information, please refer to the Examination Timetable website on www.mq.edu.au

If you receive [special consideration](#) for the final exam, a supplementary exam will be scheduled by the faculty during a supplementary exam period, typically about 3 to 4 weeks after the normal exam period. By making a special consideration application for the final exam you are declaring yourself available for a resit during the supplementary examination period and will not be eligible for a second special consideration approval based on pre-existing commitments. Please ensure you are familiar with the policy prior to submitting an application. Approved applicants will receive an individual notification one week prior to the exam with the exact date and time of their supplementary examination.

Assessment Tasks

Name	Weighting	Hurdle	Due	Groupwork/Individual	Short Extension	AI Approach
Case study on procurement	20%	No	04/09/2026	Individual	Yes	Open
Group Project	30%	No	11/09/2026	Individual and Group	No	Open
Final project	50%	No	05/11/2026	Individual	Yes	Open

Case study on procurement

Assessment Type ¹: Written Submission

Indicative Time on Task ²: 12 hours

Due: **04/09/2026**

Weighting: **20%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open

Case study on procurement

On successful completion you will be able to:

- Evaluate the commercial viability of projects and decide an appropriate procurement strategy for a particular project.
- Interpret the scope and meaning of contract documents for the delivery of projects.
- Analyse and assess tenders, articulate fundamental knowledge of contract law, and identify potential risks associated with the project.

Group Project

Assessment Type ¹: Professional task

Indicative Time on Task ²: 12 hours

Due: **11/09/2026**

Weighting: **30%**

Groupwork/Individual: Individual and Group

Short extension ³: No

AI Approach: Open

Group project based on procurement case scenario

On successful completion you will be able to:

- Evaluate the commercial viability of projects and decide an appropriate procurement strategy for a particular project.
- Interpret the scope and meaning of contract documents for the delivery of projects.
- Analyse and assess tenders, articulate fundamental knowledge of contract law, and identify potential risks associated with the project.
- Conduct cost estimation and tendering processes from a Contractors perspective.
- Develop strategies to build and maintain sustainable supplier relationships.

Final project

Assessment Type ¹: Professional task

Indicative Time on Task ²: 30 hours

Due: **05/11/2026**

Weighting: **50%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open

Final project report based on Engineering procurement principles.

On successful completion you will be able to:

- Evaluate the commercial viability of projects and decide an appropriate procurement strategy for a particular project.
- Interpret the scope and meaning of contract documents for the delivery of projects.
- Analyse and assess tenders, articulate fundamental knowledge of contract law, and identify potential risks associated with the project.
- Conduct cost estimation and tendering processes from a Contractors perspective.
- Develop strategies to build and maintain sustainable supplier relationships.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- [Academic Success](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation.

³ An automatic short extension is available for some assessments. Apply through the [Service Connect Portal](#).

Delivery and Resources

Delivery and Resources

Text: Procurement Principles and Management: Baily, Farmer, Crocker, Jessop, Jones
Engineers Procurement Manual for Major Plant Equipment: Robert Leeser

Unit Schedule

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	
2	Strategic Procurement and Supply Chain Management.	Chapter 2 Bailey et al	Boeing Australia Assessing the merits of implementing an eProcurement System
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 Assignment 1 due	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	Within Slides Video: Procurement Disasters – UK 6.5 Billion Defence
9	Government Projects – <u>Guest Lecturer</u> - Case Study Submission		
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 Assignment 2 due		

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>). 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](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

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

To find other policies relating to Teaching and Learning, visit [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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 connect.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

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

Academic Success

[Academic Success](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Ask a Study Coach](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via the [Service Connect Portal](#), or contact [Service Connect](#).

IT Help

For help with University computer systems and technology, visit <https://students.mq.edu.au/support/technology/service-desk>.

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

There are no changes to the previous offering. That said, any suggestions to improve the unit is greatly appreciated.

Unit information based on version 2026.02 of the [Handbook](#)