Chapter 14. Business Case

14.1 Introduction
This policy is grounded in the primacy of the value-for-money consideration that is mandated in Department of Finance Commonwealth Procurement Rules (CPR). See: http://www.finance.gov.au/sites/default/files/commonwealth-procurement-rules.pdf as applied in Departmental instructions, procedures and operational guidelines.
This policy applies to all DVA-funded equipment that is purchased through National ATDP V1 or Regional V2 funds.

14.2 Purpose of Business Case
The purpose of a Business Case is to:
- establish the need for an expenditure of ATDP funds
- ensure that an expenditure achieves value-for-money
A Business Case template is at Annex A.

14.3 Planning and Budgeting System
CPR require that when a business requirement arises, the funds coordinator consider whether a procurement will deliver the best value for money. The funds coordinator is required to take into consideration:
- stakeholder input;
- the scale and scope of the business requirement;
- the relevant entity’s resourcing and budget;
- obligations and opportunities under other existing arrangements;
- relevant Commonwealth policies; and
- the market’s capacity to competitively respond to a procurement.

14.4 Participants’ Responsibilities
A Member of the SGB, CFMG, RIG or CoP or other entity that is eligible to apply for an ATDP-funded procurement is required to prepare a Business Case.

- SGB-Member: The Business Case is to be forwarded to the Chair for consideration against the CPR rules at para 14.3 above.
- CFMG- Member: The Business case is to be forwarded to the Chair (cc to the SGB Chair) for consideration against the CPR rules at para 14.3 above.
- RIG-Member: The Business case is to be forwarded to the Regional Manager (cc to the CFMG Chair) for consideration against the CPR rules at para 14.3 above.
- CoP/other Entity: The Business case is to be forwarded through the CoP Coordinator/Entity Manager to the Regional Manager (cc to the CFMG Chair) for consideration against the CPR rules at para 14.3 above.
14.5 Approval of Procurement
The SGB/CFMG Chair or Regional Manager will:

- consider whether the Business Case justifies the proposed procurement;
- ensure that the funds required are available;
- if the preceding criteria are met, approve the procurement;
- forward the approved Business Case to the ATDP funds coordinator.

14.6 Authorisation
The ATDP funds coordinator is responsible for ensuring the procurement meets CPR and Departmental requirements. Having confirmed that CPR and DVA requirements are met, the fund coordinator will:

- authorise expenditure of funds; and
- ensure the procurement is registered (see: Library 4, Chapter 12, Assets Management).

Annexes:
A. Business Case Template
B. Sample Business Case
Annex A

Business Case Template

Introduction
This paper substantiates the need for procurement of [item].

Stakeholder Requirement
Each appointment holder in the ATDP is required to access information disseminated by email. The SGB has established as policy an entitlement to ICT support funded by DVA from the ATDP allocation on a funds available basis.

[Name], a member of the [SGB/CFMG/RIG/CoP/ATDP-funded Entity], requires [item] for official use in support of the Advocacy Training and Development Program.

Business Requirement
Members of the [SGB/CFMG/RIG/CoP/ATDP-funded Entity] are appointed by [authority/process] for a period of [Period] years. While holding the appointment, [Name] is responsible for [Summary of roles and tasks from Job Description].

On completion of the [Item] user's term in office, the equipment is redistributed to the incoming appointee to facilitate continuity of records, knowledge, plans, process and outcomes.

Current Resourcing and Budget
The [SGB/CFMG/RIG/CoP/ATDP-funded Entity] currently:

• has the following number of members: [Number]
• holds the following [Items] in inventory:
  ° [Item]: [Number]
• the age of these [Items] follows:
  ° [Item] 1: [Age]
  ...  
  ° [Item] x: [Age]

The SGB requires that an Annual Budget be submitted by the Chair CFMG. The proposed procurement [is/is not] included in the Annual Budget.

(If not included in Budget:) Procurement outside the Budget is justified by [establish justification].

OR

DVA policy is that the operational life of [Item] is [Number] years.

The proposed procurement is:

• consistent with DVA [Item] replacement policy; and
• within the SGB’s approved Annual Budget
OR

• justified by need as an off-Budget expenditure.

Existing Arrangements - Obligations and Opportunities
The proposed procurement is not subject to any international obligations.

Commonwealth Policies
The proposed procurement is subject to and consistent with national contestability obligations.

Market Capacity to Respond
Three quotes for [Item] have been obtained on the open market and are attached.

The market is able to respond to the proposed procurement and best value-for-money is demonstrated by the [Name of Supplier].

Recommendation
Purchase of [Item] from [Name of Supplier] is recommended.

[Signature]
[Name of Proposer]
[Date]

Procurement Approved by:

[Signature]
[Appointment]
[Date]

Procurement Authorised by:

[Signature]
Funds Coordinator
[Date]
REQUEST FOR ICT PURCHASE FY201X-1Y

Introduction
1. On 10 May 201x, the Department of Veterans’ Affairs purchased for the Recipient a Sony VIAO Duo 11 laptop, Model No SVD11216PCB.

Reason for Replacement
2. The processor in the Sony VIAO has now become unstable when operated within the temperature and humidity specification.

Justification for Replacement
3. In September 2015, the Recipient was appointed to the CFMG. The expectation is that the Recipient will remain a full-time member of the CFMG until mid-2018 from when he will engage in projects.

4. The CFMG appointment involves the following ATDP tasks:
   a. Preparing documents for the OMS Library in PDF format
   b. Preparing the policy and procedures in WORD, EXCEL and PDF
   c. Preparing project-management-level Gantt and CPM documents in EXCEL
   d. Preparing and delivering PowerPoint (PP) and video presentations to CFMG meetings and workshops, Communities of Practice, Mentors and ESO executives and advocates
   e. Preparing the documentation for and facilitating ATDP implementation Workshops in WORD, EXCEL, PDF, PP and video
   f. Searching the Web
   g. Communicating on Outlook

Specific Need
5. The Recipient works on the laptop while airborne in small, regional airline aircraft (Bombardier Q-series and SAAB 340), which have minimal in-cabin
storage, close pitched seating and very limited room on the fold-down refreshments tray. The laptop’s dimensions and weight are therefore a critical decision point.

**Comparison**

6. Three possible replacements that meet the necessary physical limits arising from regional-airline aircraft have been identified. The three options are compared with the existing laptop in the table next.

<table>
<thead>
<tr>
<th>Specification</th>
<th>Sony V1AO Duo 11 (WxDxH mm; Weight kg)</th>
<th>HP Spectre X360 13-AC001TU</th>
<th>ASUS ZenBook 3 Deluxe UX490UA</th>
<th>Microsoft Surface Pro 16GB RAM 512GB SSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>W 320 x D 198 x H 17.8 inches, 1.3kg</td>
<td>W 307 x D 218 x H 13.9 mm, 1.3kg</td>
<td>W 329 x D 214x H 12.9 mm, 1.1kg</td>
<td>W 292 x D 201x H 8.45 mm, 0.8kg</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel Core i7, 1333MHz, 8 GB RAM, 256MB SDD</td>
<td>Intel Core i5 7500, 2500MHz, 8 GB RAM, 256GB SDD</td>
<td>Intel Core i7 7500, 2700MHz, 16 GB RAM, 512GB SDD</td>
<td>Intel Core i7 7500U, 2200MHz, 16GB RAM, 512GB SDD</td>
</tr>
<tr>
<td>Operating Sys</td>
<td>Windows 10 (32bit)</td>
<td>Windows 10 Home (64bit)</td>
<td>Windows 10 Pro (64bit)</td>
<td>Windows 10 Pro (64bit)</td>
</tr>
<tr>
<td>Battery</td>
<td>4960 mAh</td>
<td>57.8 Whrs</td>
<td>46 Whrs</td>
<td>3.25 hours</td>
</tr>
<tr>
<td>Interfaces</td>
<td>2 x USB 3.0, HDMI, VGA, LAN; stylus</td>
<td>3 x USB, HDMI dongle; stylus</td>
<td>1 x USB, HDMI dongle; stylus</td>
<td>1x USB:, microSD card reader, mini-display port HDMI dongle; Surface Pen</td>
</tr>
<tr>
<td>Open-market RRP</td>
<td>$2397 in 2013</td>
<td>$2499</td>
<td>$2599</td>
<td>$3250</td>
</tr>
</tbody>
</table>
11. **Comparison.**
   a. Dimensions: comparable
   b. Processor: ASUS and Surface Pro 4 have a significantly more powerful processor.
   c. OS: ASUS and Surface Pro 4 have the most capability operating system.
   d. Battery: HP has a significantly higher capacity battery.
   e. Interfaces: HP has the most USB ports; all require an HDMI dongle.
   f. Open-market RRP: ASUS $100 more expensive.

**Conclusion**

12. On balance, the ASUS ZenBook 3 Deluxe UX490UA appears to offer the best value for money. Its open-market RRP is comparable to the laptop it is replacing.

**Recommendation**

13. Purchase of an ASUS ZenBook 3 Deluxe UX490UA is recommended.

Signed  
Name  
Date