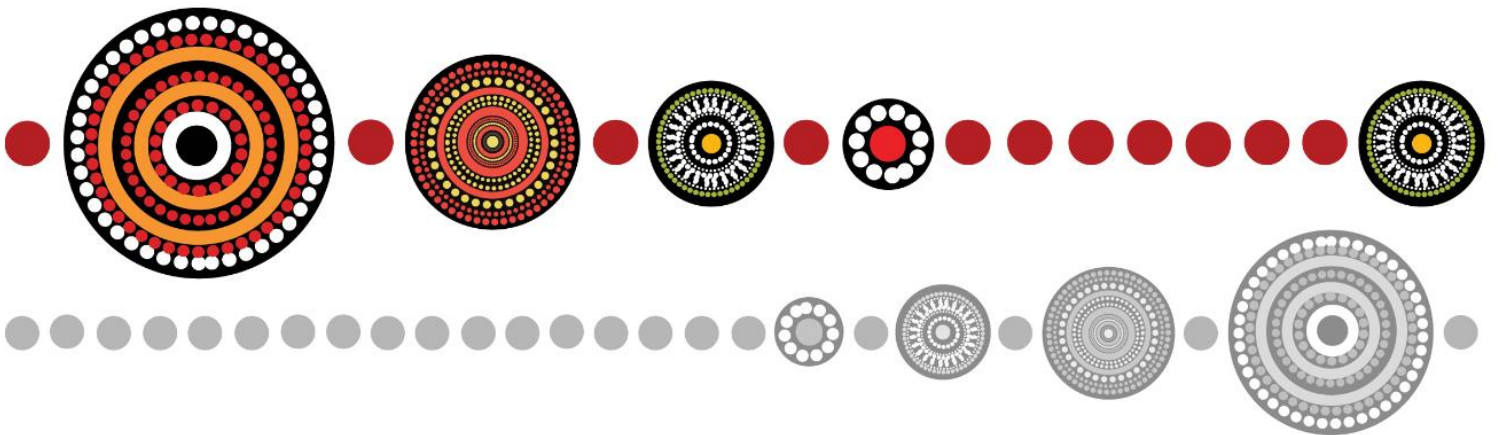




Government of **Western Australia**

Contracting with the Western Australian Government:

A Guide for Aboriginal Businesses



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1. Overview

This Guide outlines considerations for businesses interested in contracting with the Western Australian (WA) Government and has been developed to support the [Aboriginal Procurement Policy](#).

A checklist is provided in [Appendix 1 - Checklist of Considerations for Contracting with the WA Government](#) that summarises the key points in this Guide.

Throughout this Guide the WA Government purchasing process is referred to as the “procurement process”. A glossary of common procurement terms is available on the State Supply Commission website:

http://www.finance.wa.gov.au/cms/State_Supply_Commission/Procurement_Policy/Glossary_of_Terms.aspx.

This Guide aims to be useful for both businesses and not-for-profit organisations. For simplicity, ‘business’ is used to refer to both commercial and not-for-profit providers.

2. How does the WA Government buy?

WA Government Agencies are required to follow policies and processes to ensure taxpayers’ money is spent effectively and achieves value-for-money for the state. Procurement policies and processes can vary for different products and services. In general, there are two broad categories; “goods and services” and “works (construction) services”.

Goods and Services Procurement

To assist businesses in understanding the WA Government’s process for buying goods and services, there is a [Guide to Tendering with Western Australian Public Authorities](#) available on the Department of Finance website:

http://www.finance.wa.gov.au/cms/Government_Procurement/I_am_a_Supplier/I_am_a_supplier.aspx.

There are a number of policies that set out the requirements Agencies have to follow when engaging with businesses or not-for-profit organisations for the purchase of goods and services. The policies that are useful for businesses to be aware of include:

- the [Value for Money](#) policy;
- the [Open and Effective Competition](#) policy; and
- the [Probity and Accountability](#) policy.

Copies of these policies are available on the Department of Finance website:

http://www.finance.wa.gov.au/cms/State_Supply_Commission/Procurement_Policy/Procurement_Policy.aspx.

The procurement of community services is also covered by these policies, however there is an additional policy, called [the Delivering Community Services in Partnership \(DCSP\) Policy](#) that acknowledges the importance of collaboration between WA

Government and the community services sector in delivering outcomes to the community. The DCSP Policy sets out guiding principles for Agencies to follow when designing and procuring community services.

More information about community services procurement, including guidelines and upcoming training session details, is available on the Department of Finance website under “Not-for-Profit”:

http://www.finance.wa.gov.au/cms/Government_Procurement/Not_for_profit/Not-for-Profit.aspx.

Works (Construction) Procurement

The procurement of public works, construction services and building maintenance are undertaken by a number of Agencies. These Agencies specialise in a particular type of building or construction work. Each works Agency has its own procurement policy framework, which may include differences from the policies that apply to goods and services procurement.

Works Agencies have a variety of initiatives to promote Aboriginal business engagement, ranging from: tendering preferences, direct engagement opportunities, modified builder prequalification and dedicated information sessions.

Interested Aboriginal businesses are invited to view the Agencies’ websites for more information. A summary of the Agencies that undertake works procurement is provided in [Appendix 2 – Works \(Construction\) Agencies](#) at the end of this document.

3. WA Government Initiatives

The Aboriginal Procurement Policy

The WA Government is committed to working with Aboriginal businesses and has implemented the [Aboriginal Procurement Policy](#) (the Policy). The Policy requires WA Government Agencies¹ to achieve targets for the number of contracts awarded to registered² Aboriginal businesses.

The Policy commenced on 1 July 2018 and applies to all government Agencies when purchasing goods, services, community services and works (construction services). The policy is intended to apply to Government Trading Enterprises (including the public utilities).

Details of the Policy are provided on the Department of Finance website:

http://www.finance.wa.gov.au/cms/Government_Procurement/Policies/Aboriginal_Procurement_Policy.aspx.

¹ Agency means the following: An Agency as defined in the *Financial Management Act 2006*, section 3 other than a university listed in Schedule 1 to that Act.

² ‘Registered’ businesses are registered on the directories outlined in the Aboriginal Procurement Policy (Implementation) Guidelines:
http://www.finance.wa.gov.au/cms/Government_Procurement/Policies/Aboriginal_Procurement_Policy.aspx.

Agency Specific Initiatives

In addition to the Aboriginal Procurement Policy, Agencies may also have initiatives to support Aboriginal businesses. Some examples are detailed below.

- **Direct purchase:** When purchasing goods and services, Agencies can choose to issue a Request for Quote or Tender directly to an Aboriginal business registered on a suitable directory³. To use this option, the Agency is required to obtain internal approval and demonstrate that the business represents value-for-money. This option can also be used when the required products or services are available from a whole-of-government contract, called a Common Use Arrangement.

The Social Procurement Initiatives team can provide advice on the direct purchase option.

The direct purchase option applies to goods and services procurement. It is recommended that you check with Agencies that undertake construction and associated services to see if this option applies.

More information is available on the Department of Finance website: http://www.finance.wa.gov.au/cms/Government_Procurement/AB/Directly_engaging_Aboriginal_businesses.aspx.

- **Aboriginal Enterprise and Employment Tendering Preference:** the Building Management and Works area of the Department of Finance looks favourably on businesses providing Aboriginal businesses and Aboriginal people with economic opportunities. Your business may be eligible for a price preference when responding to a Building Management and Works Request document.

This preference is specific to the Building Management and Works area of the Department of Finance and may not be applicable to other Agencies. Please refer to [Works \(Construction\) Procurement](#) in the previous section.

More information about the Aboriginal Enterprise and Employment Tendering Preference is available on the Department of Finance website: https://www.finance.wa.gov.au/cms/Building_Management_and_Works/Policy/Aboriginal_businesses.aspx.

- **Aboriginal Employment Targets:** The Department of Housing has Aboriginal worker targets in construction and civil works contracts above \$250,000 with a labour value above \$300,000. This presents opportunities for Aboriginal businesses.

³ The suitable directories are outlined in the Aboriginal Procurement Policy (Implementation) Guidelines: http://www.finance.wa.gov.au/cms/Government_Procurement/Policies/Aboriginal_Procurement_Policy.aspx.

More information about the Aboriginal Employment Targets is available on the Department of Housing website:

<http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/aboriginaleconomicdevelopment/Pages/default.aspx>.

4. How do you find opportunities to work with WA Government?

Request for Tenders

Most WA Government Agencies publicly advertise contracting opportunities valued \$250,000 or above (called a Request for Tender) on the Tenders WA website:⁴

<https://www.tenders.wa.gov.au>.

It is recommended that businesses register on Tenders WA to receive alerts for Requests for Tender that are relevant to your business. In addition to registering for alerts, it is recommended that you check the Tenders WA website on a regular basis to ensure you do not miss any opportunities.

Tenders WA training is available for suppliers under the “Help” section of the website: <https://www.tenders.wa.gov.au>.

Request for Quotes and Direct Purchases

Contracting opportunities that are valued below \$250,000 are not generally advertised on Tenders WA. These opportunities are referred to as Requests for Quote (where the purchase is valued between \$50,000 and \$250,000) or direct purchases (where the purchase is valued below \$50,000).

An Agency will usually research suitable businesses before issuing a Request for Quote or making a direct purchase. Agencies will search Supply Nation’s [Indigenous Business Direct](#) and the [Aboriginal Business Directory Western Australia](#) to find Aboriginal businesses, so it is important to make sure your business is registered and contact information is current.

More information about how to promote your business is covered in the next section.

5. Promoting Your Business to the WA Government

Consider the methods outlined in this section to help promote your products or services to the WA Government.

Aboriginal Business Directories

To be counted towards the achievement of the targets for the Aboriginal Procurement Policy, a business must be registered on a suitable directory which provides government with the confidence that a registered business is a minimum of 50% owned by an Aboriginal interest.

⁴ There are some WA Government Agencies that are not required to use Tenders WA, such as the public utilities.

The Department of Finance has determined that both the [Aboriginal Business Directory Western Australia](#) and Supply Nation's [Indigenous Business Direct](#) are suitable directories for the first year of the Policy (1 July 2018 to 30 June 2019).

It is therefore recommended that you register your business on the [Aboriginal Business Directory Western Australia](#) (ABDWA) and Supply Nation's [Indigenous Business Direct](#) (IBD).

Registration on both directories is a free and straightforward process. Businesses can choose to apply for Supply Nation certification, which has additional registration requirements, however this is not necessary for the purposes of the Policy.

As the business information on the directories is brief, businesses are encouraged to also use other avenues of promotion, such as those listed below.

Business Information

It is important to ensure your business information is current on directories and websites. The directories or a business website is often a government buyer's first impression of a business and out-of-date information can make it difficult for buyers to make further enquiries.

Having a website for your business is a good opportunity to provide additional information that is not available on the Aboriginal business directories.

Government buyers generally look for the following information on business websites:

- Contact details, including phone number and email addresses.
- Details of the services available, focusing on core capabilities and expertise. This could include a capability statement or similar promotional information.
- Examples of previous contracts, particularly if your business has prior experience in contracting with the WA Government.
- Experience of the personnel employed by your business.

Contacting Government Buyers

You are welcome to contact relevant Agencies to ensure government buyers are aware of your business. The best point of contact for businesses is usually the procurement or purchasing team within an Agency. Contact information for each Agency is available on the Government Purchasing Officers list:

http://www.finance.wa.gov.au/cms/State_Supply_Commission/Supplier_Information.aspx.

Businesses could consider providing the following type of information when contacting Agencies:

- Links to your business website or promotional material.⁵
- A capability statement or details of core capabilities. If your business is able to provide multiple services, it is beneficial to advertise the services that are most relevant to the Agency being contacted.

⁵ Please note that if your business uses a Facebook or other social media page, Agencies may not be able to access it due to IT restrictions.

- Details of previous contracts with the WA Government, local government, the Australian Government or private industry that demonstrate your business's core capabilities.
- Experience of the personnel employed by your business. This can be useful information if you have a new business that does not have contracts with WA Government.

6. Resources

Before contacting Agencies, it can be helpful to research which Agencies may be interested in your products or services and then market your business to these Agencies. Suggestions for how to identify relevant Agencies are listed below.

• Tenders WA

Tenders WA is a useful tool for market research. Some of the useful information available on Tenders WA includes:

- Currently advertised Request documents;
- Closed Request documents, which may be useful for market research;
- Details of contracts valued over \$50,000, including the estimated total contract value and successful supplier/s;
- Early Tender Advice (ETA) for upcoming opportunities; and
- An agency contact person for each Request document or contract.

There are help guides available on the Tenders WA website that explain how to use the search functions: <https://www.tenders.wa.gov.au>.

It is recommended that businesses use the information available on Tenders WA to identify which Agencies have a requirement for the products or services that your business provides.

• Who Buys What and How Report

The Department of Finance provides a public report on WA Government purchasing that is available online:

http://www.finance.wa.gov.au/cms/Government_Procurement/Publications/Reports.a.spx.

You can use this report to identify which Agencies are purchasing the goods and services that your business offers.

• Public Sector Commission Website

The Public Sector Commission website provides information on WA Government Agencies. It includes a chart of Agencies that can be useful for researching the structure of government: <https://publicsector.wa.gov.au/chart-of-the-western-australian-government>.

• Networking Events with Government

There are a number of events held in WA that aim to build connections between Aboriginal businesses and buyers and these events can be a great opportunity to market your business and learn more about Agencies.

Events are hosted by the WA Government, the Australian Government, private industry, and other groups.

The Social Procurement Initiatives team will advise businesses of any upcoming events the team is aware of. Please contact the [Social Procurement Initiatives team](#) to ensure you are included on the mailing list.

- **Local Content Advisers**

The Department of Primary Industries and Regional Development (DPIRD) has Local Content Advisors (LCAs) located in each of the Regional Development Commissions. The LCAs take a lead role in maximising local content opportunities, including goods, services and jobs, for WA Government funded projects.

Further information about the LCAs is available on the Industry Link WA website: <https://industrylink.wa.gov.au/advisory-services/services-to-state-government-agencies/regional-support-lcas>.

7. Training and Support

The Department of Finance also provides training for businesses to help develop an understanding of the WA Government procurement process. Details of the training is available online:

http://www.finance.wa.gov.au/cms/Government_Procurement/Capability_and_training/Private_sector/Private_sector_training.aspx.

The training available includes:

- [Contracting with the Western Australian Government for Aboriginal Businesses](#).
- [New to Quotes and Tenders – Goods and Services Procurement Seminar](#).
- [Tenders WA eLearning Module \(for Suppliers\)](#).
- [Contracting with Building Management and Works Seminar](#).
- [Community Services procurement training](#).

Businesses can also seek support from the following organisations:

- [Small Business Development Corporation](#) – provides support to small businesses, including a [checklist](#) of the steps to establishing a small business.
- [Indigenous Business Australia](#) – provides a range of services for Aboriginal businesses, including workshops and an [“Into Business”](#) online course.

8. Other Government Jurisdictions

This Guide provides information relating to working with the WA Government. Businesses are encouraged to be aware that there are differences when working with local government or the Australian Government.

- For information about working with Australian Government departments located within WA, please refer to the [Indigenous Procurement Policy](#).
- For information about working with local government, please refer to [WALGA](#).

9. Support from the Department of Finance

The Social Procurement Initiatives team can provide advice on the Aboriginal Procurement Policy and contracting with the WA Government.

Please call 6551 2475 or email spi@finance.wa.gov.au for more information.

Appendix 1 - Checklist of Considerations for Contracting with the WA Government

This Guide covers considerations for Aboriginal businesses when contracting with the WA Government. It provides a good starting point, however Agencies may have other requirements or considerations that are not listed here.⁶

The following checklist summarises the key considerations outlined in this Guide.

<input type="checkbox"/>	Understand the WA Government procurement process using the information available in this Guide and on the Department of Finance website .
<input type="checkbox"/>	Register for the training sessions available from the Department of Finance.
<input type="checkbox"/>	Register your business on the Aboriginal business directories: Supply Nation's Indigenous Business Direct (IBD) and the Aboriginal Business Directory Western Australia (ABDWA).
<input type="checkbox"/>	Register your business on Tenders WA .
<input type="checkbox"/>	Register for alerts for relevant Requests for Tender on Tenders WA . It is also recommended that businesses regularly check Tenders WA to ensure opportunities are not missed.
<input type="checkbox"/>	Research WA Government to identify which Agencies have a requirement for your products and services.
<input type="checkbox"/>	Ensure business details and information are readily available and current on directories, websites and other sources.
<input type="checkbox"/>	Determine the core capabilities of your business and identify examples of previous experience.
<input type="checkbox"/>	Contact relevant Agencies using the Government Purchasing Officers list .

⁶ Individual procurement processes will have specific requirements and considerations that are not covered in this Guide. This may include specific insurance requirements, ISO certifications, compliance with Australian standards or other requirements. These details will be specified in Requests for Quote or Tender documents where required.

Appendix 2 - Works (Construction) Agencies

A summary of the Agencies that undertake works procurement is provided below:

- **Department of Biodiversity Conservation and Attractions:** undertakes a range of works required for Botanic Gardens and Parks Authority, Parks and Wildlife Service, Perth Zoo, and Rottnest Island.

More information is available on the Agency's website:

<https://www.dbca.wa.gov.au/>.

- **Department of Communities:** undertakes residential building work and maintenance.

More information is available on the Agency's website:

<http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/aboriginaleconomicdevelopment/Pages/default.aspx>.

- **Department of Finance's Building Management and Works:** undertakes non-residential building work, maintenance and property lessor opportunities.

More information is available on the Agency's website:

https://www.finance.wa.gov.au/cms/Building_Management_and_Works/Policy/Aboriginal_businesses.aspx.

- **Department of Finance's Strategic Projects:** designs and builds major projects considered to be of significant importance to the State.

More information is available on the Agency's website:

http://www.finance.wa.gov.au/cms/Strategic_Projects.aspx.

- **Department of Planning, Lands and Heritage:** undertakes maintenance and works for planning and managing land and heritage.

More information is available on the Agency's website:

<https://www.dplh.wa.gov.au/>.

- **Department of Transport:** undertakes non-residential building and transport-related works.

More information is available on the Agency's website:

<https://www.transport.wa.gov.au/index.asp>.

- **Energy Corporations:** undertake minor and major works.

More information is available on each energy corporation's website:

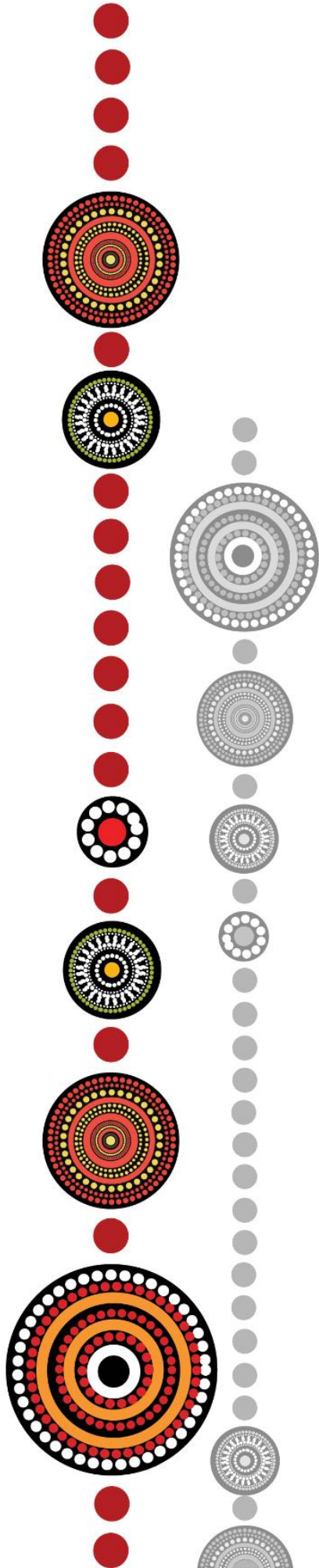
- Horizon Power: <https://horizonpower.com.au/contractors-suppliers/>.
- Synergy: <https://www.synergy.net.au/suppliers>.
- Western Power: <https://westernpower.com.au/industry/>.

- **LandCorp:** undertakes minor and major works.

More information is available on LandCorp's website:

<https://www.landcorp.com.au/Our-Work/Information-for-Suppliers/>.

- **Main Roads:** designs and constructs major and minor non-residential works.
More information is available on the Agency's website:
<https://www.mainroads.wa.gov.au/BuildingRoads/Contracting/Pages/Contracting.aspx>.
- **Metropolitan Redevelopment Authority:** undertakes the development and maintenance of commercial and residential buildings.
More information is available on the Agency's website:
<https://www.mra.wa.gov.au/about-us/working-together>.
- **Public Transport Authority:** undertakes the design, construction and maintenance of transport infrastructure.
More information is available on the Agency's website:
<http://www.pta.wa.gov.au/about-us/contracting-with-the-pta>.
- **Water Corporations:** undertake major and minor capital works.
More information is available on the water corporations' websites:
 - Water Corporation: <https://www.watercorporation.com.au/home/suppliers/hse-and-aboriginal-affairs/aboriginal-affairs/aboriginal-suppliers>.
 - Bunbury Water Corporation: <http://aqwest.com.au/Suppliers.aspx>.
 - Busselton Water Corporation: <https://www.busseltonwater.wa.gov.au/about-us/tenders/>.
- **WA Port Authorities:** undertake major and minor works.
More information is available on each Port Authority's website:
 - Fremantle Ports: <https://www.fremantleports.com.au/trade-business>.
 - Kimberley Ports: <https://www.kimberleyports.wa.gov.au/Port-of-Broome/Corporate-Info>.
 - Mid West Ports: <https://www.midwestports.com.au/about/tenders.aspx>.
 - Pilbara Ports: <https://www.pilbaraports.com.au/Home/Planning-and-Development/Tenders>.
 - Southern Ports: <https://www.southernports.com.au/procurement>.



Government of **Western Australia**

Level 4 Optima Centre

16 Parkland Road

OSBORNE PARK

WESTERN AUSTRALIA 6017

Telephone: 08 6551 2475

Email: spi@finance.wa.gov.au

Website: www.finance.wa.gov.au