



Government of Western Australia
Department of Finance
Government Procurement



July 2012

Procurement Matters for Buyers

Welcome

Welcome to another edition of Procurement Matters for Buyers.

As we move into the second half of the year, some Common Use Arrangements (CUAs) are changing. You can find details on these below.

Also included in this edition, are some Purchasing Card reminders and an invitation to participate in some contract management training and a Better Buying seminar.

News

[Audio Visual Solutions CUA live](#)

[Better Buying Seminars](#)

The Department of Finance – ICT Sourcing has developed and introduced a new CUA for Audio Visual Solutions.

This is the first whole of government contract to incorporate both audio visual services and products in the same unified framework. While there are similar contracts in the USA, this new CUA offers a far more comprehensive range of services in comparison with any other.

The CUA consists of three panels:

- Audio Visual Services;
- Audio Visual Products; and
- Video Conferencing Services and Products.

Contract Manager Ivor Lee, sees this as a great opportunity for government to fully use/adapt audio visual technology.

“The new CUA is based on functionality rather than product specifications,” said Ivor.

“The aim is to meet government’s audio visual needs by providing a solutions-based CUA.”

The new CUA will continue to facilitate product purchases but will also cater for design and integration services.

The CUA features:

- video conferencing products and services;
- functional requirements that are flexible enough to incorporate the latest trends in audio visual technology, such as hybrid technologies;
- categories that take into account the various ways in which audio visual solutions are purchased; and
- buying rules that streamlined procurement of audio visual solutions and products.

For further information, please contact Ivor Lee, Senior Procurement Officer, on (08) 65511432 or Ivor.Lee@finance.wa.gov.au



ICT Services CUA undergoes refresh

The current ICT Services CUA is currently undergoing its seventh refresh. This refresh is currently in the evaluation process.

There have been amendments to one of the categories in this CUA, to be introduced when the extension starts.

Category J – ICT Security Management Services now concentrates on the operational aspects of the information security environment, focussing



seminar that provides information to buyers on the processes to follow when purchasing.

The session is recommended for all government officers, whether they are regular or occasional buyers of goods and services.

It provides:

- an introduction to purchasing;
- outlines the relevant procurement policies and guidelines;
- steps to take when making a purchase;
- how to buy from CUAs; and
- key points to remember about quotes and tenders.

The next seminar is scheduled for 28 August, from 9am-12pm. Phone Procurement Education on (08) 6551 1339 or email proceducation@finance.wa.gov.au for further information and to book your place!

on:

- implementation;
- asset risk management; and
- day-to-day moves and changes.

Please note: For services including consultancy, advice, auditing, compliance, training, awareness and testing please use CUA 14998 Information Security Management Services.

Hourly rates for all services under each category will now be displayed on the eDecision Aid on ContractsWA, rather than a comparator, which was previously used.

If any government staff would like training on this CUA, Government Procurement are happy to come to your agency to take you through the buying processes and provide a thorough explanation of this CUA. If you're interested in this, please email ictservices@finance.wa.gov.au.

Tablet and Hybrid Computers now available

The Department of Finance has introduced two new categories, Tablet (TC1) and Hybrid (HC1) computers, to the Notebook and Personal Computer CUA.

The additional categories focus on functional requirements, rather than a standard specification. This initiative offers greater flexibility in meeting government agencies' needs in a technical environment that is constantly evolving.



Contract manager Anne Tan believes these new categories allow the CUA to provide a solution for all agencies' notebook computer needs.

"The new categories allow for technological advances, allowing the CUA to continue to meet agencies requirements," Anne said.

A variety of suppliers have been contracted to the additional categories, with items offered through a 'pick and buy' arrangement.

The CUA is mandatory in the Perth Metropolitan area.

For more information and enquiries, please contact Anne Tan at anne.tan@finance.wa.gov.au

Purchasing Card Reminders

Payment of Invoices by P-Card

To ensure suppliers receive the benefits of accepting Purchasing Card, agencies are encouraged to make payments as soon as practicable. Please try to process these before the expiration of the 30 day terms.

Merchant Fees / Surcharging

When paying for goods and services off a CUA or Agency Specific Contract, the contractor must not impose a

surcharge on the customer for payment by Purchasing Card.

Purchasing Card CUA 35308 - Purchasing Card and Expense Management System

Suppliers NAB and ANZ offer agencies an annual volume based rebate, which is based on the whole of WA Government expenditure on Purchasing Cards, during a calendar year.

For the 2011 calendar year, the Department of Finance returned approximately \$2.1 million to WA government agencies through the application of this rebate.

Contract Management Workshop

Interested in Procurement Training?

An upcoming course is the **Contract Management 2 day workshop - 22 & 23 October.**

This course covers the contract management process from the establishment of the contract to the implementation of strategies that ensure effective contract performance and finalisation processes for contracts.

Course Cost \$1039.50 (inc. GST), optional assessment fee \$231 (inc. GST).

For information on other Procurement Training courses and how to enrol check out our [website](#) or contact the [GP Education team](#).

Contact us:

If there's anything you'd like to see in future editions of Procurement Matters, or if you've got any questions [contact](#) the Business Development Team who'll be only too happy to help you out.

