



Transforming Procurement

Transformation Program Update

Issue 04, June 2016

Welcome to the fourth Transforming Procurement bulletin outlining the changes, assistance and opportunities arising from Government Procurement's (GP) Transformation Program.

As change gains real momentum, two significant milestones in GP will occur on 1 July 2016 - the establishment of Agency Procurement Services (APS) and within APS, the Strategic Project Support Services (SPSS) team. More information on these teams and how they relate to your agency is included in this edition.

Common Use Arrangements (CUAs) are also undergoing some but important changes to maximise benefits available to Government and agencies.

In addition, the recent policy changes regarding contract variations remain a topic of interest to many agencies. Read on for further information on how these developments affect your agency.

For more in-depth information on any of these Transformation Program outcomes or for access to the supporting tools and resources, you can find these located on the [Transforming Procurement](#) webpage.



GP Restructure

Agency Procurement Services

The Transformation Program is just the beginning of a cultural change and continuous improvement program that will see us increase the value our services provide to agencies and Government. Delivering effective and efficient customer service will continue to be the driver of our decisions.

Central to our transformation is our new optimised service model, which will ensure that we continue to provide your agency with access to a centralised and specialised procurement function; a team capable of providing support and reliable advice, with a particular focus on high-risk and high-value procurement.

One key change you will notice is that APS will replace Client Procurement Services (CPS), enabling us to be more responsive and flexible in our resource allocation to meet agency demand. It will be your one-stop-shop for advice and assistance, supporting your agency with goods and services procurements valued at \$250,000 and above, including ICT and community services.

When the APS directorate becomes operational, your agency may have a new GP contact. A new Agency Contact List is available now on the [Finance website](#) and identifies who your primary GP contact will be from 1 July 2016.

Strategic Project Support Services

Within APS the new SPSS team has been established and will be officially operational from 1 July 2016.

Our team of highly skilled procurement professionals offers a specialised service for complex, medium to longer-term and high-value procurement projects including business planning and project management activities.

A Request for SPSS Assistance form is available for you to identify the key information for upcoming projects.

Should your agency have a procurement that fits the criteria, SPSS will assess your requirements and ensure the essential expertise is provided to assist your agency achieve optimal procurement outcomes.

If you would like more information, to review the assessment criteria or to access the Request for SPSS Assistance form, go to the [SPSS webpage](#).

Contract Variations

With all the recent changes, you should be aware of your obligations when it comes to contract variations.

As highlighted previously, it is important that Government is open and transparent about its expenditure on its contracts, and this includes the need to record contract variations throughout the procurement life cycle.

For all contract variations where an agency varies the original contract award value that was published on Tenders WA by \$50,000 or above (either through a single variation or a number of variations with a cumulative value of more than \$50,000), then the variation/s must be recorded on Tenders WA.

For variations with greater values, some additional steps are required. If the contract variation is:

- \$250,000 or above, then partially exempt agencies must submit a [contract variation memo](#) to GP for comment. However, if a partially exempt agency has been accredited to a higher involvement value, then that value will apply.

- \$5 million or above, then partially exempt agencies must submit a [contract variation memo](#) to the State Tender Review Committee, through GP, for comment.

For more information on contract variations, including access to the recent changes to the State Supply Commission (SSC) policies, visit the [SSC website](#). If you have questions or need to clarify anything related to contract variations and your obligations, please contact [Procurement Policy and Governance](#).

Agency Self-Assessment Tool

If you haven't undertaken the Self-Assessment for your agency, we encourage you to do so. The SSC partial exemption threshold changes have been implemented and the Self-Assessment Tool was designed so you can assess your team's ability to procure under \$250,000.

The Tool helps you understand your agency's capability and capacity to procure under the new thresholds and identify gaps that may exist. You're invited to contact us to discuss your results and we will work with you to address the gaps and help meet the new requirements as quickly as possible.

Your assessment will also help us gauge procurement capability sector-wide and assist us anticipate future training needs.

We encourage you to take the opportunity to talk to us about your agency needs. More information about the Self-Assessment Tool can be found on [Transforming Procurement](#).

Education and Training

With a focus on increasing agency autonomy, our Written Quote Process workshop is specifically designed for staff that are responsible for procurement under \$250,000 in your agency and may have limited experience and/or knowledge.

The workshops continue to attract a range of government officers with varying levels of procurement experience from across the sector.

Participant feedback has been very positive and we will continue to assess agency training needs and design relevant education and training sessions.

If you have procurement staff that have not yet taken advantage of the [Written Quotes Process sessions](#), additional dates for June and July are available.

The [Better Buying for Government](#) online module is a valuable training tool that your staff have ready access to. It incorporates key information on Government's buying practices and principles.

The module is a self-paced learning tool, providing an introduction to buying on behalf of government. It looks at purchasing processes, considerations and the relevant policies. Your staff can undertake this training at any time and, at approximately one hour to complete, is an investment of time well spent.

For more information on education and training opportunities visit the [Finance website](#), or discuss your agency's training needs by contacting [Procurement Education](#).

Common Use Arrangements

As part of our continued drive to maximise the value of our services, the suite of CUAs are under review. Individual CUAs are undergoing assessment and, where required, enhanced to better reflect the needs of client agencies and Government.

A number of CUAs have already been assessed. These encouraging results have provided us with the impetus to engage suppliers in negotiations to reduce or freeze prices, promote competition, achieve savings and/or deliver greater value for money on a range of goods and services.

When it is decided that a CUA will be discontinued or the range of goods and services provided under a CUA will change significantly, we will make contact beforehand to provide guidance and support for you to transition to alternative arrangements if required.

Managing Tenders

The Department of Finance Tenders Office will continue to offer its independent tender management service to your agency for procurements. The Tenders Office offers a high level of probity and consistency in procurement processes and can be used for all your tender requirements if needed.

More information on tendering services is available on the [Finance website](#).

If it's your preference to manage the release and receipt of tenders electronically, the electronic tender box function on Tenders WA can be used for any procurement requirement. Contact [Procurement Systems](#) if you would like to set this up.

As part of the [Open and Effective Competition](#) policy, the requirement to publish all contract award details above \$50,000 remains unchanged.

If tendering assistance is needed we have a range of [online help guides](#) available and [Procurement Systems](#) can be contacted for access to, and training on, Tenders WA.

More Information

We will continue to provide information through these bulletins and other mediums over the remainder of the Transformation Program.

For further information you are invited to contact:

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