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Your APS Assistant Director can help clarify any questions you have regarding your PMA.

We want to engage with your agency and the sector generally as we seek to encourage a more strategic approach to procurement across government.

The end of July will see the first of a series of forums aimed at advancing procurement practices and enhancing coordination across the public sector.

### **CPO Forum**

The first Chief Procurement Officer Forum will take place on 27 July 2016.

This forum will provide an opportunity for senior procurement leaders from agencies to engage in discussions about contemporary procurement issues across the sector. It will also provide a valuable feedback mechanism for GP; identifying strategic procurement opportunities and informing the way we offer services.

### **Agency Procurement Managers Forum**

The first set of Agency Procurement Managers Forums, will take place mid-August.

These forums will give operational procurement managers the opportunity to gain and share knowledge, and receive the latest advice on best practice and innovation in procurement.

## **Mini-Guide to Procurement**

The popular [Mini-Guide to Procurement in the WA Public Sector](#) provides your staff with an easily accessible overview of key elements of procurement practice in WA. A new electronic version of the Mini-Guide is now available on the Department of Finance [website](#).

Included in the mini-guide is an outline of the steps involved when buying goods or services in line with SSC policies.

Updates include information on the buying thresholds, and how you can readily engage Australian Disability Enterprises and Registered Aboriginal Businesses for your requirements.

## **Development Opportunities**

### **Contract Management**

Does your agency have the necessary skills to manage its contracts?

Contract management is a responsibility that is likely spread across various functions in your agency. In many instances, staff who are managing contracts do not have a procurement background, and contract management may not be their primary role.

Given the importance of these activities, GP is continuing to offer Contract Management Awareness Sessions, designed to help your staff who manage contracts strengthen their knowledge and skills in this area. Currently the sessions scheduled for July and August are booked out, however there are limited places available in October.

For details about the sessions and accompanying contract management resources, go to the [I'm a Contract Manager](#) page on the Finance website.

## **Procuring under \$250,000**

In addition, GP is running a number of Written Quotes Process training sessions, aimed at agency staff who will be involved in the procurement of goods and services valued between \$50,000 and \$250,000. These free, one-day workshops provide participants with an overview of the written quotes process. This session is suitable for staff with limited procurement knowledge and experience.

## **Simplified Procurement Templates**

GP is in the process of updating our suite of Procurement Templates; a number of which have already been simplified to reduce duplication and the administrative burden on your staff.

As the process of updating the templates is gradual and continuous, please ensure that you are going to the [Templates and Guides](#) page of the Finance website each time you start a new document so that you are using the most up to date version

## **Tenders WA Update**

GP has transitioned its Contract Development and Management System (CDMS) functionality to Tenders WA.

This has involved the establishment of new request development and contract management modules within the Tenders WA system. This will allow GP to more efficiently and effectively manage procurement processes on behalf of your agency, and enhance our reporting to you on their progress.

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Agencies are encouraged to consider accessing the new Tenders WA functionality to manage procurement processes undertaken without GP involvement – particularly processes below \$250,000 in value.

If you'd like to know more about this, please contact your [APS Assistant Director](#) for information.

## Treasurer's Instruction

Recently, a Treasurer's Instruction outlining the mandatory requirement to establish and maintain an accurate register of contracts was gazetted. It is important that your agency understands and adheres to its obligations.

Your agency may deem Tenders WA to be a suitable tool to assist with your contract register requirements. If you would like to discuss this further, please contact your [APS Assistant Director](#).

## Compliance Requirements

### SSC Policies and Partial Exemption

It is critical that your agency is compliant with the SSC policies and the requirements of your partial exemption.

GP is currently finalising an updated compliance framework, which will be available on the [SSC website](#) shortly. More information is to follow.

In the meantime, should you have any concerns about your agency's compliance requirements, please contact your [APS Assistant Director](#).

## Contract Variations

It is pleasing to see that agencies are adapting to the new policy requirements, with a number of discussions held with GP over recent weeks and 16 contract variations recorded on Tenders WA to date. Based on the questions that have been fielded, we have compiled a set of [Frequently Asked Questions](#) to assist your agency with its new requirements.

Please note that for contracts requiring an extension beyond the original contract term, if there is no effect on the contract value, you are not required to post the variation on Tenders WA; however for transparency, your agency may choose to. In these situations, a [contract variation memo](#) can be used for your internal record keeping purposes.

If you would like further information on contract variations, please speak to your [APS Assistant Director](#).

## More Information

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

For further information contact your [APS Assistant Director](#).