



**Department of
Education and Training**

PROCUREMENT

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CONTENTS

1	POLICY STATEMENT	3
2	BACKGROUND	3
3	SCOPE	3
4	DEFINITIONS	3
4.1	DEPARTMENT OF EDUCATION AND TRAINING CONTRACT.....	3
4.2	PARTIAL EXEMPTION	3
4.3	PROCUREMENT COMMITTEE.....	4
4.4	PROCUREMENT PLAN.....	4
5	RELATED DOCUMENTS	4
5.1	RELEVANT LEGISLATION OR AUTHORITY.....	4
5.2	RELATED DEPARTMENT POLICIES	4
5.3	OTHER DOCUMENTS.....	4
6	PROCEDURES	4
6.1	STATE SUPPLY COMMISSION POLICIES	4
6.1.1	EXEMPTIONS	5
6.1.2	PROCUREMENT VALUED AT \$20 000 AND ABOVE.....	5
6.1.3	PROCUREMENT VALUED AT \$5 MILLION AND ABOVE	5
6.2	FUNDING AND PURCHASING COMMUNITY SERVICES POLICY.....	6
6.2.1	ALL GRANT PROGRAMS.....	6
6.2.2	GRANT PROGRAMS VALUED AT \$100 000 AND ABOVE	6
6.3	PUBLIC WORKS ACT 1902 (WA) AND STRATEGIC ASSET MANAGEMENT FRAMEWORK.....	6
6.3.1	ALL PROCUREMENT VALUED AT \$5 MILLION AND ABOVE.....	6
6.4	CONTRACT MANAGEMENT TRAINING	6
7	CONTACT INFORMATION	6

Procurement

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education and Training employees.

1 POLICY STATEMENT

When procuring goods and services the Department of Education and Training (the Department) complies with the:

- *State Supply Commission Act 1991 (WA)* (the Act);
- terms and conditions of its Partial Exemption granted by the State Supply Commission under sections 21(1) and 24 of the Act;
- *Funding and Purchasing Community Services Policy 2004*; and
- Department of Treasury and Finance *Strategic Asset Management Framework*.

2 BACKGROUND

The Department is required to comply with the Act and the terms and conditions of its Partial Exemption granted by the State Supply Commission under sections 21(1) and 24 of the Act. This document describes specific internal procurement procedures that support compliance with the Act and the Partial Exemption.

These internal procedures include the processes of the Procurement Committee, which was established to oversee procurement activity undertaken by the Department.

Public Authorities are also required to work within the *Strategic Asset Management Framework* and this document also describes procedures for the approval of business cases under the *Strategic Asset Management Framework*.

The Department is required to comply with the *Funding and Purchasing Community Services Policy 2004*. This document describes specific internal procurement procedures that support compliance with the policy.

3 SCOPE

This policy applies to all Department employees.

4 DEFINITIONS

4.1 DEPARTMENT OF EDUCATION AND TRAINING CONTRACT

This is a contract developed for the supply of goods and Services to the Department where the Director General is the Contract Authority. This type of contract may also be called an agency specific contract.

4.2 PARTIAL EXEMPTION

This is an exemption granted by the State Supply Commission to the Department to enable the Department to arrange the supply, and undertake the purchase, of goods and services under specific terms and conditions.

4.3 PROCUREMENT COMMITTEE

A Committee the Department has established to review Procurement Plans and business cases. It is chaired by the Deputy Director General Finance and Administration.

4.4 PROCUREMENT PLAN

A procurement plan is a comprehensive document that outlines the stages of a purchase and how it will be managed.

The State Supply Commission's Procurement Planning and Contract Management Policy requires the development of a procurement plan for purchases with a total estimated price of \$5 million and above. Procurement plans must be referred to the State Tender Review Committee for endorsement.

5 RELATED DOCUMENTS

5.1 RELEVANT LEGISLATION OR AUTHORITY

Funding and Purchasing Community Services Policy 2004

State Supply Commission Act 1991 (WA)

School Education Act 1999 (WA) Minister's Instrument of Delegation of 2006

State Supply Commission policies

Strategic Asset Management Framework

5.2 RELATED DEPARTMENT POLICIES

Financial Management in Schools: Assets and Resources

Financial Management in Schools: Finance and Accounting

Provision of Grants

Purchasing Card Procedures

5.3 OTHER DOCUMENTS

Delegations under the State Supply Commission Act: Purchasing Authority Register

Contracting Authority Register

Exemption Authority Register

Procurement Committee – Terms of Reference

6 PROCEDURES

6.1 STATE SUPPLY COMMISSION POLICIES

All Department employees are required to comply with all *State Supply Commission* policies.

Guidelines

State Supply Commission policies can be accessed from www.ssc.wa.gov.au and from the Department's Buying Matters website at <http://www.det.wa.edu.au/education/cps/>.

The Buying Matters website also provides guidelines on the application of the State Supply Commission policies and internal Department procedures.

The Strategic Asset Management Framework can be accessed from the Department of Treasury and Finance website at <http://www.dtf.wa.gov.au/cms/content.aspx?id=1269>.

6.1.1 EXEMPTIONS

Exemptions from using State Supply Commission policies must be approved by Deputy Director General Finance and Administration and the Director Strategic Procurement under the Department's Partial Exemption granted by the State Supply Commission under sections 21(1) and 24 of the Act.

Employees seeking an exemption from State Supply Commission policies must submit the appropriate exemption form to the Director, Strategic Procurement.

Guidelines

Forms are available from the Requests for Exemption section of the Department's Buying Matters website.

6.1.2 PROCUREMENT VALUED AT \$20 000 AND ABOVE

The employee must engage Client Procurement Services to undertake all procurement valued at \$20 000 and above, unless the procurement is being undertaken under a common use arrangement or a Department of Education and Training Contract.

Guidelines

- Principals and Cost Centre Managers can sign contracts with values up to \$20 000.
- The Director Strategic Procurement signs all contracts for values between \$20 000 and \$150 000.
- The Deputy Director General Finance and Administration signs all contracts valued at \$150 000 and above. .

6.1.3 PROCUREMENT VALUED AT \$5 MILLION AND ABOVE

The employee must submit a draft Procurement Plan to the Procurement Committee prior to its submission to the State Tender Review Committee.

Guidelines

It is strongly recommended for procurements valued at \$5 million and above that a Steering Committee or similar governance mechanism is established.

The role of the Steering Committee is to:

- oversee the procurement including the development of the procurement plan to ensure strategic fit, optimisation with Department strategic directions and aggregation; and,
- receive the draft evaluation report of the subsequent bids.

The chair of the evaluation committee would present the Steering Committee with a briefing on the draft evaluation report prior to its submission to the State Tender Review Committee.

For all significant procurement the Director Strategic Procurement should be invited to participate on the Steering Committee.

Procurement

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6.2 FUNDING AND PURCHASING COMMUNITY SERVICES POLICY

All Department employees are required to comply with the Department's *Provision of Grants* policy and the whole of government *Funding and Purchasing Community Services Policy 2004*.

Guidelines

The Strategic Procurement Unit provides advice on grant documentation and process.

The Funding and Purchasing Community Service Policy 2004 is available from the State Supply Commission website at <http://www.ssc.wa.gov.au/policies02.asp?id=18>.

6.2.1 ALL GRANT PROGRAMS

All Department employees must register all grant programs with the Strategic Procurement Unit as soon as possible after the program has been approved by the delegated officer or relevant minister.

6.2.2 GRANT PROGRAMS VALUED AT \$100 000 AND ABOVE

The employee must submit the grant program documentation to the Strategic Procurement Unit for review prior to advertising or award.

6.3 PUBLIC WORKS ACT 1902 (WA) AND STRATEGIC ASSET MANAGEMENT FRAMEWORK

All Department employees are required to comply with the *Public Works Act 1902* and the Strategic Asset Management Framework.

6.3.1 ALL PROCUREMENT VALUED AT \$5 MILLION AND ABOVE

The employee must submit a draft business case to the Procurement Committee in accordance with the Terms of Reference for that Committee.

6.4 CONTRACT MANAGEMENT TRAINING

All Department employees who manage contracts, grants or service agreements are required to have undertaken, at a minimum, the Department's contract management training course.

Guidelines

The Strategic Procurement Unit provides regular contract management training sessions. These free sessions are available to all Department employees.

The Department of Treasury and Finance provides free training on the management of consultancy contracts. Contract management training is also available through various commercial training providers.

7 CONTACT INFORMATION

Strategic Procurement Unit
Department of Education and Training
151 Royal Street

Procurement

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Department of Education and Training's Buying Matters website:
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Department of Treasury and Finance
151 Royal Street
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T: (08) 9264 4712

Asset Planning and Management
Department of Treasury and Finance
T: (08) 9222 9380
<http://www.dtf.wa.gov.au/cms/content.aspx?id=1269>

State Supply Commission
<http://www.ssc.wa.gov.au>