

WORKING WITH THE SOUTH AUSTRALIAN GOVERNMENT

Government procurement

BECOMING A SUPPLIER TO GOVERNMENT – How the government promotes opportunities

South Australian Government agencies buy a wide variety of goods and services from cleaning services, office equipment, training, project management and research, as well as significant construction and civil engineering projects.

Each agency has its own needs and makes its own purchases.

All values in this Fact Sheet are GST inclusive.

WHERE TO LOOK FOR FUTURE OPPORTUNITIES

The Forward Procurement Plan

The Forward Procurement Plan is an online portal listing procurements valued above \$55,000 that public authorities are actively planning but have not yet released to market. Businesses can use the Forward Procurement Plan to register their interest for these opportunities.

The terms 'public authority' and 'agency' are interchangeable.

What the Forward Procurement Plan tells you

PAR number. This is the government's reference number for each procurement. It will stay the same throughout a procurement.

Authority reference. The public authority running the procurement may have its own reference number – it's worth noting this down, as well as the PAR number, for any future procurements you are interested in.

Government parties. This indicates whether a single agency is running the procurement or multiple agencies are involved.

Public authority name and division. Suppliers should be open to supplying to agencies and divisions they have not supplied to previously or perhaps have not heard of. Government agencies and structures change titles or purposes over time and suppliers should focus on the details of the procurement opportunity rather than the procuring agency.

Public authority contact email address. All communication about a procurement opportunity should be directed to the email address supplied. Even if a supplier has contacts within an agency, only the nominated contact email should be used for communication about a particular opportunity.

Procurement category, title and description. Some procurement titles make their purpose and intended outcome clear and others can at times be less clear. Suppliers should contact the nominated email to find out more if they do not immediately understand the title, rather than being discouraged from applying.

Procurement stage, expected market approach date and probability of proceeding. This information provides an indication of how far through planning a procurement is. Procurements are removed from the Forward Procurement Plan once they are released to market.

- Goods and services are forecast for the following 24 months.
- Major construction is forecast for the following 36 months.

Contract status. Knowing whether a procurement relates to an existing or new contract can help suppliers plan and prepare.

- **New requirement.** The procurement has not been undertaken before so there may be either an opportunity for innovative offers or liable to considerable scrutiny of proposals.
- **Recompete expiring contract.** The procurement need has been met previously by a different supplier so the subsequent procurement will be informed by that previous experience.

Intended market approach type. Public authorities must follow government rules about how to release procurement opportunities to the market.

- **Open market approaches** are the default for procuring above \$550,000. Any supplier can respond to an open market approach.
- **3-quote-minimum approaches** can be used to procure from \$55,000 to \$550,000.
- **Limited and direct market approaches** depend on the value and context of a procurement but there are clear rules for when this can happen and the approvals that are needed.

WHERE TO LOOK FOR CURRENT OPPORTUNITIES

SA Tenders and Contracts (SATC)

SATC provides access to all publicly available bidding opportunities valued above \$550,000, and allows for electronic lodgement of offers. Details of existing government contracts for goods, services and construction, where public disclosure is not precluded, can be viewed on SATC.

Individual agency information

Many agencies have established systems for sharing procurement opportunities with potential suppliers. For example:

- **SA Health** sends a regular newsletter to suppliers to keep them informed of tenders and upcoming opportunities.
- **The Department for Human Services** sends a regular newsletter to subscribers sharing news and opportunities.
- **The Department for Education** has a dedicated procurement team you can contact to establish connections.

Third party tender platforms

Many third party platforms (e.g. Govmarket.com.au, Australiantenders.com.au, Tenderhub.com.au) offer listings of procurement opportunities. Check for any costs involved in accessing these platforms.

PROCUREMENTS VALUED BELOW \$55,000

Agencies can directly approach any supplier they consider to have suitable capability and capacity for procurements below \$55,000.

FURTHER INFORMATION

Learn more about the rules and practices of SA Government procurement and contracting by visiting www.buying4.sa.gov.au