

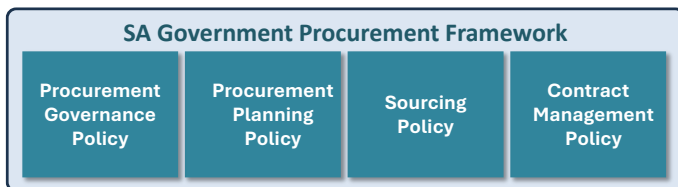
# WORKING WITH THE SOUTH AUSTRALIAN GOVERNMENT

## *The South Australian Government Procurement Framework*

### THE STAGES OF GOVERNMENT PROCUREMENT

The South Australian Government Procurement Framework (the Framework) sets out the minimum requirements for how agencies must manage:

- procurement governance
- procurement planning
- sourcing
- contract management.



Although the Framework requires that all procurements comply with a set of fundamental expectations, every procurement is unique and proceeds according to the nature of what is being procured and the need that is being met.

#### PROCUREMENT GOVERNANCE

The Framework requires that agencies have their own internal procurement frameworks that tell staff how to implement the government's overarching procurement rules in a way that works for their purpose and operations.

Chief Executives are responsible for ensuring that staff comply with internal procurement framework and for the procurement and contract decisions made by their agencies.

#### PROCUREMENT PLANNING

##### Analysing the situation and the need

Agencies engage with stakeholders to gain a thorough understanding of the nature of the issue or opportunity and the perspectives of individuals, communities, organisations and agencies impacted by it.

Suppliers are often included in this process as they can provide valuable input based on their experience:

- responding to the same or similar situations or needs
- working with relevant supply markets and supply chains
- working with stakeholders invested in the situation or need.

##### The Forward Procurement Plan

Suppliers can view procurements on the Forward Procurement Plan, published on the Buying4SA website, that agencies are considering in the following:

- 2 year period for goods and services
- 3 year period for construction projects.

#### Exploring the market and suppliers

Agencies undertake significant planning and analysis to design procurement specifications that reflect realistic potential solutions within reasonable market capability, capacity and value.

#### Preparing to approach the market

Agencies decide on the following before releasing the opportunity:

- a market approach strategy
- a strategy for evaluating offers
- a plan for managing a resulting contract.

#### SOURCING

##### Market approach

Most procurement opportunities take the form of one of the following:

- Request for Quote (RFQ)
- Expression of Interest (EOI)
- Invitation to Supply (ITS)

Procurements valued above \$550,000 (GST inclusive) also include an Industry Participation Plan (IPP) template. Suppliers should read all market approach documentation carefully and respond according to the instructions provided.

##### Offer evaluation

Agencies evaluate supplier offers against:

- mandatory criteria (pass/fail)
- weighted criteria
- non-weighted criteria.

The evaluation criteria are described in market approach documentation to help suppliers maximise the quality of their offer.

Negotiations may be undertaken as part of offer evaluation.

##### Contract execution

Once a preferred supplier has been selected and approved, and an agreement negotiated, a contract will be executed.

##### Supplier de-briefs

Supplier de-briefs are available to all suppliers.

#### CONTRACT MANAGEMENT

Agencies often transfer responsibility for contract management from procurement staff to specialist contract management staff who will work with suppliers to develop a plan for administering the contract throughout its lifetime.

#### FURTHER INFORMATION

Learn more about the rules and practices of SA Government procurement and contracting by visiting [www.buying4sa.gov.au](http://www.buying4sa.gov.au)