



**Procurement  
Australia**

#### IN THIS ISSUE

- New Contract: Road Surfacing & Associated Services
- Award of Contract: Courier & Personal Transport Services
- New Contract: Commercial Furniture, Ergonomic Assessments, Office Design, Project Management & Business Relocation Services
- Contract: Library Collections, Furniture, Equipment & Associated Requirements
- Let's Network
- LGPro in Melbourne
- LGPro South Australia
- ALIA Information Online
- CATDOCS
- Book your training meeting & events at Procurement Australia
- Procurement Australia's Members Lounge

# NEWS

Issue 02 – February 2017

## PROCUREMENT AUSTRALIA CREATING CLARITY WORKSHOP



Procurement Australia conducted a creating clarity workshop on Tuesday 7 February. Andree Leigh from the ICS Training Group was the facilitator covering topics to help your writing skills.

- Plan before you write – consider purpose and audience
- Use a suitable structure based on your purpose
- Put your main idea upfront whenever you can
- Use plain English
- Use language and sentences your reader will understand
- Tips to proofread and edit the document

#### About Andree Leigh

Andree Leigh has been a corporate trainer for more than 20 years. She has worked with staff in private and public organisations sharing strategies in communicating effectively. Andree spreads the word about plain English and destroys the myth that it dumbs down the English language working.

If you would like to attend one of these workshops in the future please email [events@palttd.com.au](mailto:events@palttd.com.au)

WEDNESDAY  
1 FEBRUARY

## WODONGA TAFE TENDER SUPPLIER BRIEFING & SITE INSPECTION



On Wednesday 1 February Procurement Australia conducted a briefing session for a Wodonga TAFE Contract.

THURSDAY  
9 FEBRUARY

## LET'S NETWORK WOMEN IN PROCUREMENT



Meeting two was held at Procurement Australia and the membership is growing! If you would like to be part of the Women in Procurement- Let's Network please contact Liz van Doorn [lvandoorn@paltld.com.au](mailto:lvandoorn@paltld.com.au)

### Proposed 2017 dates for Melbourne meetings:

Wednesday 12th April – (Before Easter)	2.00 - 3.30pm
Wednesday 12th June 7th	2.00 - 3.30pm
Thursday 17th August	2.00 - 3.30pm
Wednesday 18th October	2.00 - 3.30pm
Wednesday 6th December	2.00 - 3.30pm

NEW  
CONTRACT  
NO. 2012/0328

## ROAD SURFACING & ASSOCIATED SERVICES

The evaluation phase of the Road Surfacing and Associated Services Contract has concluded. Contract have been awarded to suppliers.  
The contract commenced 1 January 2017 – 31 December 2019  
With 2 x 1 Year Options to Extend

For more information visit [procurementaustralia.com.au](http://procurementaustralia.com.au)  
or contact your Relationship Manager

CONTRACT  
NO. 1410/0618

## RECRUITMENT, TRAINING & ASSOCIATED SERVICES.

This contract commenced on 1 January 2017. This new contract will replace contract 1410\0618 Recruitment, Training & Associated Services which expired on 31 December 2016.

The contract categories listed below will be available via the new contract including 6 new categories (highlighted) to support all your organisational development and recruitment needs.

A detailed tender evaluation report is available upon request from your Procurement Australia Business Relationship Manager. This evaluation report contains a summary of each awarded tenderer, their capability and the commercial arrangements under the contract.

This contract includes 6 new categories (in bold below)

- Category 1 - Permanent Recruitment - Executive
- Category 2 - Permanent Recruitment – Entry/Middle/Senior Level Staff
- Category 3 - Temporary Recruitment
- Category 4 - Training, Learning and Professional Development Services
- Category 5 - e-Learning and Training Solutions**
- Category 6 - Mentoring and Coaching
- Category 7 - Career Transitions Programs and Human Resource Services**
- Category 8 - Psychometric Testing and Skills Assessments**
- Category 9 - Unbundled Recruitment Services**
- Category 10 - Employee Satisfaction and Organisational Survey Services**
- Category 11 - Performance Appraisal Management Services**
- Category 12 - Police & Background Check/Fit to Work Solutions**

To access this contract's services please contact your Procurement Australia Business Relationship Manager.

**CONTRACT**  
**NO. 1906/0836**

# LIBRARY COLLECTIONS, FURNITURE, EQUIPMENT & ASSOCIATED REQUIREMENTS

Supplier briefing details now available,

Procurement Australia's current contract **1504/0826 – Library Books, Av Media, Periodicals and Subscriptions** is scheduled to expire on 30 June, 2017 with no further options available for extension.

A new tender and resultant contract will be established to replace this current contract with the process commencing shortly.

New Contract Details	
Contract number:	1906/0836
Contract name:	Library Collections, Furniture, Equipment & Associated Requirements
Contract term:	2 years plus two one year options to extend.
Proposed categories:	To be fully determined however will include at least: English Printed Materials, LOTE Printed Materials, Large Printed Materials, Printed Periodical Subscription and Magazines (English and LOTE), Online Subscriptions and eResources, Electronic databases, Audio/Visual Materials (English and LOTE), Downloadable Materials & Associated Services, Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services, Additional Support Services (e.g. Open Day Collections, Brokering Services etc.), Library Shelving and specialised library furniture.

Tender Timetable	
Member commitment closes	30 January, 2017
Tender opens	1 February, 2017
Evaluation & contract award	By 30 May, 2017
New contract commences	1 July, 2017

Category 1 - Printed Material - English  
 Category 2 - Printed Material - LOTE (Languages Other Than English)  
 Category 3 - Large Print material  
 Category 4 - Printed Magazines and Newspapers - English  
 Category 5 - Printed Magazines and Newspapers - LOTE  
 Category 6 - Digital Collections - English & LOTE  
 Category 7 - Audio/Visual Materials - English  
 Category 8 - Audio/Visual Materials - LOTE  
 Category 9 - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services  
 Category 10 - Associated Support Services  
 Category 11 - Library Management System  
 Category 12 - RFID  
 Category 13 - Library Shelving  
 Category 14 - Digital Discovery and Evaluation Tools

To find out more about the new Library Collections, Furniture, Equipment & Associated Requirements Contract please contact Bowen Wu Procurement Specialist [bwu@palttd.com.au](mailto:bwu@palttd.com.au)

**NEW  
CONTRACT**  
NO. 2005/0630

## COMMERCIAL FURNITURE, ERGONOMIC ASSESSMENTS, OFFICE DESIGN, PROJECT

The current contract for Office Furniture (1411/0830) is scheduled to expire on 31 May 2017. A new tender and resultant contract will be established to replace this current contract.

**Categories (may include the following):**

### **Category 1 – Commercial Furniture**

- Desks, Workstations, Tables & Accessories
- Seating (incl Bariatric)
- Storage Cabinets & Units

### **Category 2 – Ergonomic Assessment Services**

- Online Training
- Strategic Advice
- Assessment Services / Advice on correct use of equipment
- Conducting user trials and gathering feedback
- Ergonomic Review of equipment
- Training on moving more during the work day

### **Category 3 – Office Design Services**

- Early Site Assessment
  - Space Review
  - Assessment
- Interior Design & Documentation
- Contract Administration
  - Plan Printing
  - Specification
  - Trade site visits
  - Budgets

### **Category 4 – Project Management (Refurbishments/Fitouts)**

- Engagement with stakeholders
- Engaging consultants and contractors
- Confirming the brief with the client
- Managing the design period
- Obtaining Authority Approvals
- Superintendent during construction and the defects liability period
- Contract Administration
- Programme Management
- Client and Cost Reporting
- Risk Management
- Quality Control

### **Category 5 – Business Relocation Services**

- Office Relocation
- Library Relocation
- Warehouse Relocation
- Records Relocation
- Recycling & Disposal (Office Furniture)
- Logistics & Storage

The Category list is currently being developed and may change.

**Term: 1 June 2017 – 31 May 2020 with two 12 month contract extension options**

**The tender timetable is as follows:**

Member commitment closing	20 January 2017
Tender opens	1 February 2017
Tender closes	1 March 2017
Evaluation completed	21 April 2017
Contract Award	28 April 2017
New contract commences	1 June 2017

### **Next steps**

Please complete the tender expression of interest letter and return correspondence to your Procurement Australia Relationship Manager.

For more information please contact Dave Sleeman, Procurement Specialist on 03 9810 8613 or [dsleeman@paltd.com.au](mailto:dsleeman@paltd.com.au)

## LGPRO IN MELBOURNE SMALL CHANGE — BIG DIFFERENCE



Come and visit us at the LGPro conference on Thursday 26 February  
at the Melbourne Convention and Exhibition Centre

## LGPRO SOUTH AUSTRALIA OUTSIDE THE BOX

Come and visit us on Friday 26 February at the  
LGPro SA State Conference 'Outside the Box' at  
the Adelaide Entertainment Centre, Hindmarsh.

[lgprofessionalssa.org.au](http://lgprofessionalssa.org.au)





# IN 2017 PROCUREMENT AUSTRALIA ARE AGAIN OFFERING MEMBERING OPPORTUNITIES TO PARTICIPATE IN SEMINARS, EVENTS AND TRAINING - ALL AT SPECIAL MEMBER DISCOUNTED RATES.

## DON'T MISS OUT — BACK BY POPULAR DEMAND CONTRACT LAW FOR NON-LAWYERS

Join Scott Alden, Partner Holding Redlich for a full day course on how to navigate your way through Contract Formation, Heads of Agreements and MoUs, Tendering and Procurement, Risk and Liability, Termination and Disputes.

Scott Alden is a tendering and procurement expert in both the public and private sectors and across all industries providing advice to clients with long experience in commercial transaction and projects of all kinds.

Advising clients on commercial issues, legislative interpretation and procurement and probity, Scott is highly regarded by his clients who include a wide range of government bodies, top tier contractors and general commercial entities including Universities. With long term Procurement Management secondments at the Sydney Catchment Authority and State Transit Authority under his belt, Scott is well positioned to provide essential tips and learnings to avoid running into problems in contracts, to best manage them and to most effectively exit them when they are not working.

**Back again this year, one of our most popular seminar presenters will guide you through Contract law and enhance your understanding and ability in your everyday work, and also equip you to spot issues and minimise risks.**

This full day course will cost \$250 (inc GST) for Procurement Australia members and \$300 (inc GST) for non members.

Morning and afternoon tea will provided along with a light lunch and any materials required for the day

Please RSVP to [events@paltd.com.au](mailto:events@paltd.com.au). A payment form will be sent to you via separate email.

**Registration commences at 8.30am. Event runs from 9.00am – 5.00pm**

Adelaide	Thursday 23 March
Bathurst	Thursday 16 March
Goulburn	Thursday 7 September
Melbourne	Thursday 2 March or Thursday 14 September
Sydney	Thursday 9 March or Tuesday 12 September

NEW COURSE  
FOR 2017CONTRACT AND PROJECT  
MANAGEMENT ESSENTIALS

Contract Management is an essential part of overall organisational delivery and failures in Contract Manager often lead to significant waste as well as not achieving the overall procurement objectives.

A failure to properly and effectively manage contracts exposes your organisation to extreme risk and financial losses. This one-day intensive course provides essential, expert training for you or your whole team.

Facilitated by an experienced trainer and senior commercial lawyer, this course educates and informs business and government about essential contract management strategies and risk minimisation techniques.

This one-day intensive delivers essential contract management strategies and risk minimisation techniques for government and private sector project and contract managers.

During the day you will look at a range of issues which arise in contract management, be guided through detailed case studies and be taken step-by-step through effective resolution strategies by way of up to 10 workshops and exercises.

With this knowledge, you can ensure that contracts are managed properly from the outset and remain ahead of potential problems before they arise. You will be provided with the tools to safeguard deliverables and keep them on track at all times. You will also learn to ensure that issues such as delays and other intervening factors which invariably crop up don't compromise overall contract objectives and key outcomes.

#### What's covered?

The course begins with a general introduction to contract management which, among other things, will look at the different types of contracts and examine the particular characteristics of 'performance based contracts' and what sets them apart. The course will then cover the following specific contract management topics:

- Early Contract Deliverables
- Contract Management Manual
- Risk Assessment / Analysis
- Contract Payments
- Governance / Roles / Responsibilities
- Contract Claims, specifically, claims for variations, extensions of time (EOT's), delays and defects.

Building on the Contract Law Essentials course this day long program is designed to equip you with the essential knowledge and skills to maximise project objectives and deliverables and minimise losses.

#### What you will learn

- The meaning and practical application of certain terms and conditions
- How to identify contract stakeholders and effectively manage relationships between stakeholders
- The content and conduct of effective contract meetings
- Integral aspects of claims management, the characteristics of different types of claims and how to respond to each
- An examination of the risks in terminating a contract for non-performance and recommended procedures for doing so
- How the most common contract management errors can be avoided
- General tips for more effective contract management, including foreshadowing, addressing and resolving disputes as and when they arise.

Throughout the course there will be a substantial focus on risk management, identifying sources of risk, assessing their potential impact on outcomes and formulating strategies to address and neutralise them.

#### Who should attend?

Managers, Directors, Government Officers and Heads of:

- assets
- commercialisation
- contracts
- finance
- procurement
- purchasing
- supply chain

[continued next page.](#)



continued from previous page.

#### Materials provided

You will be given a comprehensive set of all material used in the course including:

- full set of slides
- workshop booklet for group exercises
- a book of published articles by Scott Alden on issues covered
- sales
- projects
- business development

#### Your Presenter

Practising in both the private and public sector, Scott works on large strategic projects and infrastructure projects, and advises clients in relation to commercial contracts, procurement and probity.

Scott has specific expertise in government and commercial law, infrastructure projects, general contractual and legislative advice and the tendering process and

commercial contracts of all kinds and sizes and for all industries.

Scott is also highly regarded in the areas of government, water, defence, public transport infrastructure (buses, trains and ferries), IT requirements, tertiary institutions (universities) and ports.

Scott is a member of the Law Council Building and Construction (Infrastructure) Committee, a guest lecturer at the University of Melbourne (Masters of Construction Law Program), past chair of the Business Law Committee of the Law Society of NSW, as well as a past Councillor of the NSW Law Society and current executive member of the Commonwealth Law Association.

Scott has delivered many popular courses for Procurement Australia including Contract Law for Non Lawyers and Unfair Contract Law – if you would like more information on this course and other law courses please contact [events@palttd.com.au](mailto:events@palttd.com.au)

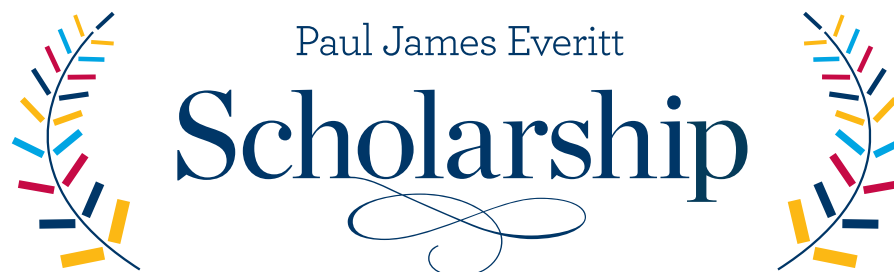
This course will be offered in Adelaide, Melbourne and Sydney

This full day course will cost \$250 (inc GST) for Procurement Australia members.

If you would like to register for this workshop please send through your name and organisation details to [events@palttd.com.au](mailto:events@palttd.com.au)

Melbourne	6 March 2017	8.30am – 5pm
Sydney	13 March 2017	8.30am – 5pm
Bathhurst	17 March 2017	8.30am – 5pm
Adelaide	31 March 2017	8.30am – 5pm
Goulburn	8 Sept 2017	8.30am – 5pm

# PROCUREMENT AUSTRALIA INVITES ALL MEMBERS TO APPLY FOR THE INAUGURAL PAUL EVERITT SCHOLARSHIP



## Background

Procurement Australia in 2015 celebrated thirty years of the company's inception. To honour and benchmark this milestone and create a lasting legacy the Procurement Australia Scholarship was created to recognise and reward high achieving individuals by funding a scholarship to study, take a secondment, research or develop a paper that adds value and insights for their sector.

The Procurement Australia Scholarship will be known as the Paul Everitt Procurement Australia Scholarship, named in memory of Paul Everitt a former staff member of Procurement Australia, and a passionate, driven procurement executive, who tragically lost his life in October 2015. Paul himself believed in training and study and was undertaking a three year procurement study course with CIPS at the time of his death. Procurement Australia has set aside the sum of \$10,000 per year to award as a scholarship. The scholarship can be used for the development of a paper, overseas study or secondment.

## Award Prequalification

**The award is open to any procurement individual or procurement team working in a Procurement Australia member organisation in the public and private sector.**

## Topics

You can choose categories such as social procurement, environmental procurement, category management, supply chain:

- How can procurement drive value - add outcomes to the triple bottom line
- The role of procurement and the impacts on place and community
- How you can drive change of thinking to the procurement process
- Procurement transformation.

**It is important to note that the submission only requires an outline of the intended use of the \$10,000 scholarship fund.**

The applicant(s) can choose a stream of their choice and outline the methodology of study specifics and Outcomes relevant to procurement.

## Selection Criteria

The Candidate must:

- Chose a topic that contains a procurement theme.
- Lodge a written scholarship proposal containing all the mandatory requirements, outlining purpose of study, where and how long.
- Prepare a diary - if appropriate appointments, itinerary of events.
- Prepare travel plans and an itinerary.

## The process

Once selected the finalist will be formally notified and requested to prepare a presentation to the Procurement Australia Scholarship Panel. It is important to note : The Procurement Australia Scholarship is not intended for use to pay fees for a university or TAFE semester(s).

## How to submit your entry

Please send your entry to Liz van Doorn Director Strategy, Marketing and Communications [lvandoorn@palttd.com.au](mailto:lvandoorn@palttd.com.au)

For further information please contact Liz van Doorn [lvandoorn@palttd.com.au](mailto:lvandoorn@palttd.com.au) or 0423847519

# BOOK YOUR TRAINING MEETING & EVENTS AT PROCUREMENT AUSTRALIA



Situated in the heart of the CBD. Brand new, state of the art spaces. Featuring state of the art technology. You can choose from our exciting flexible business spaces capable of hosting meetings, workshops, events or training. There's a choice of pre-bookable small, medium and large meeting rooms available for use by the hour, day, week or month at reasonable rates. These spaces are available for one person or a small project team, confidential meetings or for training, workshops, launches, seminars or as an impressive boardroom and training facility that can accommodate up to 36 people. Individual plugin and play hot desks from \$42 per day, or less for longer term leases. Catering tailored to your needs is also available.

Talk to us about booking a space to suit your needs,  
contact [flexiblebusinessspaces@palttd.com.au](mailto:flexiblebusinessspaces@palttd.com.au) or call 98108600

# PROCUREMENT AUSTRALIA'S MEMBERS LOUNGE OPEN FOR BUSINESS.

PROCUREMENT AUSTRALIA'S MEMBERS  
LOUNGE AND ASSOCIATED BUSINESS  
SERVICES CENTRE ON LEVEL 18, 461  
BOURKE STREET MELBOURNE MEANS  
THAT ALL PROCUREMENT AUSTRALIA  
MEMBERS CAN BE 'OPEN FOR BUSINESS'  
IN MELBOURNE'S CBD.



The Members' Lounge offers members and a guest with a comfortable and professional environment suitable for a relaxing, quiet and private get together. Providing mixed seating arrangements, the Members' Lounge features all the desired attributes of a business-focused lounge including complimentary Wi-Fi, tea, coffee, fruit and the daily newspapers. Free for members and one guest, a separate small meeting room can be pre booked if more than one guest accompanies a member.

**Procurement Australia**  
Level 18, 461 Bourke Street  
Melbourne, Victoria 3000.  
03 9810 8600 [info@paltd.com.au](mailto:info@paltd.com.au)  
[procurementaustralia.com.au](http://procurementaustralia.com.au)

ACT NSW NT QLD SA TAS VIC WA