# Office of Digital Government (DGov) and Buildings and Contracts (BaC)

GovNext-ICT Common Use Arrangement Roles and Responsibilities

## Office of Digital Government

**Role:** Responsible for the centralised governance and management of the GovNext‑ICT Contracts, and technical support to client agencies in transition planning and determining what to procure under GovNext‑ICT.

## Responsibilities

*Contract Management*

* Maintain and refresh the contract management plan
* Maintain and refresh the webpage
* Vendor engagement
* Maintain and refresh Service Catalogues, including price updates
* Supplier and sales reporting
* Ensure vendor compliance to terms and conditions
* Drafting any contract variations required, and tracking these variations appropriately
* Provide advice to BaC on the operation of the contract, including issues raised by the vendors, market share for vendors and issues raised by agencies associated with the contract
* Establish, maintain and refresh quotation tools and templates

*Agency Digital Strategy*

* Provide support to agencies for GovNext‑ICT reinvestment planning
* Provide advice to agencies on the technical elements to GovNext-ICT transition and migration

*Agency Procurement*

* Provide advice to agencies on the technical elements in purchasing under GovNext-ICT
* Work in collaboration with BaC to ensure flexible, simplified purchasing methods available under the GovNext-ICT contracts are applied

*Governance*

* Facilitate GovNext-ICT Reference Group with client agencies
* Regular reporting to the GovNext-ICT Program Governance Board
* Manage the Program risk and issues log
* Manage and report on benefits realisation

**Buildings and Contracts**

**Role:** Accountable for the GovNext-ICT contracts as principal of the contract. Supports client agencies through the quotation formation and evaluation processes through the Buildings and Contracts Business Unit.

## Responsibilities

*Contract Management*

* Delegated authority for GovNext-ICT contracts and signatory for all contractual documents between the vendors and the State
* Conduct annual due diligence checks on each prime vendor and communicate the outcome to agencies

*Agency Procurement*

* Provide advice to agencies on the buying process under GovNext-ICT, include application of WA Procurement Rules (including regional purchasing)
* Approve exemption requests in consultation with the DGov
* Adopt any flexible, simplified purchasing methods available under the GovNext-ICT contracts
* Provide support to agencies in preparing and evaluating quotations
* Facilitate evaluation panels where required and seek input from DGov on price analysis as needed
* Provide support to agencies in tabling relevant procurement documents such as quote forms, evaluation reports and contract management plans

*Governance*

* Analyse and report on expiring contracts under the scope of GovNext-ICT
* Provide advice to DGov on proposed changes to Buying Rules for GovNext-ICT to ensure they comply with procurement policy