Agency request for strategic procurement assistance form

To request assistance from the Strategic Procurement Services (SPS) team with your procurement, complete sections 1 to 4 of this form and email it to Assistant Director SPS.

# Agency details and procurement description

Please complete the table below.

|  |  |
| --- | --- |
| **Agency name** |  |
| **Contact details**(Name, email, phone number) |  |
| **Position/role**(Job title, or role within agency) |  |
| **Project description**(Detail the procurement requirement, the objectives, any issues, political sensitivity, or reliance on other procurements) |  |
| **Total estimated contract value**(GST inclusive) (If applicable) |  |
| **Project timeline**(Key dates, milestones, deliverables for the project) |  |
| **Required resources**(Commencement date, full time/part time, minimum and maximum duration, number of resources) |  |
| **Key tasks**(Description of the workload required by the resources – develop business case, procurement plan, procurement formation) |  |

# SPS assessment criteria

To be deemed suitable for SPS assistance, the procurement requirement will be assessed against the seven (7) key criteria tabled below. At the discretion of the SPS Assistant Director, it is recommended four (4) of the seven (7) criteria are met to be considered a SPS project.

Please answer yes to the criteria relevant to the procurement in the table below.

|  |  |
| --- | --- |
| Criteria | Yes |
| **Risk profile is considered to be greater than or equal to high** The risk profile of the project is identified as high or extremely high. |  |
| **Complex requirements**The project proposed is highly complex relative to standard business as usual procurement and may be made up of multiple procurements that impact one another. |  |
| **Alternative procurement methodology**The project is an unusual business need for the agency or requiring an alternative procurement process (Expression of Interest, Request for Proposal, lower value Public Private Partnership). |  |
| **Significant or public interest**The project is highly visible to the public, is of high significance to the State, or politically sensitive for the Government. |  |
| **Transformational**The project will transform the agency’s business. |  |
| **Timeframe or urgency**The project is extremely urgent or impacts other government initiatives. A timeframe of less than six (6) months would not usually require SPS expertise to be deployed to the agency. |  |
| **Total procurement value is greater than $5M** The project should have a minimum estimated contract value of $1 million, with an expectation that most SPS projects would be greater than $5 million. The total spend of an agency, agency size and internal expertise will also be considered in the context of this value. Acceptance of values from $1 million to $5 million will be dependent on assessing agencies’ total spend, size and procurement expertise. |  |
| **Co-operative procurement**The procurement is a co-operative procurement involving procurement facilitation services for multiple agencies, seeking common requirements, with the intention of approaching the market through a single Request process. |  |

# Salary recovery

The SPS team operates on a cost-recovery basis. By requesting support services from SPS, the requesting agency agrees to the following:

* The salary of the SPS officer at the agreed PSGA level plus 26 per cent on-cost will be recovered via monthly invoices.
* The 26 per cent on-cost includes provisions for superannuation, workers compensation, annual leave plus loading and long service leave\*. Personal leave and public holidays are a separate cost and will be included in the invoiced fee recovered from the agency.

The following provides for any special requirements relating to salary recovery, as agreed between the parties to the agreement (please discuss before finalising this section and signing the document):

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\*On-cost breakdown:

|  |  |
| --- | --- |
| **On-costs** | **%** |
| Superannuation | 11.00% |
| Workers compensation | 1.15% |
| Annual leave loading | 1.35% |
| Annual leave  | 7.69% |
| Long service leave | 3.57% |
| Other costs | 1,24% |
| **Total** | **26.00%** |

# Other conditions

1. The requesting agency acknowledges and agrees that the Finance SPS resource is entitled, under Finance employment conditions, to work from home up to two days per week (for full-time employees/pro-rata for part-time employees) during the engagement. The SPS employee should liaise with the requesting agency representative, to agree to a suitable roster in this respect. This may be set days or adhoc, as agreed between both parties.
2. The requesting agency will review the requirement for the SPS resource on a quarterly basis and advise the Assistant Director SPS, if the timeline or scope of the engagement is anticipated to vary from the initial estimate as per section 1. above.

# Agency approval

Please sign and date this document in the fields below then email this form to the SPS Assistant Director for an assessment of this request. A procurement representative from the Department of Finance will contact you within two (2) working days.

In approving the request for an SPS resource, the Agency representative confirms that funding is available for the re-imbusement of the SPS resource’s salary and on-costs, for the maximum period of the engagement requested.

|  |  |
| --- | --- |
| **Author name** |  |
| **Author’s position title** |  |
| **Agency** |  |
| **Approval of author** | Signature | Date |

# Endorsement of SPS assistance

Finance will sign-off once monetary values are agreed to by both parties (Department of Finance and the agency requesting the SPS resource/s).

**Department of Finance to complete:**

|  |  |
| --- | --- |
| **Name of Assistant Director SPS** | Joanne Huggins |
| **Approval of Assistant Director SPS** | Signature | Date |
| **Name of SPS employee** |  |
| **Approval of SPS employee** | Signature | Date |
| **Name of B&C Finance representative** | Tony Halberg |
| **Approval of B&C Finance representative** | Signature | Date |