DoE Procurement Plan | 2020 – 2024

Our Objective

We will provide high quality procurement services to the department by focusing on:

- Sourcing strategies that reflect our clients' priorities, needs and objectives
- Efficient and effective governance frameworks, practices and system controls
- Enhanced contract management practices that maximise procurement benefits
- Development of skilled and knowledgeable procurement and purchasing delegates
- Development of a deep understanding of our spend profile and key supply markets
- Advancing the Government's procurement agenda
- Collaboration with other agencies to advance Government priorities

Our Challenges

We will actively manage our key strategic challenges including:

- Delivering a high quality procurement service within constrained resources
- Raising awareness of the importance of ethical decision-making, probity, and managing conflicts of interest
- Continuing to build systems controls and business intelligence (BI) capabilities to enhance compliance and decision-making
- Enhancing communication channels and engagement between the procurement function and schools
- Improving the procurement and purchasing capabilities of staff
- Engaging with other agencies to ensure whole-of-Government (WoG) policies, systems and contracts support and enhance service delivery
- Raising awareness of the importance quality procurement processes play in supporting the strategic direction and goals of the department
- Continuing to support the department's response to COVID-19

Our Measures

We will measure our performance:

- Delivering procurement savings: Target for FY 20/21 - $93.8M
  - $16.4M – General Goods & Services Category
  - $45.0M ICT Category
  - $32.4M Infrastructure Services Category
- Use of Indigenous enterprises and local businesses
- DoE policies, procedures and templates reflect current Government policies and priorities
- Enhancements made to procurement systems functionality
- All active purchasing delegates trained and re-trained every three years
- Participation in WoG procurement committees, working groups and initiatives
- Performance against the Government's Performance Management and Reporting Framework

Risk Management

We will proactively manage our procurement risks through:

- Purchasing and Procurement Delegations
- Purchasing and Procurement policies, practices and templates
- Mandatory purchasing training / re-training
- System controls and separation of duties
- Regular conflict of interest declarations and audits
- Procurement Awareness training for departmental Leaders
- Compliance monitoring and procurement data analysis

Our Key Actions & Initiatives

Procurement Governance and Compliance

- Establish the Procurement Advisory Council (PAC)
- Review and update DoE Procurement policies, practices and templates to:
  - provide clear instruction to staff regarding probity, integrity and process compliance requirements
  - reflect changes to the Queensland Procurement Policy and other Government policies/initiatives
- Review and update existing training materials to give greater emphasis on probity, integrity and compliance issues
- Review and restructure OnePortal materials to improve ability of staff to access procurement related information
- Develop procurement and purchasing analytics to highlight areas for potential improvement in compliance and control
- Implement enhanced regional support arrangements and compliance monitoring arrangements

Capability

- Implement strategies identified in the PSB Branch Review:
  - Strategic Alignment
  - People and Culture
  - Service Delivery
  - Governance and Business Process
  - Structure
  - Capacity and Capability
- Develop a suite of just-in-time learning packages to support schools and businesses undertaking low value and intermediate purchasing activities
- Complete an update of Contract Management Guidelines
- Develop a Contract Management training packaged targeted at business units and school staff

Procurement Systems

- Implement enhancements to OneSchool Finance to deliver improvement to internal system controls and reporting capabilities
- Implement a new Purchasing Training database and additional BI reporting capabilities to support delegate training/re-training and compliance monitoring
- Continue to enhance the Procurement Business Intelligence capabilities, including addition of new data sets
- Implement enhanced contract register and contract disclosure arrangements

ICT Category

- Conduct a review of ICT contract management activities
- Major tenders/contracts:
  - SOA for ICT Support Services for Schools
  - SOA Learning Management Software and Services, including QLearn
  - Professional Development Content Library
  - Professional Experience Placements Platform
  - SOA for Online Ordering Systems
  - SOA for Online Event Management and Registration Solutions
  - SOA for Online Newsletter Solutions
  - EQGlobal solution for Department of Education International
  - Departmental Housing Management Solution

Infrastructure Services

- Building Future Schools Program including 8 new schools for 2021 and 2022
- Further develop maintenance and minor works guidance for schools and regional offices
- Explore possibilities for new SOAs to support schools/regions
- Raise awareness of the Capital Works Management Framework
- Align conditions of offer and contract to DHPW industry specific conditions
- Deliver high quality contract management services for the WoG Furniture Arrangement
- Develop closer ties with the Building, Construction and Maintenance Category Council
- Major tenders/contracts:
  - WOG Furniture (incl. emergency furniture)
  - Project Managers and Principal Consultants
  - Playgrounds, Shade Structures and Multi-Purpose Sports Courts
  - Asset maintenance and Condition Assessments
  - ICT Network Infrastructure Cabling
  - Relocatable Buildings
  - General and Sanitary Waste (in cooperation with Queensland Health)
  - Cleaning Chemicals & Cleaning Equipment and Servicing

General Goods and Services

- Continue to refine reporting, providing efficiencies and greater data analysis of customer spend and behaviours
- Undertake a full Standing Offer Arrangement (SOA) contract management review
- Major tenders/contracts:
  - OSHC services in multiple schools
  - Audiometric Testing
  - Professional Development
  - First Aid Consumables and Training
  - Auslan
  - Musical Instruments