DET Procurement Plan 2017-2021

Empowered Staff. Efficient processes and systems. Satisfied customers. Excellent procurement outcomes.

Our Objectives

- Sourcing strategies based on a thorough understanding of our client’s priorities, needs and objectives
- Enhanced contract management practices to ensure we maximise procurement benefits for our clients and Queensland Government
- Efficient and effective governance frameworks and practices
- Development of skilled and knowledgeable procurement and purchasing delegates
- Development of a deep understanding of our spend profile and key supply markets
- Collaboration with other Government agencies to advance procurement practices and outcomes across the Queensland public sector

Our Challenges

- Enhancing communication channels and engagement between the procurement function and schools and departmental staff
- Raising the procurement and purchasing capabilities of staff
- Refining the Department’s contract management practices
- Raising awareness of the importance of ethical decision making, managing conflicts of interest and probity in procurement
- Engaging with other Government agencies to ensure whole-of-Government (WoG) policies, systems and contractual arrangements support and enhance service delivery
- Continuing to build procurement business intelligence (BI) capabilities

Our Performance

- Delivering procurement savings: Target for Financial Year 17/18 - $66.6M
- Use of Indigenous businesses (Number of businesses used and total spend)
- Update DET policies, procedures and templates to reflect changes to Queensland Procurement Policy and other related Government policies
- Enhancements made to procurement systems functionality
- Purchasing training participation and completions (1000 participants by July 18)
- Participation in WoG procurement committees, working groups and initiatives

Our Approach

- **Empowerment** – Devolved purchasing decision making
- **Accountability** – Maintaining quality procurement policies and processes
- **Collaboration** – Proactive engagement with clients and key stakeholders
- **Teamwork** – Coordinated effort delivering quality services
- **Alignment** – Services and contracts aligned to client priorities and objectives
- **Capability** – Enhanced access to purchasing training and support material

Risk Management

- Purchasing and Procurement Delegations
- Purchasing and Procurement policies, practices and templates
- Mandatory purchasing training / re-training
- System controls and separation of duties
Our Priorities

Category Management Services

**General Goods & Services**

**DET:**
- Establish new multi-faceted arrangement for Classroom Resources
- Refresh of the school uniforms arrangement
- Refine procurement processes for OSHC and offsite school uniform purchases, delivering efficiencies for GGSC, schools and suppliers
- Refine reporting, providing efficiencies and greater data analysis of customer spend and behaviours.

**WoG:**
- Refresh of the WoG office supplies arrangement

**Information, Communications & Technology (ICT)**

**DET:**
- Update arrangements for Telecommunications, Gated Assurance Services and End Point Security
- Transition of existing arrangements for MIDCS for Schools to new MIIS contracts
- Refresh to arrangement for application development services

**WoG:**
- Refresh of the WoG Desktop Computer arrangement within the End User Computing sub-category

**Infrastructure Services**

**DET:**
- Update arrangements for the installation of Playground Equipment, Asset maintenance and Emergency Furniture to support the provision of equipment and services in normal and emergent situations
- Update ICT Network Infrastructure Cabling arrangement
- Establish new arrangement for Master Planning

**WoG:**
- Delivery of high quality contract management services for the WoG Furniture Arrangement.

Advisory Services

**Procurement Governance**

- Review and update DET Procurement policies, practices and templates to reflect changes to the Queensland Procurement Policy and other related Government policies/initiatives
- Review and restructure policy, procedures and guidance materials on OnePortal
- Raise awareness and capture acknowledgement of conflict of interest management

**Procurement Systems**

- Implement a new Purchasing Training database and additional BI reporting capabilities to support delegate training/re-training and compliance monitoring
- Introduce purchasing delegate approval into direct invoice processes
- Remove SAP shopping cart functionality to streamline PO creation/approval processes
- Continue to enhance the Qlik Business Intelligence tool, including addition of new data sets

**Capability Development**

- Review and update Purchasing Delegate training packages to reflect changes in Government policy
- Update Purchasing and Procurement Delegations to reflect delegate re-training requirement (Audit recommendation)
- Commence Purchasing Delegate training/re-training initiative (From Feb 18)