



**Australian Government**

**Department of Education, Employment and Workplace Relations**

## **Annual Procurement Plan for 2009-10**

### **Department of Education, Employment and Workplace Relations (DEEWR)**

DEEWR implements Australian Government policies and programs to provide child care, education and training opportunities, to increase employment participation and to ensure fair and productive workplaces. DEEWR has about 6,000 staff. The national office is in Canberra and there are offices in each State/Territory capital, regional offices and several overseas posts. More information about DEEWR is at <http://www.deewr.gov.au>.

### **Strategic Procurement Outlook**

The procurement activities of DEEWR support the delivery of services to the Department and its clients. DEEWR selects marketplace solutions, both domestic and international, that are innovative, effective and efficient and that offer value for money. DEEWR conducts all its procurement activities in accordance with the Commonwealth Procurement Guidelines (CPGs) and its own internal processes consistent with the CPGs.

### **References for Suppliers**

The following publications help suppliers understand how the Government procures and how they can approach selling their goods and services to the Government:

- **Selling to the Australian Government: A guide for business** at <http://www.finance.gov.au/publications/selling-to-the-australian-government/index.html>
- **Commonwealth Procurement Guidelines** at <http://www.finance.gov.au/publications/fmg-series/procurement-guidelines/index.html>

### **Approaches to Market (ATMs)**

All open ATMs by DEEWR will be advertised on **AusTender** at [www.tenders.gov.au](http://www.tenders.gov.au). DEEWR also provides ATM documents to potential suppliers via AusTender.

To search AusTender for information about DEEWR ATMs click on Current ATMs (under View), select **Advanced Search**, click on Select an Agency (under **Refine your search by agency?**) and select Department of Education, Employment and Workplace Relations, then click on the **Proceed to step 2** button to further refine the search.

### **Planned Procurements for 2008-09**

The information below is for planning purposes only. It does not represent a solicitation or constitute a request for proposal, nor is it a commitment by the Government to purchase the described property or services. Also, all procurements listed are subject to revision or cancellation at any time.

DEEWR has panel arrangements, funding deeds and other agreements with suppliers. Procurements planned to be covered by these agreements are not listed below.

**(Published 26.6.09.)**

Type of Service	Reference	Date Last Modified	Description	Estimated Month of Approach to Market	Status/Comments
Accommodation	A1		Temporary accommodation for graduates relocating to Canberra in January 2010.	December 2009	
Accounting and Auditing	AA1		General Accounting and Internal Audit Services Panel 2010 - 2015.	August/September 2009	
Building Services	B1		Recarpet several levels of DEEWR Canberra Office.	July/August 2009	
	B2		Supply and install storage in DEEWR's new office building in Canberra.	August 2009	
	B3		Safety testing of electrical equipment for National Office locations in Canberra.	October 2009	
	B4		Electrical cabling and maintenance including tenancy lighting for National Office locations in Canberra.	November 2009	The contract is expected to be for three years.
	B5		Supply and install seating in DEEWR's new office building in Canberra.	January/February 2010	
	B6		Supply and install furniture in DEEWR's new office building in Canberra.	February/March 2010	
Business Management	BM1		Business Improvement Facilitators Panel to provide process improvement and change management services.	July 2009	
Call Centres	CC1		DEEWR contact centre operations covering employment, education, child care and youth services. These are to include inbound and outbound call centre operations, email, fax and postage services.	October 2009	
Education and Training Services	ET1		Australian Apprenticeships Access Program Brokers to deliver pre-vocational training and support services from 1 January 2010. These contracts are expected to service about 7,000 job seekers in the second half of the 2009-2010 financial year and 9,500 per financial year thereafter.	July 2009	These contracts are expected to cover the next 3 years.  For more information on the Access Program go to <a href="http://www.deewr.gov.au/Skills/AAAP/Pages/default.aspx">http://www.deewr.gov.au/Skills/AAAP/Pages/default.aspx</a> .
	ET2		Develop support materials for the delivery of two new qualifications - Graduate Certificate and Graduate Diploma in Language, Literacy and Numeracy.	August 2009	
	ET3		Develop the Selection Advisory Committee (SAC) Training Module.	September 2009	
	ET4		Registered Training Organisation to manage the accreditation of an internal training program against the Certificate IV in Government, as part of the 2010 DEEWR Graduate Program. About 80 graduates are expected to be involved.	November 2009	
	ET5		Language, literacy and numeracy training, assessment and independent verification services, for the Language, Literacy & Numeracy Program (LLNP). This procurement is for the program's services over 2010-2013. The program is expected to service about 20,000 disadvantaged job seekers per year.	November/December 2009	
	ET6		Develop support materials for a new Volunteer Language, Literacy and Numeracy (LLN) qualification and to support LLN training for community services workers.	January 2010	
Employment Services	E1		Provide Local Employment Coordinator services in Priority Areas over an approximately two-year period (until 30 June 2011) to ensure regions most affected by the economic downturn receive timely and coordinated access to the Australian Government's jobs and stimulus packages.	July and August 2009	An existing panel arrangement may be used instead of an open tender process.

	E2		Deliver Disability Employment Services under the Disability Employment Services and Employer Incentives Scheme Deed 2010-2012. Contracts are expected to commence on 1 March 2010.	August 2009	A network of providers is to deliver this service.
	E3		Deliver Job Capacity Assessments - a single, comprehensive assessment of a person's capacity to work. The assessment identifies any barriers to work and any interventions that may be needed to help them overcome these barriers. Contracts are expected to commence on 1 July 2010.	after November 2009	A network of organisations/individuals is to deliver this service.
Events Management	EM1		Panel of event service and venue providers.	August 2009	
Human Resources Management	HR1		Employee Assistance Program (EAP) for DEEWR staff.	August 2009	
Information and Communication Technology	ICT1		IT hardware supply and maintenance panel including storage, communication and network devices.	June/July 2009	
	ICT2		Provide DEEWR Event Management System including software, development and implementation.	July 2009	
	ICT3		Provide a high-quality, low-latency national vocational education broadband network (VEN) that links the capital cities and effectively services the connectivity needs of major TAFE campuses.	August 2009	
	ICT4		Provide Wide Area Network data services for the Department's capital city and regional offices.	August 2009	
	ICT5		Supply, maintain and support network printers and multifunctional devices including a managed print solution.	September 2009	The contract is expected to be for three years.
	ICT6		Supply, maintain and support desktop computers.	October 2009	The contract is expected to be for three years.
	ICT7		Provide DEEWR an application mapping tool set and related services to manage its software assets and related infrastructure.	October 2009	
	ICT8		Panel of software resellers to supply commercial off-the-shelf software and software tools.	March 2010	
Information Management	IM1		Identify and convert PDF documents on the DEEWR website to RTF format to meet accessibility standards.	July 2009	
Office Services	OS1		Office removalist and relocation services for National Office locations in Canberra.	July 2009	
	OS2		Secure and non-secure paper recycling/disposal services for National Office locations in Canberra.	July 2009	
	OS3		Supply indoor plants for National Office locations in Canberra.	September 2009	
Personnel	P1		Panel of suppliers for information and communication technology skills (IT Contractors).	July 2009	
Program Delivery	PD1		Implement several components of the national communication strategy and other National Youth Week (NYW) promotional activities. Provide assistance and advice on sponsorship, marketing and media relations.	July 2009	
	PD2		Deliver the Youth Connections program to help young people at risk of disengagement or who have disengaged from education.	August 2009	There will be a network of providers to deliver this service.
	PD3		Produce the Job Guide publication from 2009-10 to 2011-12.	August 2009	
	PD4		Manage the scholarships process for adult Language, Literacy and Numeracy (LLN) professionals.	by September 2009	

	PD5		Provide administration and promotional services for the Parliament and Civics Education Rebate (PACER) in approximately 1,800 schools per year.	January 2010	The contract is to be for one to three years.
Research and Evaluation	RE1		Undertake strategic research to inform Language, Literacy and Numeracy (LLN) workforce development to broaden the LLN evidence base.	by August 2009	An existing panel arrangement may be used instead of an open tender process.
	RE2		Assess approximately 75 early childhood facilities in remote communities, against State/Territory licensing requirements. Report on each facility, including costed recommendations for any remedial work.	August/September 2009	
	RE3		Review of phase one of the Early Learning and Care Centres initiative.	October 2009	
Security	S1		Physical security guarding services for DEEWR buildings Australia-wide.	November 2009	
Web Services	W1		Host and maintain the Australian Blueprint for Career Development website from 1 January 2010 to 30 June 2012. This would involve responding to any feedback from its broad range of users.	August 2009	