Procurement Services

CONTACT
Procurement Services
Telephone: (08) 9213 2514
Email: procurementservices@walga.asn.au
August 2018
WHAT IS PROVIDED THROUGH THE SERVICE?

WALGA’s specialised Procurement Services (the Service) provides a range of high quality procurement services to assist WALGA Members through these important processes. These are offered on a fee for service basis.

The Local Government sector in Western Australia spends up to $1.6 billion each year on goods and services. Inadequately constructed procurement structures and processes, ineffective contract management and supplier disputes are a high operational, governance and compliance risk for all Local Governments.

1 Tender and Contract Management Service

- WALGA can undertake a procurement process on your behalf on a fee for service basis. This can be an Expression of Interest, Request for Tender or a Request for Quote. The Procurement Service can be engaged for all of a process, or the planning phase up to and including developing the Tender.
- We can also review your tender documents to ensure they meet best practice and the Regulation requirements.
- Each process undertaken through the Tender and Contract Management Service is customised and scaled in conjunction with the Member. Prior to undertaking a procurement process, the Procurement Services will work with the Local Government to fully understand the procurement requirements and prepare a proposal for engagement in order to secure the best possible procurement outcome. Each proposal will include the scope of work to be undertaken and an agreed project framework and timeline.

2 Customised Workshops for Procurement

Need or want to learn more about procurement? There are many workshops we offer to suit your own purchasing policy and processes. These workshops are customised to suit your needs and often cover:

- Fundamentals of procurement (Regulations, Council purchasing policy, local process etc)
- Planning and Specification development
- The Tender process
- How to evaluate a tender response and get the best value for money
- Putting a contract in place – and managing it
- Procurement education sessions for suppliers – if you are interested in having more local suppliers responding to a Member’s tender process, then an information session for suppliers may well be part of the answer.

3 Procurement Review

WALGA can undertake a review of your procurement practices and policies to ensure that they are complying with the Local Government (Functions and General) Regulations 1996 (the Regulations). A report is provided that recommends changes to improve procurement and its role in your organisation. There are the options of a “lite” version or a full procurement review – you choose!

4 Procurement Newsletter

A free monthly newsletter that keeps you up to date with information on procurement and what’s happening with Preferred Supplier Arrangements.

5 Forward Procurement Planning

WALGA can support the Forward Planning of Tenders and Contracts to improve the efficiency of a Member’s procurement – and to ensure there is plenty of time to undertake the work.

6 What is the Member Subscription?

WALGA Members can subscribe to the Procurement Services, providing the following benefits:

- Free telephone advisory service to assist with procurement enquiries and compliance with tender regulations.
- Procurement Network – a range of topics are discussed at a quarterly meeting that subscribers can either attend in person or by Webinar.
- 10% discount off the price of all engagements with the Procurement Services.
- Annual licence for access to the Procurement Toolkit – the leading procurement resource for Local Governments in Western Australia. It includes:
  - Procurement Practice Guide – outlines all aspects of the Procurement process and provides clear guidance on the legislative requirements and best practice for all purchasing and contract management.
  - Guide to Sustainable Procurement – outlines the social, economic, environmental benefits of implementing sustainable procurement
  - Templates – over 40 templates covering the procurement process from one end to the other, assisting subscribers to achieve good governance over their procurement practices and ensure regulatory compliance.
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