# Drafting guidance

*[DRAFTING GUIDANCE: This template can be used to assist you in developing a procurement plan as you begin to start the procurement process for the works for your TAFE project.*

*A procurement plan will help you guide, manage and execute your procurement process.*

*You will need to use your judgement to determine the level of detail you provide within your procurement plan and assess whether fewer or additional sections may be applicable to your project. The extent of information you include within the procurement plan will likely be influenced by the size and complexity of your project.*

*The guidance below is designed to help prompt you on key considerations during the procurement planning process. Further guidance on developing a procurement plan can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-planning-procurement)*.]*

# Introduction

## Document purpose

*[This section should outline the objectives of this document. You may wish to include wording similar to: “This procurement plan is a formal document that will be used to guide, manage and execute the procurement activities for [Project Name].”]*

## Background

*[This section should outline background information on the project including business case and funding outcomes.]*

## Reference materials / related documents

*[This section should list relevant and related documents that the reader should consider this document in the context of, for example, it is assumed that this document will be appended to your project plan.]*

## Objectives

### Project objectives

*[This section summarises your project objectives outlined in your* [***project plan***](https://www.vic.gov.au/tafe-toolkit-preparing-your-project-plan)*.]*

### Procurement objectives

*[This section summarises your procurement objectives, these may have already been considered in the* [***project definition, funding and approvals phase***](https://www.vic.gov.au/tafe-toolkit-project-definition-funding-and-approvals)*. These could include items such as:*

* *Optimise competitive outcomes and value for money;*
* *Achieve high quality outcomes;*
* *Optimise design outcomes;*
* *Build a positive relationship between parties involved in the procurement process;*
* *Effective risk transfer;*
* *Flexibility to accommodate changes to operational needs; and*
* *Optimise value creation and capture (VCC) opportunities and potentially maximise realisation of commercial revenues.*

*Guidance on procurement principles can be found* [***here***](https://www.buyingfor.vic.gov.au/guiding-principles-direction-12)*.]*

### Vision

*[If this procurement plan is distributed as a standalone document and not appended to your project plan, you may wish to use this section to summarise the project vision outlined in your* [***project plan***](https://www.vic.gov.au/tafe-toolkit-preparing-your-project-plan)*.]*

### Benefits

*[If this procurement plan is distributed as a standalone document and not appended to your project plan, you may wish to use this section to summarise the project benefits outlined in your* [***project plan***](https://www.vic.gov.au/tafe-toolkit-preparing-your-project-plan)*.]*

### Key project deliverables

*[If this procurement plan is distributed as a standalone document and not appended to your project plan, you may wish to use this section to summarise the key project deliverables outlined in your* [***project plan***](https://www.vic.gov.au/tafe-toolkit-preparing-your-project-plan)*.]*

# Procurement and packaging strategy

## Procurement overview

*[This section should outline your procurement strategy, procurement packages and go-to-market strategy. An assessment of your procurement strategy should have occurred during* [*the* ***project definition, funding and approvals phase***](https://www.vic.gov.au/tafe-toolkit-project-definition-funding-and-approvals)*. Depending on the extent of planning you undertook relating to procurement packages and your go-to-market strategy at the* [***project definition, funding and approvals phase***](https://www.vic.gov.au/tafe-toolkit-project-definition-funding-and-approvals)*, you may need to undertake this analysis as part of your procurement plan. Further guidance on the types of procurement models and when to use them can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-selecting-procurement-model)*. Guidance on the types of go-to-market strategies can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-planning-procurement)*. Please note that not all sections will be relevant for single phase procurement approaches.]*

## Procurement related project characteristics

*[This section summarise the aspects of your project that have influenced your selected procurement and packaging strategy.*

*As an example, this could involve explaining why some procurement items are packaged together, what are the key risks of the project, how quantifiable are the risks, and whether there is a requirement for innovation.]*

## Procurement strategy

*[This section should outline your procurement strategy and a high-level summary of the rationale behind it. This will not cover the assessment of alternate procurement options which should be detailed within your approved business case developed and approved during the* [***project definition, funding and approvals phase***](https://www.vic.gov.au/tafe-toolkit-project-definition-funding-and-approvals)*. Further guidance on what to include in your procurement strategy can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-planning-procurement).

*If your project includes various procurement packages, you may wish to describe the procurement strategy for each package under Section 2.4 of this procurement plan].*

## Packaging strategy

*[If your procurement strategy involves ‘packaging’ elements of your project for procurement, this section should outline your packaging strategy and a high-level summary of the rationale behind it. An assessment of your packaging strategy may have occurred during the* [***project definition, funding and approvals phase***](https://www.vic.gov.au/tafe-toolkit-project-definition-funding-and-approvals) *to some degree, however, you will likely need to reconsider the details of the packages.*

*As per the guidance under Section 2.3 of this procurement Plan, if your project includes various procurement packages, you may wish to describe the procurement strategy for each package under this section of the plan.]*

### Package 1

*[This section should summarise the role of each “package” of contractors you are seeking to procure and their role. For example, this could include an early works package.]*

### Package 2

*[This section should summarise the role of each “package” of contractors you are seeking to procure and their role. For example, this could include a package of works with a different risk profile compared with the mains works, such as the refurbishment of existing buildings in a project that involves the building of new facilities.]*

## Procurement phases

*[This section should outline key procurement phases. These could include:*

* *Market briefings and market sounding;*
* *Registration of interest;*
* *Registration of interest evaluation;*
* *Expression of interest;*
* *Expression of interest evaluation;*
* *Request for tender;*
* *Request for tender evaluation; and*
* *Negotiation and finalisation.]*

### Phase 1 – Market briefings and market sounding (delete if not relevant)

*[This section should outline the purpose, objectives and timeframes of any planned market briefings and market sounding sessions.]*

### Phase 2 – Registration of interest (ROI) (delete if not relevant)

*[This section should outline the purpose, objectives and timeframes of the ROI phase (if relevant) to determine the respondent has sufficient experience and capacity to deliver the project.]*

### Phase 3 – ROI evaluation (delete if not relevant)

*[This section should summarise your plan to evaluate ROI submissions (if relevant) as outlined in your* [***evaluation plan***](https://www.vic.gov.au/tafe-toolkit-planning-tender-evaluation)*. A key outcome of this phase is the shortlist of respondents to proceed to the RFT or EOI phase (depending on your go-to-market strategy).*

### Phase 4 – Expression of interest (EOI) (delete if not relevant)

*[This section should outline the purpose, objectives and timeframes of the EOI phase(s) (if relevant) to determine a shortlist of respondents to proceed to the RFT phase.]*

### Phase 5 - EOI evaluation (delete if not relevant)

*[This section should summarise your plan to evaluate EOI submissions (if relevant) as outlined in your* [***evaluation plan***](https://www.vic.gov.au/tafe-toolkit-planning-tender-evaluation)*. A key outcome of this phase is the shortlist of respondents to proceed to the Request for Tender phase.*

### Phase 6 - Request for tender (RFT)

*[This section should outline the purpose, objectives and timeframes of this RFT phase.]*

### Phase 7 - RFT evaluation

*[This section should summarise your plan to evaluate RFT submissions as outlined in your* [***evaluation plan***](https://www.vic.gov.au/tafe-toolkit-planning-tender-evaluation)*.]*

### Phase 7 - Negotiation and finalisation

*[This section should summarise your planned negotiation process to refine the market solution. Further guidance on negotiation and finalisation can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-release-your-tender-and-select-your-contractor)*.]*

## Interactive tender process

*[This section should summarise any planned activities and their purpose involving an interactive tender process. Further guidance on running an Interactive Tender Process can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-release-your-tender-and-select-your-contractor)*.]*

# Market overview

*[This section should outline information about the market as well as summarise findings from any market sounding activities undertaken (including what the market sounding process was).*

*If you are selecting a small number of participants from a pre-agreed preferred supplier panel (where respondents have effectively already been screened for suitability to deliver your project requirements), the sub-sections below may not be relevant. Equally, if your procurement strategy involves procurement packages containing different market segments, you may wish to repeat the below sub-headings for each procurement package / market segment.]*

## Market interest, capability and capacity

*[This section should outline information about the market obtained from research and / or market sounding activities including market interest, capability and capacity to deliver the project.]*

## Market feedback

*[This section should outline feedback from any market sounding activities undertaken.]*

# Procurement program

*[This section should summarise indicative key dates and milestones for the procurement packages outlined in this document]*

## Target milestones

*[This section should outline indicative key dates and milestones for the procurement packages outlined in this document. You may wish to include a table similar to the one below which represents example milestones based on a two staged procurement approach:]*

|  |  |  |
| --- | --- | --- |
| Phase | Transaction Milestone | Target Date |
| ***[Procurement]*** | *Marketing sounding* |  |
| *Expression of interest (EOI)* |  |
| * *EOI approvals and release to market* |  |
| * *EOI closing date* |  |
| * *EOI evaluation complete* |  |
| * *Shortlisted respondents approved and notified* |  |
| *Request for tender (RFT)* |  |
| * *Internal approval sign off* |  |
| * *External approval sign off (if relevant) and/or* [***gateway 3***](https://www.vic.gov.au/high-value-high-risk-framework)*(if relevant)* |  |
| * *Issue of RFT* |  |
| * *Interactive sessions* |  |
| * *Closing date for RFT* |  |
| * *RFT evaluation complete* |  |
| * *Preferred tenderer approved and notified* |  |
| * *Negotiation* |  |
| * *Internal approval sign off* |  |
| * *External approval sign off (if relevant) and/or* [***gateway 4***](https://www.vic.gov.au/high-value-high-risk-framework) *(if relevant)* |  |
| * *Contractual close* |  |

# Procurement requirements under government policies

*[This section should summarise the importance of government policies in your procurement process. Further guidance on government policies can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-government-policies-and-compliance)*. Key policies you may wish to consider include:*

* [***Native Title Act 1993***](https://www.legislation.gov.au/Details/C2019C00054)
* [***Victorian Aboriginal Business Strategy***](https://www2.delwp.vic.gov.au/doing-business-with-us/aboriginal-procurement-strategy) *2017-2020*
* [***Local Jobs First Policy***](https://www.vic.gov.au/tafe-toolkit-local-jobs-first-policy-compliance)
* [***Social Procurement Framework***](https://www.vic.gov.au/tafe-toolkit-social-procurement-framework)
* [***Ministerial Directions and Instructions for Public Construction******Procurement***](https://www.vic.gov.au/tafe-toolkit-ministerial-directions-public-construction-procurement)
* [***Victorian State Government’s Supplier Code of Conduct***](http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct)*]*

## Gateway reviews

### Overview of the gateway review process

*[This section should summarise the gateway review process, if relevant to your project. Further guidance on the gateway review process can be found* [***here***](https://www.vic.gov.au/high-value-high-risk-framework)*.]*

### Gateway 3 – readiness for market

*[This section should summarise the gateway 3, if relevant to your project. Further guidance on the gateway review process can be found* [***here***](https://www.vic.gov.au/high-value-high-risk-framework)*. You may wish to outline key documents that you will need to have reviewed which may include:*

* *Business case;*
* *Procurement strategy;*
* *Market sounding reports;*
* *RFT;*
* *Evaluation plan;*
* *Draft contract documentation; and*
* *Project risk register.]*

### Gateway 4 – tender decision

*[This section should summarise gateway 4, if relevant to your project. Further guidance on the gateway review process can be found* [***here***](https://www.vic.gov.au/high-value-high-risk-framework)*.]*

# Procurement governance

*[This section should summarise governance processes and approval thresholds relating to procurement, including the establishment and role of evaluation panels. Guidance on establishing evaluation panels can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-planning-tender-evaluation).

*It should also include a description of key roles and responsibilities in relation to key decision points such as, authority to approve the appointment of the contractor for BAU and low complexity projects (for medium complexity and HVHR projects. These approvals may require scrutiny outside your organisation).*

*Further guidance on general project governance can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-project-governance)*.]*

## Roles and responsibilities

*[This section should outline the roles and responsibilities associated with your procurement process. You may wish to include a table similar to the one below:]*

|  |  |
| --- | --- |
| Role | Responsibilities |
| *[Role]* | *[Responsibilities]* |
| *Role]* | *[Responsibilities]* |
| *Role]* | *[Responsibilities]* |

# Probity

*[This section should summarise the principles outlined in your probity plan. Further guidance on planning for probity can be found* [***here***](https://www.vic.gov.au/tafe-toolkit-planning-probity)*.]*

# Risk

*[This section should summarise potential risks during procurement, their causes, and how you plan to mitigate them. You may find it useful to present this information in a table similar to the one below:*

|  |  |  |
| --- | --- | --- |
| Risk | Cause | Mitigation |
| *[Risk – for example:*  *“Procurement documentation is not completed on time”]* | *[Cause – for example:*  *“Delay in agreement of procurement principles/key decision areas”]* | *[Mitigation – for example:*  *“Regularly review the project program and perform an impact analysis on the overall timelines from any delays or changes to the program”]* |
| *[Risk]* | *[Cause]* | *[Mitigation]* |
| *[Risk]* | *[Cause]* | *[Mitigation]* |
| *[Risk]* | *[Cause]* | *[Mitigation]* |

*It is important to note that some risks identified may have multiple causes, in this case you should list out all causes. For causes where there are no means to mitigate the risk, you may wish to include a note on how the risk would be identified or reported on.]*