



**ACT Health**

# Procurement Policy

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# Policy Statement

The ACT Health Directorate is committed to managing procurement effectively, ethically, and to ensure value for money is achieved for the ACT community. All procurement activities completed within the directorate are to comply with legislation and whole of government policies and procedures.

## Purpose

To provide policy guidance to all ACT Health employees who undertake the procurement of goods and/or services.

The Policy sets out the principles under which procurement must occur. It also outlines the roles and responsibilities for procurement within the directorate.

## Scope

This Policy applies to all ACT Health employees involved in a procurement from planning, sourcing, procurement evaluation, approvals, contract development and management through to asset disposal.

Procurement advice is provided by Health Procurement and Procurement ACT. Additional support services can be accessed within some divisions in ACT Health. These are listed below.

- HPSE – Community Sector Contracts and Grants
- DSD – ICT Contract Management office
- HPS – Business Management Services.

## Principles

All ACT Health employees undertaking procurement activities on behalf of the Directorate are required to have regard to, but not limited to following ACT Government procurement principles:

- Value for money, with thought given to the procurement values
  - Aboriginal and Torres Strait Islander Peoples' Economic Participation
  - Business Development and Innovation
  - Diversity, Equality and Inclusion
  - Environmental Responsibility
  - Fair and Safe Conditions for Workers
  - Transparent and Ethical Engagement

- Probity and ethical behaviour
- Management of risk
- Open and effective competition
- Optimising whole of life costs
- Confidentiality and conflict of interest.

## Requirements

All ACT Health employees undertaking procurement and/or disposal activities on behalf of the Directorate are subject to the principles outlined in the *Government Procurement Act 2001* and associated regulations as well as the Director-General's Instructions, *ACT Public Sector Integrity Framework* and the ACT Health policies and procedures.

To enable legislative compliance and adherence to the procurement principles the following processes must be followed:

- All procurement activities for goods and services valued over \$5000.00 **MUST** be registered through ACT Health Procurement's register
- All procurements records **MUST** be accessible through the central Objective File set up by ACT Health Procurement and Assets
- All contracts \$25,000 and over **MUST** be registered on the Procurement ACT public contracts register within 21 days of contract execution
- All staff involved in the evaluation of a procurement **MUST** complete a Confidentiality Undertaking and a Conflict-of-Interest Disclosure. These **MUST** be accessible through the central Objective File for the procurement activity
- All contracts \$25,000 and over are to be managed using the Oracle Procure to Pay (P2P) system.
- All financial asset valued \$5000 or more **MUST** be notified to Health Procurement and Asset team on arrival for registration on the Asset Register.

## Roles & Responsibilities

### ACT Health Procurement and Assets Team

- Provide procurement methodology advice and guidance to ACT Health Directorate Procurement Officers.
- Manage the procurement register.
- Administer and manage the Oracle P2P system engagement across the Directorate
- Facilitate interactions with Procurement ACT and ACT Health Directorate Procurement Officers.

- Register all assets procured and monitor the acquisition, use and disposal of financial assets.
- Conduct quality assurance and monitoring activities of registered procurements and assets, including asset stocktakes.

## Branch / Division Procurement Role

Each Branch / Division is responsible for facilitating procurements for their area of work. These responsibilities include:

- Register their intention to undertake a procurement on the [Procurement Register](#).
- Assume overall responsibility for the procurement process, including aspects of specification development, probity management, maintenance of an audit trail, tender evaluation, and ensure contract management arrangements are established.
- Manage and assist in the completion of Statement of Requirement and procurement plan.
- Ensure that all persons with a direct involvement in the procurement process complete a Declaration of Conflict of Interest and/or Deed of Confidentiality as appropriate.
- Address aspects such as funding, financing options, business case, insourcing options and other approvals prior to procurement proceeding.
- Ensure a risk assessment has been completed and documented.
- Work closely with ACT Health Procurement and/or Procurement ACT, for the conduct of the procurement process.
- Ensure a fair and open evaluation process is undertaken.
- Ensure that periodic contract review and timely renewal / extension arrangements are in place
- Maintain and update contract information on Procurement ACT's Contract Register.
- Ensure all Whole of Government and ACT Health Directorate Policies and Procedures are followed.

## Delegate

The Delegate who is approving a procurement activity has the following responsibilities:

- Ensure they act only within their financial delegation.
- Ensure the total whole of life value has been considered. Noting contract extensions must include the original value plus the extended value remains within their delegation limit.
- Ensure the division has undertaken a procurement activity in line with this policy, the Government Procurement Act 2001 and associated regulations.

# Evaluation

## Outcome Measures

- Procurement activities compliant with *Government Procurement Act 2001*, associated regulations and ACT Health's internal procurement procedures.
- Procurement records are maintained on official records management system
- Procurements accurately captured on required procurement register
- Procurements approved by the appropriate delegate
- Assets captured and recorded on the Asset Register
- Contracts \$25,000 and above are registered on Procurement ACT's contract register and managed through P2P.

## Method

- Quality assurance activities will be conducted across registered procurements to test compliance and reported to the Corporate, Governance and Finance Committee every 6 months.
- Completion of an annual stocktake of all assets.

# Related Policies, Procedures, Guidelines and Legislation

## Procedures

This policy aligns to and should be read in conjunction with, but not limited to:

- The Director-General's Instructions
- ACT Health Procurement Procedure
- ACT Accounting Policy – Portable and Attractive Items.
- ACT Health Directorate Procurement and Assets Fact Sheets
- ACT Public Sector Integrity Framework

## Legislation

- *Government Procurement Act 2001 (ACT)*
- *Government Procurement Regulation 2007 (ACT)*
- *Government Procurement Amendment Regulation 2009 (ACT) (No 1)*
- *Financial Management Act*
- *Public Sector Management Act 1994*
- *Territory Records Act 2002.*

## Search Terms

*Procurement, Government Procurement, Government Procurement Regulation, Director - General's instructions, ACT Health Procurement and Assets Procedure, purchasing, goods, services, contracts, Service Level Agreement, Memorandum of Understanding, Agreement, Contractor, Consultant, Short Form Contract, Service Funding Agreement, Asset, Asset Coordination, Stocktake.*

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