

Australian Electoral Commission

Annual Procurement Plan - FY2008/2009

Strategic Procurement Statement

Agency Profile

Overview of AEC responsibilities

The AEC is the Commonwealth agency responsible for providing Australians with an independent electoral service that meets their needs and enhances their understanding of and participation in electoral process.

The AEC's responsibilities includes

conducting federal elections, by-elections and referendums,

maintaining the Commonwealth electoral roll and

providing a range of electoral information, education programs and activities.

providing advice and assistance in overseas elections.

The AEC's purpose is to help eligible voters have a say in who will represent them in the Parliament of Australia. We do this by providing impartial and accessible electoral services.

Outcome and output structure:

Outcome 1 – An effective electoral roll

Outcome 2 – An impartial and independent electoral system

Outcome 3 – An informed community

Location of offices

The AEC has a National Office, which is located in Canberra. State Offices are located in each of the capital cities and the Northern Territory. Each State and the Northern Territory Head Office is responsible for a number of Divisional Offices, which have primary responsibility for conducting elections and registering eligible voters on the electoral roll. The AEC National Office has responsibility for national policy development, co-ordination and the corporate function of the AEC.

Number of staff in the agency

The AEC has approximately 850 on-going and non-ongoing staff members.

The website address is www.aec.gov.au.

How the agency undertakes its procurement.

Over the past years, the AEC has pursued a devolved model of procurement whereby each State or Branch has conducted its own procurement.

In the coming year, the AEC will adopt a combined model whereby some strategic procurements will be co-ordinated by a part of the agency. However, Branches and States will continue to conduct procurement for specific local requirements.

As determined by the Government, the AEC will use any centrally co-ordinated procurement contracts for goods and services.

Potential suppliers should note that it is Commonwealth policy to develop a co-ordinated procurement system for the delivery of certain goods and services to Commonwealth departments and agencies, where it can be established that the co-ordinated procurement of those goods and services could deliver savings to the Commonwealth.

The process of identifying such goods and services is currently underway. It is therefore possible that the Commonwealth may approve the procurement of some or all of the same goods or services to the Commonwealth under a co-ordinated process:

- 1) before the submission period for an RFT ends; or

- 2) after the submission period ends but before a contract is signed with the successful tenderer(s); or
- 3) during the period of any contract entered into as a result of an RFT.

If 1) applies, the AEC reserves the right to discontinue the RFT process.

If 2) applies, the AEC reserves the right to discontinue the tender process and not proceed to enter any contract as a result of this RFT.

If 3) applies, the AEC may exercise its right to terminate any such contract for convenience under the relevant clause of the contract, without compensation for loss of potential profits.

Strategic Initiatives Impacting on Procurement

Policy initiatives

The rise of green procurement is one of the key policy drivers that the AEC will need to address when planning procurement. The current procurement planning process is one mechanism to help the AEC to adapt to the changing policy environment.

The Environmental Purchasing Guide and Checklists have been developed by the Department of Environment and Heritage to provide voluntary guidance to purchasers in the Australian Government regarding the consideration of relevant energy and environmental issues in procurement decision-making.

AEC managers who are responsible for the procurement of Paper, Printing, Cardboard Equipment, Office Equipment, Equipment Consumables, Office Furniture, Waste Management, Cleaning and Building Management should seek to use the checklists in the management of existing contracts and the procurement of future contracts.

Co-ordinated Procurement by Australian Government

The Government may decide on a case-by-case basis, that certain properties or services will be acquired through a single whole-of-government procurement process. These processes are known as coordinated procurement contracting.

Where the Government establishes a coordinated procurement contracting arrangement for a particular property or service, the AEC will use the coordinated procurement contract established for that property or service unless the Government has provided an exemption to the AEC.

Updates to Annual Procurement Plan

The Annual Procurement Plan will be reviewed and updated at the end of each quarter to take account of changing requirements. The Annual Procurement Plan would also need to be updated if the Government changes the functions of the Agency.

Criteria for listing on the Annual Procurement Plan

Procurement that is estimated to be valued at \$80,000 and above, and will be advertised will be listed on the Annual Procurement Plan.

It is a matter of judgement, whether other procurement is also included with the AEC's Procurement Plan. The AEC has also considered a number of factors when deciding which procurements to publish in the Procurement Plan. These include:

- information that would add value to the agency's relationships with industry, potential suppliers and contractors;
- the level of meaningful information available;
- whether the agency wishes to have the option to reduce time limits for submissions;
- the likely significance of the procurement;
- the likely value;
- the likelihood of the procurement actually occurring; and
- the method of procurement.

All open approaches to the market are notified on the AusTender website. www.tenders.gov.au

Updates to the Annual Procurement Plan

New or amended procurements are shown on the plan as "italicised".

Any deletions to the last plan have been ruled out.

Listing of Australian Electoral Commission's Procurement - Financial Year 2008/2009

Branch/State: ELECTIONS

Description	Contact Officer	Approach to Market On AusTender
<i>Production & Supply of Declaration Envelopes</i>	Mike Pratt Email:michael.pratt@aec.gov.au	March/April 09
Printing & Delivery of Ballot Paper Nationally for the AEC	Mike Pratt Email:michael.pratt@aec.gov.au	March/April 09
<i>Production, Storage and Distribution of Polling Equipment (Voting Screens, Ballot Boxes, Queuing Aids)</i>	Mike Pratt Email:michael.pratt@aec.gov.au	January/February 09
Scanning of Certified Lists	Mike Pratt Email:michael.pratt@aec.gov.au	February/March 09

Branch/State: Information Technology

Description	Contact Officer	Approach to Market On AusTender
Secure Internet Gateway and web hosting services	Stuart Oreo Email:stuart.oreo@aec.gov.au	November 08
Provision of fully managed mainframe Services on a IBM compatible mainframe	Stuart Oreo Email:stuart.oreo@aec.gov.au	December 08
Midrange Hardware (2 to 3 Servers)	Norm Peters E-mail:norm.peters@aec.gov.au	April/May 09

Branch/State: Chief Financial Officer

Description	Contact Officer	Approach to Market On AusTender
<i>Support for the Financial Management Information System</i>	<i>Andrew Baker E-mail:andrew.baker@aec.gov.au</i>	<i>September 08</i>
<i>Asset Valuation Services (AASB 116 & FMO sec 33)</i>	<i>Sarah Commins sarah.commins@aec.gov.au</i>	<i>January 2009</i>

Branch/State: People & Performance

Description	Contact Officer	Approach to Market On AusTender
Engagement of temporary employees under the Public Service Act	Kim Petrovic E-Mail:kim.petrovic@aec.gov.au	March/April 09
Engagement of Personnel (joint tender National Office in conjunction with Queensland	Kim Petrovic E-Mail:kim.petrovic@aec.gov.au Stuart Fraser (Qld H/O) E-mail:sturat.fraser@aec.gov.au	June 09

Branch/State: Communications and Information Services

Description	Contact Officer	Approach to Market On AusTender
Services covering records storage, retrieval, sentencing and destruction of Government files & records	Marie Sweet E-mail:marie.sweet@aec.gov.au	April/May 09
Public Relations Services	Phil Diak E-mail:phil.diak@aec.gov.au	2 stages ●—EOI Oct/Nov 2008 ●—Tender Dec 08/Jan 09
Communications research panel	Phil Diak E-mail:phil.diak@aec.gov.au	October 2008
Indigenous communications panel	Phil Diak E-mail:phil.diak@aec.gov.au	April 09
CALD advertising and PR agency	Phil Diak E-mail:phil.diak@aec.gov.au	March 09
Merchandising—Promotional Products Panel	Shauna Williamson	November 08

	E-mail:shauna.williamson@aec.gov.au	
<i>Merchandising-Display & Stands</i>	<i>Shauna Williamson</i> <i>E-mail:shauna.williamson@aec.gov.au</i>	<i>November-08</i>

Branch/State: New South Wales (Property Management)

Description	Contact Officer	Approach to Market On AusTender
National Contracts		
AEC External Signage	Roland Walker E-mail:roland.walker@aec.gov.au	<i>February/March 09</i>

Branch/State: New South Wales

Description	Contact Officer	Approach to Market On AusTender
Interoffice Courier Service	Patrick McDonagh E-mail:patrick.mcdonagh@aec.gov.au	February

Branch/State: Western Australia

Description	Contact Officer	Approach to Market On AusTender
Hire of Temporary staff for election purposes to include drivers, administrative staff and data entry staff	Simon Bulloch Email:simon.bulloch@aec.gov.au	January/February-09
Aircraft Provider required for flying in to remote areas of voting material for at least 2 fixed wing aircraft (twin prop)	Robert Webb Email:robert.webb@aec.gov.au	<i>June 09</i>

<i>Courier services, covering logisital freight and courier services for Western Australia</i>	<i>Robert Webb E-Mail:Robert.webb@aec.gov.au</i>	<i>June 09</i>
<i>Provision of warehouse storage of records & election products</i>	<i>Robert Webb E-mail:robert.webb@aec.gov.au</i>	<i>March/April 09</i>

Possible Procurement for 2009/10

<p><i>The Commonwealth of Australia, acting through the Australian Electoral Commission (AEC) is engaging with industry to seek interest from aircraft charter companies for a national provision of fixed and rotary wing charter services for the next federal election and possible other ongoing requirements. In order to provide appropriate electoral services to the public the AEC conducts extensive mobile polling activities throughout remote and regional areas of Australia. As a result it is necessary to organise a number of air based charters to meet the AEC's operating requirements.</i></p> <p><i>Interested companies who are capable of operating nationally are invited to contact the AEC person named in the contact column (Stan Fraser).</i></p>	<p><i>Stan Fraser</i></p> <p><i>E-Mail:stan.fraser@aec.gov.au</i></p>	<p><i>June/July 09</i></p>
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