WoAG Management Advisory Services Panel

EL1 – Procurement Manager

WoAG Procurement Team 30 November 2020

# Introduction

The Department of Finance requires an experienced Procurement Manager at the EL1 level to join the Finance whole of Australian Government (WoAG) Procurement team, who is responsible for the project to establish a new WoAG Management Advisory Services panel (WoAG Panel) for the Australian Government.

The position is available as a temporary transfer for an initial period of 6 months, for commencement early in 2021. This period could be extended.

The position reports to the Director - WoAG Procurement, who fills the roles of Project Manager for this procurement project, and the Tender Evaluation Team (TET) Chair for each evaluation process.

# Procurement Phasing

The ambitious schedule for this project has the procurement being undertaken in three phases, which are for Financial, Commercial and Corporate services.

While this strategy has primarily been adopted to manage the expected high number of tenders, a key objective is to have the whole WoAG Panel fully operational as quickly as possible. To achieve this objective, there is a high level of overlap with the phases.

# Position Requirements

This schedule presents challenges for the project team, with the Procurement Manager ideally capable of filling two key project roles, which change with the procurement phasing. These roles are:

1. Tender Evaluation Team Manager; and depending on their experience the role of a
2. Phase Procurement Manager.

With multiple tender teams for each phase of the procurement, you will be an important member of the EL1 management team, who will also be filling these roles.

This important role presents a unique opportunity for an experienced EL1 Procurement Manager to work with Finance on the procurement to establish the new WoAG Panel.

The core functions of these roles is explained below:

**Tender Evaluation Team Manager**

A Tender Evaluation Team Manager (**TETMs**) primary responsibility is the day-to-day management of a Tender Evaluation Team (TET), undertaking either non-financial or financial evaluation assessments. Specific TETMs roles and responsibilities for the tender evaluation process include:

* + - coordinating and managing the day-to-day activities of their TET, so that the tender evaluation process is conducted in accordance with the Tender Evaluation Plan, the relevant procurement phase Request for Tender and the Probity Plan
    - managing the entry of the evaluations conducted by their TET into the 360 Tender software
    - escalating any risks or issues to the TET Chair
    - drafting clarification requests
    - providing regular updates/progress reports to the TET Chair
    - recommending to the TET Chair to exclude Tenders (if any) from the evaluation process that are considered uncompetitive, do not demonstrate an acceptable level of capacity, capability, quality or compliance against the evaluation criteria set out in the RFT
    - adequately documenting their TETs findings, including evaluation outcomes, issues and risks, and drafting evaluation summaries for each response
    - assist with the drafting of the negotiation plan and report, and the management of negotiation activities
    - assist with the completion of Head Agreements for execution, and the debriefing of tenderers.

**Phase Procurement Manager**

As noted, the procurement has a phased approach, with a separate procurement activity for the Financial, Commercial and Corporate service areas.

The Phase Procurement Manager would be a TETM, who has completed their team evaluation activities, and by necessity will transition to this role. In the Phase Manager role, it is not anticipated they will be involved in any negotiations, contract completion, contract execution or transition activities for the phase of the procurement where they were a TETM.

The main responsibilities of Phase Procurement Managers relate to the day-to-day management of key activities for the next phase of the procurement. Under the general direction of the Project Manager, this includes:

* + - finalising the RFT package and industry briefing strategy
    - in consultation with the Solutions Manager configure and test the phase specific tender software
    - manage activities related to the approval to release and publish the RFT package on AusTender
    - day-to-day management of tender queries and drafting of Addenda
    - identification of entity evaluation team members, and scheduling of the phase evaluation teams
    - manage the Stage 1 Initial Screening for Compliance activity and draft the Stage 1 report
    - provide regular status reports to the Project Manager on progress of the phase of the procurement.

The Procurement Manager, would transition from this role, back to the TETM role, for the next phase of the evaluation.