



Procurement Plan Minute

| PROCUREMENT OVERVIEW | |
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| To | Executive Group Manager Business Services Division Education Directorate |
| Name of Project | The Education Directorate (Directorate) – Strategic Finance and Procurement – Supply of Face Masks and Personal Protective Equipment (PPE) to ACT Public Schools and Directorate owned facilities. |
| Tender Number/s | 10247.110 |
| Subject Type | Goods |
| Procurement Methodology | Single Select |
| Purpose | This minute seeks your agreement to procuring single use face masks, aprons, face shields, glove and hand sanitiser from ACT Emergency Services Agency (ESA) to supply ACT Public Schools and Directorate owned facilities, and OHSC providers if required, with adequate supply of face masks for staff and students to return to face to face learning, and PPE kits managing potential risk associated to students and or staff that present with COVID-19 symptoms, and to ensure compliance with Directorate's Term 4 Plan: ACT Public School for the return to on campus learning in term 4 and the ACT's COVID-19 Pathway Forward. |
| Estimated value (\$) Inclusive of GST | The estimated value of this project is \$120,000.00 (GST exempt). |
| Term | No applicable. |
| Timing/urgency | As soon as possible. The initial supply of masks will be delivered to school sites and Directorate owned facilities by 25 October 2021, COVID-19 PPE packs will be delivered as soon as stocks are made available. Further stocks will be sought and supplied on an ongoing and as-required basis. |
| Is Government Procurement Board sign off required? | The Government Procurement Board is not required to sign off this procurement as the value is below the \$5 million threshold requirement. |
| Is ACT Government Solicitor (ACTGS) consultation required? | No. The Territory will use template documents developed by the ACT Government Solicitor. If required, their services will be engaged for specific activities. |
| PROCUREMENT REQUIREMENTS | |
| Scope of works or services to be provided | The objective of this procurement is to engage ESA to supply PPE supplies for the distribution to ACT Public Schools and Directorate owed facilities, and OHSC providers if required, to support the safe transition back to face to face leaning and compliance with ACT Public Health Directions and the COVID-19 Pathway Forward health and safety measures. The supply of the |

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| | Goods will be ongoing and as required to ensure compliance with and of the forementioned directions. | | |
| Funding | Funding for this procurement will come from the Project Code: COVID-19, managed by Strategic Finance. | | |
| Consultation (including pre tender) | <p>A whole of government direction was made through CMTEDD to source COVID-19 related PPE through ESA as they have access to ACT Health suppliers and can ensure items purchased meet any required health and safety standards.</p> <p>Consultation has occurred with internal stakeholders including ESA, Strategic Finance, People, Safety and Conduct and the COVID response team.</p> | | |
| PROCUREMENT VALUES | | | |
| Procurement Values | This is an interagency procurement of goods therefor it is understood the Procurement Values would have been considered as part of the supplying agencies (ESA) procurement practices. | | |
| Is Secure Local Jobs applicable? | SLJ does apply to this procurement. | | |
| PROCUREMENT RISK | | | |
| Risk | The risk is identified as Medium. Refer to Attachment 1 – Risk Management Plan. | | |
| NEGOTIATION TEAM | | | |
| Name | Kristie Perrin | Dean Horne | Pete Steel |
| Position | Chair | Member | Member |
| Agency | ED | ED | ED |
| Statement on team composition | Members of the Tender Evaluation Team are both knowledgeable and experienced in undertaking procurement processes. | | |
| CONTRACT MANAGEMENT | | | |
| Number & form of contract | Standard Purchase Orders will be used as required. | | |
| Contract management | The purchase orders will be managed and monitored by Strategic Procurement. | | |
| Period of Contact(s) | The term of the purchase orders is expected to be for an initial period of period of four (4) months, however this timeframe may extend to ensure compliance with ongoing and changing ACT Health Directions. | | |
| AUSTRALIAN FREE TRADE AGREEMENTS (FTAs) | | | |
| Does the AUSFTA / Australia-Chile FTA apply? | No, the estimated value is below the \$666,000 threshold level for goods and services procurement. | | |
| AUSTRALIAN GOVERNMENT FUNDING | | | |
| Is there Australian Government funding | No, there is no Australian Government funding attached to this procurement. | | |

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| attached to this procurement? | |
| EXEMPTIONS | |
| Exemption | <p><i>Exemption from Government Procurement Regulation 2007</i></p> <p>Section 10 (1) specifies that "The responsible director general for a territory entity may, in writing, exempt the entity from..." the quotation and tender thresholds outlined in section 6 or section 9 for a particular procurement proposal.</p> <p>Section 10 (2) specifies that "...the responsible director general may exempt the entity only if satisfied, on reasonable grounds, that the benefit of the exemption outweighs the benefit of compliance with the requirement" and provides examples of when an exemption may be given.</p> |
| Reason for Exemption | <p>As a result of COVID-19 demands for these Goods has increased, stocks are limited, and market prices regularly fluctuate.</p> <p>ESA has specialist knowledge of these Goods, have access to an ongoing supply of the Goods, and the time within which these Goods are required prevents a public tender being conducted.</p> |
| DIRECTORATE ENDORSEMENT | |
| Name | Kristie Perrin |
| Phone Number | 6205 0508 |
| Position | Director Strategic Procurement |
| Signature | [REDACTED] |
| Date | 24/11/21 |

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| DIRECTOR GENERAL/DELEGATE APPROVAL | |
| Name | Thao Le |
| Position | Executive Branch Manger Strategic Finance and Procurement |
| Statement | <p>The Procurement Plan and attachments are approved.</p> <p>I am satisfied that the benefit in giving the exemption outweighs the benefit in requiring compliance with the quotation and threshold requirements set out in the <i>Government Procurement Regulation 2007</i>.</p> <p>I am satisfied that a value for money assessment has been undertaken against approved assessment criteria with regard to the value for money principles.</p> |
| Signature | [REDACTED] |
| Date | 01/04/2022 |

Procurement Plan (Variations)

| VARIATION OVERVIEW | | | |
|--|--|--------------------------|-----------------------|
| To | Executive Branch Manager Strategic Finance and Procurement Education Directorate (Directorate) | | |
| Purpose | <p>This minute seeks your agreement to vary the total value for the single select procurement plan to engage ACT Emergency Services Agency (ESA) to supply face masks and personal protective equipment (PPE) to ACT Public Schools and Directorates owned facilities.</p> <p>The variation is required as the scope of face masks and PPE, and the distribution of the items was adjusted in line with public health orders, and the Directorates requirement to support health care services staff in schools and independent schools.</p> | | |
| Name of Project | The Education Directorate (Directorate) – Strategic Finance and Procurement – Supply of Face Masks and Personal Protective Equipment (PPE) to ACT Public Schools and Directorate owned facilities. | | |
| Contract Number | 10247.110 | Type of variation | New procurement value |
| Estimated value of the variation (\$) | <p>The estimated value of this variation is \$130,000.00 (including GST). The original value of the procurement was \$120,000.00 (including GST). The estimated total value of this procurement over the proposed period of the contract, including funds already spent and funds expected to be spent under this variation, will be \$250,000.00 (including GST). Funding for this procurement was identified to come from the Project Code: COVID-19, managed by Strategic Finance.</p> | | |
| Anticipated Commencement Date | March 2022. | | |
| Program / contract term implications | <p>This project will be completed at the end of School Term 1, Friday 8 April 2022.</p> <p>Any further Covid PPE requirements after this date will be identified under a new project and Procurement Plan process.</p> | | |

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| Variation to scope of project / contract | <p>The variation in the scope of the project included:</p> <ul style="list-style-type: none"> • Additional school PPE kits; • Inclusion of N95 face masks; • Face masks, gowns and face shields for school health care workers; and • Face masks and hand sanitiser for independent non-government schools. <p>Summary of items ordered under this project include the following:</p> <table border="1" data-bbox="521 485 1406 800"> <tr> <td>Ear loop face mask</td> <td>986,510</td> </tr> <tr> <td>N95 face mask</td> <td>43,800</td> </tr> <tr> <td>Hand sanitiser</td> <td>71 litres</td> </tr> <tr> <td>Gloves</td> <td>152 boxes of gloves</td> </tr> <tr> <td>Face shields</td> <td>6,335</td> </tr> <tr> <td>Surgical gowns</td> <td>8,670</td> </tr> </table> | Ear loop face mask | 986,510 | N95 face mask | 43,800 | Hand sanitiser | 71 litres | Gloves | 152 boxes of gloves | Face shields | 6,335 | Surgical gowns | 8,670 |
| Ear loop face mask | 986,510 | | | | | | | | | | | | |
| N95 face mask | 43,800 | | | | | | | | | | | | |
| Hand sanitiser | 71 litres | | | | | | | | | | | | |
| Gloves | 152 boxes of gloves | | | | | | | | | | | | |
| Face shields | 6,335 | | | | | | | | | | | | |
| Surgical gowns | 8,670 | | | | | | | | | | | | |
| Is Government Procurement Board (GPB) sign off required? | <p>No. The total value of the Procurement Variation is less than \$5 Million.</p> | | | | | | | | | | | | |

| ORIGINAL PROJECT | |
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| Background | <p>The ACT Government direction was to use ESA to supply all face masks and personal protective equipment (PPE) to ACT Public Schools and Directorates owned facilities.</p> <p>The original Procurement Plan was approved by you in November 2021, the supply commenced in August 2021. The delay in the approval of this procurement plan variation was due to changing health directions and assessment of Directorates ongoing needs until the end of term 1, 2022.</p> |
| Provision for variation | <p>Not applicable as this is an ACT Government inter agency supply arrangement.</p> |
| Key Performance Indicators under the contract | <p>The supply arrangement has exceeded the expectations of the Directorate. ESA have been able to provide an ongoing supply of specialised PPE in a considered and adaptive way.</p> |
| Social Procurement | <p>This procurement was not considered for social procurement due to specialist nature of the goods being purchased.</p> |

| PERFORMANCE AND RISK | |
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| Risk | <p>The risk is identified as Medium.</p> <p>No changes to the original risk matrix.</p> |


| AGENCY ENDORSEMENT | | | |
|----------------------------|-----------------------------------|--------------|------------|
| Name | Kristie Perrin | Phone Number | 62050508 |
| Position, Branch & Section | Director Strategic Procurement | | |
| Signature | | Date | 28/03/2022 |

| DIRECTOR-GENERAL/DELEGATE APPROVAL | | | |
|------------------------------------|---|------|------------|
| Name | Thao Le | | |
| Position | Executive Branch Manger Strategic Finance and Procurement | | |
| Statement | Funding for this Variation Plan and attachments are approved. | | |
| Signature | | Date | 01/04/2022 |

| Order date | Order details | Total | Inners/boxes | Cost | Total cost | GST |
|------------|--|------------|--------------|---------|-------------|--------|
| 13/08/2021 | Face masks 350 per school x 89 | 31,150.00 | 623 | \$12.00 | \$7,476.00 | \$0.00 |
| 24/08/2021 | 24 x 1 litre hand sanister | 24 | 24 | \$13.64 | \$327.36 | \$0.00 |
| 26/08/2021 | 8,000 face masks | 8,000.00 | 160 | \$12.00 | \$1,920.00 | \$0.00 |
| 15/09/2021 | 8,000 face masks | 8,000.00 | 160 | \$12.00 | \$1,920.00 | \$0.00 |
| 22/09/2021 | 36,000 face masks | 36,000.00 | 720 | \$12.00 | \$8,640.00 | \$0.00 |
| 01/10/2021 | 32,000 face masks | 32,000.00 | 640 | \$12.00 | \$7,680.00 | \$0.00 |
| 08/10/2021 | face masks | 504,000.00 | 10,080.00 | \$0.00 | \$0.00 | \$0.00 |
| | Frieght | 14 | 14 | \$40.00 | \$560.00 | \$0.00 |
| 08/10/2021 | Face masks | 205,700.00 | 4,114.00 | \$0.00 | \$0.00 | \$0.00 |
| 19/10/2021 | Face shields | 40 | 40 | \$4.61 | \$184.40 | \$0.00 |
| 16/10/2021 | Face masks 350 per school x 89 | 26,000.00 | 520 | \$7.00 | \$3,640.00 | \$0.00 |
| 12/10/2021 | No GOV School Support | | | | | |
| | Face masks | 14,500.00 | 290 | \$7.00 | \$2,030.00 | \$0.00 |
| | hand sanitiser | 21 | 21 | \$13.64 | \$286.44 | \$0.00 |
| 26/10/2021 | Black Mountain PPE | | | | | |
| | Gowns | 1,820.00 | 1,820.00 | \$0.78 | \$1,419.60 | \$0.00 |
| | Gloves S | 6 | 6 | \$29.16 | \$174.96 | \$0.00 |
| | Gloves M | 26 | 26 | \$22.17 | \$576.42 | \$0.00 |
| | Gloves L | 6 | 6 | \$17.79 | \$106.74 | \$0.00 |
| | Gloves XL | 4 | 4 | \$18.02 | \$72.08 | \$0.00 |
| | Face Shields | 1,800.00 | 73 | \$67.00 | \$4,891.00 | \$0.00 |
| | N95 Mask | 1,800.00 | 73 | \$67.00 | \$4,891.00 | \$0.00 |
| | Waste bag | 50 | 5 | \$24.00 | \$120.00 | \$0.00 |
| 29/10/2021 | PPE kits x 100 | | | | | |
| | Gowns | 2,000.00 | 2,000.00 | \$3.45 | \$6,900.00 | \$0.00 |
| | N95 mask | 1,000.00 | 40 | \$67.00 | \$2,680.00 | \$0.00 |
| | Face shields | 1,000.00 | 1,000.00 | \$2.40 | \$2,400.00 | \$0.00 |
| | Gloves medium | 1,000.00 | 5 | \$52.46 | \$262.30 | \$0.00 |
| | Gloves large | 1,000.00 | 5 | \$50.10 | \$250.50 | \$0.00 |
| 02/11/2021 | PPE kit gloves | 100 | 100 | \$11.80 | \$1,180.00 | \$0.00 |
| 08/11/2021 | Face masks | 10,000.00 | 200 | \$7.00 | \$1,400.00 | \$0.00 |
| 22/11/2021 | Face masks | 8,000.00 | 160 | \$7.00 | \$1,120.00 | \$0.00 |
| 22/11/2021 | Hand sanitiser | 26 | 26 | \$13.64 | \$354.64 | \$0.00 |
| | Face Shields | 420 | | \$2.40 | \$1,008.00 | \$0.00 |
| | face Shields | 200 | | \$2.40 | \$480.00 | \$0.00 |
| 19/01/2022 | PPE kits x 100 | | | | | |
| | N95 mask | 1,000 | 40 | \$67.00 | \$2,680.00 | \$0.00 |
| | Face shields | 1,000 | | \$2.40 | \$2,400.00 | \$0.00 |
| | Gowns Large | 2,000 | | \$4.65 | \$9,300.00 | \$0.00 |
| | Gloves medium | 100 | 100 | \$52.46 | \$5,246.00 | \$0.00 |
| 17/02/2022 | N95 mask | 10,000 | 400 | \$67.00 | \$26,800.00 | \$0.00 |
| 08/03/2022 | Health Services Staff/School Improvement | | | | | |
| | Gowns Large | 2,850 | | \$3.45 | \$9,832.50 | \$0.00 |
| | Face shields | 2,075 | | \$2.40 | \$4,980.00 | \$0.00 |
| | Face masks | 40,000 | 800 | \$7.00 | \$5,600.00 | \$0.00 |
| 09/03/2022 | Face masks | 20,000 | 400 | \$7.00 | \$2,800.00 | \$0.00 |
| 11/03/2022 | face masks | 20,000 | 400 | \$7.00 | \$2,800.00 | \$0.00 |

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| 17/03/2022 | FaceMasks | 50,000 | 1000 | \$7.00 | \$7,000.00 | \$0.00 |
| 07/04/2022 | Face masks | 20,000 | 400 | \$3.22 | \$2,576.00 | \$0.00 |
| 13/04/2022 | Face masks | 150,000 | 3000 | \$3.22 | \$9,660.00 | |
| | | | | Total | \$156,625.94 | \$0.00 |
| | | | | Total GST inc | \$156,625.94 | \$0.00 |
| | | | | | | |
| | Aug-21 | Bulk ESA delivered | | Face masks | \$13,160.00 | 94,000 |
| | Feb-22 | Bulk ESA delivered | | N95 maks | \$82,880.00 | 30,000 |
| | | | | Grand Total | \$252,665.94 | |

Purchase Order

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| <p>Name and Title of Approving Officer (Signatory confirms holding delegation to expend funds)</p> <p>Leanne MacLaughlan, Senior Director Strategic Procurement</p> | <p>Signature:</p>  <p>Date: 22 April 2022</p> |
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This purchase order is to be read in conjunction with the "General Terms and Conditions for Purchase Orders (Goods and/or Services)" attached.