



# Procurement Development and Management System Policy

## 1. Purpose

Health Service Providers are required to maintain procurement and contracts records under a range of legislated and State policy requirements including the *State Records Act 2000*, and *Treasurer's Instruction 820 – Register of Contracts*.

The Procurement Development and Management System ([PDMS](#)) is a solution designed to support compliance with record keeping requirements, and promote adherence to relevant policy and process requirements when undertaking procurement and contract management. It further aims to provide accurate procurement activity information across the WA health system to support improved strategic decision making.

This Policy mandates the use of the PDMS by Health Service Providers when undertaking procurement and contract management. The requirements support transparency, accountability and informed decision making across the WA health system when undertaking procurement activity.

This Policy is a mandatory requirement under the *Procurement Policy Framework* pursuant to section 26(2)(k) of the *Health Services Act 2016*.

### ***Integrity Statement***

Health Service Provider staff members will conduct procurement activities to the highest standards of integrity, probity and accountability.

In complying with this Policy staff members will ensure that:

- all decisions regarding procurement are made by an appropriately authorised officer, and are transparent and capable of review
- all conflicts of interest are identified, declared and managed in the public interest
- the principles of consistency, impartiality and confidentiality are upheld
- adequate records are maintained to provide for scrutiny and review of decisions.

Staff members will comply with all requirements related to the use of the mandatory Conflicts of Interest Policy, and the Gifts, Benefits and Hospitality policy, including requirements to use the mandatory systems to register, declare and seek approval for any conflicts of interest that arise or gifts received.

Please refer to the [Integrity Policy Framework](#) for further details.

## 2. Applicability

This Policy is applicable to all Health Service Providers.

## 3. Policy requirements

### 3.1. Use of the PDMS

Except as otherwise noted in section 3.2 of this Policy, the PDMS must be used to workflow procurement and contract management documents for endorsement and approval in accordance with the *Procurement and Contract Management Policy* and *Works Procurement Policy* for contracts valued \$50,000 and above (based on the total estimated value, including any extension options and inclusive of GST).

Procurement processes for contracts below \$50,000 have simplified administrative process requirements to ensure they are commensurate with the value and risk of the procurement. As such, procurements below these thresholds do not need to be registered in PDMS. Health Service Providers may nonetheless opt to register such procurements in PDMS.

The PDMS must also be used to workflow all grants at or above \$50,000 for endorsement and approval in accordance with the *Grants Policy*. Grant processes below these value thresholds can be registered in the PDMS at the discretion of Health Service Providers.

### 3.2. Exceptions from use of PDMS

Where a contract is established under a Whole of Health contract or other standing-offer arrangement established by the Department of Health or Health Service Providers for use within the WA health system, the procurement process and contract award details will only need to be entered onto PDMS if mandated under the buying rules for that contract or standing-offer arrangement.

### 3.3. Access to the PDMS

Health Service Providers are required to appoint local System Administrators to manage local PDMS access rights for its officers. A Tier 3 or more senior officer (as defined in the tier classification/structure for the Health Service Providers) may grant PDMS access to an external contractor, such as a temporary contractor engaged to undertake administration work for Health Service Providers. In these instances, Health Service Providers are responsible for managing the contractor's appropriate usage of the PDMS.

### 3.4. Information in the PDMS

Procurement and contract information in PDMS is visible to all system users with the exception of estimated contract values, evaluation information and supplier performance information. Where satisfactory justification exists, other procurement and contract management information can be concealed with approval from the Chief Procurement Officer, Health Support Services.

## 4. Compliance monitoring

Health Service Providers are required to monitor their compliance with this policy.

The System Manager may undertake compliance reviews of contracts awarded by Health Service Providers to audit whether the contract was developed and managed using the appropriate PDMS workflows and authorisations.

## 5. Related documents

The following documents are mandatory pursuant to this Policy:

- N/A

## 6. Supporting information

A range of documents (i.e. documents that are not mandatory to the implementation of this Policy but may support the implementation of the Policy) and information providing guidance on how to use the PDMS are available from the [Office of the Chief Procurement Officer \(WA Health Staff only\)](#).

## 7. Definitions

The following definition(s) are relevant to this Policy.

- N/A.

## 8. Policy contact

Enquiries relating to this Policy may be directed to:

Title: Office of the Chief Procurement Officer

Directorate: Health Support Services

Email: [ocpo@health.wa.gov.au](mailto:ocpo@health.wa.gov.au)

## 9. Document control

This mandatory policy will be reviewed as required to ensure relevancy and currency.

Version	Published date	Effective from	Effective to	Amendment(s)
MP0004/16	1 July 2016	1 July 2016	28 February 2017	Original version
MP0004/16 v.2.0	1 March 2017	1 March 2017	4 October 2017	Clarification on access and use of PDMS.
MP0004/16 v.3.0	5 October 2017	5 October 2017	2 January 2019	Expanded scope of exemptions from entering contracts onto PDMS for purchases under a WA health system standing contract/panel arrangement.
MP0004/16 v.3.1	3 January 2019	3 January 2019	9 August 2019	Change authorisation requirement for granting PDMS access to contractors from Tier 2B to Tier 3. Minor formatting and typographical corrections throughout.

MP0004/16 v.4.0	9 August 2019	9 August 2019	16 December 2019	<p>Where thresholds are defined, boundary values are now aligned with the requirements for the higher threshold.</p> <p>Details of supporting information amended to recognise provision of support and guidance through a range of different documents and formats, instead of specific documents.</p> <p>Addition of Integrity Statement.</p> <p>Policy no longer applies to Department of Health.</p> <p>Further minor amendments made to improve clarity and consistency throughout policy.</p>
MP0004/16 v.5.0	16 December 2019	16 December 2019	14 October 2020	The threshold at which ICT procurement processes must be work-flown through the PDMS has been raised from \$20,000 to \$50,000.
MP0004/16 v.5.1	14 October 2020	14 October 2020	Current	Minor amendment to update hyperlinks in Section 1. Purpose and Section 6. Supporting information.

## 10. Approval

<b>Approval by</b>	Rebecca Brown, Acting Director General, Department of Health
<b>Approval date</b>	2 October 2017

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