

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

**Department of Finance and Administration**

Estimates 2004-05 – Supplementary written questions November 2004

**Question: F1(1)**

**Outcome: Commonwealth Grants Commission**

**Topic: Procurement policy documentation**

**Written Question on Notice: 30 November 2004.**

**Senator Murray asked:**

When did the Agency last update its procurement policy documentation?

**Answer:**

September 2002, although the policy was revisited in 2004 with the introduction of a new FMIS. No changes were considered necessary

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**Question:F1 (2)**

**Outcome: Commonwealth Grants Commission**

**Topic: Current policy guidelines in government contracting**

**Written Question on Notice: 30 November 2004.**

**Senator Murray asked:**

What mechanisms does the Agency have in place to ensure its procurement guidelines reflect current policy in relation to government contracting?

**Answer:**

The Commission's purchasing staff keep abreast of procurement policy matters and make recommendations where changes are considered necessary.

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**Question: F1 (3)**

**Outcome: Commonwealth Grants Commission.**

**Topic: Order for departmental and agency contracts**

**Written Question on Notice: 30 November 2004.**

**Senator Murray asked:**

Do the Agency's current procurement guidelines refer to all of the following accountability mechanisms;

- The Senate order for departmental and agency contracts;
- The Department of Finance and Administration's February 2003 *Guidance on Confidentiality of Contractors' Commercial Information*; and
- The Commonwealth Procurement Guidelines (CPGs)?

**Answer:**

- No- but the Commission is aware of the reporting requirements.
- No-but the Commission is once again aware of the guidelines.
- YES

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**Question: F1(4)**

**Outcome Commonwealth Grants Commission.**

**Topic: Order for departmental and agency contracts**

**Written Question on Notice: 30 November 2004.**

**Senator Murray asked:**

Do the Agency's tender documentation and contract templates include the following elements:

- A statement outlining the various Commonwealth accountability requirements;
- A consistent definition of confidential information across all templates;
- A provision for the inclusion of specific reasons justifying why a tenderer may wish to protect certain information in the contract if it awarded;
- A section that outlines the obligations of confidentiality after the contract has been awarded;
- A more detailed outline, with the general non-disclosure clauses, of the exceptions to confidentiality obligations for Commonwealth contracts; and
- The model contract clauses, given in DOFA's February 2003 *Guidelines on Confidentiality of Contractors Commercial Information?*

**Answer:**

N/a - The Commission does not normally have complex procurement. Any complex matters are done in a 'piggy back' fashion with other larger Departments.

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**Question: F1(5)**

**Outcome Commonwealth Grants Commission.**

**Topic: Order for departmental and agency contracts**

**Written Question on Notice: 30 November 2004.**

**Senator Murray asked:**

At page 51 of ANAO Audit Report No.10 2004-2005, *The Senate Order for Departmental and Agency Contracts* (Calendar Year 2003 Compliance), the ANAO has concluded that all FMA agencies would benefit from implementation of contract training courses, or a review of current courses, to ensure the Senate order requirements are adequately covered and that procurement staff receive relevant DOFA guidance.

What training does the Agency currently have in place for procurement staff?

**Answer:**

The Commission provides 'on the job' training for simple procurement matters. Other complex procurement is normally completed by a larger Department and the Commission can be a signatory to the contract as a bureau customer. Eg. Spherion with the Department of Finance and Administration.

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**Question: F1 (6)**

**Outcome Commonwealth Grants Commission.**

**Topic: Order for departmental and agency contracts**

**Written Question on Notice: 30 November 2004.**

**Senator Murray asked:**

Does this training cover the requirements of the Senate order for departmental and agency and refer to DOFA's February 2003 *Guidance on Confidentiality of Contractor's Commercial Information*?

**Answer:**

The on the job training makes reference to these publications and their requirements.