



ANAO Responses to Questions on Notice – PM1 Senator Murray, 30 November 2004.

Senate F&PA Committee: Order for Departmental and Agency Contracts.

Serial	Question	Answer
1	When did the department update its procurement policy documentation?	A review of the ANAO's instructions was undertaken in November 2004 to align them with the new Commonwealth Procurement Guidelines (CPGs) and the requirements of the Free Trade Agreement.
2	What mechanisms does the department have in place to ensure its procurement guidelines reflect current policy in relation to government contracting?	The ANAO Corporate Management Branch has a watching brief to monitor government policy on procurement and contracting to ensure that this is reflected in its business rules and instructions. ANAO staff have been kept abreast of the new CPGs.
3	Do the current procurement guidelines refer to: <ul style="list-style-type: none"> <li data-bbox="368 1218 799 1279">❑ The Senate Order for agency contracts <li data-bbox="368 1283 799 1344">❑ Confidentiality of Contractors' commercial information <li data-bbox="368 1348 496 1377">❑ CPGs 	Yes Yes Yes
4	Do the Department's tender documentation and contract templates include: <ul style="list-style-type: none"> <li data-bbox="368 1559 831 1619">❑ Commonwealth's accountability requirements <li data-bbox="368 1624 815 1727">❑ A consistent definition of confidential information across templates <li data-bbox="368 1731 831 1856">❑ A provision for the inclusion of specific reasons justifying why a tender may wish to protect certain information in a contract. <li data-bbox="368 1861 783 1964">❑ A section that outlines the obligations of confidentiality after the contract is awarded <li data-bbox="368 1968 831 2020">❑ A more detailed outline, with the general non-disclosure clauses, 	Yes Yes Yes Yes

	<p>of the exceptions to confidentiality obligations for Commonwealth contracts</p> <ul style="list-style-type: none"> □ The model contract clauses, given in DoFA's Guidance on Confidentiality of Contractor's Commercial Information. 	<p>Yes</p> <p>Yes</p>
5	<p>What training does the department have in place for procurement staff?</p>	<p>The ANAO has a specialist resource in the Corporate Management Branch to advise on procurement and contract matters. The Office is also implementing an interactive procurement/contract tool, which will guide staff through the procurement process. Additionally, the training section is developing a course on contract management as a core skill required by ANAO staff.</p> <p>In January / February 2005 the ANAO will be conducting a staff training session on the new CPGs and the interactive procurement and contracting tool.</p>
6	<p>Does this training cover the requirements of the Senate Order?</p>	<p>As stated above, guidance is provided by the interactive tool but it will also be incorporated into the new contract management course.</p>