



Maryborough District  
**Health Service**

# **Procurement Activity Plan 2023-2024**

CHIEF PROCUREMENT OFFICER – MARC SHERWELL



## Purpose

The Maryborough District Health Service (MDHS) procurement activity plan aims to provide all stakeholders with information on the procurement priorities for the coming 12 months.

## Procurement Profile

The Procurement, Contracts and Supply Department are responsible for organisation wide guidance and support on all procurement services.

Procurement, Contracts and Supply Department staff are outlined below:

- Chief Procurement Officer – Marc Sherwell
- Manager of Procurement, Contract's & Supply – Jess Jacka
- Contracts & Procurement Officer – Shiree Regan
- Supply Officer – Tahlia Wintle-Burton
- Contract Supply Provider – Bendigo Health
- Contract Procurement Provider – Bendigo Health
- Customer Relationship Manager – Loddon Mallee – HealthShare Victoria (HSV)

Expert assistance on procurement matters can be sought from either Bendigo Health Procurement Team or the HealthShare Victoria Loddon Mallee Customer Relationship Manager.

MDHS Managers in Building Services, Food Services, Perioperative Services, Pharmacy and Supply Departments maintain operational relationship management with goods and service suppliers.

## Procurement Capability Analysis

MDHS, in conjunction with the contracted and HSV supports, have the capacity and capability to meet the procurement requirements of the service in the coming year.

MDHS will work with HealthShare Victoria to roll out any new procurement framework requirements to relevant staff.

The procurement activity plan has identified specific training and education activities for completion in 2023-24 to enhance the skills, capabilities of all relevant MDHS staff.

## The State Government's Maryborough Redevelopment Project

The State Government's redevelopment project of \$115m will see the construction of a new three-story building to the south of the existing Maryborough Hospital site. This has involved the purchase of two parcels of land (273 Clarendon Street and 2 Neill Street).

The new build has carefully considered the layout and configuration, with best practices to improve patient and employee safety, privacy and infection risk. The collocation of services will improve wayfinding and create efficiencies.



The project has commenced construction in mid-2023.

Services located in the new build are:

Level	New Build
Lower Ground Floor	<ul style="list-style-type: none"><li>• Medical imaging</li><li>• Urgent care</li></ul>
Ground Floor	<ul style="list-style-type: none"><li>• Front of House</li><li>• Consulting Suites</li><li>• Renal and Oncology Facilities</li><li>• CSSD</li></ul>
First Floor	<ul style="list-style-type: none"><li>• Operating Theatre and Procedure Rooms</li><li>• In Patient Unit</li><li>• Maternity and birthing</li></ul>

### **Procurement Opportunities**

With the hospital redevelopment announcement, MDHS will be working with the Victorian Health Building Authority (VHBA) on the procurement of Group 2 & 3 Furniture, Fixtures and Equipment (FF&E) for this project. This will enable MDHS to potential work with key stakeholder like HealthShare Victoria to incorporate best practice and compliance.

## Procurement Activity Plan

MDHS will deliver the following procurement systems improvements:

Action	Responsible	Timeline
Maintain procurement framework, policies, procedures, templates and checklists. <ul style="list-style-type: none"> <li>Procurement Activity Plan</li> <li>Contractor Performance Reporting Policy</li> </ul>	Jess Jacka	January 2024
Training for procurement staff <ul style="list-style-type: none"> <li>HSV/Kangan TAFE Certificate 4 in Government Procurement (Health)</li> <li>Short Courses, relating to Procurement and Contracts</li> <li>AHSPO Conference</li> </ul>		August 2024
HSV Online Probity Training completed for Board Members and staff involved with Procurement	Jess Jacka	December 2023
Support and develop Contract Management System including: <ul style="list-style-type: none"> <li>Finalise Contracts Register updates and implement relevant alerts and reminders within Bravo.</li> <li>Develop regular automated contract evaluation processes (minimum annually) for all contracts in line with the updated Contractor Performance Reporting Policy.</li> <li>Support all relevant staff members with the introduction of the new contract management system and procurement responsibilities</li> <li>Investigate options for expanding Bravo functionality for use in RFT, RFQ, EOI processes</li> </ul>	Jess Jacka	October 2023  December 2023  Ongoing  June 2023
Develop new supply management arrangements for Theatre ensuring the secondary Sterile Store is reinstated.	Jess Jacka	Completed 2023
Use the complexity analysis tool to guide development of procurement plans for all procurement over \$50,000 or where strategic risk and impacts may be present.	Jess Jacka	Ongoing
Implementation of bar code reader ordering for key imprest systems	Jess Jacka	October 2023

## Social Procurement Framework

Maryborough District Health Services strongly supports the Victorian Government’s initiatives in Social Procurement Framework, Local Jobs First, Supplier Code of Conduct and the Federal Government’s Modern Slavery Act. Suppliers are encouraged to make themselves familiar with these requirements when considering submitting tenders/quotes for any of the above procurement activities.

Further information can be found at:

- Social Procurement Framework: <https://www.buyingfor.vic.gov.au/social-procurement-victorian-government-approach>
- Local Jobs First: <https://localjobsfirst.vic.gov.au/>
- Supplier Code of Conduct: <https://www.buyingfor.vic.gov.au/supplier-code-conduct>
- Modern Slavery Act: <https://humanrights.gov.au/about/news/what-businesses-need-know-about-modern-slavery-review>

## Key Procurement Contracts – 2023-2024

Category	Contract For	Estimated Quarter
Facilities Support	Provision of Laundry and Linen Services	Quarter 2
Facilities Support	Provision of Plumbing Works	Quarter 3
Clinical Support	Provision of Medical Imaging Reporting Services	Quarter 3
Facilities Support	Provision of Pest Control Services	Quarter 3
Non-Clinical Support	Provision for the supply of Multi-Function Devices	Quarter 3
Non-Clinical Support	Provision of Fresh Meat - Maryborough	Quarter 4
Facilities Support	Provision of Electrical Works	Quarter 4
Non-Clinical Support	Provision of Fresh Meat - Dunolly	Quarter 4
Non-Clinical Support	Provision of Fresh Meat – Avoca	Quarter 4
Non-Clinical Support	Provision of Hairdressing Services	Quarter 4
Clinical Support	Provision of Pathology Services	Quarter 4
Non-Clinical Support	Provision of Payroll Services	Quarter 4

## Disclaimer

All planned procurement activities are subject to revision or cancellation. The information in this annual Procurement Activity Plan is provided for planning purposes only and it does not present a solicitation or constitute a request for proposal, nor is it a commitment by Maryborough District Health Service to purchase the described goods or services. There is no obligation to respond to or return any unsolicited bids received.