

## Guide to using eProjects Plus Panel

### eProjects Panel Overview

The eProjects Panel (ePP) ceiling threshold for procurements (which was originally set at \$700k) now aligns with the updated State Procurement Board's (SPB) low value procurement threshold of \$4.4M. Given the greater threshold an additional project category within the ePP, Software-as-a-Service (SaaS) is available. The intention is to provide agencies with a simple way of procuring cloud services, while meeting current South Australian Government rules and regulations.

As a result, Strategic Procurement, Department of the Premier and Cabinet, has launched a new portal, eProjects Plus Panel (ePPP) for agencies to transact with suppliers for ICT projects between the value of \$700K and \$4.4M (GST incl).

### Supplier assessment

A benefit of using ePPP is that suppliers on the panel have signed-up to a set of standard terms and conditions. Pre-qualification involves a basic assessment of supplier capacity, capability, financial and insurance status. The contract authority may conduct financial viability assessments if requested. If suppliers fulfil all the above criteria they are added to the panel. Agencies therefore need to be aware that the initial assessment is a 'snapshot' in time of a supplier.

Suppliers are required to provide the following completed forms for their application:

#### Form A – Applicant's Information and Declaration

All company details need to be completed in full and all questions completed with suitable responses. A declaration of financial capability, viability, stability and relevant insurances are required. An ASIC check is performed to verify the Supplier's ACN and the person signing the declaration is authorised to execute the Agreement.

#### Form B - Suppliers Statement:

Suppliers are required to nominate the services they provide. Free text fields are assessed to ensure the services provided by the supplier are in scope of the eProjects Plus. It is a requirement for all fields in the application form relating to general organisational capability, capacity, qualifications and experience are fully complete. If adequate information is not provided by the supplier they will be contacted to provide supporting details.

### Due diligence

Agencies engaging a supplier via the portal are responsible for due diligence in their assessment process.

Suppliers providing SaaS are required to comply with ISMF at the time of application however the agency is responsible for ensuring ongoing supplier compliance.

<http://dpc.sa.gov.au/policies-standards-and-guidelines>

# eProjects Plus P O R T A L

Based on advice from the Public Finance Branch, Department of Treasury and Finance, use of the panel arrangement by an agency should be regarded as a “secondary procurement process”, and in accordance with the SPB’s Panel Contracts Guideline.

The following rules apply to managing the secondary procurement processes for panel contracts with the following values:

- Up to \$220k (inc. GST) – a minimum of 2 quotes
- \$220k-\$700k (inc. GST) – a minimum of 3 quotes
- \$700k-\$4.4m (inc. GST) – a minimum of 4 quotes

As a secondary procurement process, where the value of a panel procurement exceeds the public authority’s procurement authority, the principal officer can approve the procurement without reference to the SPB.

Agencies will manage the Customer Agreements and the suppliers’ performance from an operational perspective.

If the value of a project for the additional service category of Software-as-a-Service is under \$700K please include this in the Customer Agreement under Item 7 - Special Conditions and seek approval from the State’s Principal Contract Administrator prior to execution.

## Reporting

Suppliers awarded work will be required to provide quarterly reporting stating agency expenditure information to the contract authority to enable collection of the 1.3% State levy (reduced from 2% for ePP), as determined by Strategic Procurement, DPC.

Please feel free to contact Strategic Procurement if you have any queries about eProjects Plus Panel or if you would like assistance with any aspect of your project.

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