

EPROJECTS PANEL NEWSLETTER

No. 1

July 2009

Quick summary of Panel Stats

Value of Closed Projects	~\$1.5 m
No of closed projects	33
Projects currently open	56
Agencies using the Panel	20
Vendors on the Panel	167

UPDATE TO THE DEED

Vendors who joined the Panel after 1/1/2009 signed up to Version 2.2. The update removes clauses referring to Moral Rights, corrects minor typographical and grammatical errors, and corrects the intention of the default IP model in Schedule 4.

Vendors who joined before 2009 and would like to update to 2.2 can do so by downloading the deed and returning two signed copies to

Contract Authority
eProjects Panel
GPO Box 1484
ADELAIDE SA 5001

WHEN TO USE THE PANEL

The Panel is suitable for ICT related, project based services under \$700,000 (inc. GST).

Agencies who have used the Panel report that it saves time and is easy to use. Templates are available which simplify drafting the RFQ, and having one deed for all contractors reduces the need to seek legal advice about every project contract (General Order).

There is a list of vendor panel members on the CIO website (see Information Section)

VENDOR NOTES

Once you're on the Panel, Vendors should maintain links with agency contacts and, as appropriate, keep agency staff informed about the capabilities of your organisation.

Keep your supplier statement on the portal up to date to reflect your current capabilities, pricing and experience.

A reminder that insurance certificates need to be available for viewing on the portal before work commences on any project.

The notification email address is the one that gets the message when an invitation is sent to bid for a project. If you have a generic email address within your organisation that can be accessed by more than one person, why not use this for notifications. It reduces the risk of missing out on new projects sent to your company.

AGENCY NOTES

Keep up-to-date with eProjects Panel news through the CMG contracts forum. The eProjects Panel is about to be added to the Forum and will provide agency users with the opportunity to share experiences and to give feedback.

TIPS ON USING THE PORTAL

1. When project owners initiate a project, care should be taken to make sure *before* the **RFQ** is sent, that the closing date and time is set correctly, and has been saved. Unless changed, the time defaults to 12:00 **am** which means that it will not be possible for any responses to be added into the portal on the day of closure.

Should this occur, responses should be sent to the project owner to arrive by the closing time stated in the RFQ. Responses can then be added manually into the portal by the contract authority.

2. When a project owner is entering performance review data, the system previously required that capability ratings for subcontracting be provided when vendors gave initial ratings in these categories. This was a problem when a project did not involve subcontractors. This has been rectified.

3. The wording of some automatic messages from the portal is vague and unhelpful. This will be improved in future amendments.

ADDING STAFF TO THE PORTAL

Vendor and agency administrators can add in new users at any time. (agency staff must forward their signed self assessment checklist to the contract authority.) To give more staff delegation to manage project information in the portal, use the tick boxes under the delegations tab associated with each project.

WHEN IS APPROVAL REQUIRED FROM THE CONTRACT AUTHORITY?

The contract authority must be advised using the contract authority approval form template from the portal when:

- the general order is to be varied. This may be due to an extension of time, or a change to the scope of the project.
- IP Model 1, the default model, is *not* used
- a financial guarantee is required
- a performance guarantee is required.

REMINDERS

Vendors – once work on a project is complete, be sure to enter your **learnings** into the portal as soon as possible so that the project can be closed promptly.

Keep the notifications fields up to date so that emails from the portal target the right people.

Agency administrators should forward copies of the self assessment checklist for **all** agency users to the contract authority.

Agency project owners – performance reviews are to be completed after each project has finished. There's a template on the portal, and consult with the vendor before adding your ratings to the portal. Take the "no surprises" approach.

All administrators should keep all data in the portal up to date. Temporary staff absences can be handled by unticking the **active** box at the bottom of that person's details page. When a staff member leaves, the record can be deleted.

CONTACT INFORMATION

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Link to deed:

<http://www.cio.sa.gov.au/business/eProjects-Panel/using-the-panel/epp-rft3-partd-deed-v2-2.pdf>

Using the panel information page

http://www.cio.sa.gov.au/business/eProjects-Panel/Using_the_Panel



**Government of
South Australia**