

Victoria's Social Procurement Framework Supplier Factsheet

Victorian Aboriginal Businesses

The Victorian Government has established *Victoria's Social Procurement Framework* (SPF), that applies to the procurement of all goods, services and construction by, or on behalf of, Victorian Government departments and agencies from 1 September 2018.



Please consider this guidance in conjunction with the *Supplier FAQs* and *All Suppliers Essential Information Factsheet* available from [Buying for Vic](#).

What is a Victorian Aboriginal business?

Under the SPF, a Victorian Aboriginal business is defined as:

- At least 50 per cent Aboriginal and/or Torres Strait Islander-owned;
- Undertaking commercial activity; and
- Main business location is in Victoria.

The SPF requires departments and agencies to purchase from Victorian Aboriginal businesses that meet this definition as verified by either [Kinaway](#) or [Supply Nation](#).



If your Victorian Aboriginal business is also a social enterprise and/or a small to medium enterprise, you may also like to read the *Social Enterprises Factsheet* and/or the *Small to Medium Enterprises Factsheet* available from [Buying for Vic](#).

If you believe your organisation is an eligible Victorian Aboriginal business and is not currently verified, please contact [Kinaway](#), the Victorian Aboriginal Chamber of Commerce.

What does the SPF mean for Victorian Aboriginal businesses?

Developing business and employment opportunities for Victorian Aboriginal people and a sustainable Victorian Aboriginal business sector are key objectives of the SPF. Specifically, the SPF seeks to advance the following outcomes:

- Purchasing from Victorian Aboriginal businesses; and
- Employment of Victorian Aboriginal people by suppliers to the Victorian Government.

Victorian Aboriginal businesses can achieve other social and sustainable outcomes by contributing to:

- Sustainable regional economies and communities;
- Gender equality including greater opportunities for women in non-traditional or leadership roles, or support for at-risk women;
- Training and employment of long-term unemployed people, Victorians with disability, disengaged youth, single parents, migrants, refugees and workers in transition; or
- Use of environmentally sustainable materials and business practices.

Is there a Victorian Aboriginal business procurement target?

The Government has committed to a one per cent Aboriginal business procurement target by 2019-2020 under [Tharamba Bugeen – Victorian Aboriginal Business Strategy](#). The SPF advances opportunities towards meeting this target.

How does the SPF support Victorian Aboriginal businesses?

The SPF recognises that the Victorian Aboriginal business sector is large, diverse and growing. The sector includes for-profit businesses, Traditional Owner Corporations, social enterprises and community enterprises in metropolitan and regional areas.

Land-based Aboriginal businesses, including Traditional Owner corporations, are active in several fields, including primary production, natural resource management, ecosystem services and cultural tourism.

Social procurement can be grouped into two broad approaches which reflect who Government is contracting with and the way in which it is delivering social and sustainable outcomes.

- **Direct social procurement** - where a department or agency purchases goods, services or construction from a social benefit supplier, including Victorian Aboriginal businesses.
- **Indirect social procurement** - where a department or agency purchases goods, services or construction from a 'mainstream supplier' (not a social benefit supplier) and the Government uses invitations to supply and clauses in contracts to deliver social and sustainable outcomes. This includes approaches where a mainstream supplier engages social benefit suppliers through its supply chain by subcontracting.

How will Government buyers or other suppliers find Victorian Aboriginal businesses?

Government buyers will have access to a verified directory of Victorian Aboriginal businesses through [VendorPanel](#). This directory will enable Government buyers to find verified Victorian Aboriginal businesses, with links to marketplaces managed by [Kinaway](#) and [Supply Nation](#).

Mainstream suppliers and other social benefit suppliers can access information about Victorian Aboriginal businesses directly through [Kinaway](#) or [Supply Nation](#). Access to these directories is free.

How do I find Government procurement opportunities?

Government buyers can undertake procurement by:

- Advertising opportunities through the Tenders Vic website. Invitations to supply cover both requests for quotation (RFQs) and requests for tender (RFTs), and may relate to projects, panels or pre-qualifications schemes; or
- Inviting suppliers to quote or tender under one of the many State Purchase Contracts and supplier pre-qualification registers, such as the Construction Supplier Register.



You can register at [Tenders Vic](#) to get email notifications of procurement business.

The Victorian Government Purchasing Board (VGPB) has more information about [Government supply opportunities](#).

What do I need to consider when bidding for Government work?

The SPF opens doors for Victorian Aboriginal businesses, delivering value-for-money procurement for Government that includes social and sustainable outcomes.

Departments and agencies will continue to approach the market as per requirements set by the VGPB and the *Project Development and Construction Management Act 1994* (Vic).

Responding to an invitation to supply

As part of your bid, you may need to:

- Use a standard form to complete your response to the invitation to supply;
- Demonstrate ability to support outcomes for Victorian Aboriginal people prescribed in the bid documentation, for instance, information about:
 - relevant policies, strategies and business practices;
 - achievements that show your commitment and capabilities; or
 - how you might partner with and/or support other social benefit suppliers.

Note that the SPF recommends a minimum weighting of 5 to 10 percent for social procurement-related evaluation criteria used with invitations to supply. The weighting will depend on the:

- Scale and complexity of a project; and
- Importance of delivering social and sustainable outcomes relative to other requirements.

Where registers, panels or pre-qualification schemes are involved, you may need to prepare a bid to participate. Once accepted, Government buyers may ask for a request for quotation (RFQ) for specific procurements.

Responding to Requests for Quotations

For low value, intermittent purchases, Government buyers may ask your business for a quotation. The Government buyer will have confirmed you as a verified Victorian Aboriginal business before making contact. You should respond with what you can supply and the cost.

What happens if I win Government work?

Suppliers need to comply with conditions of the supply contract with a department or agency.

Where outcomes for Victorian Aboriginal business are within the scope of the goods, services or construction to be delivered, the contract may include additional clauses. These may include clauses that explain the 'Social Procurement Framework', and specific 'Reporting' or 'Use of Information' requirements.

For invitations to supply, you should expect contract inclusions to be provided in the bid documentation. Specific deliverables and targets may be negotiated between the Government buyer and your Victorian Aboriginal business prior to a contract being signed.

What if I am engaged by another supplier in their supply chain on a Government project?

You may be engaged by another supplier who is the head contractor responsible for a supply contract with a Government department or agency. This is often the case for complex, higher value projects, such as major public construction.

In these cases, you will:

- Work with the head contractor that has procured the supply;
- Negotiate a contract between the head contractor and your business; and
- Contribute information to the head contractor that will help them to report on social and sustainable outcomes that are included in their contract with the department or agency.

The head contractor should make only fair and reasonable requests and should support your activities. This will help them to achieve their contractual social procurement obligations.

Where can I get help to win Government work?

There are a range of organisations and programs available to Victorian Aboriginal businesses to help build knowledge, skills and ability to win Government business.

Organisation	About the organisation
Kinaway, Victorian Aboriginal Chamber of Commerce	Supports Victorian Aboriginal businesses and entrepreneurs. Through policy, advocacy, and representation services, Kinaway seeks to grow the capacity of the Aboriginal business sector, entrepreneurs, and Aboriginal business leadership in Victoria.
Supply Nation	Provides an Australian directory of Indigenous businesses, enabling procurement teams to fulfil their Aboriginal business and procurement targets. Supply Nation also has specialists that can work intensively with businesses to embed supplier diversity in their supply chains.
Indigenous Business Australia	Assists Aboriginal and Torres Strait Islanders to access the skills, knowledge and resources required to start and grow viable and sustainable businesses. Support includes free tendering services for Victorian Aboriginal businesses.
Industry Capability Network (ICN) - Victoria	Provides services that enable Small to Medium Enterprise (SMEs) to access projects in Victoria. ICN can introduce to buyers with the aim of increasing the number of manufacturers in Victoria working on projects. ICN also publishes a calendar of ICN and other industry events, conferences and seminars that may be of benefit.
Small Business Victoria (SBV)	<p>Is your Victorian Aboriginal business a SME? Small Business Victoria (SBV) provides support for SMEs including guidance, information, workshops and programs to develop business skills. It also connects business to experts.</p> <p>Note: The following SBV resources are described separately in this list:</p> <ul style="list-style-type: none"> • Selling to Government; • Winning Government Business Workshops; and • Small Business Mentoring and the Small Business Bus.
Social Traders	Is your Victorian Aboriginal business also a social enterprise? Social Traders is a national social enterprise development organisation that works to break the cycle of disadvantage and build resilience in Victoria and across Australia. It provides buyer and supplier services for social enterprise procurement, including a national conference and social enterprise awards, regular marketplace events, contract readiness support and training, and certification for social enterprises.

Program	About the program
Selling to Government	SBV offers free information and resources to SMEs, including Victorian Aboriginal businesses who are SMEs, on selling to Government and winning Government business, such as understanding Victorian Government contracts, how to find Government quotes, tenders and contacts, and tips to winning Government work.
Winning Government Business Workshops	SBV runs workshops for SMEs, including Victorian Aboriginal businesses who are SMEs, with step-by-step guidance to maximise your chances of success when pitching your business as a potential supplier.
Small Business Mentoring and the Small Business Bus	SBV provides a range of mentoring and mobile resources for SMEs, including Victorian Aboriginal businesses who are SMEs, with a focus on contract readiness and winning business mentoring and support.

Are you social procurement ready?

There is plenty Aboriginal businesses can do to prepare for projects with social procurement requirements. Consider these questions:

- Do you understand the SPF and its objectives for Victorian Aboriginal businesses and Victorian Aboriginal people?
- Are you registered with [Kinaway](#) or [Supply Nation](#) as a verified Victorian Aboriginal business?
- What opportunities or challenges does the SPF present?
- What business planning or development will help make the most of the opportunities for Aboriginal businesses supported by the SPF?

Where can I find more information about the SPF?

The SPF and further guidance for suppliers are available from [Buying for Vic](#). Please call 03 9651 1699 or email SocialProcurement@dtf.vic.gov.au for any questions or comments.

Case insight for Victorian Aboriginal businesses

Kalinya Communication

Government purchasing directly from Victorian Aboriginal businesses

Government's Department of Premier and Cabinet, has purchased the services of Kalinya Communication - an Aboriginal communication consultancy - to provide strategic communications advice, professional editing, and supported research into media bias in reporting of family violence.