

# Victoria's Social Procurement Framework Supplier Factsheet

## Victorian ADEs (Australian Disability Enterprises)

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 an Australian Disability Enterprise (ADE)?

Australian Disability Enterprises (ADEs) are Commonwealth-funded and generally not-for-profit organisations operating in a commercial context, specifically to provide supportive employment opportunities for people with moderate to severe disability.

Victorian ADEs provide 'supported employment services' as defined in section 7 of the *Disability Services Act 1986* (Cth).



If your Victorian ADE 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.](#)

## What does the SPF mean for Victorian ADEs?

Creating opportunities for Victorians with disability is a key objective of the SPF. Victorian ADEs can achieve social and sustainable outcomes by contributing to:

- Training, employment and support for Victorians with disability;
- 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, disengaged youth, single parents, migrants, refugees or workers in transition;
- Use of environmentally sustainable materials and business practices;
- Sustainable regional economies and communities.

## How does the SPF support Victorian ADEs?

There are more than 100 ADEs in Victoria offering a wide range of skills, services and products to Government and private business, from packaging and hospitality to trades and administration.

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 ADEs.

- **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/or 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 ADEs?

Government buyers in departments and agencies will be able to identify Victorian ADEs in one of two ways:

- Using [BuyAbility's online directory](#); or
- Where a Victorian ADE also identifies as a social enterprise and has been certified by [Social Traders](#), accessing information through [VendorPanel](#). This directory will enable Government buyers to find certified disability social enterprises with a link to the Social Traders marketplace.

Mainstream suppliers and other social benefit suppliers can also access information about Victorian ADEs through [BuyAbility's online directory](#).

## 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-qualification 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 to get email notifications of procurement business opportunities. Register at [Tenders Vic](#).

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 ADEs, 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 your ability to support outcomes for Victorians with disability, which will be detailed in the bid documentation.

- For instance, demonstration of ability might include the need to describe:
  - relevant policies, strategies and business practices; or
  - achievements that show your commitment and capabilities.

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

- Scale and complexity of a goods, services or construction procurement; 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 an RFQ for specific procurements.

## What happens if I win Government work?

Suppliers need to comply with conditions of the supply contract with a department or agency, including any social procurement requirements.

Where outcomes for Victorian ADEs 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 'SPF', 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 ADE 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 ADEs to help build knowledge, skills and ability to win Government business.

Organisation	About the organisation
<a href="#">BuyAbility (National Disability Services)</a>	Aims to grow supported employment to give Victorians with disability the opportunity to participate in the workforce. BuyAbility offers Government and private sector buyers channels to do business with ADEs nationally, including Victoria.

<a href="#">Small Business Victoria (SBV)</a>	<p>Is your Victorian ADE a small to medium enterprise (SME)?</p> <p>SBV provides support specifically for SMEs including guidance and information, workshops and programs to develop your business skills, and connecting business to experts.</p> <p><b>Note:</b> The following SBV resources are described below:</p> <ul style="list-style-type: none"> <li>• Selling to Government;</li> <li>• Winning Government Business Workshops; and</li> <li>• Small Business Mentoring and the Small Business Bus.</li> </ul>
<a href="#">Industry Capability Network (ICN) - Victoria</a>	<p>Provides services that enable SMEs, including Victorian ADEs, to access projects in Victoria. ICN can introduce your business 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.</p>
<a href="#">Social Traders</a>	<p>Is your Victorian ADE also a social enterprise? <a href="#">Social Traders</a> 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</p>
<b>Programs</b>	<b>About the program</b>
<a href="#">Winning Government Business Workshops</a>	<p>SBV runs workshops for SMEs with step-by-step guidance to maximise your chances of success when pitching your business as a potential supplier.</p>
<a href="#">Small Business Mentoring and the Small Business Bus</a>	<p>SBV provides a range of mentoring and mobile resources for SMEs with a focus on contract readiness and winning business mentoring and support.</p>
<a href="#">Selling to Government</a>	<p>SBV offers free information and resources to SMEs on selling to Government and winning Government business, such as understanding Government contracts, how to find quotes, tenders and contacts and tips to winning Government work.</p>

## Are you social procurement ready?

There is plenty that Victorian ADEs can do to prepare for projects with social procurement requirements. Consider these questions:

- Do you understand the SPF and its objectives for Victorians with disability?
- If your Victorian ADE is also a social enterprise, are you certified with Social Traders?
- What opportunities or challenges does the SPF present?
- What business planning or development will help make the most of the opportunities for Victorian ADEs supported by the SPF?

## Where can I find more information about the SPF?

The SPF and further guidance for suppliers is available from [Buying for Vic](#).

Please call 03 9651 1699 or email [SocialProcurement@df.vic.gov.au](mailto:SocialProcurement@df.vic.gov.au) for any questions or comments.

### Case insight for Victorian ADEs

#### Clean Force Property Services

#### Government purchasing from Victorian ADEs

Clean Force Property Services is a multi-award winning Victorian ADE and social enterprise which provides employment for Victorians with disability, including those with mental illness. Clean Force provides commercial cleaning services for customers, including the Victorian Government through the Mernda Rail Infrastructure Project.

In 2012 Clean Force undertook a comprehensive Social Return on Investment Study, which found that for every dollar invested in Clean Force there was \$6.10 return to the community.