# Social Procurement Commitment Template

This template is designed for Victorian Government agencies that meet both of these criteria:

* total annual procurement spend below $10 million (exclusive of GST); and
* all individual procurement activities undertaken by the agency are valued below $50,000 (exclusive of GST).

## General instructions

The Social Procurement Framework requires departments and agencies to [develop a Social Procurement Strategy](https://www.buyingfor.vic.gov.au/social-procurement-strategy).

For agencies that meet the above criteria, this will take the form of a Social Procurement Commitment.

The Social Procurement Commitment must be approved by the Accountable Officer or delegate.

This template provides example headings and instructions for each section of the Social Procurement Commitment.

## Social Procurement Commitment

**Organisation:** [Insert name of department/agency]

**Date:** [Insert date that this document is prepared]

**Review date:** [Insert date that this document is to be reviewed by agenc*y*]

### Procurement profile analysis

Complete the table below, identifying the total spend for the procurement size:

|  | Previous year actualTotal procurement | Current year plannedTotal procurement | Current year plannedSocial procurement |
| --- | --- | --- | --- |
| Values exclusive of GST | **Total value****($000)** | **Per cent****(%)** | **Total value****($000)** | **Per cent****(%)** | **Total value****($000)** | **Per cent****(%)** |
| Below $25,000 |  |  |  |  |  |  |
| $25,000 to $49,999 |  |  |  |  |  |  |
| Total procurement | **$0.00** | **0%** | **$0.00** | **0%** | **$0.00** | **0%** |

### Social procurement opportunity analysis

Based on the table above, consider the following questions:

* Has your agency undertaken any social procurement initiatives in previous years? What opportunities are there to continue / build on previous social procurement initiatives?
* What opportunities can you identify to engage social benefit suppliers in your procurement activities?
* What opportunities are there for your mainstream suppliers to deliver social and sustainable outcomes?
* How can you use social procurement sourcing tactics (refer to [Social procurement planning and tactics](https://buyingfor.vic.gov.au/social-procurement-planning-and-tactics)) to strengthen social and sustainable outcomes in your procurement activities?

### Social Procurement Framework objectives

Based on the social procurement opportunity analysis, select three or more priority objectives for your organisation. \* Describe how you will ensure that procurement activities contribute to achieving the priority objective(s).

| Social Procurement Framework Objective | Priority objective(Yes/No) | Comments / Actions Describe how your procurement activities contribute toward achieving the priority objective |
| --- | --- | --- |
| Opportunities for Victorian Aboriginal people |  |  |
| Opportunities for Victorians with disability |  |  |
| Women’s equality and safety |  |  |
| Opportunities for Victorian Priority Jobseekers |  |  |
| Supporting safe and fair workplaces\* |  |  |
| Sustainable Victorian social enterprises and Aboriginal business sectors |  |  |
| Sustainable Victorian regions |  |  |
| Environmentally sustainable outputs |  |  |
| Environmentally sustainable business practices |  |  |
| Implementation of the Climate Change Policy Objectives |  |  |

*\* Note that the remit of the Supporting safe and fair workplaces objective is covered by other policies and is not usually recommended as a focus for procurement activity*

### Performance management and improvement

Do you agree or disagree with the statements in the table below? Provide comments and actions to improve your organisation’s performance in relation to each statement.

After completing this table, your organisation does not need to complete a Social Procurement Capability Assessment.

| Description | Agree / disagree | Comments / Actions |
| --- | --- | --- |
| The organisation is committed to advancing social and sustainable objectives through procurement in accordance with the Social Procurement Framework |  |  |
| Social procurement is embedded throughout the procurement function (for example in procurement-related systems, policies, and processes for planning, sourcing and contract management) |  |  |
| Management of supplier and stakeholder relations includes management of social procurement commitments |  |  |
| The organisation clearly communicates and supervises social procurement related roles and responsibilities to promote compliance with the Social Procurement Framework and requirements |  |  |
| Social procurement commitments are tracked and managed appropriately (e.g. using the Victorian Management Centre or alternative reporting systems or processes). |  |  |

### SIGNATURE:

**Signed by Accountable Officer / delegate:** ............................................... Date ........................

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