# Goods and services procurement-related policies: Fact sheet

This fact sheet helps buyers determine which procurement-related policies apply to goods and services procurement activity. Multiple policies may apply to the same procurement activity.

It is intended as a guide and does not represent an exhaustive list of all procurement-related policy requirements.

## Goods and services procurement-related policies

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| Policy | Applicable entities | Category | Financial threshold | Implementation and evaluation in procurement |
| [Administrative Guidelines on Engaging Labour Hire in the Victorian Public Service](https://www.vic.gov.au/administrative-guidelines-engaging-labour-hire-victorian-public-service) | Public service bodies and public entities under the Public Administration Act 2004 (unless exempted in the Guidelines) | Labour hire | Applies to relevant procurement activities of any value. | * Pre-approval requirements when procuring labour hire. * [Staffing services contract](https://www.buyingfor.vic.gov.au/staffing-services-contract). |
| [Administrative Guidelines on Engaging Professional Services in the Victorian Public Service](https://www.vic.gov.au/administrative-guidelines-engaging-professional-services-victorian-public-service) | Public service bodies and public entities under the Public Administration Act 2004 (unless exempted in the Guidelines) | Professional services | Applies to relevant procurement activities of any value. | * Pre-approval requirements when procuring professional services. * State purchase contracts and registers: * [Professional advisory services](https://www.buyingfor.vic.gov.au/professional-advisory-services-buyers) contract * [Legal services](https://www.buyingfor.vic.gov.au/legal-services-panel-contract) panel contract * [eServices](https://www.buyingfor.vic.gov.au/eservices-buyers) register * [Marketing services register](https://www.buyingfor.vic.gov.au/marketing-services-register-buyers) |
| [Victorian Government Call Centre Code](https://www.buyingfor.vic.gov.au/call-centre-code) | Public service bodies and public entites under the Public Administration Act 2004 | Call centre services | Applies to relevant procurement activities of any value. | * Supplier compliance checklist required. * Model contract and tender clauses. |
| [DataVic Access Policy](https://www.data.vic.gov.au/datavic-access-policy) | [Departments and public bodies under the Financial Management Act 1994](https://www.dtf.vic.gov.au/financial-management-government/standing-directions-2018-under-financial-management-act-1994) | Procurement involving datasets or databases (excluding software) | Applies to relevant procurement activities of any value. | * Procurement processes and contracts must reflect the requirements in the DataVic Access Policy when [developing and procuring datasets and databases](https://www.data.vic.gov.au/datavic-access-policy-guidelines/developing-and-procuring-datasets). |
| [Fair Jobs Code (FJC)](https://www.buyingfor.vic.gov.au/fair-jobs-code) | Departments and public bodies under the Financial Management Act 1994 | All goods and services | Applies to procurement activities valued $3 million or more.  Requirements vary based on financial thresholds. | * Applies from 1 December 2022 * Model contract and tender clauses. * Requirements for buyers, suppliers and subcontractors:   + Pre-Assessment Certificate for suppliers (>$3 million) and for significant subcontractors (>$10 million)   + FJC Plan (>$20 million) * Monitoring and reporting requirements. * Compliance will be monitored. |
| [Fair Payments Policy](https://djsir.vic.gov.au/what-we-do/employment-and-small-business/contracts-for-fair-payments#:~:text=Fair%20payments%20clause,-A%20standard%20clause&text=1.1%20%5BThe%20Agency%5D%20will%2C,Rates%20Act%201983%20(Vic).) | Departments and agencies listed in Appendix A to the policy | All goods and services | Contracts valued up to $3 million. | * Payment within 10 business days. * Penalty interest may apply for late payments. |
| [Intellectual Property Policy](https://www.vic.gov.au/intellectual-property-policy) | Departments and public bodies under the Financial Management Act 1994 | All goods and services | Applies to relevant procurement activities of any value. | * Contracts must address Intellectual Property (IP) rights consistently with the IP Policy, notably Principle 9 (procurement). * Impacts the ownership and licensing of project and background IP. |
| [Internal Shared Service Provider](https://www.buyingfor.vic.gov.au/shared-service-provider) | Follow department and agency internal process to determine which service providers must be used | [Shared service provider categories](https://www.buyingfor.vic.gov.au/shared-service-provider) | Applies to relevant procurement activities of any value. | * Where such arrangements are in place, they should be used, and an open market engagement process is not required. |
| [International Agreements](https://www.buyingfor.vic.gov.au/international-agreements) | Departments and a[gencies listed as being subject to international agreements](https://www.buyingfor.vic.gov.au/covered-entities-international-agreements) | All goods and services | **International Agreements:**  > $693,000 (inclusive of GST)  **Australia New Zealand Government Procurement Agreement:**  Applies to procurement activities of any value. | * Provide a level playing field between domestic and international tenderers. * Dispute resolution clause in tender documentation. * Notice requirements. |
| [Labour Hire Licensing Scheme](https://labourhireauthority.vic.gov.au/host/) | Departments and agencies that engage workers through a labour hire provider | Labour hire | Applies to relevant procurement activities of any value. | * Ensure that suppliers that are labour hire providers are licensed by the Labour Hire Authority * Penalties for not engaging licensed labour hire providers for labour hire. * Tool: [Register of Licensed Labour Hire Providers](https://register.labourhireauthority.vic.gov.au). * Agencies subject to the VGPB supply policies must use the Staffing Services SPC (unless exempted) for labour hire |
| [Local Jobs First](https://localjobsfirst.vic.gov.au/) Policy | [Departments and public bodies under the Financial Management Act 1994](https://www.dtf.vic.gov.au/financial-management-government/standing-directions-2018-under-financial-management-act-1994) | All goods and services | Applies to procurement activities valued:   * $1 million or more (regional) * $3 million or more (metro or state-wide) | * Local content requirements. * Model contract and tender clauses. * Mandated tender evaluation weighting of 20%. * Local Industry Development Plan. * Monitoring and reporting requirements. |
| [Portable Long Service Benefits Scheme](https://www.vic.gov.au/portable-long-service) | Departments and agencies that use suppliers with suppliers in the community services, contract cleaning, and security industries | Community services, cleaning, security services | Applies to relevant procurement activities of any value. | * Ensure that suppliers with workers in the relevant industries are registered with the Portable Long Service Authority. * Tool: [Register of Portable Long Service Authority](https://portal.plsa.vic.gov.au/Public/search/). |
| [Single-Use Plastics Policy](https://www.vic.gov.au/single-use-plastics) | Departments and agencies listed as being subject to the policy | Catering and stationery | Applies to relevant procurement activities of any value. | * Ensure banned single-use plastics are not supplied during the procurement activity. * State-wide ban came into effect Feb 2023. |
| [Social Procurement Framework](https://www.buyingfor.vic.gov.au/social-procurement-framework-requirements-and-expectations) | [Departments and agencies subject to Standing Directions 2018](https://www.dtf.vic.gov.au/financial-management-government/standing-directions-2018-under-financial-management-act-1994) | All goods and services | Requirements and minimum expectations vary based on financial thresholds. | * Social and sustainable objectives and outcomes. * Model contract and tender clauses. * Evaluation weighting determined by nature of activity. * Monitoring and reporting requirements. |
| [Supplier Code of Conduct](https://www.buyingfor.vic.gov.au/supplier-code-conduct-buyers) | [Departments and agencies subject to Standing Directions 2018](https://www.dtf.vic.gov.au/financial-management-government/standing-directions-2018-under-financial-management-act-1994) | All goods and services | Applies to procurement activities of any value. | * Minimum standards of conduct by suppliers. * [Monitoring and enforcement requirements for non-compliance with the Supplier Code of Conduct](https://www.buyingfor.vic.gov.au/handling-non-compliance-supplier-code-conduct). |
| [Uniforms and Personal Protective Equipment](https://www.buyingfor.vic.gov.au/uniforms-and-personal-protective-equipment-buyers) | [Departments and agencies subject to Standing Directions 2018](https://www.dtf.vic.gov.au/financial-management-government/standing-directions-2018-under-financial-management-act-1994) | Clothing, footwear, and personal protective equipment | Applies to relevant procurement activities of any value. | * Procurement requirements: * Locally manufactured uniforms and PPE * Registered suppliers on the [Ethical Supplier Register](https://www.buyingfor.vic.gov.au/ethical-supplier-register) * Model contract and tender clauses. * Contact the [Department of Government Services](mailto:Uniforms&PPEMonitor@dtf.vic.gov.au) before issuing an invitation to supply. |
| [Standard Motor Vehicle Policy](https://www.buyingfor.vic.gov.au/vehicle-policy) | [General government departments and agencies](https://www.dtf.vic.gov.au/state-financial-reports/financial-report-inc-quarterly-financial-report-no-4) | Motor vehicles | Applies to relevant procurement activities of any value. | * Option to use the Finance Lease Facility * Only passenger and light commercial. vehicles on the Approved Vehicle List can be procured. * State purchase contracts: * [Motor vehicles](https://www.buyingfor.vic.gov.au/motor-vehicles-contract) * [Fleet disposals](https://www.buyingfor.vic.gov.au/fleet-disposals-contract) * Card fuel and associated products |