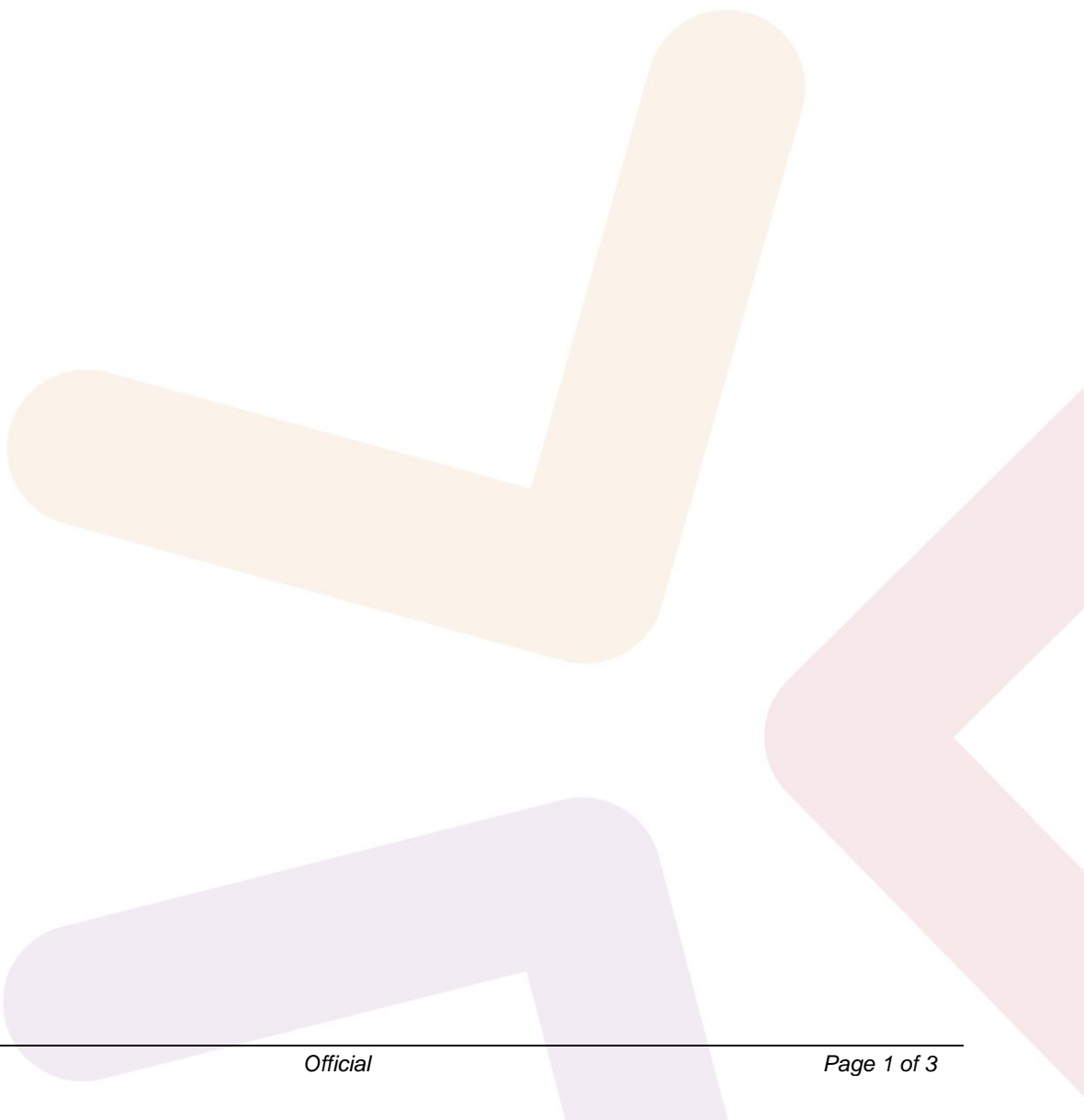


Guide to Developing a Procurement Activity Plan

Contents

What is a procurement activity plan?.....	2
Why develop a procurement activity plan?.....	2
What should a procurement activity plan include?	2
Procurement Activity Plan Template.....	2
Disclaimer	3



What is a procurement activity plan?

A procurement activity plan provides an overview of a health service's anticipated procurement activity, anticipated to be taken to market in the forward 12 to 18 months. It provides the organisation (and potential suppliers) with an overview of planned procurement at the category level and individual procurements, (where this information is available).

A procurement activity plan is a live document and should be regularly updated and reviewed annually to reflect the organisation's current and future anticipated procurement requirements.

Why develop a procurement activity plan?

For your health service, a procurement activity plan provides headline information to align funding, resources and capability with planned procurement activities. It also helps to prioritise procurement activities according to available resources and to take advantage of market conditions.

For the market, a procurement activity plan lets businesses know about potential procurement opportunities. Early awareness of future procurement opportunities is particularly important for Small and Medium Enterprises (SMEs); it enables them to carry out background research to better understand procurement requirements and to network with other SMEs to address capability gaps.

What should a procurement activity plan include?

The plan should include all current procurement activities and any procurement activities that are still in the planning stage, including those where no commitment to go to market has been made.

The level of detail required in the plan will be governed by the level of information required by the AO and senior management to deliver your health service's procurement strategy, and the size of your health service.

There should be two versions of your procurement activity plan: a summary version and a detailed version. The summary version is required to be shared with external suppliers on a public platform (such as your health service's website). The detailed version is for internal stakeholders (i.e., senior management and Board) and contains more detail around specific procurement activities and the particular categories of goods and services to be procured.

Procurement Activity Plan Template

An Excel template reflecting a simple and a detailed procurement activity plan is available from the HSV website.

Procurement activity plans for external use.

The summary version of your procurement activity plan should include details such as:

- The name of your health service.
- A short description of your health service and its procurement profile.
- The period of time covered by the plan.
- A list of all expected procurement activities, including:
 - a description of each category;
 - the estimated value (or range);
 - the proposed approach to market;

- the estimated market release (e.g. by quarter);
- the current status of each activity (e.g. planned, in the market, under evaluation, under contract) and relevant dates for these events;
- contact details of the project manager; and
- details of how the plan will be reviewed and updated to ensure currency.

The procurement activity plan for external use should be updated regularly, reviewed at least annually and published publicly via your health service's (and HSV's) website.

More information

Related documents and templates are available on the HSV website.

Disclaimer

The information presented in this document is general in nature and based on HealthShare Victoria's interpretation of the *Health Services Act 1988 (Vic)* and any ancillary legislation and regulations in effect at the time, and should not be relied upon as legal advice. Please consider seeking professional and independent advice from your legal representative as to the applicability and suitability of this information and the legislation to your own business needs or circumstances.