

Treasurer's Instruction No	1112
Title	Common use / Whole-of-government contracts and other arrangements: goods and services
Effective date	1 October 2011
Objective and Background	Details the common use and whole-of-government contracts and other arrangements that agencies must use for the supply of goods and services, including instruction on how to access them.
Version Number	10
Last Reviewed Date	August 2011

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

- (1) **This instruction applies only to the procurement of goods and services and is to be read in conjunction with other Instructions relating to goods and services which are contained in the 1100 series of the Treasurer's Instructions.**

Further information on goods and services procurement, including a definition of "goods and services", can be located at www.purchasing.tas.gov.au> Buying for Government.

For information on building and construction and roads and bridges procurement, refer to the 1200 series of the Treasurer's Instructions.

- (2) **Agencies must use those contracts for the supply of goods and services established by the Department of Treasury and Finance.**

The following contracts have been established where a common requirement for goods and/or services across all general Government sector agencies has been identified. They increase:

- Government purchasing power through combining the procurement volume of individual agencies, affording better value for money; and
- the efficiency of the procurement process through centralising supplier selection and contract management, on behalf of all general Government sector agencies.

The common use contracts established by the Department of Treasury and Finance are detailed below. Further information on each contract can be located at www.purchasing.tas.gov.au>Contracts>Common Use Contracts.

Contract Number	Title
(a) A003	Advertising - Print Media Services for Vacancy Notices, Tenders and Public Notices
Description: This contract provides print media services relating to the placement of Vacancy Notices, Tenders and Public Notices in the consolidated format in the Tasmanian newspapers, and in interstate and overseas newspapers and/or journals (in a format as specified by your agency).	
(b) BK03	Government Banking Services
Description: This contract provides agencies with efficient and effective banking services by ensuring that banking fees and charges are competitive and delivering a “best practice” banking environment appropriate for Government. The contract covers the delivery of four distinct services:	
<ul style="list-style-type: none"> • Transactional banking; • Revenue collection; • School banking; and • Corporate card facility. 	
(c) C106	Cartage and Interstate Air Freight
Description: This contract is for the provision of air freight services throughout Australia providing next flight, overnight, economy, off peak and prepaid satchel services.	
(d) C141	Computer Software – Microsoft
Description: This contract is for the supply of Microsoft licenses through the Open Government program (no minimum order size) and the Enterprise Agreement program (minimum 250 licenses).	
(e) C150	Computer Hardware and Related Services
Description: This contract is for the provision of computer hardware and related services via a manufacturer/reseller network.	
(f) F200	Fleet Management Agreement
Description: This contract is for the provision of management of the Government's motor vehicle fleet including the purchase and disposal processes.	
(g) L300	Leasing Finance Facility

Description: The Facility enables agencies to obtain operating lease finance for:

- Personal Computers and other IT equipment;
- Photocopiers and other electronic office equipment; and
- Other equipment (to be agreed by Treasury on a case by case basis).

(h) P450 Petroleum Products

Description: This contract is for the provision of motor spirit and automotive diesel fuel (either in bulk or via a fuel card/reseller network), fuel oil, heating oil and kerosene.

(i) V672 Vehicles

Description: This contract is for the provision of a comprehensive range of passenger and light commercial vehicles. The choice of vehicles available under this contract reflects the Government's mandated minimum Greenhouse Ratings for passenger and commercial/4WD vehicles.

More information on the minimum Greenhouse Ratings that apply to Government vehicles purchased under this contract is available at www.purchasing.tas.gov.au/Contracts/CommonUseContracts, or from the Tasmanian Climate Change Office at www.dpac.tas.gov.au/divisions/climatechange.

(j) V675 Vehicles Hire and Drive

Description: This contract covers the rental of passenger vehicles in Tasmania and throughout Australia.

(3) Agencies must use the Master Ordering Arrangements established by the Department of Treasury and Finance when ordering goods and/or services where a relevant Master Ordering Arrangement has been established.

The following arrangements have been established.

(a) A001 Advertising - Television (Master Ordering Arrangement)

Description: The Master Ordering Agency has the responsibility for negotiating rates with each of the television stations. The Master Ordering Agency can also provide professional advice and assistance with the placement of your advertising needs.

(b) A003 Advertising - Print Media Services for Vacancy Notices, Tenders and Public Notices

Description: This contractor also acts as a Master Ordering Agency, providing for the negotiation of rates with each of the Tasmanian daily newspapers and major interstate newspapers. The Master Ordering Agency can also provide professional advice and assistance with the placement of your advertising needs.

(c) A004 Advertising - Radio (Master Ordering Arrangement)

Description: The Master Ordering Agency has the responsibility for negotiating rates with Commercial Radio Tasmania to arrange a collective discount for advertising across all radio stations. The Master Ordering Agency can also provide professional advice and assistance with the placement of your advertising needs.

(4) An exemption from the requirement to use common use contracts can only be approved by the Secretary of the Department of Treasury and Finance, or other authorised delegate.

(5) An exemption from the requirement to select vehicles that comply with the mandated minimum Greenhouse Ratings (as notified by the Tasmanian Climate Change Office) can only be approved by the Secretary of the Department of Treasury and Finance, or other authorised delegate.

(a) Class exemptions

Vehicles required for the following specific needs have been provided with a class exemption and no further approval is required:

- police and firefighting operations;
- patient/client transport (eg ambulances and buses); and
- towing or carrying of heavy loads (large 4WD, trucks).

The following conditions apply to these exemptions:

- that there is no compliant alternative vehicle on contract that meets the special, operational needs;
- the special, operational needs must be the predominant use of the vehicle; and
- that consideration is given to the emission levels of the selected vehicle to ensure it is as close as possible to meeting the mandatory emissions ratings.

Other class exemptions may be added to this list if the need is identified.

(b) Ad hoc exemptions

Requests for exemptions to meet an agency's operational needs not covered by 5(a) above must be endorsed by the relevant Head of Agency and will be considered by the Secretary of the Department of Treasury and Finance on a case by case basis, where it can be shown that:

- the vehicle is required to meet the driver's/work unit's day to day operational needs;
- there is no suitable alternative complying vehicle on contract that meets these specific needs;
- operational needs necessitating the exemption are the predominant use of the vehicle; and
- consideration has been given to the emission levels of the selected vehicle to ensure it is as close as possible to meeting the mandatory emissions ratings.

(6) In relation to Executive vehicles, the minimum Greenhouse Rating for passenger vehicles will apply to all vehicles purchased for the operational and private use of SES personnel, Parliamentarians, medical practitioners and any other vehicles provided as part of an employment contract. These users will therefore only be able to select a commercial/4WD vehicle for their use if it meets the minimum Greenhouse Rating for passenger vehicles.

(7) Any exemption from the policy outlined in 6 above must be approved by:

- (a) the relevant Head of Agency (with a copy of the approval provided to Treasury and attached to the vehicle order); or**
- (b) in the case where the vehicle is for the use of a Head of Agency, by the Secretary of the Department of Treasury and Finance.**

An exemption can only be given if:

- there is a predominant business operational need for that vehicle;
- there is no suitable alternative complying vehicle on contract that meets the specific needs; and
- the vehicle meets the minimum Greenhouse Rating for commercial/4WD vehicles and consideration has been given to the emission levels of the selected vehicle to ensure it is as close as possible to meeting the mandatory passenger emissions ratings.

(8) Agencies must use the Networking Tasmania II whole-of-government contracts, established by the Department of Premier and Cabinet, to obtain data communications, Internet and related services.

These contracts establish an integrated data network for use by Tasmanian Government agencies (and other eligible customers). The contracts cover managed network services, connection services, Internet gateway and filtering services and Government directory services.

There are also a number of optional services which agencies can purchase under the contracts.

Further information on the Networking Tasmania II contracts can be found at www.tmd.tas.gov.au>TMD Networking Tasmania.

- (9) From 1 August 2011, agencies are required to use the integrated communications services and arrangements provided by TMD, Department of Premier and Cabinet, including fixed and mobile voice and data carriage, interconnecting service gateways, telephony, desktop videoconferencing, instant messaging and related end user devices.**

For clarity, agencies are not required to exit pre-existing contractual arrangements before they expire. However, such arrangements must not be renewed and all new services going forward must be obtained through TMD, Department of Premier and Cabinet.

Where procurement processes have commenced but not been finalised prior to the effective date of Version 10 of this Instruction, agencies may continue with the procurements but should consult with TMD regarding the potential to integrate any resulting products or services with relevant services available through TMD.

As at 1 August 2011, TMD has arrangements in place for the supply of all goods and services listed as forming part of the integrated communications services. Depending on the component, TMD may provide the goods or services, establish agreements under which the goods or services may be purchased, or establish technical standards relating to the goods or services. If an agency has a niche requirement, for example in relation to security or interconnection with a system maintained by another jurisdiction or third party, TMD can assist the agency to meet that requirement while using the Government's integrated communications services and arrangements.

Information in relation to relevant arrangements established by TMD can be obtained from the TMD website at www.tmd.tas.gov.au.