

s22 9/12/2024 3:34 pm

Hi s22 this is s22 from Strategic Sourcing reading your email reg Procurement advice. Happy to call now, if that suits you. thanks,

9/12/2024 3:34 pm

That would be amazing - thanks!

s22 9/12/2024 3:34 pm

calling now



9/12/2024 4:15 pm Edited

Hi s22 why is this question asked in the business case?

Where one supplier is being approached, has the AEC previously held a contract with the supplier for similar work in the last 6 months? If yes, how long was that contract term for?

s22 9/12/2024 4:21 pm

its to establish if this procurement is a variation or an extension. also to countercheck if we are undertaking a correct market test process or are we approaching only the same provider who has provided the same Services in the past?



9/12/2024 4:22 pm

ok - will I be able to engage this person again on a separate procurement within 6 months?

s22 9/12/2024 4:26 pm

yes you can provided we justify and you can rope in to this procurement to the new one. However, a procurement must not be split for the sake of circumventing the FYs approval processes/delegates/ or for the value. if you think you will be engaging the same person after 6 months its best you take up the extension option.



9/12/2024 4:27 pm

Hi s22 this makes a lot of sense, thank you. Because we don't yet know what the recommendations might be, or whether we need that person for those, I think it is best that we start a new procurement.



s22 9/12/2024 5:10 pm

no problem. when you reengage the same supplier you will need to check the boxes below.

How many suppliers are being approached?	
Where only one supplier is being approached, please provide justification.	
Where one supplier is being approached, has the AEC previously held a contract with the supplier for similar work in the last 6 months? If yes, how long was that contract term for?	



Wednesday, 11 December 2024

s22 11/12/2024 10:23 am

Hi s22 Is your procurement in TechOne yet?

11/12/2024 10:54 am

Hey s22 - I have created the shell - I am working on the rest of the docs today 🙄



are you able to send me a statement of requirement and evaluation summary template?

s22 11/12/2024 11:29 am

oh yes- I totally forgot. apologies...



in a meeting currently - will send to you shortly.



11/12/2024 12:10 pm

Hi s22 here is the business case for your review

[1. Business case details - Objective](#)

s22 11/12/2024 2:38 pm

All seems ok but will do a fine comb review when the whole documentation is in TechOne. i.e. the business case, risk assessment, delegate checklist, CCS RFQ and the draft CCS contract. will send you the eval summary and SoR documents shortly. regards s22



s22 11/12/2024 2:46 pm



11/12/2024 3:14 pm

Hi s22 it appears that the evaluation summary should be completed post the RFQ...

s22 11/12/2024 3:19 pm

yes correct

11/12/2024 3:49 pm

hey s22 can I please doubly triply check I need to complete the approach to market fillable form on the DoF website to generate RFQ documentation and contract...? there are SO many questions on there 🙄

s22 11/12/2024 3:50 pm

unfortunately thats the only way out. we dont keep those templates as they keep changing.
will call you when I get back form my appt.

11/12/2024 3:50 pm

is this a new process?

ok, sounds good

s22 11/12/2024 3:50 pm

nope not at all

11/12/2024 3:50 pm

and dont worry about me if you are out and about at an appointment!

Unknown User 11/12/2024 3:50 pm
nope not at all

I have done a few procurements in my time at AEC and havent had to do this process before, so let's chat some more when you are free - no rush! 😊

s22 11/12/2024 4:42 pm Edited

happy to call now, if that suits.



11/12/2024 5:29 pm

sorry I missed you, can we chat tomorrow please 😊

11/12/2024 5:40 pm

Unknown User 11/12/2024 2:38 pm
All seems ok but will do a fine comb review when the whole documentation is in TechOne. i.e. the business case, risk assessment,...

Hi s22 think all my required docs are in TechOne ready for your review. (I will drop the draft contract into there in the morning...)

For some reason i can't submit it. I think it is because I chose this option (over \$80k) instead of under \$80k

Process
AEC NEW Procurement Request (> 80K)

 1 ERROR

Unable to proceed due to workflow rule RULE CODE 320: Contract Amount is not valid for Over 80K Process.

s22 11/12/2024 6:54 pm

s22 11/12/2024 5:42 pm

For some reason i can't submit it. I think it is because I chose this option (over \$80k) instead of under \$80k

which means you will need to redo TechOne, otherwise the correct fields will not get completed and which will have further complications down the track.



Thursday, 12 December 2024

12/12/2024 9:09 am

Thanks so much. Can you review the docs while I re-do TechOne?

s22 12/12/2024 9:11 am

we have been instructed to review the documentation only in TechOne as it records the process history. sincere apologies



12/12/2024 2:51 pm Edited

Hey there, I have deleted my over \$80k procurement and created a new under \$80k procurement in TechOne and submitted for approval (SRC005236)



s22 12/12/2024 2:51 pm

on to it now. thanks s22

12/12/2024 2:51 pm

you're the best - thanks so much! 🥰

s22 12/12/2024 2:52 pm

all good. just doing my job, thats all.



12/12/2024 3:03 pm

whooooops! Forgot to include my draft contract!

[5. Draft contract - workplace relations legislative compliance services details - Objective](#)

s22 12/12/2024 3:05 pm

I will include it during the review.



12/12/2024 3:05 pm

thanks so much 🥰

s22 12/12/2024 5:01 pm

I have reviewed and sent back to you per my email.



12/12/2024 5:01 pm

thanks!!!

any clangers?!

12/12/2024 5:31 pm

back with you 😊

Friday, 13 December 2024

13/12/2024 9:58 am

Hi s22 am not sure what to do with this bit

C.A.20) Public Interest Disclosure

For information about how to make a Public Interest Disclosure, please refer to the information provided on the Customer's website: https://www.aec.gov.au/about_aec/Publications/policyfiles/public-interest-disclosure.pdf.

All Public Interest Disclosure matters (relating to this procurement) should be referred to:

Name/Position:	s22
Email Address:	
Telephone:	

C & 20/1 Complaints Handling

Author
Reply
Tip: Press Ctrl+Enter to post.

s22 13/12/2024 10:18 am

Hi s22 only those who I have mentioned in my comments are allowed to be authorised officers for PID. So you could choose the FAC.



13/12/2024 12:52 pm

back with you 😊

what happens now?

did you have any comments on the risk assessment?

s22 13/12/2024 12:58 pm

no comments on risk assessment. will review now in techone



13/12/2024 1:02 pm

thanks so much

s22 13/12/2024 1:05 pm

cleared in techone.



Monday, 16 December 2024

s22 16/12/2024 9:34 am

Morning s22 responded to your email just then reg Stage 2 process in TechOne.



16/12/2024 11:25 am

hey how do I edit the timelines in TechOne?

s22 16/12/2024 11:45 am Edited

you need to go back into Stage 1 and amend the dates. for that Rachael must rework/reject it back to you.

16/12/2024 11:53 am

Where do I click to amend the dates? I changed the one date, but I cant see where to change the multiple dates?

s22 16/12/2024 11:55 am

you need to change only one date - under Contract Schedule under Sourced items. no other dates should be changed.



16/12/2024 2:17 pm

hey s22 the procurement is back with you in TechOne.

can you please call me when you can

s22 16/12/2024 2:53 pm

Hi there- will call you in the next 10.



s22 16/12/2024 4:42 pm

Have fixed up the date error on your behalf and re-submitted to Rachael.

16/12/2024 4:42 pm

oh no! did I not do it correctly?!

I am so sorry to cause you such a run around

s22 16/12/2024 4:43 pm

no, you had left it blank .I kind of sensed it when you asked me if you can issue the RFQ before the TechOne approval happens.

16/12/2024 4:44 pm

😓 oh goodness. i was sure i did it. thank you!!!

Monday, 13 January 2025

s22 13/01/2025 12:35 pm

Hi s22 sorry I cant talk.

13/01/2025 12:35 pm

Hi there s22 Happy New Year 🎉 when you are available after lunch, could you please give me a call to talk me through submitting my SRC005236 procurement to Rachael for her final review of the evaluation plan and endorsement - I want to make sure I have everything I need. Many thanks.

s22 13/01/2025 12:36 pm

Please submit in TechOne and when I review it I will let you know as part of the review if you need anything more . otherwise am duplicating the work.

13/01/2025 1:14 pm

My question is about what I need to submit...

s22 13/01/2025 1:16 pm

what is the total procurement value?

13/01/2025 1:16 pm

under \$80k

s22 13/01/2025 1:19 pm

what Stage in TechOne?

13/01/2025 1:19 pm

I don't know - stage 2 I think?

s22 13/01/2025 1:21 pm

you dont know? Is it Procurement Plan at Stage 1 or Spending proposal at Stage 2?

looking at our chat above, I think its Stage 2. but will wait for you to confirm.

13/01/2025 1:25 pm

in tech one you mean?

The RFQ has come back

so stage 2 then?

s22 13/01/2025 1:25 pm

I just checked SRC005236 and its at Stage 2. Documents required for Stage 2 review are, the evaluation summary, the Response received from the vendor, the draft contract, and any individual evaluation worksheets.

13/01/2025 1:27 pm

ok great - that is all in there and I have submitted

s22 13/01/2025 1:28 pm

you must also complete the 'invitations' tab before submitting Stage 2 for SS review.

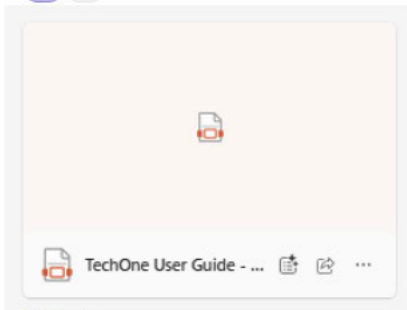
13/01/2025 1:28 pm

is there a document that outlines all of the steps i need to do?

can you please send it to me?

s22 13/01/2025 1:31 pm

TechOne user guide and the Quick reference guides on the intranet pages.



you must also complete the SuperFAD search that is detailed under the procurement intranet page. [User-instructions-Financial-disclosure-search-version-\(A5047609\).docx](#) all these must be part of Stage 2 documents to review.

Evaluation, statement of requirements, procurement probity and conflict of interest

The following documents and links are to assist with evaluation, procurement probity and conflict of interest for procurements.

- [Quick reference guide - Procurement evaluation, probity and value for money](#)
- [Statement of requirement guidance](#)
- [User instructions: Financial disclosure search](#)
- [Negotiations workflow](#)
- [Negotiations workflow frequently asked questions](#)

<https://aus01.safelinks.protection.outlook.com/?url=https://aecspace.prod.aec.gov.au/sites/intra-docs/layouts/15/DocIdRedir.aspx?ID%3DDOCID-14-235&data=05%7c02%7cinternalcomms%40aec.gov.au%7c10709a97de0e423dd1b008dc3c938d01%7cc1eefc4fa78a4616a21848ba01757af3%7c0%7c638451851619200594%7cUnknown%7cTWfPbGZsb3d8evJWljoIMC4wLjAwMDA1LCJQIjoIV2luMzIiLCJBTiI6Ik1haWw1LCJXVCi6Mn0%3D%7c0%7c%7c%7c%7c&data=p%2BFik60bZ3EwmrY%2BIR4xpFUAj7BsZtsrkSA7rj/SKzE%3D&reserved=0>

13/01/2025 1:38 pm

thank you - i completed this step already

is it correct to put the following information into the invitation section?

Conditions	Account Name	Data Entry Status	ABN
1001001	Technology One (AP TECH ONE)	Active	64010487100

or do i put my supplier in that section?

s22 13/01/2025 1:44 pm

Hi s22, just to make sure, is that guidance missing from the user guide?

I meant the TechOne user guide sent earlier

13/01/2025 1:47 pm

ah - i found the information i needed at the bottom of that section

s22 13/01/2025 1:47 pm

perfect.

13/01/2025 1:47 pm

If a particular Creditor does not exist or needs to be amended in TechOne, you will need to create or amend the Creditor in the system – See [How to Create or Amend a Creditor](#).

who do I provide feedback to for these?

s22 13/01/2025 1:48 pm

correct.

s22 13/01/2025 1:48 pm
who do I provide feedback to for these?

what do you mean? you are creating the new creditor in FMIS.

13/01/2025 1:51 pm

the procedures are challenging to follow. who can I provide feedback to on the procedures?

s22 13/01/2025 1:51 pm

sorry I thought you were asking about the where your submission for new creditor goes to.



13/01/2025 1:52 pm

what is a 'ATO Statement by a Supplier Form'?

s22 13/01/2025 1:52 pm

for any feedback, you can send to Strategic Sourcing@aec.gov.au or directly to s22 who's our Director.



13/01/2025 1:52 pm

ok - great - thank you

what is the difference between a creditor name and a legal entity name?

s22 13/01/2025 1:55 pm

sorry s22 I am right in the middle of reviewing some urgent documents. will get back to you later on this. short answer is the ABN number must correlate to the legal entity name for the invoice to get paid.



13/01/2025 1:56 pm

no trouble.

s22 13/01/2025 1:58 pm



[Microsoft PowerPoint - Complete Suite Formatted v2](#)



the above two should provide more details on the queries you have.





thank you - I am already part of that community as well

Hey **s22** Rachael has asked a question about the contract for SRC005236:

s22 17/01/2025 8:02 am

[illegible]

thank you so much! 😊

what is the AEC's Peppol ID?

s22 17/01/2025 9:48 am



and cleared in TechOne.

17/01/2025 9:48 am



s22 17/01/2025 9:51 am

no problem at all s22



Friday, 24 January 2025

24/01/2025 10:24 am

Good morning s22 and happy Friday. A quick note to let you know I have submitted the supplier signed contract for SRC005236. Please let me know if there are any issues, so I can rectify asap.

Hi Strategic Sourcing, please note start date for this procurement. I am meeting with a/g FAC ERG Jo Reid at 11.30am 24/1 for final delegate signature. Noting this is largely administrative as Rachael as FAC ERG provided her delegate approval for this before she went on leave.



s22 24/01/2025 10:29 am

I have allocated this to another SS member who will do the needful. they know the urgency.



24/01/2025 11:25 am

thanks very much 🌹 have a lovely day

s22 24/01/2025 11:28 am

there's a problem.

Priced Order (breakdown of expenditure)				
Line Item	Description	Unit Price	Quantity	Total Price
1	Services	£10.00	100	£1,000.00
2	Materials	£5.00	200	£1,000.00
3	Transportation	£2.00	50	£1,000.00
4	Other	£1.00	100	£1,000.00
Total Priced Order: £4,000.00				

Priced Order (breakdown of expenditure)				
Line Item	Description	Unit Price	Quantity	Total Price
1	Services	£10.00	100	£1,000.00
2	Materials	£5.00	200	£1,000.00
3	Transportation	£2.00	50	£1,000.00
4	Other	£1.00	100	£1,000.00
Total Priced Order: £4,000.00				

Screening Process Approach To Market Verification Option Start Date Owner	ALL RCP Requirements Request 2024 (a. 2024) 00000000 AEC Group 12 Dec 2024 00000000
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Workplace relations legislative compliance

Requirements
 This approach is required to for the workplace relations legislative compliance, please find details attached.

Details	Quantity	Units	Estimated Unit Amount (BRL)	Estimated Line Amount (BRL)
Workplace relations legislative compliance	1	EA	75,000.00	75,000.00
Workplace relations legislative compliance				

contract value and TechOne doesnt align.

also teh contract doesn't seem to be signed by the AEC delegate.

which means Strategic Sourcing will not eb able to create the contract in TechOne and/or report on AusTender.

you need to get this signed off by AEC delegate and upload to TechOne



s22 24/01/2025 11:36 am

I see that you have recalled it and submitted.

24/01/2025 12:02 pm

Jo Reid (delegate) is taking a look now. I will re-upload the final signed asap

s22 24/01/2025 12:07 pm Edited

I will be away at an appnt this afternoon, so no need to message me. once you have resubmitted in TechONE, one of the SS member's will look at it.

