



Procurement Activity Plan 2017-2018

Purpose

The Kyabram District Health Service (KDHS) procurement activity plan aims to provide detailed information to all employees of KDHS on the procurement priorities for the coming 12 months.

Procurement Profile

The procurement team profile is outlined below, with additional procurement transactional services being provided within the Buildings & Infrastructure, Food Services, Perioperative Services, Pharmacy and Supply departments. The central procurement team are responsible for supporting these supply streams in terms of guidance and procurement services as required.

Procurement Team Members

Chief Procurement Officer – David Edwards

Procurement Manager – Danielle Shelton

Procurement Officer – Fiona Langdon under contract with Echuca Regional Health

Procurement Capability Analysis

KDHS procurement team will ensure that they access a range of supports and training to effectively meet their procurement responsibilities. KDHS will work with Health Purchasing Victoria to roll out the new Procurement Training framework for relevant staff.

The activity plan will ensure a range of training activities are completed in 2017-18 to expand the skills and capabilities of all team members.

Procurement Activity Plan

The Procurement team at KDHS will be focussing on the following procurement systems improvements:

Action	Responsible	Timeline	Comments
Maintain procurement framework, policies, procedures, templates and checklists. <ul style="list-style-type: none"> Detailed procurement category analysis Procurement activity plan 	David Edwards	December 2017	
Recruit and train new one day per week procurement officer (focussed on supporting contract management processes)	Danielle Shelton	June 2017	
Training for procurement staff <ul style="list-style-type: none"> CPO – relevant HPV procurement training modules Procurement Manager – relevant HPV procurement training modules and contracts training Procurement Officer – relevant HPV procurement training modules and contracts training 	Individual Staff Members	June 2016	
New Contract Management Process <ul style="list-style-type: none"> New simplified Contract Management Plan process Review and update Contracts Register ensuring all functionality is implemented Supporting new staff with procurement responsibilities 	David Edwards Danielle Shelton and new Procurement Officer Danielle Shelton	December 2017 September 2017 Ongoing	
Integration of Theatre Procurement Systems into iprocurement.	Danielle Shelton and Fiona Langdon	December 2017	
Complete internal audit review of compliance with HPV requirements	David Edwards	March 2018	
Implementation of bar code reader ordering for key imprest systems	Danielle Shelton and Fiona Langdon	June 2018	

Procurement Key Contracts due for update – 2017-2018

Entity Name	Contract For	End Date
Bendigo Health	Provision of Transitional Care Program Services	June 2017
Cloud Architecture Studio	Provision of Architecture Services	
Fitzgerald's Meat Supply	Provision of Fresh Meat	June 2017
Shire of Campaspe	Provision of Meals on Wheels Services	June 2017
Rochester and Elmore District Health Service	Provision of Payroll Services	June 2017
Goulburn Valley Health	Provision of Medical Equipment Testing	August 2017
Gouge Linen Service	Provision of Linen Services	September 2017
R & C Kerr	Provision of Pharmacy Services	September 2017
Goulburn Valley Imaging Group	Provision of Medical Imaging Services	January 2018
DWM Solutions Pty Ltd	Provision of ICT Support Services	March 2018
Various	Provision of Theatre Packs	