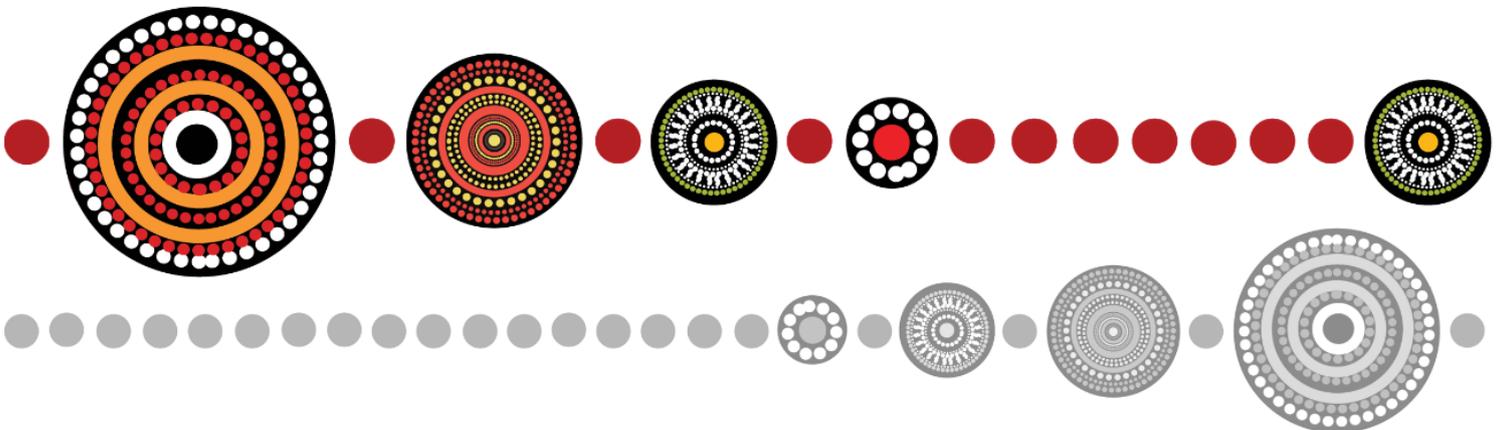




Government of **Western Australia**

# Contracting with the Western Australian Government:

## A Guide for Aboriginal Businesses



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## 1. Overview

This Guide outlines considerations for businesses interested in contracting with the Western Australian (WA) Government and has been developed to support the [Aboriginal Procurement Policy](#).

A checklist is provided in [Appendix 1 - Checklist of Considerations for Contracting with the WA Government](#) that summarises the key points in this Guide.

Throughout this Guide the WA Government purchasing process is referred to as the “procurement process”.

This Guide aims to be useful for both businesses and not-for-profit organisations. For simplicity, ‘business’ is used to refer to both commercial and not-for-profit providers.

## 2. How does the WA Government buy?

WA Government agencies (State agencies)<sup>1</sup> are required to follow policies and processes to ensure taxpayers’ money is spent effectively and achieves value-for-money for the state. The requirements that State agencies need to follow when engaging with businesses and not-for-profit organisations are set out in the [Western Australian Procurement Rules](#).

While the overall requirements are the same for all types of procurements, community services procurement and works (construction) have some additional requirements. To assist businesses in understanding the WA Government’s process for buying goods and services, there is information for suppliers available on the wa.gov.au website at [Supplying goods and services](#).

### Community Services Procurement

The procurement of community services is covered by an additional policy, called [Delivering Community Services in Partnership \(DCSP\) Policy](#). The DCSP Policy acknowledges the importance of collaboration between WA Government and the community services sector in delivering outcomes to the community. The DCSP Policy sets out guiding principles for State agencies to follow when designing and procuring community services.

More information about community services procurement, including guidelines and upcoming training session details, is available on the wa.gov.au website at [Supplying community services](#).

### Works Procurement

The procurement of public works, construction services and building maintenance are undertaken by a number of State agencies. These agencies specialise in a particular type of building or construction work, which may have different requirements and processes depending on the type of work.

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<sup>1</sup> State agency means the following: a State agency as defined in the *Procurement Act 2020*, section 5.

Works agencies have a variety of initiatives to promote Aboriginal business engagement, ranging from: tendering preferences, direct engagement opportunities, modified builder prequalification and dedicated information sessions.

Interested Aboriginal businesses are invited to view the State agencies' websites for more information. A summary of the State agencies that undertake works procurement is provided in [Appendix 2 – Works \(Construction\) Agencies](#) at the end of this document.

### **3. WA Government Initiatives**

#### **The Aboriginal Procurement Policy**

The WA Government is committed to working with Aboriginal businesses and implemented the [Aboriginal Procurement Policy \(the Policy\)](#). The Policy requires WA State agencies to achieve targets for the number of contracts awarded to registered<sup>2</sup> Aboriginal businesses.

The Policy commenced on 1 July 2018 and applies to all State agencies when purchasing goods, services, community services and works (construction services). The policy is intended to apply to Government Trading Enterprises (including the public utilities).

Details of the Policy are provided on the [wa.gov.au](http://wa.gov.au) website.

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<sup>2</sup> 'Registered' businesses are registered on either the Aboriginal Business Directory of WA or Supply Nation's Indigenous Business Direct.

## State Agency Specific Initiatives

In addition to the Aboriginal Procurement Policy, State agencies may also have initiatives to support Aboriginal businesses. Some examples are detailed below.

- **Direct Engagement**

When purchasing goods, services, or works, State agencies can choose to directly engage any Aboriginal business registered on either the Aboriginal Business Directory WA or Supply Nation's Indigenous Business Direct. To use this option, the State agency is required to obtain internal approval and demonstrate that the business represents value-for-money. This option can also be used when the required products or services are available from a whole-of-government contract, called a Common Use Arrangement.

The Social Procurement Initiatives team can provide advice on the direct purchase option, and more information is available on the [wa.gov.au](http://wa.gov.au) website.

- **Aboriginal Business and Employment Tendering Preference**

Some State agencies may apply a tendering preference to your offer, meaning that it is evaluated as though the price of your offer is reduced. These preferences may apply to:

- Aboriginal businesses;
- Aboriginal subcontractors, subconsultants or suppliers;
- direct employment of Aboriginal persons.

State agencies that apply a price preference include:

- The Department of Finance applies a preference to works contracts only, for more information go to [Aboriginal Business and Employment Tendering Preference \(ABETP\)](#).
- Main Roads: applies a 20% price preference to the percentage of works to be delivered by Aboriginal subcontractors, and/or the value of proposed Aboriginal employment.
- Department of Biodiversity, Conservation and Attractions: applies a 5% price preference to all works contracts for Aboriginal businesses, the portion of the contract to be undertaken by Aboriginal subcontractors or the portion of the tender attributable to the direct employment costs of Aboriginal people.

- **Aboriginal Participation Plans**

Some State agencies may require respondents to complete an Aboriginal Participation Plan, outlining how they intend to engage Aboriginal employees throughout the contract. This may be required from successful respondents only, or it may be included as a qualitative criterion. Where plans are included as a qualitative criterion (often weighted), the quality of a respondent's plan may improve their chances of winning the contract.

- **Aboriginal Employment Targets**

The Department of Communities has Aboriginal employee targets in construction and demolition (contracts above \$250,000) and civil works (contracts with a total labour value above \$300,000). This presents opportunities for Aboriginal businesses.

More information about the Aboriginal Employment Targets is available on the [Department of Communities website](#).

## **4. How do you find opportunities to work with WA Government?**

### **Request for Tenders: Contracting Opportunities above \$250,000**

Most State agencies publicly advertise contracting opportunities valued \$250,000 or above (called a Request for Tender) on the [Tenders WA website](#).<sup>3</sup>

It is recommended that you register on Tenders WA to receive alerts for Requests for Tender that are relevant to your business. In addition to registering for alerts, it is recommended that you check the Tenders WA website on a regular basis to ensure you do not miss any opportunities.

Tenders WA training is available for suppliers under the “Help” section of the [Tenders WA website](#).

### **Request for Quotes and Direct Purchases: Contracting Opportunities below \$250,000**

Contracting opportunities that are valued below \$250,000 are not generally advertised on Tenders WA. These opportunities are referred to as Requests for Quote (where the purchase is valued between \$50,000 and \$250,000) or direct purchases (where the purchase is valued below \$50,000).

A State agency will usually research suitable businesses before issuing a Request for Quote or making a direct purchase. State agencies will search Supply Nation’s [Indigenous Business Direct](#) and the [Aboriginal Business Directory Western Australia](#) to find Aboriginal businesses, so it is important to make sure your business is registered and contact information is current.

More information about how to promote your business is covered in the next section.

## **5. Promoting Your Business to the WA Government**

Consider the methods outlined in this section to help promote your products or services to the WA Government.

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<sup>3</sup> There are some State agencies that are not required to use Tenders WA, such as the public utilities.

## Aboriginal Business Directories

To be counted towards the achievement of the targets for the Aboriginal Procurement Policy, a business must be registered on a suitable directory which provides government with the confidence that a registered business is a minimum of 50% owned by an Aboriginal interest.

The Department of Finance has determined that both the [Aboriginal Business Directory Western Australia](#) and Supply Nation's [Indigenous Business Direct](#) are suitable directories.

It is therefore recommended that you register your business on the [Aboriginal Business Directory Western Australia](#) (ABDWA) and Supply Nation's [Indigenous Business Direct](#) (IBD).

Registration on both directories is a free and straightforward process. Businesses can choose to apply for Supply Nation certification, which has additional registration requirements, however this is not necessary for the purposes of the Policy.

As the business information on the directories is brief, businesses are encouraged to also use other avenues of promotion, such as those listed below.

## Business Information

It is important to ensure your business information is current on directories and websites. The directories or a business website is often a government buyer's first impression of a business and out-of-date information can make it difficult for buyers to make further enquiries.

Having a website for your business is a good opportunity to provide additional information that is not available on the Aboriginal business directories.

Government buyers generally look for the following information on business websites:

- Contact details, including phone number and email addresses.
- Details of the services available, focusing on core capabilities and expertise. This could include a capability statement or similar promotional information.
- Examples of previous contracts, particularly if your business has prior experience in contracting with the WA Government.
- Experience of the personnel employed by your business.

## Contacting Government Buyers

You are welcome to contact relevant State agencies to ensure government buyers are aware of your business. The best point of contact for businesses is usually the procurement or purchasing team within a State agency. Contact information for each State agency is available on the [Government Purchasing Officers List](#).

Businesses could consider providing the following type of information when contacting State agencies:

- Links to your business website or promotional material.<sup>4</sup>

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<sup>4</sup> Please note that if your business uses a Facebook or other social media page, Agencies may not be able to access it due to IT restrictions.

- A capability statement or details of core capabilities. If your business is able to provide multiple services, it is beneficial to advertise the services that are most relevant to the State agency being contacted.
- Details of previous contracts with the WA Government, local government, Commonwealth Government or private industry that demonstrate your business's core capabilities.
- Experience of the personnel employed by your business. This can be useful information if you have a new business that does not have contracts with WA Government.

## 6. Resources

Before contacting State agencies, it can be helpful to research which State agencies may be interested in your products or services and then market your business to these State agencies. Suggestions for how to identify relevant Agencies are listed below.

### • Tenders WA

Tenders WA is a useful tool for market research. Some of the useful information available on Tenders WA includes:

- Currently advertised Request documents;
- Closed Request documents, which may be useful for market research;
- Details of contracts valued over \$50,000, including the estimated total contract value and successful supplier/s;
- Early Tender Advice (ETA) for upcoming opportunities; and
- An agency contact person for each Request document or contract.

There are help guides available on the [Tenders WA website](#) that explain how to use the search functions.

It is recommended that businesses use the information available on Tenders WA to identify which State agencies have a requirement for the products or services that your business provides.

### • Who Buys What and How Report

The Department of Finance provides the [Who Buys What and How](#) report on WA Government purchasing online.

You can use this report to identify which Agencies are purchasing the goods and services that your business offers.

### • Structure of Government

The [wa.gov.au](http://www.wa.gov.au) website provides information on State agencies including a chart that can be useful for researching the structure of government available at [https://www.wa.gov.au/sites/default/files/2021-01/chart\\_of\\_the\\_western\\_australian\\_government\\_20122019.pdf](https://www.wa.gov.au/sites/default/files/2021-01/chart_of_the_western_australian_government_20122019.pdf)

### • Networking Events with Government

There are a number of events held in WA that aim to build connections between Aboriginal businesses and buyers and these events can be a great opportunity to market your business and learn more about State agencies.

Events are hosted by the WA Government, Commonwealth Government, private industry, and other groups.

The Social Procurement Initiatives team will advise businesses of any upcoming events the team is aware of. Please contact the [Social Procurement Initiatives team](#) to ensure you are included on the mailing list.

- **Local Content Advisers**

The Department of Primary Industries and Regional Development (DPIRD) has Local Content Advisors (LCAs) located in each of the Regional Development Commissions. The LCAs take a lead role in maximising local content opportunities, including goods, services and jobs, for WA Government funded projects.

Further information about the LCAs is available on the [Industry Link WA website](#).

## 7. Training and Support

The Department of Finance also provides training for businesses to help develop an understanding of the WA Government procurement process. You can find details of the training at [Training for suppliers](#).

The training available includes:

- [Aboriginal business training](#)
- Contracting with government for goods and services
- [Contracting with government for non-residential building construction](#)
- [Community Services procurement training](#).

Three organisations have also been engaged to provide Aboriginal businesses capability building services across four areas:

- Tendering skills
- Business development
- Internal governance
- Contractual compliance requirements

You can find more information about the providers and their service offerings on their websites:

- [Indigenous Professional Services](#): provider for the Perth metropolitan, Peel, South West and Great Southern regions
- [Keogh Bay](#): provider for the Pilbara, Mid West, Gascoyne, Goldfields-Esperance and Wheatbelt regions
- [Morrqul](#): provider for the Kimberley region

[Wirrahub](#) provide business support services to Aboriginal businesses through their hub in Burswood, and also via events held throughout WA. More information can be found on their website: <https://wirrahub.org.au/>.

Further information about support available for Aboriginal businesses throughout the State is available at Appendix 3: Support services for Aboriginal businesses

## 8. Other Government Jurisdictions

This Guide provides information relating to working with the WA Government. Businesses are encouraged to be aware that there are differences when working with local government or the Commonwealth Government.

- For information about working with Commonwealth Government departments located within WA, please refer to the [Indigenous Procurement Policy](#).
- For information about working with local government, please refer to [WALGA](#).

## 9. Support from the Department of Finance

The Social Procurement Initiatives team can provide advice on the Aboriginal Procurement Policy and contracting with the WA Government.

Please call 6551 2475 or email [socialprocurement@finance.wa.gov.au](mailto:socialprocurement@finance.wa.gov.au) for more information.

## Appendix 1 - Checklist of Considerations for Contracting with the WA Government

This Guide covers considerations for Aboriginal businesses when contracting with the WA Government. It provides a good starting point, however State agencies may have other requirements or considerations that are not listed here.<sup>5</sup>

The following checklist summarises the key considerations outlined in this Guide.

<input type="checkbox"/>	Understand the WA Government procurement process using the information available in this Guide and on the <a href="http://wa.gov.au">wa.gov.au website</a> .
<input type="checkbox"/>	Register for the <a href="#">training sessions</a> available from the Department of Finance.
<input type="checkbox"/>	Register your business on the Aboriginal business directories: Supply Nation's <a href="#">Indigenous Business Direct</a> (IBD) and the <a href="#">Aboriginal Business Directory Western Australia</a> (ABDWA).
<input type="checkbox"/>	Register your business on <a href="#">Tenders WA</a> .
<input type="checkbox"/>	Register for alerts for relevant Requests for Tender on <a href="#">Tenders WA</a> . It is also recommended that businesses regularly check Tenders WA to ensure opportunities are not missed.
<input type="checkbox"/>	Research WA Government to identify which State agencies have a requirement for your products and services.
<input type="checkbox"/>	Ensure business details and information are readily available and current on directories, websites and other sources.
<input type="checkbox"/>	Determine the core capabilities of your business and identify examples of previous experience.
<input type="checkbox"/>	Contact relevant State agencies using the <a href="#">Government Purchasing Officers list</a> .

<sup>5</sup> Individual procurement processes will have specific requirements and considerations that are not covered in this Guide. This may include specific insurance requirements, ISO certifications, compliance with Australian standards or other requirements. These details will be specified in Requests for Quote or Tender documents where required.

## Appendix 2 - Works (Construction) Agencies

A summary of State agencies that undertake works procurement is provided below:

- **Department of Biodiversity Conservation and Attractions:** undertakes a range of works required for Botanic Gardens and Parks Authority, Parks and Wildlife Service, Perth Zoo, and Rottnest Island. This includes the building and maintenance of facilities in Western Australia's national parks.

More information is available on the [Agency's website](#).

- **Department of Communities:** delivers state-owned residential building projects and maintains state-owned residential buildings. The Housing Authority is also an affordable housing provider involved in land development, housing construction and property management.

More information is available on the [Agency's website](#).

- **Department of Finance – non-residential building projects:** undertakes non-residential building work, maintenance and property lessor opportunities. Finance manages projects on behalf of client agencies, including the Departments of Education, Health and Justice.

Find more information about [contracting with the Department of Finance on works projects](#).

- **Department of Planning, Lands and Heritage:** manages the development and maintenance of heritage buildings in Western Australia.

More information is available on the [Agency's website](#).

- **Department of Transport:** undertakes non-residential building and transport-related works.

More information is available on the [Agency's website](#).

- **Energy Corporations:** undertake minor and major works.

More information is available on each energy corporation's website:

- [Horizon Power](#)
- [Synergy](#)
- [Western Power](#)

- **LandCorp:** undertakes minor and major works.

More information is available on [LandCorp's website](#).

- **Main Roads:** delivers and manages a safe and efficient main road network in WA through operations including building the state's major government road infrastructure projects and maintaining the state's major government roads, bridges, verges and reserves.

More information is available on the [Agency's website](#).

- **Metropolitan Redevelopment Authority:** plan, undertake, promote and coordinate the development of land in redevelopment areas across the Perth metropolitan area, in partnership with government, communities and industry.

You can direct any queries about tendering with the Metropolitan Redevelopment Authority to [mra.tenders@mra.gov.au](mailto:mra.tenders@mra.gov.au).

More information is available on the [Agency's website](#).

- **Public Transport Authority:** designs and build major transport infrastructure (rail, bus and ferry networks), maintenance of transport infrastructure.

More information is available on the [Agency's website](#).

- **VenuesWest:** owns, manages and maintains Western Australia's sport and entertainment venues on behalf of the State Government.

More information is available on the [Agency's website](#).

- **Water Corporations:** undertake major and minor capital works.

More information is available on the water corporations' websites:

- [Water Corporation](#)
- [Bunbury Water Corporation](#)
- [Busselton Water Corporation](#)

- **WA Port Authorities:** undertake major and minor works.

More information is available on each Port Authority's website:

- [Fremantle Ports](#)
- [Kimberley Ports](#)
- [Mid West Ports](#)
- [Pilbara Ports](#)
- [Southern Ports](#)

### Appendix 3: Support services for Aboriginal businesses

	Target audience	Region	Costs	Finance and economic support	Business and administrative support	Training, mentoring and capability building	Brokering and connecting services
<b>Government run services</b>							
<a href="#">Indigenous Business Australia</a>	Aboriginal businesses	Australia-wide	None	<a href="#">Business Finance</a> – business and procurement loans (enabling businesses to fulfil contract obligations before receiving payment from government)	<a href="#">Business Support</a>	<ul style="list-style-type: none"> <li><a href="#">Business skills workshops</a></li> <li><a href="#">Strong Women Strong Business</a> mentoring program</li> </ul>	
<a href="#">Indigenous Land and Sea Corporation</a>	Aboriginal businesses	Australia-wide	None	<a href="#">Agribusiness Investment Program</a> – funding for new or growing Aboriginal agribusinesses			
<a href="#">National Indigenous Australians Agency</a>	Aboriginal businesses	Australia-wide	None	<a href="#">Indigenous Tourism Fund</a>		<a href="#">National Indigenous Tourism Mentoring Program</a> – individualised mentoring program to help businesses gain practical advice from industry experts.	
<a href="#">Noongar Enterprise Development Support</a>	Aboriginal businesses in the Wheatbelt region	Wheatbelt (Yued and Ballardong regions)	None			Encourage and support social enterprise and small Aboriginal business (mentoring, one on one support offerings)	
<a href="#">Small Business Development Commission</a>	Small businesses	WA	None (some workshops have a \$50 registration fee)			<ul style="list-style-type: none"> <li><a href="#">Small business workshops</a></li> <li><a href="#">Small business advisory service</a></li> <li><a href="#">Business Local service</a></li> </ul> <p>Business advice and workshops through regional providers:</p> <ul style="list-style-type: none"> <li><a href="#">RSM Business Local</a> (Pilbara, Mid West, Gascoyne and Wheatbelt)</li> <li><a href="#">Kimberley Small Business Support</a> (Kimberley)</li> <li><a href="#">IPS Business Advisory</a> (Southwest and Peel)</li> </ul>	

	Target audience	Region	Costs	Finance and economic support	Business and administrative support	Training, mentoring and capability building	Brokering and connecting services
						<ul style="list-style-type: none"> <li><a href="#">Business Great Southern</a></li> <li><a href="#">Esperance Chamber of Commerce and Industry</a></li> <li><a href="#">Kalgoorlie Boulder CCI (Goldfields)</a></li> </ul>	
<a href="#">WA Industry Link</a>	Small and local businesses	WA	None	<a href="#">Local Capability Fund</a> Funding support for small and local businesses to enhance their capacity, capability and competitiveness		<a href="#">Industry Link Advisory Service</a> Advice on where to find government tenders, how to complete participation plans, accessing State and Federal government funding and capability building programs and others.	<a href="#">Local Content Advisers</a> Advice to businesses about understanding government buying and linking businesses to upcoming local opportunities <a href="#">Events</a> Including regional communications forum to connect local businesses with upcoming opportunities.
<b>Not for profit organisations</b>							
<a href="#">ABDWA</a>	Aboriginal businesses, purchasing officers	WA	None (for Aboriginal businesses)				Opportunity for Aboriginal businesses to list their business in an accessible location for government buyers
<a href="#">Business Foundations - New Enterprise Incentive Scheme</a>	Small businesses	Australia-wide	None for eligible participants			Training to help individuals start, improve and grow their enterprise	
<a href="#">Chamber of Commerce and Industry of Western Australia</a>	WA businesses	WA	Membership fees, fees for training	<a href="#">Entrepreneurs Programme</a> – helping eligible applicants to access matched grants (open to non-members, no cost)	Advice on risk and safety, HR and employee relations	Training courses focusing on safety and employee relations	<a href="#">Industry Capability Network of Western Australia</a>  Connects suppliers with mining, construction, infrastructure, defence and other major projects
<a href="#">Many Rivers</a>	Small businesses	Australia-wide	None	Finance options to enable clients to start businesses			
<a href="#">Morrugul</a> (engaged as part of the <b>Aboriginal Business Capability Building (ABCB)</b> )	Aboriginal businesses	Kimberley	None		<a href="#">Business Support</a>	<a href="#">Workshops</a> <a href="#">Procurement Advisory Service</a> <a href="#">Aboriginal Business Capability Building</a> contract services –	

	Target audience	Region	Costs	Finance and economic support	Business and administrative support	Training, mentoring and capability building	Brokering and connecting services
<b>contract</b> for the Kimberley region)						includes workshops and one-on-one mentoring services	
<a href="#">Noongar Chamber of Commerce</a>	WA Aboriginal businesses	WA	None (for members)		Secretarial support services	Capacity building, networking and training	
<a href="#">Regional Chambers of Commerce and Industry</a>	Regional WA businesses	WA	Annual membership fees, costs associated with some events				Networking opportunities and events
<a href="#">Supply Nation</a>	Aboriginal businesses, purchasing officers	Australia-wide	None (for Aboriginal businesses)				Facilitate connections between Aboriginal businesses and members in procurement departments
<a href="#">Wirrahub</a>	Aboriginal businesses, purchasing officers	WA (Hub located in Burswood)	None		Access to specialist business support and office space	Business coaching and mentoring, education and training	Facilitates connections within Aboriginal and non-Aboriginal business sectors
<b>Businesses</b>							
<a href="#">Indigenous Professional Services</a>  (engaged as part of the <b>Aboriginal Business Capability Building (ABCB) contract</b> for the Perth, Peel, South West and Great Southern regions)	Aboriginal businesses	Perth, Peel, South West and Great Southern regions	No costs associated with Services relating to the ABCB contract.  Costs associated with other services			<a href="#">Business Advisory</a>  Capacity building for Indigenous businesses (leadership programs, coaching and business capability)  <b>Aboriginal Business Capability Building</b> contract services – workshops and one-on-one mentoring sessions	
<a href="#">Keogh Bay</a> (engaged as part of the <b>Aboriginal Business Capability Building (ABCB) contract</b> for the Pilbara, Midwest, Gascoyne, Wheatbelt and Goldfields-Esperance regions)	Aboriginal businesses	Pilbara, Midwest/ Gascoyne and Wheatbelt/ Goldfields-Esperance	No costs associated with Services relating to the ABCB contract:  Costs associated with other services		Indigenous business development (support with business analysis, viability reviews, admin and managerial capacity building, business/strategic planning)	<b>Aboriginal Business Capability Building</b> contract services – workshops and one-on-one mentoring sessions	

