# Social Procurement Commitment Template

This template is designed for Victorian Government agencies that have a total annual procurement spend below $10 million (exclusive of GST) and where all individual procurement activities undertaken by the agency are valued below $50,000 (exclusive of GST).

## General instructions

Departments and agencies are required to develop a Social Procurement Strategy, in accordance with [Social procurement – Planning requirements for departments and agencies](https://buyingfor.vic.gov.au/social-procurement-planning-requirements-departments-and-agencies). For agencies that meet the above criteria, this will take the form of a Social Procurement Commitment.

The Social Procurement Commitment must be approved by the Accountable Officer or delegate.

This template provides example headings and instructions for each section of the Social Procurement Commitment.

## Social Procurement Commitment

**Organisation:** [Insert name of department/agency]

**Date:** [Insert date that Social Procurement Commitment is prepared]

**Review date:** [Insert date that Social Procurement Commitment is to be reviewed by agenc*y*]

### Social Procurement Framework Objectives

Please select one or more Social Procurement Framework objectives for your agency and how you will ensure that procurement activities contribute to the selected objective(s).

| Social Procurement Framework Objective | Priority objective  (Yes/No) | Comments / Actions |
| --- | --- | --- |
| Opportunities for Victorian Aboriginal people |  |  |
| Opportunities for Victorians with disability |  |  |
| Women’s equality and safety |  |  |
| Opportunities for Victorian Priority Jobseekers |  |  |
| Supporting safe and fair workplaces |  |  |
| Sustainable Victorian social enterprises and Aboriginal business sectors |  |  |
| Sustainable Victorian regions |  |  |
| Environmentally sustainable outputs |  |  |
| Environmentally sustainable business practices |  |  |
| Implementation of the Climate Change Policy Objectives |  |  |

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### Procurement analysis

Please complete the table below, identifying the total spend for the procurement size.

|  | Previous year actual  Total procurement | | Current year planned  Total procurement | | Current year planned  Social procurement | |
| --- | --- | --- | --- | --- | --- | --- |
| Values exclusive of GST | **Total value**  **($000)** | **Per cent**  **(%)** | **Total value**  **($000)** | **Per cent**  **(%)** | **Total value**  **($000)** | **Per cent**  **(%)** |
| Below $25,000 |  |  |  |  |  |  |
| $25,000 to $49,999 |  |  |  |  |  |  |
| $50,000 to $499,999 |  |  |  |  |  |  |
| $500,000 and over |  |  |  |  |  |  |
| Total procurement | **$0.00** | **0%** | **$0.00** | **0%** | **$0.00** | **0%** |

### Social procurement opportunity analysis

Please consider the following questions, having regard to the procurement analysis above.

* Has your agency undertaken any social procurement initiatives in previous years? Are there any opportunities to continue / build on those initiatives?
* Have you considered opportunities to engage social benefit suppliers in your procurement activities?
* Have you considered opportunities for your mainstream suppliers to help deliver social and sustainable outcomes?
* Have you considered how the social procurement sourcing tactics i(refer to [Social procurement planning and tactics](https://buyingfor.vic.gov.au/social-procurement-planning-and-tactics)) can be used to deliver social and sustainable outcomes in your procurement activities?

|  |
| --- |
|  |

### Performance management and improvement

Please indicate whether you agree or disagree with the statements in the table below and provide comments and actions to improve your organisation’s performance in relation to each statement.

| Description | Agree / disagree | Comments / Actions |
| --- | --- | --- |
| Procurement is a core business and strategic function |  |  |
| The organisation is committed to advancing social and sustainable objectives through procurement in accordance with the Social Procurement Framework |  |  |
| Social procurement is embedded throughout the procurement process (for example in procurement-related systems, policies, and processes for planning, sourcing and contract management) |  |  |
| Management of supplier and stakeholder relations is capable of accommodating social procurement commitments |  |  |
| Roles and responsibilities in respect of social procurement are clearly communicated and supervised in the organisation to promote compliance with Social Procurement Framework requirements |  |  |
| The organisation undertakes to ensure every procurement with a social procurement commitment is entered correctly into the Victorian Management Centre. |  |  |

Note: After completing the above table, the organisation does not need to complete and submit the Social Procurement Self-Assessment.

### SIGNATURE:

**Signed by Accountable Officer / delegate:** ............................................... Date ........................

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