



# South Australian Industry Participation Policy Procedural Guidelines

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## 1. Introduction

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These Procedural Guidelines provide the requirements on Responsible Government Agencies (“RGAs”) under the South Australian Industry Participation Policy (hereafter “the Policy”).

RGAs are also expected to actively seek to expand the economic opportunities for South Australia when applying the Policy. The Policy encourages RGAs to go further than the minimum requirements.

These Procedural Guidelines should be read with the Policy. They establish:

- the roles and responsibilities in implementing the Policy
- the requirement under various acquisition and procurement activities
- the thresholds and coverage at which each requirement will apply, and
- the steps and processes, the actions and requirements applying on businesses and government under any specific requirement.

Tendering requirements, templates and scoring assessment criteria will operate to further the Policy Framework.

These Guidelines supersede earlier versions, although they will not apply retrospectively and earlier versions apply if contracts or grants are made before this version is operating.

A separate Guideline will set the benefit realisation requirements that apply including reporting obligations for business and RGAs.

Agencies and private parties contracting to the Government of South Australia will be required to comply with this Policy and the supporting procedural and reporting guidelines.

## 2. Roles and Responsibilities

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### 2.1. Industry Advocate

Under the *Industry Advocate Act 2017* the Industry Advocate has the following role and responsibilities:

- To take action to further the objectives of the Policy by building the capability and capacity of businesses based in South Australia to participate in government contracts
- To review, and assist in the negotiations for, Industry Participation Plans to ensure they comply with the Policy prior to the finalisation of contract conditions
- To receive and investigate complaints by and on behalf of business and their industry representatives about the Policy, other impediments to economic and industry participation in Government contracts or other matters as directed by the Minister
- To make recommendations to resolve complaints from business received by the Industry Advocate
- To investigate and monitor compliance with the Policy by participants in Government contracts
- To take action to promote and ensure compliance with the Policy, including by issuing directions to participants in government contracts requiring them to comply with their contractual obligations in respect of the Policy and reporting the Minister in relation to non-compliance where appropriate.
- The Office of the Industry Advocate (OIA) supports the Industry Advocate and has some further functions as set out in *Tables 1 and 2*.

## 2.2. Department of Treasury and Finance

The Department of Treasury and Finance is primarily responsible for review and the application of the Policy.

The Department of Treasury and Finance will be involved at various stages and to varying degrees throughout the entire procurement process for all contracts subject to the Policy.

## 2.3. Responsible Government Agencies

Responsible Government Agencies (RGAs) conduct the implementation and application of the Policy within their own procurement processes.

RGAs include both the “public authorities” made or declared and the “prescribed public authorities” declared under the *State Procurement Act 2004* and accompanying regulations.

## 3. Industry Participation Requirements

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The Policy applies to all procurement and importantly extends to subcontractor and supplier activity.

Where a requirement under the Policy or Guidelines applies due to financial thresholds, these thresholds are always inclusive of the Goods and Services Tax (GST).

### 3.1. All procurements

All procurements will consider opportunities for small, start-up and Aboriginal businesses operating in South Australia with a view to involving South Australian business in the opportunity through provision of a quote or tender. The Government of South Australia may also focus on a particular region if a contract is to be performed in or near that area or for the express benefit of that area.

RGAs must seek at least 1 quote or tender from a business based in South Australia (or a business based in the region in the case of a regional procurement) for any procurement above \$33,000 to IPP Plan thresholds.

### 3.2. Minimum Weighting

The Policy identifies the minimum mandatory weighting to be applied above \$550,000 (or from \$220,000 if RGAs use their discretion to apply the Policy) to the industry participation component of the evaluation criteria, with the option to lift the weighting based on the merit of the proposal. This means RGAs, Ministers or the Government have the discretion to increase the minimum mandatory weighting.

### 3.3. Regional South Australia

All procurement of goods, services or works which are predominantly Regional in character will focus on delivery of economic contribution to the Region and RGAs will need to consider if the weighting should be increased.

Exemptions from requirements can be requested under 3.10.

Regional South Australia is defined as per the map set out in *Appendix A*.

### 3.4. Aboriginal Businesses

If the procurement presents an opportunity for Aboriginal businesses, the RGA should also consider seeking a quote from an Aboriginal business (or directly engaging an Aboriginal business if the contract is valued up to and including \$220,000) (see 4.5 below).

### 3.5. Industry Participation Plan

An Industry Participation Plan (IP Plan) will apply:

- *optionally* to procurements valued above \$220,000 and up to and including \$550,000 (with the minimum weighting or increased weighting).
- to all procurements valued greater than \$550,000 (with the minimum or increased weighting)

An IP Plan will apply to both competitive procurements as well as direct negotiations and single sourced procurements as it provides decision makers with guidance on whether the purchase has achieved broader value for money.

An IP Plan will be applied with the minimum weighting above \$550,000 (or \$220,000 if the RGA determines an IP Plan will apply), except in cases where the weighting has been increased, or where the IP Plan will not help to differentiate between quotes or tenders – such as direct negotiations or single sourcing. In all cases, the IP Plan should still be completed, and the data reported.

Exemptions from requirements can be used when it meets the criteria in 3.10

See Tables 1 and 3 below.

Where a contractor is appointed to deliver a project that meets the above thresholds, the contractor will apply the principles of the Policy and requirements in their IP Plan commitments.

### 3.6. Panel Contracts

The Policy applies to all panel contracts.

A Tailored IP Plan will apply to panels, as follows:

- Stage 1 - During the market approach

Businesses will be required to submit a Statement of Intent which will form Stage 1 of the Tailored Industry Participation process. The information provided will be used to benchmark a Tailored Industry Participation Plan submitted at Stage 2.

- Stage 2 – Secondary procurements

A Tailored IP Plan is required for any secondary procurement from the panel valued above \$550,000 (GST inclusive) and IPP weightings will apply.

### 3.7. Grants to the Private Sector

RGA's will include an economic benefit analysis as part of the grant application for grants above \$500,000. RGA's will evaluate economic benefit as part of the grant application process. This will involve details of South Australian jobs and where appropriate, investment and supply-chain opportunities associated with the project. OIA will work with RGAs to establish appropriate criteria (noting investment may include capital investment, research and development, skills transfer, or other benefits to the State). Responses to the criteria will form part of the merit assessment for a grant and be reflected in the grant agreement. Not for profit grants are excluded from this requirement. Not for profit procurements under the *State Procurement Act 2004* will be captured by the Policy requirements under the requirements above.

Grants between government bodies and agencies are excluded.

### 3.8. Private Projects receiving Significant Monetary Support or Value-in-kind

Private projects which receive more than \$2.5 million in monetary support (or value-in-kind) from the Government of South Australia will need to apply the Policy. \$2.5 million in monetary support or value-in-kind can include for example:

- when land is transferred to the developer below market-rates by the Government of South Australia
- when land is remediated to a value above \$2.5 million by the Government of South Australia
- when an opportunity is available from the Government of South Australia that has goodwill above \$2.5 million
- where the Government of South Australia provides extensive support (e.g. case-management or facilitated approval processes), representing more than \$2.5 million in resources, and
- when the Government of South Australia provides direct financial support.

A Standard Industry Participation Plan will often be sufficient but a more “tailored approach” can be developed by OIA in collaboration with the relevant agency, to target specific opportunities.

Business cases may form an application process and should seek information on jobs and where appropriate, investment and supply-chain opportunities associated with the project (noting these will often be highly commercial and confidential). Where the business case sufficiently addresses economic contribution to the State, an RGA can endorse the business case as constituting a valid set of commitments without requiring an IP Plan.

Commitments to economic contribution will be reflected in relevant contracts or agreements with the private sector entity and will include reporting arrangements to the Industry Advocate.

### 3.9. Direct Negotiation

All industry participation requirements apply to direct negotiations, except the scoring would only be used to provide decision makers with advice over the economic benefit of the procurement. Also, the weighting itself is not required if it does not provide a capacity to differentiate from other options. Reporting and benefit realisation requirements apply.

### 3.10. Exemptions

Exemptions from any requirement of the Policy will be considered by OIA. Grounds for an exemption may include when there is a third party requirement to use a specific procurement criteria or there is no relevant supplier in South Australia or Australia.

## 4. Tailored Plans – Expanded Opportunities

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RGAs should be looking for opportunities for further economic development for the State from procurement. The following are cases where a tailored approach to industry participation can deliver on this outcome.

### Does the procurement include potential for:

- major infrastructure and major construction?
- involvement with a program of stimulus? (i.e. interlinked small projects)
- the purchase of steel or steelwork?
- development in an economic participation region?
- Aboriginal business opportunities?
- investment attraction or generating innovation and growth?
- other socio-economic objectives?

### If so:

- Consider lifting the weighting above minimum requirement
- Apply the higher minimum 20% weighting if purchasing steel or steelwork, and
- OIA will develop a Tailored IP Plan.

### 4.1. Contracts Valued over \$50 million

All contracts over \$50 million will have a Tailored IPP Plan. There are a range of precedents in place, such as:

- Health Industries
- Information Economy and Advanced Technology
- Major Infrastructure
- Design and Architectural Services
- Contracts delivered in APY Lands

RGAs can design and implement a Tailored IP Plan in any area of expenditure that will benefit from this regardless of value.

### 4.2. Major Infrastructure and Construction

Tailored IP Plans will focus on employment and sub-contracting opportunities specific to the building and roads construction sectors and will include implementation of the Steel Policy and delivery of Workforce Participation Policy commitments.

In major infrastructure a strong set of precedents for a wide range of projects can be used, including building and roads construction.

### 4.3. Programs of Small Infrastructure Projects – e.g. stimulus package

The RGA will work with OIA to develop the appropriate response to industry participation. The design of the stimulus will consider how to maximise industry participation, employment and use of supply-chains that benefit the South Australian economy.

#### 4.4. Economic Participation Regions

Economic participation regions may be established from time to time. When a region is established, key features can include that projects and procurements within the area should expressly be designed to benefit the region, for example it can be designed to:

- a) provide a long-term pipeline of projects for the region, and
  - carry an increased industry participation weighting assessing economic contribution to the region as a critical criterion in selection of contractors to perform government contracts.

#### 4.5. Aboriginal Economic Participation

RGA's should consider their forward procurement program for opportunities that are suitable for Aboriginal economic participation. Aboriginal Economic Participation through Procurement is focused on developing whole-of-government procurement practices.

##### Opportunities up to and including \$220,000

RGA's can procure directly from an eligible Aboriginal business that provides a value-for-money quote.

An eligible Aboriginal business is one which is:

- registered on the South Australian Aboriginal Business Register, or
- certified by Supply Nation, or
- registered with an Aboriginal Regional Authority or Aboriginal Landholding Authority, and is 50 per cent or more Aboriginal owned and based in South Australia.

The way to assess a value-for-money quote is:

- the RGA obtains one written quote
- the procurement is conducted in accordance with the *State Procurement Act 2004*
- the supplier rates demonstrate value in the expenditure of public money
- consideration has been given to the supplier's capacity, and
- a Simple Acquisition Plan and Recommendation have been completed and approved when the contract is above \$33,000.

The Government of South Australia, including individual RGA's may also establish a preferred Aboriginal business and enterprise pre-qualification list, to make it easier to contract.

Part 4.5 of these Guidelines replaces and supersedes the Aboriginal Business Procurement Policy.

## Contracts above \$220,000 and tailoring the IPP to Aboriginal economic participation

RGAs may consider applying an IP Plan to procurements valued above \$220,000 and increasing the industry participation weighting above the minimum of 15 per cent, accompanied by tailored measures for Aboriginal participation which are directly relevant to raising economic participation for Aboriginal businesses and employees. Relevant considerations on when to apply this include:

- Contracts performed in Aboriginal lands or for communities with a significant Aboriginal population
- Contracts which have demonstrated Aboriginal businesses performing within it or in the supply-chain, and
- Contracts where the Policy sets requirements for use of Aboriginal labour and raising the use of Aboriginal businesses can assist with achieving those targets.

The increased weighting would measure the amount of Aboriginal employment or labour hours associated with the contract directly and indirectly through subcontractors and suppliers.

Where there are opportunities, then the industry participation weighting should be increased and a tailored IP Plan developed with reference to raising Aboriginal economic participation.

## Major projects - use of Aboriginal businesses and target group employment

Projects such as the Northern Connector have identified how a specific set of industry participation initiatives around Aboriginal economic participation can assist with the Skilling South Australia Procurement Guideline to deliver significant new opportunities for Aboriginal businesses in the construction industry.

### Projects in Aboriginal Lands

A Tailored Industry Participation Plan has been developed for large contracts in the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands. This plan sets out the new approach of the South Australian Government to meet the minimum requirement of 30% total on-site labour hours filled by Anangu personnel (and in some cases can be lifted even further to 35% or more).

DTF can provide advice on the application and use of this plan.

## 4.6. Other Socio-economic Objectives

Where there are other socio-economic opportunities, consideration should be given to increasing the industry participation weighting and a tailored IP Plan should be developed with reference to addressing the particular socio-economic objectives.

## 4.7. Procurement Design and Specification application under the Policy

For the Policy to have maximum impact, project design specifications should not be an obstacle to the South Australian supply of required goods or services. Design specifications should use Australian standards, or standards regularly used in Australia and be performance based rather than design specific where possible.

To ensure that the specifications are clear and comprehensive but not discriminatory RGAs will use generic technical specification and avoid proprietary brand names.

References to a specific brand or product made should only be used in exceptional circumstances and followed by the words "or equivalent".

## 4.8. Industry Development and Investment Attraction

RGA's should work with OIA at the early stage of business case planning and acquisition planning to realise the benefits of growth, innovation and investment attraction. The following is a guide or key criteria for when this should occur:

- Can the contract contribute significantly to developing and/or growing a high value industry in the State?
- If the business case was implemented, how could it be leveraged to generate employment outside of the contract for South Australia?

When the tender is issued, the Tailored IP Plan would measure areas such as:

- Do the likely companies selected have an investment strategy in South Australia? What is the evidence for this?
- What type of presence do the relevant businesses currently have in South Australia (i.e. head office/national office/branch office/none etc.) and what is the potential impact (if any) from the implementation of the business case on their SA presence (i.e. enhanced/maintained etc.)?
- Do the likely companies selected have any intention to produce products or services in South Australia that are part of a value-chain? What is the evidence for this?
- Do the likely companies selected have any intention to distribute products or services from South Australia? What is the evidence for this?
- Do the likely companies selected have any intention to build or develop plant and equipment in South Australia? What is the potential total value of investment to be permanently located in South Australia?
- Are the likely companies selected capable of conducting research and development (including product or service development) with South Australian institutes or the private sector?
- Are the likely companies selected capable of new research and development collaborations in South Australia in the next 12-24 months? What is the evidence for this? What is the likelihood of this?
- Are the likely companies selected capable of conducting any product or service trials in South Australia prior to launching them? What is the likelihood of this? Tailored IP Plan templates are available for:
  - Health Industries
  - Information Economy and Advanced Technology Templates can be established on a once off opportunity basis to attract investment to South Australia as well.

## 5. Fabrication of structural steelwork

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With regard to section 5.2 of the Policy: As an interim measure, until sufficient South Australian steel fabrication businesses have achieved certification to the project Construction Category level, a steel fabricator who has applied for and is in the process of certification may be engaged to conduct work.

## 6. Contact

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### Office of the Industry Advocate

Level 13, 99 Gawler Place  
Adelaide SA 5000  
Telephone: 08 8226 8956  
oia@sa.gov.au

## Table 1: Industry Participation Policy Requirements

All thresholds are inclusive of GST

Value Range	IPP Requirement
All procurements	<ul style="list-style-type: none"> <li>All procurements will consider opportunities for South Australian small and start-up businesses to provide a quote or tender with at least one local business invited.</li> <li>RGAs must seek at least 1 quote or tender from a business based in South Australia (or a business based in the region in the case of a regional procurement) for any procurement above \$33,000 to IPP Plan thresholds</li> </ul>
Procurements up to \$220,000 (GST inclusive)	<ul style="list-style-type: none"> <li>If the procurement presents an opportunity for a South Australian Aboriginal business, the Responsible Government Authority may directly engage an Aboriginal business.</li> </ul>
Procurements over and equal to \$220,000 (GST inclusive) but less than \$550,000 (GST inclusive)	<ul style="list-style-type: none"> <li>Optional, however should be considered particularly for consultancy style engagements and industries where fly in-fly out work is more prevalent (e.g. ICT).</li> <li>A minimum of one local business must be invited to quote or tender.</li> </ul>
Procurements over and equal to \$550,000 (GST inclusive)	<ul style="list-style-type: none"> <li><b>Mandatory standard IPP plans are required.</b></li> <li><b>Minimum weighting of 15%</b> is applied as a component of the overall evaluation criteria.</li> <li>A minimum <b>20 per cent industry participation weighting</b> must form part of the overall evaluation where the purchase of structural/reinforcing steel and fabrication of structural steelwork is involved.</li> <li><b>Tailored IPP Plans</b> should be considered where there is opportunity for expanded economic benefit to the State.</li> <li>A minimum of one local business must be invited to quote or tender.</li> </ul> <p>NOTE: Under the functions of the <i>Industry Advocate Act 2017</i> the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.</p> <p><i>Contact the Office of the Industry Advocate to determine the most appropriate industry participation requirement on a case by case basis.</i></p>
Procurements of \$50 million (GST inclusive) and over	<ul style="list-style-type: none"> <li><b>Tailored IPP Plans are a mandatory requirement.</b></li> <li><b>Minimum weighting of 15%</b> is applied as a component of the overall evaluation criteria.</li> <li>A minimum <b>20 per cent industry participation weighting</b> must form part of the overall evaluation where the purchase of structural/reinforcing steel and fabrication of structural steelwork is involved.</li> <li>A <b>Statement of Intent</b> will form Stage 1 of the Industry Participation process and the information provided will be used to benchmark a Tailored Industry Participation Plan submitted at Stage 2.</li> </ul> <p>NOTE: Under the functions of the <i>Industry Advocate Act 2017</i> the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.</p>

Value Range	IPP Requirement
	<i>Contact the Office of the Industry Advocate to determine the most appropriate industry participation requirement on a case by case basis.</i>

Direct Negotiation	<ul style="list-style-type: none"> <li>• <b>All Industry Participation Policy requirements apply to direct negotiations above \$550,000 (GST inclusive)</b></li> <li>• No IPP weighting is necessary.</li> </ul> <p>NOTE: Under the functions of the <i>Industry Advocate Act 2017</i> the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.</p> <p><i>Contact the Office of the Industry Advocate to determine the most appropriate industry participation requirement on a case by case basis.</i></p>
Panel contracts	<ul style="list-style-type: none"> <li>• <b>Industry Participation Policy applies to all panel contracts.</b></li> <li>• <b>A Tailored IPP process is a mandatory requirement.</b></li> <li>• A <b>Statement of Intent</b> will form Stage 1 of the Tailored Industry Participation process and the information provided will be used to benchmark a Tailored Industry Participation Plan submitted at Stage 2 (secondary procurements from the panel).</li> <li>• A Tailored IPP Plan is required for any secondary procurement over and equal to \$550,000 (GST inclusive) and IPP weightings will apply.</li> <li>• <b>A minimum weighting of 15%</b> is applied as a component of the overall evaluation criteria to the competitive secondary procurements from the panel.</li> </ul> <p>NOTE: Under the functions of the <i>Industry Advocate Act 2017</i> the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.</p> <p><i>Contact the Office of the Industry Advocate to determine the most appropriate industry participation requirement on a case by case basis.</i></p>
Grants to the Private Sector equal to or above \$2,500,000	<ul style="list-style-type: none"> <li>• <b>Tailored IPP Plans are a mandatory requirement.</b></li> <li>• <b>A minimum weighting of 15%</b> is applied as a component of the overall evaluation criteria if it is a competitive process.</li> <li>• Not for Profit grants are excluded from this requirement.</li> </ul> <p>NOTE: Under the functions of the <i>Industry Advocate Act 2017</i> the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.</p> <p><i>Contact the Office of the Industry Advocate to determine the most appropriate industry participation requirement on a case by case basis.</i></p>
Private Projects receiving Significant Monetary Support or Value-in-kind equal to or above \$2,500,000	<ul style="list-style-type: none"> <li>• Private projects which receive more than \$2.5 million in monetary support (or value-in-kind) from the Government of South Australia will need to apply the Policy.</li> <li>• <b>Tailored IPP plans are a mandatory requirement.</b></li> </ul> <p>NOTE: Under the functions of the <i>Industry Advocate Act 2017</i> the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.</p> <p><i>Contact the Office of the Industry Advocate to determine the most appropriate industry participation requirement on a case by case basis.</i></p>

## Table 2: Summary of Roles and Responsibilities – Industry Participation Plans

This table provides an overview of the roles and responsibilities of the RGA, Tenderer, DTF and the OIA at each step of the procurement process specific to Industry Participation Plans. This table is to be used as a guide only and needs to be read in conjunction with the relevant sections of these guidelines.

	Responsible Government Agency	Tenderer	DTF	Office of the Industry Advocate
<b>Project Inception</b>	<ul style="list-style-type: none"> <li>Check if project is within the scope of SA IPP</li> <li><b><u>Forward draft acquisition plan to OIA for review for all projects over \$550,000</u></b></li> <li><b><u>Consider if the minimum weighting should be increased, and complete expanded economic opportunity assessment.</u></b></li> <li>Consider where project is above \$220,000 and between \$550,000 to discretionally apply IPP (consult with OIA).</li> <li>If Cabinet Submission is required, note that OIA <b>must</b> be consulted</li> <li>Provide justification to OIA if seeking exemption from the SAIPP</li> <li>Register the procurement in DTF Activity and IPP Portal</li> </ul>			<ul style="list-style-type: none"> <li>Meet with RGA to discuss application of SA IPP.</li> <li><b><u>Review acquisition plans for projects over \$550,000</u></b></li> <li>Consultation to RGA on raising minimum weightings and any tailored requirements</li> <li>Provide assistance and advice to RGA on raising minimum weightings and any tailored requirements.</li> </ul>
<b>Tender Preparation</b>	<ul style="list-style-type: none"> <li>Ensure wording in tender documentation refers to SA IPP</li> <li>Ensure wording in tender documentation allows proponents to estimate a total bid price</li> <li>Include IPP weighting in tender evaluation plan.</li> <li>Inform DTF of tender open and close dates and likely tender assessment timeframes.</li> </ul>			<ul style="list-style-type: none"> <li>For tenders over \$50 million (or being of a kind to generate economic opportunities), prepare a template for a Tailored IPP Plan.</li> <li>Provide advice to RGA on how to reference the IPP in tender documents and include IPP weighting in tender evaluation plan.</li> </ul>

	Responsible Government Agency	Tenderer	DTF	Office of the Industry Advocate
<b>Tender Release</b>	<ul style="list-style-type: none"> <li>Encourage tenderers to contact OIA for assistance to identify capable local suppliers and for assistance with IPP Plan preparation.</li> </ul>	<ul style="list-style-type: none"> <li>Complete IPP Plan and include with tender.</li> <li>Contact OIA with regard to project if unable to locate competitive local suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>Provide technical assistance to Tenderer using IPP system to lodge IP Plans.</li> </ul>	<ul style="list-style-type: none"> <li>Provide assistance to tenderer with regards to local supplier identification and completing IPP Plan where required.</li> </ul>
<b>Tender Assessment</b>	<ul style="list-style-type: none"> <li>Verify Standard Industry participation scores</li> <li>Score the Tailored Industry participation Plan</li> <li><b><u>Provide copy of signed IPP Plans to OIA for final negotiation as per Industry Advocate Act 2017 s6 (e) for assessment</u></b></li> <li>Preclude tenders that have not submitted IPP Plans from contract award (on advice from OIA).</li> </ul>	<ul style="list-style-type: none"> <li>If required, negotiate final IPP commitments with OIA</li> </ul>		<ul style="list-style-type: none"> <li>Work with RGA to develop Tailored IP Plan and scoring methodology.</li> <li>Negotiate final IPP commitments with Tenderer</li> </ul>
<b>Contract Award</b>	<ul style="list-style-type: none"> <li><b><u>Inform OIA of successful tenderer and contract term.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Engage with OIA for project commencement and reporting structure.</li> <li>Comply with IPP Plan obligations.</li> <li>Contact OIA with regard to project if unable to locate competitive local suppliers.</li> </ul>		<ul style="list-style-type: none"> <li>Assist successful business with finding capable local suppliers where required.</li> </ul>
<b>Ongoing Contract Management</b>	<ul style="list-style-type: none"> <li><b><u>Request IPP Plan report from contractor in line with contract conditions.</u></b></li> <li><b><u>Ensure OIA is provided with a copy of the IPP Plan Report.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Comply with IPP Plan obligations.</li> <li>Submit IPP Plan report to OIA and RGA in line with contract conditions.</li> </ul>		<ul style="list-style-type: none"> <li>Assess IPP Plan report</li> <li>Implement benefits realisation and reporting framework.</li> </ul>

## Definitions

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### Full, Fair and Reasonable

In the term ‘full, fair and reasonable’ these words have the following meanings:

- **Full:** local SMEs have the same opportunity afforded to other global supply chain partners to participate in all aspects of a project from project design through to completion.
- **Fair:** local SMEs are provided the same opportunity as global suppliers to compete for contracts on an equal and transparent basis, including being given adequate time in which to tender.
- **Reasonable:** Subject to any explicit requirement of the head contract, tenders are free from technical requirements that might rule out local industry and are structured in such a way that they do not preclude local SMEs from the opportunity to participate in projects and compete for contracts.

When technical specifications are being prepared for contracts, care should be taken to use Australian standards, or standards regularly used in Australia, to ensure that local suppliers are not “designed out” of the contract.

**Local labour:** The employee’s principal place of residence for taxation purposes is to be used to determine South Australian (or regional) labour. Fly-in fly-out arrangements are not to be included in the locational information.

**Metropolitan Adelaide** is the State Government regions of Western Adelaide, Northern Adelaide, Eastern Adelaide and Southern Adelaide. A map of these regions can be found at [South Australian Government Regions and Appendix A](#).

**Region** is the relevant State Government region.

**Regional South Australia** is defined as those parts of South Australia not included as Metropolitan Adelaide.

Note: For projects with activity in both regional and metropolitan areas, the test is where the majority of the activity will be carried out. If you are unsure, contact the OIA.

### Responsible Government Agency (RGA)

RGAs include both the “public authorities” made or declared and the “prescribed public authorities” declared under the *State Procurement Act 2004* and accompanying regulations.

- For government procurement, the agency responsible for awarding the contract.
- For government support, the agency responsible for administering the support package.

### Small and Medium Enterprises (SMEs)

Small and Medium Enterprises (SMEs) are defined by the Australian Bureau of Statistics (ABS) as businesses employing less than 200 people, or in accordance with the ABS Estimated Value of Agricultural Operations.

## Value-for-money

Consistent with the State Procurement Board definition, value-for-money is achieved by formulating procurement decisions that achieve the best possible outcome in both financial and non-financial terms in a timely and efficient manner, commensurate with the nature of the purchase. Factors which may be considered in assessing value-for-money include:

- Fitness for purpose
- Service support and warranty
- Whole of life cost
- Quality
- Timeliness
- Efficiency and effectiveness
- Flexibility
- Intangible costs and benefits
- Price
- Contribution to Government priorities

## Appendix A – Regions South Australia

Regional South Australia is defined as those parts depicted in the map above but excluding Western Adelaide, Northern Adelaide, Eastern Adelaide and Southern Adelaide.

[http://www.sa.gov.au/data/assets/pdf\\_file/0019/9442/SA\\_Government\\_regions\\_State\\_map.pdf](http://www.sa.gov.au/data/assets/pdf_file/0019/9442/SA_Government_regions_State_map.pdf)

