

**Submission
No 16**

**EXAMINATION OF AUDITOR-GENERAL'S PERFORMANCE AUDIT
REPORTS FEBRUARY 2019 - JULY 2019**

Organisation: NSW Department of Education

Date Received: 23 July 2020



Education

Mr Greg Piper MP
Chair
Public Accounts Committee
Parliament of New South Wales
Macquarie Street
SYDNEY NSW 2000

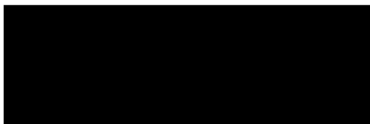
Dear Mr Piper MP

I write in response to your letter of 3 July 2020 to the Secretary, requesting the Department of Education's update to the recommendations of the Auditor General's report: *Ensuring contract capability in government – Department of Education*, tabled on 28 June 2019.

Please find attached a copy of the Department of Education's update on the status of the two recommendations made by the Auditor- General.

The Department remains focused on ensuring a high level of contract management capability and should you require any further information please don't hesitate to contact me.

Yours sincerely



Andrea Patrick
Chief Procurement Officer
DEPARTMENT OF EDUCATION
23 July 2020



IMPLEMENTATION OF RECOMMENDATIONS

Ensuring contract management capability in government - Department of Education

RECOMMENDATION		ACCEPTED OR REJECTED	ACTIONS TO BE TAKEN	DUE DATE	STATUS (completed, on track, delayed) and COMMENT	RESPONSIBILITY (Section of agency responsible for implementation)
1	Implement contract management plans for all contracts in the Assisted School Travel Program, consistent with the Department's policy	Accepted	Briefing presented to the ASTP Governance Committee	15 Aug 19	Completed	Assisted School Travel Program (ASTP)
			Gap analysis of current ASTP documentation	9 Sep 19	Completed	
			Fortnightly meetings commence	23 Sep 19	Completed	
			Overlap analysis between agencies - Community providers	3 Oct 19	Completed	
			ESPs are categories by entity type: Community transport, P&C or Charity and total payments to date	8 Oct 19	Completed	
			CMP structured into three tiers	9 Oct 19	Completed	
			Contract Services Manager, PSD appointed	21 Oct 19	Completed	
			ESP allocated to three levels of tiers; small, mid tier or large tier	21 Oct 19	Completed	

		List of KPI's and copy of DoE CMP provided	4 Nov 19	Completed
		KPI list created	7 Nov 19	Completed
		Frequency and method of each tier	15 Nov 19	Completed
		Discuss CMP with ASTP Contractors Network	29 Nov 19	Completed
		Refined version of the CMP provided	18 Dec 19	Completed
		CMP implementation strategy plan created	23 Dec 19	Completed
		ASTP website updated with CMP obligation	16 Jan 20	Completed
		CMP requirement part of with ESP Run offers	16 Jan 20	Completed
		Draft CMP provided to PSD	2 Feb 20	Completed
		Revised draft CMP provided to PSD	3 Jun 20	Completed - delayed due to COVID19
		Advertise recruitment of Contract Coordinator(s) x2	23 Jun 20	Completed
		CMP Feedback received	2 Jul 20	Completed - minor changes required
		CMP updated with feedback	3 Jul 20	Completed
		Reconfirm obligations with Contract Network	17 Jul 20	Completed
		Schedule meetings with Large tier ESP	7 Aug 20	Pending outcome of interviews
		On-board Contract Coordinator(s) x2	14 Sep 20	In progress, currently recruiting

			Commence meetings with Large ESPs	21 Sep 20	On track	
			Review the process and amend CMP as required	7 Dec 20	On track	
			Commence meetings with small & mid-tier ESPs	1 Feb 21	On track	
			Discuss implementation plan with TfNSW	22 Jan 21	On track	
			Commence cross agency CMP meetings	5 Mar 21	On track	
			CMP in place for all current ESPs	31 October 2021	On track	
2	Develop a risk-based framework for validating performance information to assist contract managers to select and justify appropriate validation methods for performance information	Accepted	The contract management guide has been updated with a risk based framework for validating performance. In addition, there has been a review of the contract management plan template that points contract managers to the guide.	December 2019	Completed 29 May 2020 Completion was late due to there being no standard framework to leverage from, followed by redirection of resources to carry out emergency procurement of critical products during COVID.	Procurement Solutions Directorate