

Procurement Function Structure

Chief Procurement Officer

Procurement Delegates (over \$100,000)

Procurement Capability, Compliance & Systems

- Purchasing & Procurement Policy & Procedures
- Purchasing Delegations
- Purchasing Training
- Purchasing Forms, Tools & Templates
- Purchasing Regional Support
- Governance and Compliance
- Procurement Reporting & Systems

Procurement.capability@qed.qld.gov.au

General Goods & Services (GGS) Category

- Outside School Hours Care (OSHC) Services
- Classroom Resources
- School Uniforms
- Office Supplies / Stationery
- Food & Tuckshop Supplies
- Trade & Hardware Supplies
- Professional Development

Procurement.ggs@qed.qld.gov.au

Information, Communication & Technologies (ICT) Category

- Software, including Cloud Based Subscriptions
- Laptops, Desktops and Tablets
- Interactive Solutions
- Servers
- Managed Print Services
- IT Professional Services and ICT Contingent Labour
- EduPurchasing (IT Products)

Procurement.ict@qed.qld.gov.au

Building Construction & Maintenance (BCM) Category

- Building Projects
- Minor Works & Asset Management
- EduPurchasing (Furniture)
- Industrial Machinery
- Playground Equipment
- Cleaning Equipment & Consumables
- ICT Network Infrastructure Cabling

Procurement.bcm@qed.qld.gov.au

Local Purchasing Delegates (up to \$100,000) located across 1400+ locations:

- * Identify and manage risks and accountability issues
- * Develop specifications
- * Seek and evaluate quotes in accordance with DoE purchasing procedure

- * Conduct market research
- * Purchase from DoE or WoG supply arrangements
- * Manage purchasing transactions and supplier performance (Contract Management)