# **Procurement Activity Plan**

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| **Victoria Legal Aid** |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **No.** | **Procurement name and description (include a brief description of conditions of participation and any limitation of the number of participating suppliers if known)** | **Estimated contract duration** | **Group/ business unit** | **Procurement contact details** **(including address for obtaining relevant documents)** | **Market Approach\*** | **Estimated date for market approach and tender submissions (including address for tender submissions if known)** | **Nature\***  |
| VLA-0098 | Distribution service | 5 Years | Corporate | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (selective) | Sept 2022 | Service |
| VLA-0110 | Corporate Services Modernisation  | 3 Months | Corporate | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (selective) | Sept 2022 | Service |
| VLA-0105 | Website - Self-help tool | 3 Months | Corporate | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (selective) | Oct 2022 | Service |
| VLA-0097 | Client Experience Survey | 1 Year | Research and Evaluation | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (selective) | Oct 2022 | Service |
| VLA-0106 | Summary Crime Remand Review | 3 Months | Summary Crime Program | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (selective) | Oct 2022 | Service |
| VLA-0080 | Org Design Services | 3 Months | LPCJAE | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (SPC) | Oct 2022 | Service |
| TBA | Wireless network upgrade | 3 Years | DTT | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (SPC) | Nov 2022 | Goods & Service |
| TBA | Core switch upgrade | 3 Years | DTT | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (SPC) | Nov 2022 | Goods & Service |
| VLA-0099 | Multifunction Devices and Printers | 5 Years | DTT | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (SPC) | Nov 2022 | Goods & Service |
| TBA | Mobile Voice Data Services | 5 Years | DTT | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (SPC) | Jan 2023 | Service |
| TBA | Microsoft Enterprise Agreement | 5 Years | DTT | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | TBA | Feb 2023 | Goods |
| TBA | Digital dictation solution | 1 Year | DTT | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (selective) | Feb 2022 | Goods |
| TBA | Regional Switch upgrade | 3 Years | DTT | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (SPC) | Mar 2022 | Goods & Service |
| TBA | Power BI Enterprise License | 3 Year | Reporting | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (selective) | March 2023 | Goods |
| TBA | Internal Audit | 5 Years | Corporate | Dan Murray - Procurement and Contracts LeadDan.murray@vla.vic.gov.au | RFT/RFQ/ITS (SPC) | Aug 2023 | Service |

\* **Select from options:**

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| Methodology used to derive estimated contract value | Market Approach | Nature | Status |
| * Historical spend
 | * Construction Services Register
 | * Goods
 | * Not started
 |
| * Market analysis
 | * EOI (public)
 | * Services
 | * New
 |
| * Published pricing
 | * Panel/register (non-SPC)
 | * Construction
 |   |
| * Forecast usage/price
 | * RFP (public)
 |   |   |
|   | * RFP (selective)
 |   |   |
|   | * RFT/RFQ/ITS (SPC)
 |   |   |
|   | * RFT/RFQ/ITS (public)
 |   |   |
|   | * RFT/RFQ/ITS (selective)
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