Welcome to the

The Government Contract Directory: Education Edition is an initiative of the Department of Finance and the Department of Education. It contains information on a select range of contracts available to government schools for the purchase of goods and services.

How do I use this Directory?

This Directory can help you:
• Better understand government purchasing
• Identify goods and services available on contract for purchase
• Identify who to buy from
• Locate the right person to talk to about your requirements
• Tap into websites and other resources related to government purchasing

What are contracts?

There are two types of contracts to consider when purchasing: Common Use Arrangements (CUAs) and agency-specific contracts.

CUAs are whole-of-government standing offers, awarded to a single supplier or panel of suppliers to provide goods or services commonly used by government agencies. Many are ‘pick and buy’ arrangements - this means agencies do not need to seek multiple quotes or go to public tender. CUAs are developed by the Department of Finance (Finance) and can be accessed by all government agencies.

Agency-specific contracts are developed by the Department of Education (DoE) and can only be accessed by DoE.

What about if I’m an Independent Public School (IPS)?

IPS are required to buy through any CUA and any Mandatory Department contract listed in this Directory.

The following ICT contracts remain mandatory with no opt out flexibility. These contracts refer essentially to network management where network integrity and the maintenance of network standards are paramount.

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<th>Mandatory DoE Agency Specific ICT Contracts</th>
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<td>Network Integration Services</td>
<td>ETT1707 / 2009</td>
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<tr>
<td>IT Software - Microsoft Education</td>
<td>ETT2099 / 2012-150910D</td>
</tr>
</tbody>
</table>
For all other ICT contracts IPS have the flexibility to opt out of the contract. When opting out of any Department contract IPS must comply with and apply the whole of government supply policies. For instance, if a Common Use Arrangement (CUA) exists for that goods or service, then IPS must buy through the CUA.

For future DoE contracts, IPS Principals have the flexibility to potentially choose to exclude the school from using new Whole of Department or DoE Type contracts based on a value for money decision.

Information on flexibilities relating to the specific contracts can be found within the information on that Contract in the Contract Directory.

What do I need to consider when purchasing?

• Before purchasing a good or service there are many issues to consider. Answering the questions below may help you work out the best option for your need.
  • What do I need and why?
  • What minimum standard meets the need?
  • Is the good or service available on a CUA?
  • Does DoE have an agency-specific contract in place for the supply of this good or service?
  • How much will it cost?
  • Who supplies it?

If what you require is not available from a CUA or agency-specific contract, State Supply Commission purchasing rules apply. Refer to the “Open and Effective Competition” policy available from their website at www.ssc.wa.gov.au.

Where can I get more information?

Common Use Arrangements:
• Within each CUA’s Buyers’ Guide - Contract Managers’ contact details
• Contracts WA Contract List - a list of all CUAs and links to documents
• Government Procurement website - general CUA information and savings tips
• CUA specific enquiries - contact the Contract Manager or email cua@finance.wa.gov.au
• Contracts WA enquiries - phone 6551 2020

DoE agency-specific contracts:
• General enquiries - phone 9264 5567 or email Buying@education.wa.edu.au
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<td>Lawn Mowing and Related Turf Services</td>
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<td>System for Non Metropolitan Schools &amp;</td>
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<td>School Volunteer (Literacy, Learning</td>
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<tr>
<td>and Monitoring Support) Program in WA</td>
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<td>School Uniforms and Specialty School</td>
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<td>Debt Recovery Services</td>
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<td>Fuel - Bowser, Bulk and Drum</td>
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<td>Gas - Natural Gas Supply (Reticulated) - Retail</td>
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<td>Information and Communications Technology (ICT) Services</td>
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<thead>
<tr>
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<td>Removalist Services (Office and Staff Relocation)</td>
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<td>Salary Packaging Services</td>
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<td>Storage, Retrieval, Destruction and Digitisation of Paper and Electronic Records</td>
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### Consumables

<table>
<thead>
<tr>
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<th>Type</th>
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<th>Location</th>
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<td>Cleaning, Kitchen and Bathroom Products</td>
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<td>Groceries (Bulk) and Fresh Produce (Great Southern Region)</td>
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<td>Groceries (Bulk) and Fresh Produce (Mid West Region)</td>
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<td>Supply of Food and Groceries for the South West Region</td>
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<tr>
<td>Waste Disposal Services for the Mid West Region</td>
<td>RBA</td>
<td>Non-mandatory</td>
<td>Mid West</td>
<td>94</td>
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</table>
Coaching and Training Services

Contract no: ED16077
Buying Rules: Mandatory
Term: 20 July 2017 - 19 July 2020
(Plus 2 x one year extension options)

What do I use this contract for?

Coaching Services and Training Services Categories

• A - Coaching Individual or Group Coaching
  The coaching services may be sought to aid in building new individual skills, or be aimed at improving existing competencies or both.

• B - Training in How to Coach
  Contractors will be able to provide services to train participants to successfully coach others.

Buying Rules
The following buying rules apply to all categories:
1.) For services with a value up to $50,000, Panel Members may be accessed directly (Pick & Buy*);
2.) For Services with an estimated value over $50,001, written quotes* are required from all Relevant Panel members in that category.

*A unit price must be quoted.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>Category A</th>
<th>Category B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach in a Box</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Disruptive Education &amp; Training</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Growth Coaching WA</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Integral Development</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Institute of Public Administration Australia</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Kaya Consulting</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PeopleSense Pty Ltd</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Contract Manager: Fiona Winfield
Telephone: (08) 9413 3337
Email: fiona.winfield@education.wa.edu.au
Employee Assistance Program

Contract no: ETT2484/2014  
(DoE agency-specific)

Buying Rules: Mandatory for schools (Statewide)  
Quotes not required

Term: 1 August 2015 - 31 July 2019  
(Plus one, 1 year extension option remaining)

What do I use this contract for?

The Employee Assistance Program (EAP) provides up to 6 free confidential counselling sessions per year to all employees, their partners and their dependent children under 25 years of age.

Department of Education employees and immediate dependent family members can contact PeopleSense to make an appointment during business hours, Monday - Friday, 8:00am to 5:00pm.

The service is also available 24 hours a day, 7 days a week for emergency situations. PeopleSense can be contacted on 08 9388 9000 or 1300 307 912.

Who are the contracted suppliers?

- PeopleSense Pty Ltd

Contract Manager .................. John Heyward  
Telephone: .......................... (08) 9264 4728  
Email: ............ john.heyward@education.wa.edu.au

Employee Support Information
Lawn Mowing and Related Turf Services for Schools in the Perth North and South Metropolitan Education Regions

Contract no:      ED17000
Buying Rules:    Mandatory
Term:            21 September 2018 to 20 September 2020
                 (plus two, 1 year extension options)

What do I use this contract for?

Set Services - these include:

- Lawn mowing (mowing) – broad acre, building surrounds, semi-cultivated and verge areas when identified;
- Fertilising – supply and application;
- Wetting agents – supply and application;
- Deep aeration / deep slicing.

For Additional Services contact the Contract Manager - these include:

- Additional set services;
- Top renovation services;
- Top dressing (levelling);
- Vertimowing / flailmowing;
- Weed spraying;
- Brush cutting; and
- Hand mowing.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Region</th>
<th>Package</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canning - South Metropolitan</td>
<td>1</td>
<td>Turf Care WA Pty Ltd</td>
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<td></td>
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<td>Turf Care WA Pty Ltd</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Turf Care WA Pty Ltd</td>
</tr>
<tr>
<td>Fremantle - Peel - South Metropolitan</td>
<td>1</td>
<td>Lawn Doctor</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Lawn Doctor</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Turf Care WA Pty Ltd</td>
</tr>
<tr>
<td>Region</td>
<td>Package</td>
<td>Contractor</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Swan - North Metropolitan</td>
<td>1</td>
<td>Lawn Doctor</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Lawn Doctor</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Lawn Doctor</td>
</tr>
<tr>
<td>West - Coast - North Metropolitan</td>
<td>1</td>
<td>Lawn Doctor</td>
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<tr>
<td></td>
<td>2</td>
<td>Turf Care WA Pty Ltd</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Lawn Doctor</td>
</tr>
</tbody>
</table>
Lawn Mowing and Related Turf Services to Schools in the Northam Area

**Contract no:** ED16110 (DoE agency-specific)

**Buying Rules:** Mandatory (Northam Region)

**Term:** 01 May 2017 – 30 April 2020

*(plus, two (2), one-year extension options)*

What do I use this contract for?

Delivery of *Set* Services and *Additional* Services.

<table>
<thead>
<tr>
<th>The <strong>Set Services</strong> include:</th>
<th>The <strong>Additional Services</strong> include:</th>
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<tbody>
<tr>
<td>• Lawn Mowing (mowing)</td>
<td>• Additional Set Services</td>
</tr>
<tr>
<td>- broad acre</td>
<td>- broad acre mowing</td>
</tr>
<tr>
<td>- building surrounds (clipping removal)</td>
<td>- broad acre mowing (clipping removal)</td>
</tr>
<tr>
<td>- semi-cultivated</td>
<td>- building surrounds (clipping removal)</td>
</tr>
<tr>
<td>- verge mowing</td>
<td>- semi-cultivated mowing</td>
</tr>
<tr>
<td>• Fertilising – dry granular</td>
<td>- verge mowing</td>
</tr>
<tr>
<td>• Wetting Agent - granular</td>
<td>- deep aeration (hollow tine) – broad acre</td>
</tr>
<tr>
<td>• Deep Aeration or Deep Slicing</td>
<td>- deep aeration (hollow tine) – building surrounds</td>
</tr>
<tr>
<td>- deep aeration (solid tine) – broad acre</td>
<td>- deep aeration (solid tine) – broad acre</td>
</tr>
<tr>
<td>- deep aeration (solid tine) – building surrounds</td>
<td>- deep aeration (solid tine) – building surrounds</td>
</tr>
<tr>
<td>- deep slicing – broad acre</td>
<td>- deep slicing – broad acre</td>
</tr>
<tr>
<td>- deep slicing – building surrounds</td>
<td>- deep slicing – building surrounds</td>
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</tbody>
</table>

- **Turf Renovation Services**
- **Top Dressing (Levelling) Services**
- **Vertimowing / Flailmowing Services**
- **Weed Spraying Services**
- **Brush Cutting**
- **Hand Mowing**

Who are the contracted suppliers?

Ms Nicole Bell, Manager,
Northam Race Club
175 Yilgarn Avenue, NORTHAM WA 6401
Ph (08) 9622 3288

**Contract Manager:** Suzanne Bryant
**Telephone:** (08) 9264 4888
**Email:** suzanne.bryant@education.wa.edu.au
Lease Facility

Contract no: ETT1864/2011 (DoE agency-specific)

Buying Rules: Mandatory (Statewide)
Quotes arranged by Leasing Officer

Term: 12 November 2012 - 29 February 2020

What do I use this contract for?

To facilitate the purchase by the Department of nominated equipment and assets via a lease arrangement, which includes but not limited to:

- Category 1 – Desktop/Workstations;
- Category 2 – iPads/tablets/slates/Active Tables/Smart Tables;
- Category 3 – Notebooks/Laptops including notebook derivatives;
- Category 4 – Servers, Data Storage Devices and other ICT equipment;
- Category 5 – Networking – Hubs, Routers, Switches, IP telephony (VOIP) and other network access equipment;
- Category 6 – Software licences, Maintenance and cabling;
- Category 7 – General Office Equipment – Printers, Camera’s, Plotters Telecommunication equipment;
- Category 8 – General Office Equipment – Projectors, Interactive boards;
- Category 9 – Photocopiers; and
- Category 10 – Plant and Equipment (e.g. buses, trucks, farm machinery, forklifts, motorcycles, boats; earthmoving and other industrial equipment, trailers, special purpose vehicles and Aircraft.

The cost of this Lease Finance facility to schools has been minimised by adopting a whole of Department approach and the use of a standard Master Rental Agreement signed off by the State Solicitors Office rather than schools arranging individual contracts.

Lease Contract Manager:...........(08) 9264 8306
Fax: ...........................................(08) 9264 8454
E-Mail: ........DETlease@education.wa.edu.au

Contract Manager:...................Brad Cocker
Telephone:..............................(08) 9264 5093
E-Mail:.....brad.cocker@education.wa.edu.au
Network Integration and Support Services

Contract no: ED15034 (DOE Agency-Specific)
Buying Rules: Mandatory (State-wide) Quotes required
Term: 1 January 2019 to 31 December 2024

What do I use this contract for?
The contract broadly provides Information Communication and Technology (ICT) services including the planning and design of networks to Department standards, and implementation, integration and configuration of hardware and software both through onsite visits and remote support.

Who are the contracted suppliers?
There are 20 suppliers under this contract. Suppliers have nominated to supply services under various zones. Details are available on Department of Education Intranet IKON: https://ikon.education.wa.edu.au/-/engage-a-network-integrator.

Schools wishing to acquire integration services should follow the contract buying rules and seek the commensurate number of quotes depending on the value of the expected works.

More information on the suppliers and pricing is available on the IKON Intranet page. https://ikon.education.wa.edu.au/-/engage-a-network-integrator

New arrangements must be established under a new purchase order that quotes the new contract number.

For further assistance or advice please contact your Customer Relationship Manager via a service call to the Customer Service Centre ICT.
Telephone 9264 5555 or Email

Existing Arrangements?
Existing arrangements established before 31 December 2018 can remain in place until expiry, when they must be replaced by arrangements under the new contract.

For further assistance or advice please contact your Customer Relationship Manager via a service call to the Customer Service Centre ICT.
Telephone 9264 5555 or Email

Contract Manager: .... DOE ICT Manager
Email: ....customer.service.centre@education.wa.edu.au
Telephone:...............................9264 5555
Print Management Service (Papercut MF)

Contract no: ED18001 (DoE Agency-Specific)
Buying Rules: Non mandatory (State-wide) Quotes required
Term: 7 July 2018 to 31 July 2021

What do I use this contract for?
Schools can use Papercut MF to manage printing on their centrally managed printers.

What features are available in Papercut MF?
The PaperCut MF standard services available through your centrally managed (tier 1) printer environment and are the same as offered by Papercut NG:
• track network print traffic
• mobile printing support (including Bring Your Own Device)
• identify which person printed the page
• allows the school to account for and charge back costs by user / department if desired.

For additional information on how schools can use Papercut please refer to the Department intranet IKON on Papercut MF: https://ikon.education.wa.edu.au/-/manage-school-printing-with-papercut-mf?inheritRedirect=true&redirect+%2Fsearch%3Fq%3Dpapercut#toc1

Detailed information comparing the services of PaperCut MF and PaperCut NG are available by referring to the PaperCut website.

For further assistance or advice please contact your Customer Relationship Manager via a service call to the Customer Service Centre ICT

Telephone 9264 5555 or Email

Contact : .............................................DOE ICT Manager
Telephone: ...........................................(08) 9264 5555
Email: ...... customer.servicecentre@education.wa.edu.au

Buyers’ Guide
Psychological Assessment Materials

Contract no: ETT2312/2013 (DoE Agency-Specific)
Buying Rules: Mandatory(Statewide)
Term: 10 May 2014 to 18 May 2019

What do I use this contract for?

The Department has selected a Panel of Contractors for the supply of a range of Psychological Assessment Materials for its state wide school psychologists on an “as required basis”. The Psychological Assessment Materials are for a range of proprietary products as listed in the Buyers Guide in Appendix 1. The Products offered shall have compliance to the Psychology Board of Australia and the Australian Psychological Society Guidelines.

In addition to these Products listed in the Buyers Guide, the Department may also purchase other catalogue Products (Psychological Assessment Materials) during the Contract term which may be purchased under this Panel arrangement. These additional Products may be required for the assessment of students to meet the standards required by the Psychology Board of Australia and the Australian Psychological Society Guidelines.

Buying Rules:

<table>
<thead>
<tr>
<th>Monetary Threshold</th>
<th>Buying Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products valued at up to $50,000</td>
<td>The Customer is permitted to ‘pick and buy’ from any one of the contracted suppliers.</td>
</tr>
<tr>
<td>Products valued at above $50,000 or above per individual order</td>
<td>The Customer is required to obtain quotations from all of the suppliers contracted for the relevant product/s.</td>
</tr>
</tbody>
</table>

The Customer to supply details in a excel spread sheet format of the purchase (order) to the Contract Manager containing the following details:

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Supplier</th>
<th>PO Number</th>
<th>Item details</th>
<th>Quantity</th>
<th>Total of Purchase</th>
</tr>
</thead>
</table>

Who are the contracted suppliers?

ACER - The Australian Council for Education Research Limited
PECS - Psychological and Educational Consultancy Services
Pearson Australia Group Pty Ltd trading as Pearson Clinical and Talent Assessment.

Contact Manager: .........................Frank Lazzari
Telephone:..............................(08) 9402 6437
Email:......................... frank.lazzari@education.wa.edu.au

Buyers’ Guide with Appendix 1
Sanitary/Nappy Hygiene Disposal System for Non Metropolitan Schools & Offices

Contract No: ETT2461/2014 (DoE agency-specific)
Buying rules: Mandatory (Statewide-excluding Perth Metro)
Term: 5 December 2014 to 4 December 2019

What do I use this Contract for?

The Department has selected Initial Hygiene to supply and deliver sanitary/nappy disposal units with refill cartridges/liners for schools and offices in non-metropolitan areas.

Products Description

a) Initial bio bin 18L
b) Wall Mounting Option
c) Initial bio bin 18L Cartridge – Pod lid, liner & Fragrant Sachets

Who is the contracted supplier?

Rentokil Initial Pty Ltd trading as Initial Hygiene

Orders:

Contact: Mrs Michelle Arya
Customer Care Executive
Rentokil Initial
Telephone: 9436 9024
E:Mail: michelle.arya@rentokil-initial.com

Minimum Order Value: Consumables - Three (3) month’s supply per school.

Delivery: Deliver free into store, Perth metropolitan area

Contract Manager: Suzanne Bryant
Telephone: (08) 9264 8925
Email: suzanne.bryant@education.wa.edu.au

Bio Sanitary Unit Description and Unit Price
School Volunteer (Literacy, Learning and Monitoring Support) Program in WA Public Schools

Contract No: ED18223 (DoE agency-specific)
Buying rules: Mandatory (Statewide-excluding Perth Metro)
(Plus two (2), one year extension options)

What do I use this Contract for?

Delivery of School Volunteer (Literacy, learning and Monitoring Support) Program in WA Public Schools.

Who is the contracted supplier?

The Statewide School Volunteer (Program) EdConnect provides ongoing literacy, learning and mentoring support for students who are at academic, social, emotional or educational risk.

The Program utilises the skills, knowledge and talents of community volunteers to deliver one-on-one mentoring sessions to students who have been referred by teachers from participating primary and secondary public schools. The volunteers work with the same student/s each week over an extended period of time, developing strong relationships and providing consistent literacy and numeracy, learning and/or mentoring support. The support aims to improve the students’ confidence, self-esteem, their engagement with learning and their relationships with peers, teachers and other school personnel.

Public primary and secondary schools participating in the Program are required to become a Member School. There is a small fee per school and they are required to sign an agreement that clarifies the responsibilities of each party. The Membership Agreement and fee has been reviewed and is endorsed for use by Commercial Services. Currently the service is available in the Metropolitan area, the South West and limited locations in the Pilbara.

Schools interested in engaging the School Volunteer Program contact EdConnect directly by phone or email.

EdConnect
Address: ............PO Box 601, Maylands WA 6931
Telephone: ......................(08) 9444 8646
National toll free number: ...............1800 668 550
Email: .........................edconnect@edconnect.org.au
Supply of School Uniforms and Specialty School Apparel

Contract no: ETT2321/2013
Buying Rules: Non-Mandatory
Term: 8 July 2014 - 7 January 2020

What do I use this contract for?
A non-mandatory contract that schools can use when sourcing school uniforms for students. There are two categories to this contract:

• Category One – Supply of School Uniforms
• Category Two – Supply of Specialty School Apparel

Who are the contracted suppliers?

Eclipse Universal
Alaire Sante (formerly Gearup Promotions)
Hot Klobba
Lowes
Georges Apparel (formerly Midford)
Nell Gray
Perm-A-Pleat
PSW Quality Apparel
Spartan School Supplies
Tara Uniforms

Flash Uniforms (formerly Timeglow)
Totally Workwear Bunbury
Tudor Uniforms
Veto Sports
Willetton Uniforms
Uniforms West (formerly The William Apparel Co.)
William Davidson Uniforms
WRS Group

Additional Information/Changes
Although this contract is for the Supply of School Uniforms and Specialty School Apparel, a number of the Contractors have indicated the ability to provide a Uniform Shop Management service (either on the school site or in an offsite store). Please see the Buyers Guide for more information or email buying@education.wa.edu.au

Contract Manager: Paul Arangio
Telephone: (08) 9264 4055
Email: Paul.Arangio@education.wa.edu.au
Server Hardware and Maintenance

Contract no: ETT2095/2012
(DoE agency-specific)

Buying Rules: Mandatory (State-wide)
Quotes not required

Term: 16 January 2013 - 15 January 2020

What do I use this contract for?

• IT servers
• Maintenance of servers

Who are the contracted suppliers?

• Dell Australia Pty Ltd
• IBM Australia Ltd

Standardise your school's servers. This reduces implementation, training, support and maintenance costs, thereby reducing your total cost of ownership (TCO).

Contact: ...............DoE ICT Customer Relationship Manager
 Telephone: .... 9264 5555 (Metro) or 1800 012 828 (Regional)
 Email: ..............customer.service.centre@education.wa.edu.au

ICT Purchasing Information
Supply of Early Childhood Furniture and Equipment

Contract no: ETT2322/2013
(DoE agency-specific)

Buying Rules: Mandatory (State-wide)
Quotes not required

Term: 29 June 2017 - 29 June 2019

What do I use this contract for?

The Department of Education’s panel arrangement for the supply of early childhood furniture and equipment is mandatory for representatives acting on behalf of the Department of Education, and is non-mandatory for schools.

There are three categories to this contract:

- Category 1 - Classroom desk and tables
- Category 2 - Seating
- Category 3 - Shelving
- Category 4 - Play equipment

Who are the contracted suppliers?

Refer below to the suppliers for a list of the products and associated discounts/prices:

- Access Office Industries - Product and Price List
- DVA Fabrications - Product and Price List
- Gro Corp - Product and Price List
- Kindergarten Quality Equipment - Product and Price List
- Office Line - Product and Price List
- R & J Plastics - Product and Price List
- Sebel Furniture Ltd - Product and Price List
- Shawtec - Product and Price List
- Woods Educational - Product and Price List

Contact: Deborah Nowotny
Telephone: 08 9264 4448
Email: deborah.nowotny@education.wa.edu.au

Buyers Guide
UPS (Uninterruptible Power Supply)

**Contract no:** ETT2337/2013

**Buying Rules:** Mandatory Statewide

- $0 - $50,000 – Direct Purchase (Pick & Buy)
- Over $50,000 – Quotes from all Panel Members

**Term:** 18 October 2017 - 16 October 2019

**What do I use this contract for?**

- Item 1 – Heavy Duty - 5KVA
- Item 2 – Server and Communication equipment - 3KVA

**Who are the contracted suppliers?**

- CDM Computers
- 2nd vendor TBA

**Buying Tip:**

- Consult with your integrator to determine which model to obtain and which switches need to be powered by the UPS to enable graceful shut down.

---

**Contact:** DoE ICT Customer Relationship Manager

**Telephone:** 9264 5555 (Metro) or 1800 012 828 (Regional)

**Email:** customer.service.centre@education.wa.edu.au
# Office and Classroom Furniture

**Contract no:** CUAFRN2017  
**Buying Rules:** Non-Mandatory (Statewide)  
Quotes not required  
**Term:** 26 September 2017 - 25 September 2020

## What do I use this contract for?

The office and classroom furniture arrangement comprises three key panels with several sub-categories.

### Panel A: Office Furniture
- Office / Administration Chairs
- Reception Furniture and Soft Furnishings
- Office / Administration Tables
- Screening and Sound Reduction Panels
- Storage Furniture

### Panel B: Classroom Furniture
- School Teacher and Student Desks
- School Teacher and Student Chairs and Stools
- Higher Education Furniture
- Specialised Learning Furniture
- Storage Furniture

### Panel C: Furniture for Fitouts

This panel provides all additional furniture for major office fitout (defined as >100 seats) and associated items plus allow agencies wishing to purchase additional furniture to match already completed fitouts. This panel incorporates all the furniture in Panel A. All furniture proposed for fitout projects must have a minimum manufacturer’s warranty of 10 years. This does not include soft furnishing.

Please note: Customers are advised that they are not obliged to pay deposits on orders made through this CUA.

Further information on the following pages.

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**Contract Manager** Jane Donaldson  
**Phone** (08) 6551 1486  
**Email** Jane.Donaldson@finance.wa.gov.au

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**About the Contract**  
**What’s on Offer?**  
**What are the Buying Rules?**  
**Sustainability**  
**Who are the Contractors?**  
**Making the Most of this Contract**  
**What will it Cost?**  
**How do I Buy?**  
**After I Buy**  
**Contact Us**  
**Supporting Information**  
**Furniture Quotation Order Form**
Who are the contractors? (CUA Catalogue Items)

The matrix below lists all contractors on the CUA and the categories they have been contracted to supply products for. Please refer to the section in Buyers Guide “What’s on Offer?” for a summary of product categories. Contact the suppliers directly to access their CUA product catalogue.

Panel A – Office Furniture

<table>
<thead>
<tr>
<th>Categories (below)</th>
<th>Contractors (right)</th>
<th>Access Office</th>
<th>APC</th>
<th>Artel</th>
<th>Atama</th>
<th>Burgtec</th>
<th>Castledex</th>
<th>COS</th>
<th>District</th>
<th>ERGOLINK</th>
<th>Filling</th>
<th>Innerspace</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office / Administration Chairs</strong></td>
<td>Heavy Capacity Chairs (Bariatric)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td></td>
<td>Office Chairs &amp; General Seating</td>
<td>✓</td>
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</tr>
<tr>
<td><strong>Reception Furniture and Soft Furnishings</strong></td>
<td>Reception Desks, lounges, Visitors Chairs, Coffee Tables, Ottomans</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Office / Administration Tables</strong></td>
<td>Tables &amp; Desks</td>
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<td><strong>Screening</strong></td>
<td>Privacy Screening</td>
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<td><strong>Sound Reducing Panels</strong></td>
<td>Acoustics Panels</td>
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<tr>
<td><strong>Storage Furniture</strong></td>
<td>Open Shelving Units, Bookcases, Stationery Cupboards</td>
<td>✓</td>
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<td>Credenzas, Mobile Pedestals and lockable cabinets</td>
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<td>Filing Cabinets and lockers</td>
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<td>Library Shelving</td>
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<tr>
<td>Categories (below)</td>
<td>Contractors (right)</td>
<td>Intera</td>
<td>Living &amp; Edge</td>
<td>Office Line</td>
<td>OfficeMax Australia</td>
<td>Raco</td>
<td>Robinson</td>
<td>Schiavello</td>
<td>Shawtec</td>
<td>Stylecraft</td>
<td>Sylex</td>
<td>Ergonomics</td>
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<td><strong>Office / Administration Chairs</strong></td>
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## Panel B - Classroom Furniture

<table>
<thead>
<tr>
<th>Categories (below)</th>
<th>Contractors (right)</th>
<th>Access</th>
<th>APC</th>
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<th>Castledex</th>
<th>Fabrications</th>
<th>Ergolink</th>
<th>Gregory</th>
<th>Living Edge</th>
<th>Noranivel</th>
<th>Office Line</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary and Secondary Furniture - School Teacher and Student Desks and Tables</strong></td>
<td>Teachers Tables &amp; Desks</td>
<td>✔️</td>
<td>✔️</td>
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<td>Student Tables &amp; Desks</td>
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- Reed Furniture
- Robinson
- Sebel Furniture
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- Woods Furniture
- Access Office
- APC
- Arteil
- Atama
- Castledex
- DVA Fabrications
- ErgoLINK
- Gregroy Systems
- Interia Systems
- Living Edge
- Medina
- NovoNivel
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# Panel C – Furniture for Fitout Projects

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<th>Contractors (right)</th>
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<th>Burtec</th>
<th>Castledex</th>
<th>COS</th>
<th>District</th>
<th>ErgoLINK</th>
<th>Innerspace</th>
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<td>✓</td>
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<td>Open Shelving Units, Bookcases, Stationery Cupboards</td>
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<td>OfficeMax Australia</td>
<td>Raeco</td>
<td>Robinson</td>
<td>Schiavello</td>
<td>Shawtec</td>
<td>Stylecraft</td>
<td>UCI</td>
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<td>Office Chairs &amp; General Seating</td>
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<tr>
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<td>Reception Desks, lounges, Visitors Chairs, Coffee Tables, Ottomans</td>
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<td>Workstations (fixed &amp; height adjustable)</td>
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<th>Interia Systems</th>
<th>Living Edge</th>
<th>Office Line</th>
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<th>Robinson</th>
<th>Schiavello</th>
<th>Shawtec</th>
<th>Stylecraft</th>
<th>UCI</th>
<th>WA Library Supplies</th>
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<tbody>
<tr>
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<td>✔️</td>
<td>✔️</td>
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<td>Credenzas, Mobile Pedestals and lockable cabinets</td>
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</table>
Buying Process
Panel A (Office) and Panel B (Classroom)
Buyers can ‘pick and buy’ the specified products from the Contractors’ catalogue. Buyers should reference the catalogues to obtain prices and specifications for the items they require.
Buyers can evaluate which Contractor represents best value for money, and directly contact the Contractor to purchase using the supplied Furniture Quotation Order Form. Buyers should check each individual contractor’s details as to which communication method is preferred for placing orders.
Note that for large volume purchases and/or variations to product dimensions, it is recommended that quotes be obtained using the Furniture Quotation Order Form from a sufficient number of Contractors.
When making purchases if furniture, buyers are encouraged to obtain the best price by making bulk purchases rather than small individual purchases to obtain the best price.

Panel C (Fitout)
This arrangement provides customers, who undertake major fitout projects, to buy the following categories of products from the panel of Contractors that comply with the requirements of this CUA.
Use Contractors online catalogues to compare prices and products before placing an order. Buyers can evaluate which contractor represents best value for money for their needs, then contact the contractor to make their purchase.
Buyers should check each individual contractor’s details as to which communication method is preferred for placing orders.
If you are using a contractor for the first time, you will need to establish a new account.

Buyers Tips
• Purchase from the standard range of furniture and finishes offered on the CUA. Although alternative finishes and colours are available, these can result in price increases.
• To arrange for non-standard dimensions of the products, please contact the suppliers directly.
• Customers are encouraged to seek official certification from contractors which confirms that the offered products meet relevant Standards.

About the Contract
What’s on Offer?
What are the Buying Rules?
Sustainability
Who are the Contractors?
Making the Most of this Contract
What will it Cost?
How do I Buy?
After I Buy
Contact Us
Supporting Information
Furniture Quotation Order Form
Computing and Mobile Devices

Contract no: CUACMD2014

Buying Rules: Mandatory Perth Region

| $0 - $500,000 | Request written quotation(s) from at least one contractor or the nominated dealers (use the CUA Quote Form), Or Select a product directly from the supplier’s CUA specific web portal.  
**note, pricing via Contractor web portals is maximum pricing. Agencies may obtain higher discounts by seeking verbal or written quotes. |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>$500,001 and above</td>
<td>Request written quotations from more than one contractor or the nominated dealers.</td>
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Term: 16 February 2015 - 15 February 2020

What do I use this contract for?

There are fifteen (15) Product Types that apply to this CUA:

<table>
<thead>
<tr>
<th>Business Grade Devices:</th>
<th>Consumer Grade Devices:</th>
<th>Thin &amp; Zero Client Devices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Desktop</td>
<td>• Desktop</td>
<td>• Thin Client</td>
</tr>
<tr>
<td>• Notebook</td>
<td>• Notebook</td>
<td>• Zero Client</td>
</tr>
<tr>
<td>• Chromebook</td>
<td>• Chromebook</td>
<td></td>
</tr>
<tr>
<td>• Tablet/Phablet</td>
<td>• Tablet/Phablet</td>
<td></td>
</tr>
<tr>
<td>• Hybrid</td>
<td>• Hybrid</td>
<td></td>
</tr>
<tr>
<td>• Workstation</td>
<td>• Other</td>
<td></td>
</tr>
<tr>
<td>• Other</td>
<td></td>
<td></td>
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</tbody>
</table>

Who are the contracted suppliers?

The table below illustrates the nine contractors that are currently qualified for CUACMD2014. The matrix gives an overview of the Product Types and Brands that they are qualified to sell ("NA" means that they cannot provide any brands for that particular product type).

<table>
<thead>
<tr>
<th>Product</th>
<th>Acer</th>
<th>CDM Australia</th>
<th>DELL</th>
<th>EDsys</th>
<th>JB HI-FI</th>
<th>Stott &amp; Hoare</th>
<th>Winthrop Australia</th>
<th>Toshiba Australia</th>
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</thead>
<tbody>
<tr>
<td>Business Grade Desktop</td>
<td>Acer</td>
<td>CDM, Dell, HP, Lenovo</td>
<td>Dell</td>
<td>EDsys</td>
<td>Apple, HP, Dell, Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
<td>Apple, Lenovo</td>
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<tr>
<td>Business Grade Notebook</td>
<td>Acer</td>
<td>Asus, Dell, HP, Lenovo, Toshiba</td>
<td>Dell</td>
<td>EDsys</td>
<td>Apple, HP, Dell, Lenovo</td>
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<td>Dell, HP, Lenovo</td>
<td>Apple, Lenovo</td>
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<tr>
<td>Product</td>
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<td>DELL</td>
<td>EDsys</td>
<td>JB HI-FI</td>
<td>Moncrieff &amp; Hoare</td>
<td>Stott &amp; Hoare</td>
<td>Winthrop Australia</td>
</tr>
<tr>
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</tr>
<tr>
<td>Business Grade Chromebook</td>
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<td>Dell</td>
<td>NA</td>
<td>Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
<td>Lenovo</td>
</tr>
<tr>
<td>Business Grade Tablet/Phablet</td>
<td>Acer</td>
<td>Dell, HP, Lenovo</td>
<td>Dell</td>
<td>EDsys</td>
<td>Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
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</tr>
<tr>
<td>Business Grade Hybrid</td>
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<td>EDsys</td>
<td>HP, Dell, Lenovo</td>
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<td>Dell, HP, Lenovo</td>
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<td>Dell, HP, Lenovo</td>
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<td>Dell</td>
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<td>HP</td>
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<td>Dell</td>
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<td>Dell, Samsung, Apple</td>
<td>Samsung, Toshiba</td>
</tr>
<tr>
<td>Consumer Grade Hybrid</td>
<td>Acer</td>
<td>HP, Samsung, Microsoft</td>
<td>Dell</td>
<td>NA</td>
<td>HP, Microsoft, Samsung</td>
<td>HP</td>
<td>Dell, Samsung, Microsoft</td>
<td>NA</td>
</tr>
<tr>
<td>Consumer Grade Other</td>
<td>Acer</td>
<td>Asus</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Thin Client</td>
<td>NA</td>
<td>HP, Lenovo</td>
<td>Dell</td>
<td>EDsys</td>
<td>HP, Dell, Wyse, Lenovo, Samsung</td>
<td>HP, Lenovo</td>
<td>Dell Wyse, HP, Samsung</td>
<td>Lenovo, Samsung</td>
</tr>
<tr>
<td>Zero Client</td>
<td>NA</td>
<td>HP, Lenovo VXL, LG</td>
<td>Dell</td>
<td>LG</td>
<td>Lenovo VXL, LG, Samsung, HP, Dell, Wyse</td>
<td>Lenovo VXL, LG, Samsung</td>
<td>Dell Wyse, HP, Samsung</td>
<td>Lenovo VXL, Samsung</td>
</tr>
</tbody>
</table>

**Note 1:** The purchase of Desktop or Notebooks devices from the above contractor/s is mandatory for Central Office, Regional Offices and Statewide Services.

**SCHOOLS:** The CUA allows a variety of computers to be purchased, however, support from the Information and Communication Technologies (ICT) Customer Service Centre is only available for Desktop or Notebook devices purchased from the above highlighted contractor/s. Other devices will not have full functionality in Schools and Offices (e.g. cannot be joined to the domain) and are not eligible for Support.

**Note 2:** Department of Finance is still negotiating with other potential Contractors. The Buyer’s Guide and the table above will be updated as more Contractors are added to the CUA.
Exclusions:

- Ruggedized computing and mobile devices are out of scope of this CUA.
- “Wearable” devices (such as smartwatches) are currently out of scope of the CUA.
- Tablets and phablets that are bundled with data plans are also out of scope.

Officers thinking about purchasing devices for connection to 3G or 4G networks must buy the device from this contract and the SIM from CUA 56808 Telecommunication Services. For further assistance contact DoE ICT Customer Relationship Manager.

Mobile Network:
This CUA is mandatory in the Perth region for WA Public Authorities to procure computing and mobile devices, including tablets, phablets, and hybrid computers that are not bundled with data plans. If you buy one of these products from the CUA, and then subsequently need to connect it to a mobile network, then additional costs will apply.

In these cases, it is mandatory (Statewide) to procure mobile network (data plan for 3G or 4G) under CUA 56808 Telecommunication Services, Category C – Mobile Network Services (Voice and Data), Sub-Category C1 – Mobile Network/Cellular Services (airtime services). The Contractors are Optus Networks Pty Ltd, Telstra Corporation Ltd and Vodafone Australia Pty Ltd.

Note: Department of Education and schools seeking assistance please ring 9264 5555, e-mail customer.service.centre@education.wa.edu.au or follow the link in the Telecommunications Services – Category C Mobile Services page.

Guidelines for Schools:
Copyright advice, support and information in relation to the use of digital materials (ebooks, itunes, iOS Apps) in schools. Click Here.
Printing and Copying Machines and Solutions

Contract no: CUAPCS2018
Buying Rules: Mandatory (Perth Metropolitan Only)
Quotes Required
Term: 28 October 2018 - 29 October 2021

What do I use this contract for?
This CUA allows Customers to obtain the goods and services that allow them to print, copy, scan, and fax paper documents on their premises. This includes Cost-Per Copy (CPC) machine maintenance plan options, and the ability to buy consumables on an as-needed basis.

Panel 1 - Multifunction Devices (MFDs)
• A multifunction device is defined as a document output machine that can perform two or more of the following functions: copying, printing, scanning, and faxing functions. The devices offered can have mono or colour/mono capabilities, network interface, and the facility to print on both A4 and A3 paper. The printer technology that is most relevant is Laser/Colour Laser although other options may be offered by some vendors.

Panel 2 - Single-function Printers (SFPs)
• A printer is defined as a single-purpose device that can output the contents of a document or image onto A4 and/or A3 paper from a single-user or networked computer. The devices offered have mono or colour/mono capabilities. The printer technology that is most relevant is Laser/Colour Laser although other options may be available by some vendors.

Panel 3 - Managed Print Services (MPS)
• Under this panel, buyers have the potential to attain savings of up to 30% on print-related expenditure by engaging an MPS supplier to provide them with the required printing, copying, scanning, and faxing capabilities without having to own any of the equipment.

Panel 4 - Consumables
• Brokerage Service for Consumables can be defined as a desktop delivery service providing genuine and recycled consumables to support all products offered under this contract, and including consumables for legacy equipment procured under previous contracts. Other services may include Click Rate (cost per copy) or Maintenance Services for equipment procured under this contract and legacy equipment procured under previous contracts.

NOTE: This CUA does not included the following:
• Paper consumables.
• Large format printers and plotters
• Standalone scanners (scanning functionality is available from MFDs).
• Standalone faxes (fax functionality is available from MFDs)

Purchases of printing and copying machines under $500 (incl GST) and portable printers will be exempt from this CUA. This excludes Consumables. Please consult the Buyers Guide for further information.
Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Panel 1 - (MFDs)</th>
<th>Panel 2 - (SFPs)</th>
<th>Panel 3 - (MPS)</th>
<th>Panel 4 - (Consumables)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auscorp IT</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Aussie IT</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Complete Office Supplies</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Fuji Xerox Australia</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Konica Minolta</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Kyocera Document Solutions Australia</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Quality Printers and Cartridges</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Ricoh</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Toner Plus</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Note: Click supplier name for Procurement Lifecycle Document (including contact details).

When choosing a printer, or any other business machine, you must ensure that it is acceptable to be connected to the DoE network. Not all business machines available through the CUA are compatible with the DoE network.

To find out which devices can be connected to the DoE network look here: https://apps.det.wa.edu.au/docserver/?key=53J7eDeIvEALQhMMVyd5ZV

This standard covers both Printers and Network Multifunctional Devices.

For help with choosing any other business machine, please contact your Customer Relationship Manager (CRM) through the ICT Customer Service Centre.

About the Contract
What’s on Offer?
What are the Buying Rules?
Sustainability
Who are the Contractors?
Making the Most of this Contract
What will it Cost?
How do I Buy?
After I Buy
Contact Us
Supporting Information
Order Form
Quotation Form Panels 1 and 2
Quotation Form Panel 3
Pricing: Panel 1 MFDs & Panel 2 SFPs
Panel 4 Consumables
User Guide: Panel 1 MFDs & Panel 2 SFPs

Contract Manager: Jane Donaldson
Telephone: (08) 6551 1242
Email: jane.donaldson@finance.wa.gov.au
Telecommunications Services - Category C
Mobile Services

Contract no: CUA56808

Buying Rules:
- Airtime: Mandatory (Statewide)
- Handsets: C1-Mandatory (Perth region) to 11 July 2019
  - C1-Non-Mandatory (Statewide) from 12 July 2019
- Handsets: C2-Non-Mandatory (Statewide)
- Quotes not required

Term: 12 April 2010 - 11 July 2020

What do I use this contract for?
- Mobile Services - Category C
- GSM/3G mobile services
- Satellite services

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>C1: GSM/3G Mobile Services</th>
<th>C2: Satellite Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vodafone Australia Pty Ltd</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Optus Networks Pty Ltd</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>IPSTAR Australia Pty Ltd</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pivotel Group Pty Ltd</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Telstra Corporation Ltd</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

The suppliers listed above are those endorsed by DoE from the Common Use Arrangement. Refer to the Telecommunication Services CUA 56808 - Department of Education Purchasing Process Guide to Selecting Mobile Phone Handsets and Accessories to help you choose mobile phone handsets and equipment. The Guide can only be viewed by DoE staff and as such you will be required to enter your network logon ID and password to access it.
Buyers Tips

• View the Department of Education Purchasing Process Guide to obtain prices for the items you require.

• If there is more than one contractor to choose from, evaluate best value for money for your needs.

• Check contractor’s details to determine the preferred communication method for orders.

• Negotiate with the suppliers for reduced pricing within each category.

• Consider separate contractors and options for metropolitan and regional areas.

• Seek quotes from all contractors if you wish to enter into contracts longer than 12 months

• Copyright advice, support and information in relation to the use of digital materials (ebooks, itunes, iOS Apps) in schools.
Audit Services and Financial Advice

Contract no: CUAAFA2018
Buying Rules: Mandatory (Perth Region only)
Term: 1 July 2008 - 30 June 2021

What do I use this contract for?

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A - Audit Services</td>
<td>Internal audits, performance (operational audits), compliance audits, information systems audits and corporate governance reviews</td>
</tr>
<tr>
<td>Category B – Forensic Audit Services</td>
<td>For investigations through forensic accounting to prevent and resolve commercial disputes, fraud, misconduct, and breaches of rules and regulations.</td>
</tr>
<tr>
<td>Category C – Probity Services</td>
<td>For independent scrutiny of a process (including activities such as outsourcing, procurement, disposal of assets) to ascertain whether procedures followed are consistent with appropriate regulation, guidelines and best practice principles of openness and transparency</td>
</tr>
<tr>
<td>Category D – Risk Advisory Services</td>
<td>For business/business unit, procurement, project, program or initiative risk reviews, assessments and facilitation services including advice and assistance in defining and assessing risk categories and treatments, workshops and training.</td>
</tr>
<tr>
<td>Category E – Financial, Accounting and Taxation Advisory Services</td>
<td>Financial modelling, financial statement analysis, development of accounting policies and procedures, preparation of financial statements and annual reports, accounting advice, taxation advice, business case development, procurement strategy development and procurement process support.</td>
</tr>
<tr>
<td>Category F – Procurement Advisory Services</td>
<td>Business case development, Procurement strategy development and procurement process support</td>
</tr>
<tr>
<td>Category G – Financial Assessment Services</td>
<td>Five day turn around assessment, three day turnaround assessment and other services</td>
</tr>
<tr>
<td>Category H – Program Reviews (non-mandatory)</td>
<td>Appraisal and evaluation of Customer programs</td>
</tr>
</tbody>
</table>

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Audit Services</th>
<th>Forensic Audit Services</th>
<th>Probity Services</th>
<th>Risk Advisory Services</th>
<th>Financial and Taxation Services</th>
<th>Procurement Services</th>
<th>Financial Assessment Services</th>
<th>Program Reviews (non-mandatory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Global</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>A&amp;P Advisory</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Andrew Burchfield Consulting</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ACIL Allen Consulting</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Service</td>
<td>AEC Group</td>
<td>AOT Consulting</td>
<td>APV Valuers &amp; Asset Management</td>
<td>Assurance Advisory Group Pty Ltd</td>
<td>Avant Edge Consulting</td>
<td>BDO</td>
<td>Blue Zoo</td>
<td>Braxford Consulting Pty Ltd</td>
</tr>
<tr>
<td>------------------------------</td>
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<td>----------------------------------</td>
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<td>---------</td>
<td>----------------------------</td>
</tr>
</tbody>
</table>
## About the Contract

### What's on Offer?

- **Audit Services**
- **Forensic Audit Services**
- **Probity Services**
- **Risk Advisory Services**
- **Financial and Taxation Services**
- **Procurement Advisory Services**
- **Financial Assessment Services**
- **Program Reviews** (non-mandatory)

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Audit Services</th>
<th>Forensic Audit Services</th>
<th>Probity Services</th>
<th>Risk Advisory Services</th>
<th>Financial and Taxation Services</th>
<th>Procurement Advisory Services</th>
<th>Financial Assessment Services</th>
<th>Program Reviews (non-mandatory)</th>
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</thead>
<tbody>
<tr>
<td>Riskwest</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
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<tr>
<td>RSM</td>
<td>✔</td>
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<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Sapere Research Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stantons International</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Nexus Network</td>
<td>✔</td>
<td>✔</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ubique</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>William Buck</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZED Management Consulting Australia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Buyers Tips

- Scope of work – be as specific as you can to ensure the contractor gives you the best value for money.
- Plan ahead to ensure your contractor of choice is available.
- Assess the risk level of the assignment before selecting the most appropriate contractor(s).
- Remember to get sufficient number of quotes if the contract value is over $150,000.
- Quotation – to ensure you get value for money, seek quotes from more than one contractor and compare results.

### About the Contract

**What’s on Offer?**

**What are the Buying Rules?**

**Who are the Contractors?**

**Making the Most of this Contract**

**What will it Cost?**

**How do I Buy?**

**After I Buy**

**Contact Us**

**Supporting Information**

**Price Schedule**

**Contractor Profiles:**

- Category A. Audit Services
- Category B. Forensic Audit Services
- Category C. Probity Services
- Category D. Risk Advisory Services
- Category E. Financial, Accounting and Taxation Advisory Services
- Category F. Procurement Advisory Services
- Category G. Financial Assessment Services
- Category H. Program Reviews

**Customer Quote/Order Form (Part A)**

**Contractor Offer Form (Part B)**

**Customer Acceptance of Offer Form (Part C)**

---

Contract Manager: Vanessa Stickells
Telephone: (08) 6551 1593
Email: vanessa.stickells@finance.wa.gov.au
# Debt Recovery Services

**Contract no:** CUADRS2018  
**Buying Rules:** Mandatory (Perth region only)  
Quotes not required  
**Term:** 31 January 2018 - 31 January 2021  

**What do I use this contract for?**  
This CUA is designed to help you recover unpaid accounts, in a way that is cost effective and minimises risk.

- Choose from three qualified debt collecting agencies to recover your debts on a ‘no success no fee’ model.
- Services on offer include letters; phone calls; skip tracing to track down the debtors; field visits to make face-to-face contact with debtors; and legal action.
- You can ‘pick and buy’ Contractors without having to call for quotes.
- The CUA rates are maximum rates – you can negotiate lower prices based on debt value or volume.
- The Contractors will pursue your Australian and overseas debts

The contracted suppliers will recover debts in the following categories:

- Vacated Housing Debts
- Housing Bond Assistance Debts
- Student Debts
- Overpaid Salary Debts
- Hospital Patient Debts
- General Debts
Debt Recovery Services

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Debt Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baycorp (WA) Pty Ltd</td>
<td>Vacated Housing</td>
</tr>
<tr>
<td>National Credit Management Limited (NCML)</td>
<td>Housing Bond Assistance</td>
</tr>
<tr>
<td>Duns &amp; Bradstreet (Australia) Pty Ltd</td>
<td>Overpaid Salaries</td>
</tr>
<tr>
<td></td>
<td>Hospital Patients</td>
</tr>
<tr>
<td></td>
<td>Student Debts</td>
</tr>
<tr>
<td></td>
<td>General Debts</td>
</tr>
</tbody>
</table>

Insight Mercantile Pty Ltd, contracted under DRS2013A, will not be supplying under DRS2018. The contract manager can also advise you on how to transition out of the previous contract DRS2013A, if necessary.

For further information on the new arrangement, refer to the links below or contact the contract manager.

Contract Manager: Hayley Maconachie
Telephone: (08) 6551 1451
Email: hayley.maconachie@finance.wa.gov.au
Electricity Services - Retail

<table>
<thead>
<tr>
<th>Contract no:</th>
<th>CUAELC2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buying Rules:</td>
<td>Mandatory Services (See below)</td>
</tr>
<tr>
<td></td>
<td>Quotes required</td>
</tr>
<tr>
<td>Term:</td>
<td>7 May 2013 - 6 May 2021</td>
</tr>
</tbody>
</table>

**What do I use this contract for?**

School staff can set-up a two-year electricity contract through the whole of government Common Use Arrangement (CUA) for electricity services.

The CUA is mandatory for all contestable sites. A contestable site is a site:

- using over 50 MWh per year
- on contract connected to the South-West Interconnected System (SWIS) Grid for retail electricity

Schools currently on regulated tariffs have the option to continue to do so if they can demonstrate that this equals value for money.

The process required to set up an electricity contract is shown on IKON [here](#).

For independent advice, Schools may contact Commercial Services at [buying@education.wa.edu.au](mailto:buying@education.wa.edu.au) or on 9264 5567 for additional assistance with purchasing through this CUA.
Resources - WA Schools Only

How to Buy - Process
Freight Transport Services

Contract no: CUATRP2016

Buying Rules: Mandatory in the Perth Region for Western Australian Authorities and Approved CUA Users for consignments from or destined to Perth.

Term: 1 July 2016 - 30 June 2020 (plus one remaining extension option of one year)

The new Transport CUA has combined the now expired (30 June 2016) Metropolitan Courier Services and Freight Transport Services CUAs. The new CUA will increase savings to government through the introduction of additional suppliers, by having the same suppliers across multiple categories, and simplifying the buying process through electronic decision aids. The CUA covers all your transport needs including metropolitan courier services and freight services between metro and regional or interstate locations.

Exclusions:

• International freight transport services;
• Services provided under the Removalist Services CUA REM2013
  (exception - flat packed furniture or items in their original packaging);
• Freight transport within regional WA centres and across regional WA locations (e.g. Albany to Broome).
• Rail transport;
• Sea freight services (exception - Cocos Islands);
• Services and the transport of goods supplied under other arrangements where freight forms part of those Arrangements
  (i.e. goods purchased on a Free Into Store (FIS) Basis).

What do I use this contract for?

• Category 1 – Courier Services
• Category 2 – Freight Services
  2A – Air Freight
  2B – Road Freight
Key Features and Benefits

- Direct purchasing (i.e. ‘Pick and Buy’) approach;
- Broad range of courier, road and air freight transport services available;
- Choice of suppliers;
- Panel arrangement;
- Contractor Online booking facilities;
- Track and Trace services;
- Total Transparency of contracted pricing and services through
  - E-decision aid; and
- Purchase goods and services under terms and conditions that
  - protect you as a Buyer.

A dedicated contract manager is available to help you to understand and get the most out of this contract. If you have any queries about this contract or this publication, please contact Adrian Allen on the details below.

Contract Manager: ...................... Adrian Allen
Telephone: ............................ (08) 6551 1576
Email: .................... adrian.allen@finance.wa.gov.au
Fuel - Bowser, Bulk and Drum

Contract no : CUAFUE2013
Buying Rule : Mandatory (Statewide)
Quotes not required
Term : 1 April 2013 - 31 March 2020

What do I use this contract for?

- Bowser Fuel (Fuel Cards)
  - ULP (Unleaded)
  - PULP (Premium Unleaded)
  - Diesel (Premium Diesel)
  - Auto LPG
- Bulk Fuel
  - ULP (Unleaded)
  - PULP (Premium Unleaded)
  - Diesel (Premium Diesel)
- Drum Fuel (non-mandatory)
  - ULP (Unleaded)
  - Diesel

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bowser Fuel (Fuel Cards)</th>
<th>Bulk Fuel</th>
<th>Drum Fuel</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Caltex</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shell</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fuel Card Conditions & Payment?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Where the card can be used</th>
<th>Fee for issue or use of card</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP</td>
<td>ONLY at BP sites</td>
<td>No</td>
</tr>
<tr>
<td>Caltex</td>
<td>ONLY at Caltex sites (inc Woolworths)</td>
<td>Every fuel transaction on a Caltex Fuel Card will attract a $0.19 transaction fee</td>
</tr>
<tr>
<td>Shell</td>
<td>ONLY at Shell sites (incl Coles) (and some 3rd party sites)</td>
<td>No</td>
</tr>
</tbody>
</table>
Buyers Tips

Fuel

• The average metropolitan ULP fuel price is 8-12cpl cheaper on Sundays and Mondays so topping up your fuel tank on these days can deliver significant fuel savings.

• Having a Fuel Card from more than one contractor will give you better service station coverage so you can buy from the service station with the lowest price on the day.

• Subscribe to Fuelwatch and receive daily advance notice of prices at the service stations that you nominate.

• Before making a country trip plan ahead and have a look at the service stations en-route that accept our Fuel Cards. There are 325 sites in country WA that accept our Fuel Cards so you shouldn’t get caught short.
Whole of Government

Gas - Natural Gas Supply (Reticulated) - Retail

Contract no: CUARG2014
Buying Rules: Mandatory (Statewide)
Term: 1 April 2015 to 31 March 2020
(Plus five, one year extension options)

What do I use this contract for?
Supply of reticulated natural gas to public schools (and applicable non-school sites) located in Western Australia.

Who are the contracted suppliers?
- Alinta Energy
- Kleenheat Gas
- Perth Energy
- Synergy

How do I buy from this contract?
Simply email the Quote Order Form to each contracted supplier and compare the quotes.

Quote Comparison Calculator
A Department of Education Quote Comparison Calculator has been developed to assist schools in making a value for money decision when choosing their supplier of reticulated gas. To ensure that the correct price comparison is being made, schools can email all quotes received to Commercial Services at buying@education.wa.edu.au.

Contract Manager: Sean Quintal
Telephone: (08) 6551 1499
Email: sean.quintal@finance.wa.gov.au

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Alinta Energy Guide for Schools
Kleenheat Gas Guide for Schools
Perth Energy Guide for Schools
Synergy Energy Guide for Schools
Gas - Natural Gas Supply (Reticulated) - Retail

Contract Manager: .................. Sean Quintal
Telephone: .......................... (08) 6551 1499
Email: ........ sean.quintal@finance.wa.gov.au

eDecision Aid
Quotation Form
Order for Pick and Buy - Category A
Specification Guide
Request to confirm ATCO tariffs
Gas Usage Breakdown Template Units
Gas Usage Breakdown Template GJ
Subscribe
GovNext-ICT

Contract no: CUAGNICT2015

Buying Rules: Mandatory (Statewide)
Refer to Buyers’ Guide

Term: 20 January 2017 to 19 January 2024

Gateway Review
Any ICT projects or programs valued at $10 million and above, including purchases from this CUA, are required to undergo a Gateway Review or request an exemption.

For information please access the Gateway Webpage or refer to Premier’s Circular 2016/05 link in the page.

To arrange for a Gateway review please contact 0865511397 or Send email enquiry to gateway@finance.wa.gov.au

What do I use this contract for?

Category A: Co-Location Services
- Housing of data centre racks in Tier III data centre.
- Data centre link - Fibre, light path or communication link between two GovNext Datacentres.
- Management of equipment in Tier III Data Centre (optional).

Category B: Cloud Services
- Multi-Tenant (Private cloud) Infrastructure as a Service.
- Multi-Tenant (Private cloud) AIX Infrastructure as a Service (optional).

Category C: Network and Communication Services
Network Connectivity
- Provision of network access to a site (to wall plates with sites, ready to connect personnel devices).
- Provision of network connectivity to an existing agency datacentre as a transition measure (optional).
GovNext-ICT

Category C: Network and Communication Services

Gateway
- Managed access to the internet.
- Creation of security zones (DMZ and similar).

IP Telephony
- Supply of telephony and voicemail.
- Supply of telephony, voicemail, instant messaging and presence.
- Centralised supply of Customer Contact Centre software.
- Centralised supply of Customer Contact Centre software (Advanced).

POTS Telephony
- Delivery of and connection to analogue phone services.

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eDecision Aid (Contract Documentation)
Human Resource (HR) and Investigation Services

Contract: CUAHRS2015

Buying Rules: Mandatory (Perth region only)

- Transactions up to $50,000 inc GST
  Verbal Quotes Required
- Transactions between $50,001 - $250,000 inc GST
  Obtain 2-5 quotes

Term: 1 January 2016 to 31 December 2019
(Plus one (1) 12 months extension option)

What do I use this contract for?

- **Category 1 - Job Design and Classification**
  Drafting & amending job descriptions, undertaking & drafting classification determination, drafting & finalising criteria progression reports, managing job-matching supported wage assessments & assessment procedures for people with Disabilities initiatives, conducting work assessments & classifications supporting specialist Indigenous positions.

- **Category 2 - Recruitment Management**
  Giving recruitment & selection guidance &/or advice, short-listing applicants & preparation for interviews, acting as selection panellists, drafting selection reports, receiving applications & distribution of information packages, conducting reference checks, undertaking alternative assessment methods, where required.

- **Category 3 - HR Investigations**
  This arrangement is to meet the needs of agencies seeking HR Investigation Services in relation to a range of issues including allegations of misconduct; bullying and employee grievances and can provide advice to a public authority on investigation frameworks, processes and techniques.

PLEASE NOTE:
This CUA covers Recruitment Management Services but is NOT for sourcing/engaging temporary personnel. **CUA TPS2019** for Temporary Personnel must be used for this.

Who are the contracted suppliers?
Please refer to the Contractor Profiles and other linked resources on the following page.
Whole of Government

Human Resource (HR) and Investigation Services

Contract Manager: Vanessa Stickells
Telephone: (08) 6551 1593
Email: vanessa.stickells@finance.wa.gov.au

About this Contract
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Contractor Profiles Category 1: Job Design and Classification
Contractor Profiles Category 2: Recruitment Management
Contractor Profiles Category 3: HR Investigations
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Information and Communications Technology (ICT) Services

Contract no: CUAICTS2015

Buying Rules: Mandatory for procurements $50,000 and above in Perth Metropolitan (Discretionary for procurements under $50,000 and regional Western Australia)

Term: 1 February 2016 - 31 January 2020 (plus 1 year extension option available)

What do I use this contract for?

For the provision of information and communication technology services related to:

<table>
<thead>
<tr>
<th>Category</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ICT Planning and Advisory Services</td>
</tr>
<tr>
<td></td>
<td>This category covers any planning and advisory services within an ICT Contract</td>
</tr>
<tr>
<td>2</td>
<td>ICT Business Solutions Implementation Services</td>
</tr>
<tr>
<td></td>
<td>This category covers ICT applications development, establishment, implementation, integration, management and maintenance.</td>
</tr>
<tr>
<td>3</td>
<td>ICT Environment Management Services</td>
</tr>
<tr>
<td></td>
<td>This category includes the management of an organisation's ICT environment such as the management and support services of software and equipment for servers, desktops, portable or mobile computing facilities, network facilities or existing data centre environments.</td>
</tr>
</tbody>
</table>

Key Features and Benefits

- Provides a streamlined procurement process through flexible buying rules and simplified quotation templates.
- Non-mandatory for procurements under $50,000 providing additional flexibility and choice to Customers for low value procurements.
- Broad categories and a large range of Contractors to choose from to meet agency requirements for ICT Services.

School Websites:

Schools when procuring website design, implementation and ongoing maintenance have the discretion to utilise this CUA under Category 2 – ICT Business Solutions Implementation Services.

The CUA does allows the flexibility for all schools to procure these requirements outside the CUA providing the procurement for website design, implementation and ongoing maintenance remain under $50,000 inc GST.

For more information on School Website regarding Domain Name Registration, Design and Content, Web Hosting and Frequently Asked Questions (FAQ) click HERE
Buyers Tips

• Use the eDecision Aid to access the list of Contractors or use the Contractors Profiles to search and read about the Contractors’ experience, skills and available industry certifications.
• Procurements below $50,000 are non-mandatory under this CUA.
• Procurements of $250,000 and above require Department of Finance Procurement representative’s involvement. Get in contact with your assigned Government Procurement Representative early to discuss your buying needs.
• Bundling of products and services, software-as-a-service and other cloud and hosting services are not within scope of this CUA. Always refer to the Buying Rules in the Buyers Guide.
• The Contractor’s published rates are indicative rates only. Rates will be provided during the quotation process.
• Assess quotations on value for money including suitability, experience, risks and costs.
• Always contact your Government Procurement Representative or the Contract Manager whenever in doubt.

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CUAICT2015 Head Agreement and Customer Contract
Contractor Profiles - Category 1
Contractor Profiles - Category 2
Contractor Profiles - Category 3
ICT Services vs GovNext
ICT Services vs Temporary Personnel Services

Contract Manager: .......... ICT Services Team
Telephone: .........................(08) 6551 1375
Email: ..........cuaicts2015@finance.wa.gov.au
Interpreting and Translating Services

Contract: CUAITS2017

Buying Rules: Non-mandatory
Services covering the Perth Region Only
Quotes not required

Term: 15 October 2017 to 14 October 2020
With three (3) extension options, each having a two (2) year duration.

What do I use this contract for?

Including Interpreting and Translating Services for:
- Category A: Culturally and Linguistically Diverse Languages (CALD)
- Category B: Aboriginal Australian Languages
- Category C: Australian Sign Language (Auslan)

Interpreting Services:
- On-site (face-to-face).
- Telephone.
- Video conferencing and other visual media such as Skype.

Translating Services:
- Basic or draft translation (for information only).
- Checking and verifying accuracy of draft translations.
- Editing translations for publication.
- Proofing text to detect typographical errors.

School personnel can contact the service provider and arrange for either an on-site or phone interpreter.
Requests for translated materials need to be approved and processed through the contract Manager.
All costs are incurred by the Department and not by the individual school.

All invoices are to be marked:
Department of Education WA
Statewide Services Resource and Information Centre 33 Giles Avenue, Padbury 6025

Or

Emailed to: EALDRC@education.wa.edu.au
For further information regarding the use of this service please go to:
English as an Additional Language or Dialect Advice and List of Translated materials
Key Features and Benefits

- Pick and buy from twelve (12) different contractors for approximately 60 accredited languages and 170 other languages.
- Access to interpreters and translators who are NAATI accredited or have obtained formal qualification in interpreting and translating from an accredited tertiary institution or a Registered Training Organisation (RTO).
- Access to Contractors that are expected to provide services that at a minimum meet customer expectations, including providing accurate, professional, ethical and timely language interpreting and translations that are fit for purpose.
- Promotes compliance with the Western Australian Language Services Policy 2014.

Exclusions

- This CUA does not include relay interpreting requests.

Buyers Tips

- Buyers should become familiar with the Language Services Policy 2014 prior to placing an order.
- Buyers must ensure they provide the contractors with appropriate information to allow them to identify an interpreter or translator with the relevant skills appropriate to the specific assignment.
- Make sure you review the Price Schedules so you have an understanding of the charges and potential additional charges relating to your order.
Who are the Contractors?

The matrix below lists all contractors on the CUA and the goods/services they have been contracted to provide.

Please refer to the Buyers Guide “What’s on Offer?” for information on categories.

Please ensure you elect the appropriate Contractor to meet your requirements, noting some Contractors specialise in specific languages and/or service types.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Interpreting Western Australia Aboriginal Corporation (AIWAAC) formerly T/A KIS</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Graduates Interpreting and Translating</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aussie Translations</td>
<td>(T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taunggyi Pty Ltd formerly T/A Burmese Interpreting and Translating Services</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japan Australia Word Services Pty Ltd</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perdaman Global Services formerly T/A Translators International</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Partner Pty Ltd T/A eTranslate</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ONCALL Interpreters &amp; Translators</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translating and Interpreting Services (TIS) National</td>
<td>(I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virlina Yoman</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VITS Australia</td>
<td>(I) (T)</td>
<td>(I)</td>
<td>(I)</td>
</tr>
<tr>
<td>WA Interpreters Pty Ltd</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Plus WA Deaf formerly T/A WA Deaf Society Inc.</td>
<td>(I) (T)</td>
<td></td>
<td>(I)</td>
</tr>
</tbody>
</table>

Note:

(I) indicates availability for Interpreting Services.

(T) indicates availability for Translating Services.
Media Booking and Buying Services for Advertising

Contract: CUAMBBP2018

Buying Rules:
- **Category A**: Media Booking and Buying (mandatory)
- **Category B**: Media Strategy and Channel Planning (non-mandatory)
- **Category C**: Additional Advertising Services (non-mandatory)

Term: 1 July 2018 to 30 June 2021

What do I use this contract for?

<table>
<thead>
<tr>
<th>Category A - Media Booking and Buying</th>
<th>Category B – Media Strategy and Channel Planning</th>
<th>Category C – Additional Advertising Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional and digital media, optimisation, media performance reports, verification of advertising and adserving.</td>
<td>Design of media strategy plans and channel plan.</td>
<td>Trafficking/Despatch, search engine optimisation, social media management (strategy and planning), social media moderation, research and insights.</td>
</tr>
</tbody>
</table>

Who are the contracted supplier?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Category A: Media Booking and Buying</th>
<th>Category B: Media Strategy and Channel Planning</th>
<th>Category C: Additional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carat Australia Media Services Pty Ltd (08) 6298 6833</td>
<td>✓ Campaign</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Initiative Media Australia Pty Ltd Campaign (08) 6282 4703 Recruitment, Public Notice (08) 6282 4720</td>
<td>✓ Campaign ✓ Recruitment, Public Notice and Tender advertising services</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Buyers Tips

Education Staff (including Schools) are required to follow the Department's Advertising Guidelines when planning an advertising campaign.
Media Booking and Buying Services for Advertising

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Supporting Information
Subscribe: Campaign
Subscribe: Recruitment, Tenders, Public Notices

Contract Manager: .................. Glorelid Beaumont
Telephone: ................................(08) 6551 1439
Email: ...... Glorelid.Beaumont@finance.wa.gov.au
Microsoft Licenses - Education and Training Sector

Contract no: ETT2099/2012 - CUA150910D - CUAMS2019

Buying Rules: Mandatory (Statewide) for volume licensing program

Term: Head Agreement: Microsoft - 1 June 2011 to 30 June 2020
Software License period enrolment: 1 June 2018 to 31 May 2021
Data #3 Pty Limited: 1 June 2019 - 30 June 2020 (plus three, 12 month extension options)

What do I use this contract for?
• Microsoft Enrolment for Education Solutions (EES) - Department of Education
• Microsoft Enrolment for Education Solutions (EES) - Department of Training and Workforce Development (including State Training Providers)
• Select Plus for Academic
• Open License for Academic

Who are the contracted suppliers?
• Data#3

CUA150910D is mandatory state-wide for volume licensing programs for all Education and Training Sector Buyers who satisfy Microsoft criteria for Academic Pricing Qualification. Volume licensing programs such as an Enterprise Agreement (EA) are to be purchased from the Education and Training Sector Licensing Solutions Provider (LSP), Data #3, listed in the Buyers Guide. The Open Licence program can be purchased from any reseller of Microsoft software. These resellers are not listed in the Buyers Guide. Alternatively the Education and Training Sector LSP may offer better value for money for the Open Licence Program.
## Motor Vehicles and Fleet Services

**Contract no:** CUA06916 - Motor Vehicle Fleet Services  
**Buying Rules:** Categories 1 to 5 are Mandatory for State Fleet Clients (Statewide). The contractors appointed under category 7 are preferred suppliers.  
**Term:** 1 July 2018 - 30 June 2021 (plus three, 12 month extension options)

### What do I use this contract for?

<table>
<thead>
<tr>
<th>Category</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fleet Management</td>
</tr>
<tr>
<td>2</td>
<td>Motor Vehicle Inspection Services</td>
</tr>
<tr>
<td>3</td>
<td>Motor Vehicle Disposal Services</td>
</tr>
<tr>
<td>4</td>
<td>Telematics (In-Vehicle Monitoring Systems)</td>
</tr>
<tr>
<td>5</td>
<td>Vehicle Booking System</td>
</tr>
<tr>
<td>6</td>
<td>Tyre Supply and Fitting Services</td>
</tr>
<tr>
<td>7</td>
<td>Aftermarket Vehicle Accessories</td>
</tr>
</tbody>
</table>

### Who are the contractors?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
<th>Category 5</th>
<th>Category 6</th>
<th>Category 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleetcare</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
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<tr>
<td>Pickles Auctions</td>
<td></td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Ezy2c</td>
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<td></td>
<td></td>
<td>✔</td>
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<tr>
<td>Pinpoint Communications</td>
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<td></td>
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<td>✔</td>
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<tr>
<td>PoolCar</td>
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<td>✔</td>
<td></td>
</tr>
<tr>
<td>Goodyear and Dunlop Tyres Australia</td>
<td></td>
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<td></td>
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<td></td>
<td>✔</td>
</tr>
<tr>
<td>Bridgestone Australia</td>
<td></td>
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<td>✔</td>
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<tr>
<td>ARB</td>
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<td>✔</td>
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<tr>
<td>TJM Products</td>
<td></td>
<td></td>
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<td>✔</td>
</tr>
</tbody>
</table>

**Note:** Commercial Services will make the decision on Category 4 and 5 on behalf of the Department.

---

**Contract Manager:** Max Cummock  
**Telephone:** (08) 6551 1449  
**Email:** max.cummock@finance.wa.gov.au
Motor Vehicle Rental Services

Contract no : CUAMVR2019 - Motor Vehicle Rental Services

Buying Rule : Mandatory (Statewide)
Quotes not required

Term : 1 June 2019 - 28 Feb 2021
(Plus three one-year extension options)

What do I use this contract for?

Rental of Passenger Vehicles, Light Commercial Vehicles People Movers / Small Buses throughout Australia.

Rental Vehicle Insurance

The Department is a Self Insured Agency. Rental/Hire vehicles are automatically provided with comprehensive cover by RiskCover.

When renting a vehicle, a copy of the Department’s Certificate of Currency - Motor Vehicle Material Loss or Damage and Motor Vehicle Third Party Liability may be required to be presented to the Rental Company as evidence of coverage. Copies are available HERE.

Buyers Tips

• WA Public Authorities may ‘pick and buy’ for all vehicle rentals from Avis Australia, Budget Car Rental or Thrifty Car Rental.

• Purchase services under CUA terms and conditions that protect you as a buyer.

• Match the correct vehicle in accordance with the purpose of use and needs of the agency. Eg. if you need to transport a large number of people, select a mini bus instead of hiring several small passenger vehicles.

• Refuel before returning vehicle to avoid costly refuelling charges.

• Avoid airport or city centre surcharge fees by picking up from a depot or town.

• For longer-term requirements you are expected to make a value-for-money decision between renting or leasing a vehicle. Alternatively, check if another department has a fleet vehicle that they do not require for that period. You can also find a list of government vehicles able to be rehired from disposal for a a short term in the eDecision Aid. Read the WA Government Fleet Policy and Guidelines for further details.

• Each contractor has different one-way fees. If this is a requirement, consider the total cost including one-way fees for each contractor before choosing the cheapest.

• Avoid cancellation fees and late return charges by planning ahead.

When hiring vehicles, providers request an Avis AWD (Avis Worldwide Discount) Budget BCD (Budget Customer Discount) or Thrifty CD (Customer Discount) number which is linked to your specific account. Due to the structure of the Department and various name changes, the providers under this CUA have requested assistance from the Department to update accounts.
Perth Airport Budget Rental Collection - New School Accounts required

For Schools who collect rentals from Budget at Perth Airport and pay on Account due to a change in ownership you will need to establish a new Account. Below are the operating terms and conditions.

**Advice for Staff who make Bookings**

- The new account requires a Purchase (credit) Card to be linked to the account.
- The credit card nominated should be the one used by the person who makes the bookings on behalf of the school as they are the only ones who can make bookings going forward.
- When the booking is made it will be charged back to the linked Purchase Card.
- Only the Purchase Card holder is advised of the new Account Number.
- The booker can make the reservation with the school BCD (Budget Customer Discount) account.

**Advice for Renters**

- Invoice presented to renter doesn’t disclose the account number.
- **Renters can still pay using their Government Purchase Card when they collect the vehicle.**

<table>
<thead>
<tr>
<th>For officers hiring vehicles with a Credit Card, please quote:</th>
<th>For officers hiring vehicles on account, please contact the following to update account details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Rent a Car – BCD D273100</td>
<td><strong>Budget Rent a Car</strong>&lt;br&gt;Rachel Whatley on 6253 9311 or; <a href="mailto:wagovernment@budgetwa.com.au">wagovernment@budgetwa.com.au</a></td>
</tr>
<tr>
<td>Hertz – CDP (to be advised)</td>
<td><strong>Hertz Car Rental</strong>&lt;br&gt;Shantal Bezuidenhout on 0428 078 593 or; <a href="mailto:hertzwasaales@hertz.com">hertzwasaales@hertz.com</a></td>
</tr>
<tr>
<td>Thrifty – CD 4908 002174</td>
<td><strong>Thrifty</strong>&lt;br&gt;Nick Bishop 9464 8820 or; <a href="mailto:nickb@thriftywa.com">nickb@thriftywa.com</a></td>
</tr>
<tr>
<td>Avis Australia – AWD P537306</td>
<td><strong>Avis Australia</strong>&lt;br&gt;Cheryl Palmer 6555 1535 or; <a href="mailto:cheryl.palmer@abgroup.com.au">cheryl.palmer@abgroup.com.au</a></td>
</tr>
</tbody>
</table>

**Contact Manager:** Keva Maher  
**Telephone:** (08) 6551 1388  
**Email:** keva.maher@finance.wa.gov.au
Purchasing Card Services and Expense Management System

Contract no: CUAPCS2019
Buying Rules: Mandatory (Statewide)
Term: 29 January 2019 – 28 January 2023

What do I use this contract for?
- For the provision of Purchasing card services (including provision of an Expense Management System)
- For general public authority purchases of goods and services (including ICT and travel arrangements)

Who is the contracted supplier?
- National Australia Bank Limited

Buyers Tips
- Provides Public Authorities a versatile and conveniently method of payment.
- Eliminates time-consuming paper-based ordering and reduces administrative costs.
- Makes possible one payment per month between Public Authorities and the Purchasing Card provider.
- Provides an excellent resource in emergency situations, such as those that may occur in remote locations.

Purchasing Card applications are processed by Department of Education, Business and Customer Services. Call 9264 5371 or email cardadministrator@education.wa.edu.au for more information.

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Application Forms Non-School
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Contact Us
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WA Government's Purchasing Card Guidelines

Contract Manager:.........................Glenn Riekie
Telephone: .........................(08) 6551 1394
Email:.........................glen.riekie@finance.wa.gov.au
Removalist Services (Office and Staff Relocation)

Contract no: CUAREM2017
Buying Rules: Office Relocation: Mandatory when valued at $5000 or more (Perth region only)
Staff Relocation: Mandatory (State-wide)
Quotes not required
Term: 1 March 2018 - 28 February 2021
(Plus two 1 year extension options)

What do I use this contract for?
• Office relocation services including:
  • Office relocations requiring road transport of office furniture, equipment & effects.
  • Small office relocations not requiring road transport, e.g. from one floor to another within the same building
• Staff relocation services, including:
  • Packaging and road transport of personal furniture and chattels
  • Short and long term storage of personal furniture and chattels
  • Vehicle transportation

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Office Relocations</th>
<th>Staff Relocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adlam Transport Pty Ltd</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Grace Worldwide (Aust) Pty Ltd</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Karrinyup Karriers</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Keys Bros Removals and Storage</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Office Relocation Solutions Pty Ltd</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>SIRVA Pty Ltd ta Allied Pickfords</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Wridgways Pty Limited t/a Santa Fe Relocations</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Buyers Tips
• The Price Schedule includes better pricing for moves between country towns (Country to Country moves).
• The Contractors operate from hubs in regional areas (Regional Hubs). Better pricing is available for moves to and from these hubs.
• Compare Contractors’ pricing using the Price Schedule instead of getting quotes.

Contract Manager: Adrian Allen
Telephone: (08) 6551 1576
Email: adrian.allen@finance.wa.gov.au
Salary Packaging Services

Contract: CUASPS2017
Buying Rules: Mandatory (State-wide)
Term: 1 May 2017 - 30 April 2022

What do I use this contract for?
Salary packaging is a tax effective way for employees to receive their salary as a combination of cash and benefits. The benefit is deducted from an employee’s gross salary which reduces their taxable income and thus the amount of tax payable.
Salary packaging is administered by a salary packaging provider (SPP). The SPP may receive commissions or rebates in connection with some services it provides or arranges to be provided by third parties.
Salary packaging is available to all eligible Department of Education employees whose industrial instruments provide for such arrangements. Participation in salary packaging is voluntary.

Benefits
There are a range of benefits that can be salary packaged. Available benefits are:
- motor vehicles (for private use) by way of a novated lease;
- additional superannuation contributions to the Government Employees Superannuation Board (GESB) (SPP not required);
- additional superannuation contributions to a private superannuation fund (SPP not required although employees may choose to use one);
- laptop/notebook computer, iPad or tablet;
- remote area housing benefits (for eligible remote employees);
- mobile phone (predominantly for business use);
- uniforms;
- work related travel expenses;
- professional subscriptions;
- home/office expenses;
- financial counselling (related to salary packaging);
- financial products (e.g. disability insurance and income protection; and
- self education expenses.

For more information, refer to the Salary Packaging Information Guide.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Salary Packaging Provider</th>
<th>General Enquiries</th>
<th>Local Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maxxia Australia P/L.</td>
<td>1300 123 123</td>
<td>08 9363 7001</td>
</tr>
<tr>
<td>Selectus P/L.</td>
<td>1300 669 118</td>
<td>08 9217 1431</td>
</tr>
</tbody>
</table>

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Who are the Contractors?
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What will it Cost?
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Contact Us
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Specifications Guide

Contact: ................................................John Lamb
Telephone: ....................................(08) 6551 1393
Email:.................................John.lamb@finance.wa.gov.au
Storage, Retrieval, Destruction and Digitisation of Paper and Electronic Records

Contract no: CUAREC2015
Buying Rules: Mandatory (Perth Metropolitan Only)
Term: 15 July 2015 to 14 July 2022
(Plus three 1 year extension options)

What do I use this contract for?
- Storage, Lodgement, Retrieval, Collection & Delivery
- Off-site Destruction: Destruction of records held at the contractor’s premises
- On-site Destruction: Destruction of records collected from, but not destroyed at, the customer’s premises
- Digitisation Services

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Category 1: Storage, Lodgement, Retrieval, Collection and Delivery</th>
<th>Category 2: Part 1 Off-site Destruction; For Records Held at the Customer’s Premises</th>
<th>Category 2: Part 2 On-site Destruction: For Records Collected from, but not Destroyed at, the Customer’s Premises</th>
<th>Category 3: Digitisation Services (Non-Mandatory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace Records Management</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>The Information Management Group</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Iron Mountain</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Shred-X</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>ZicroDATA</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

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Transitioning FAQ and Guidelines

Contract Manager: Melanie Leung
Telephone: (08) 6551 1369
Email: melanie.leung@finance.wa.gov.au
Temporary Personnel Services

Contract: CUATPS2019

Buying Rules: Mandatory (Perth region only)

Term: 9 November 2019 to 8 November 2022
(Plus two (2), 1 year extension options)

What do I use this contract for?

Temporary Personnel Services are available across five categories:

- Category A - Clerical and Administrative
- Category B - Technical & Trades
- Category C - Professional
- Category D - Information & Communication Technology

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Category A Clerical &amp; Administrative</th>
<th>Category B Technical &amp; Trades</th>
<th>Category C Professional</th>
<th>Category D Information and Communications Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>AndersElite Professional Recruitment</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>DFP Recruitment Services</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Finite IT Recruitment Solutions</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Hays Specialist Recruitment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Indigenous Managed Services</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Integrity Executive</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Integrity Industrial</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Integrity Staffing</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peoplebank Australia Ltd</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Randstad</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Talent International</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Buyers Tips

- As a guideline, temporary personnel should not be engaged for longer than six months.
- Place your orders using the Service Request Forms. Send the completed forms to the Contractor(s) well in advance to allow sufficient time to organise the most appropriate candidate for your business.
- Approach several Contractors when seeking a temporary personnel candidate to ensure you are receiving a good value for money outcome. Make sure you inform the unsuccessful Contractor(s) once you have made a decision.
- Fill out a Service Request form for each engagement, this will ensure you meet your agency’s audit requirements, and you have a record of the agreed terms for the engagement. A Service Request Form must be comp. A Service Request form must be completed even if the engagement period is for a short period of time (i.e. one day).
- Respond quickly to Contractors when they offer candidates, otherwise the candidate you
select may no longer be available.

- It would be expected that Temporary Personnel would be engaged only if the appropriate expertise is unavailable in the Public Sector at the time of need.
- Please ensure that a Service Request form is completed and agreed by both parties for all Temporary Personnel engagements to ensure that the purchase is in accordance with the terms and conditions of the contract.

Expired CUATPS2014

The previous Common Use Arrangement for Temporary Personnel Services (CUATPS2014) expired on 8 November 2019. If you have any queries about CUATPS2014 engagements that were entered into prior to the expiry date, please contact Meg Herbert (details below). No new engagements can be entered into under the expired CUA.
Transactional Banking and Merchant Services

Contract: CUA140807

Buying Rules: Mandatory - Central and Regional Offices, ETSSC
Non mandatory - Schools

Term: 1 December 2008 - 30 November 2019

What do I use this contract for?

- Transactional banking services
- Merchant banking services

(Purchasing Card is no longer a part of this contract. It is a separate contract, CUAPCS2019.)

Who are the contracted suppliers?

Commonwealth Bank of Australia

Much of the information relating to this contract is confidential and cannot be released on the Internet. A hard copy document containing additional information such as the contract rates may be obtained from the contract manager.
Whole of Government

Travel Management Services

Contract: CUATMS2017

Buying Rules: Mandatory (Domestic air travel only)
Domestic air travel is mandatory for WA Government departments.
International air travel is non-mandatory for WA Government departments.
The Buy Local Policy applies in regional locations.

Term: 1 August 2017 - 31 July 2020

Extension options:
One, three-year extension option
Three, one-year extension options

What do I use this contract for?

• Air Travel Reservations - Domestic and International
• Associated Travel Management Services including accommodation and car hire

Air travel reservations (bookings) and associated services provided by the contractor Corporate Travel Management (CTM). Reservations can be made online or via email/phone.

Who are the contracted suppliers?
Corporate Travel Management (CTM)

Key Features and Benefits

• Access to discounted airfares, motor vehicle rental and accommodation through one supplier.
• Access to best in class online booking tools.
• Assistance in user level account management (e.g. policy compliance, expenditure tracking, ticket credit utilisation).
• Configuration of travel solutions to meet user needs by dedicated and qualified travel consultants.
• Reporting tools that assist track and monitor your travel costs and credits.
• Availability of VIP services.
Buyers Tips

- Buy travel online using CTM’s Online Booking Tool (OBT).
- Do not have airline preferences.
- Buy the cheapest fare that meets your travel needs (“Best Fare of the Day”).
- Use any ticket credits early (they only last 12-months).
- Streamline internal approval processes so that you can buy airfares early (the cheapest fares sell first).
- Analyse your travel performance and change your buying behaviour as necessary.
- Seek training and assistance from CTM to improve your travel management practices.
- Schools should refer to the Department of Education School Excursion webpage for advice on making travel arrangements for school excursions.

Contract Manager: ....................Stephen Koh
Telephone: ..............................(08) 6551 1387
Email: .............stepen.koh@finance.wa.gov.au

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CTM - Ticket Credit Guide
Ticket Credit Calculator
E-Mail Subscription
Waste Disposal and Recycling Services

Contract no: CUAWAS2016

Buying Rules: Mandatory (Perth Metropolitan only)
Quotes not required

Term: 15 May 2016 - 14 May 2021
(plus two, one-year extension options are available)

What do I use this contract for?
Category A - Total Waste Management Services
- General Waste
- Recycling
- Medical/Clinical Waste
- On Site Services

Category B - Medical/Clinical Waste
- Medical/Clinical Waste
- Operating room plastics recycling

Category C - Sanitary Waste
- Sanitary Napkin disposal
- Nappy disposal

Category D - Office Paper Recycling
- Floor-by-Floor collection of clean office paper bins for recycling

Category E - ICT Equipment Disposal (e-Waste)
- A recycling service for the disposal of end of life ICT equipment

Buyers Tips
- This CUA aims to maximise recycling and minimise waste going to landfill. You are strongly encouraged to reuse, recycle and recover before disposal.
- Assess your waste volume and select the appropriate bin sizes and pick-up frequency. Don’t forget to take into account prices for different bin sizes.
- When a category has more than one contractor, consider who best meets your needs at the best prices.
- For organising supply of new/additional sanitary and nappy disposal services (Category C) and additional bulk waste services (Category A), please contact Suzanne Bryant at Strategic Asset Planning and Services on suzanne.bryant@education.wa.gov.au or (08) 9264 8925.

Contract Manager: ................ Kristien Van Der Spoel
Telephone: ................................ (08) 6551 1330
Email: kristien.vanderspoel@finance.wa.gov.au

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Waste Avoidance and Recovery

Remember the Waste Hierarchy - Avoid, Recover and Dispose

- Avoid - this is the most preferred option in the hierarchy.
- Recovery - waste that can’t be avoided can be reused and recycled.
- Dispose - this is the least preferred option.

Tips for schools:
Run a waste audit to identify your school’s waste streams and use this information to plan your school’s waste avoidance and recovery program.
Communicate your waste avoidance and recovery messages with the wider school community including students, staff and families. Provide regular updates on the school’s waste reduction achievements.
Regularly review your waste services including how full your bins are and how frequently they are emptied. It costs the same to empty a full bin or a half full bin. Check the volume of waste in the bins and adjust your number of bins or frequency of emptying accordingly.

To avoid waste:
- Buy items in bulk to reduce packaging
- Encourage low-waste canteens
- Run regular waste-free lunches

Recovery of waste:
- Educate students and the wider school community on the appropriate use of recycling bins before implementation.
- Use clear signage such as WasteSorted for schools.
- Consider using student bin monitors in the beginning to educate and reduce contamination.
- Consider the location and placement of bins for ease of use. For example, place paper recycling bins in classrooms and co-mingled and food waste bins in eating areas.
- Ensure bins are always in the same location so they are easy to find.
- Use your waste for fundraising. Learn more about the Container Deposit Scheme that is starting on 2 June 2020 and how your school can get involved.

Dispose of waste:
- Check general waste bins regularly for recyclables and items that can be avoided.

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Supporting Information
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Order Form

Contract Manager: ............Kristien Van Der Spoel
Telephone: ..............................(08) 6551 1330
Email: ...kristien.vanderspoel@finance.wa.gov.au
## Bulk Groceries and Fresh Produce

**Contract no:** CUAGRO2019  
**Buying Rules:** Mandatory (Perth region only)  
Quotes not required  
**Term:** 2 October 2019 - 1 October 2022  
(Plus two (2), one year extension options.

### What do I use this contract for?
1 - Shelf Stable, Non perishable and Dry goods  
2 - Bread and Bakery Products  
3 - Ready-to-drink Beverages (Non-Alcoholic)  
4 - Fresh Meat, Poultry and Smallgoods  
5 - Frozen Meat, Poultry, Seafood and Savoury Products  
6 - Fruit and Vegetables including prepared vegetables  
7 - Dairy Products including yoghurt, cheese, milk and eggs

### Who are the contracted suppliers?
- Asahi Lifestyle Beverages  
- Aussie Natural Spring Water  
- Bidfood  
- Boffins Bakery  
- Brownes  
- Classic Meats  
- Coca-Cola Amatil  
- Dardanup Butchering Company  
- Freshcorp Farms  
- Goodman Fielder  
- Kailis Bros  
- Lactalis Australia  
- Lion Dairy & Drinks  
- M and J Chickens  
- McLoughlin Butchers  
- Mondo Butchers  
- Neverfail Springwater  
- New West Foods  
- PFD Foods  
- Rudi Rooster Poultry  
- Ryans Quality Meats  
- Sealanes  
- Select Fresh  
- Superstock Food Services  
- Tip Top Bakeries  
- Vision Produce  
- Wing Hong Food Services  
- Yuan’s Fresh Meat

Click supplier name to view Procurement Lifecycle Documents (including contact information).

See Price Schedule for latest category information.
### Category Sub-Category Suppliers

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shelf Stable</td>
</tr>
<tr>
<td>2.1</td>
<td>Fresh Bread</td>
</tr>
<tr>
<td>2.2</td>
<td>Cakes and Bakery Products</td>
</tr>
<tr>
<td>3.1</td>
<td>Fruit Juice</td>
</tr>
<tr>
<td>3.2</td>
<td>Soft Drinks</td>
</tr>
<tr>
<td>3.3</td>
<td>Bottled Water</td>
</tr>
<tr>
<td>3.4</td>
<td>Bottled Water 15L and Dispensers</td>
</tr>
<tr>
<td>4.1</td>
<td>Fresh Beef, Lamb and Pork</td>
</tr>
<tr>
<td>4.2</td>
<td>Fresh Poultry</td>
</tr>
</tbody>
</table>

See [Price Schedule](#) for latest category information.

### Category Sub-Category Suppliers

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3</td>
<td>Refrigerated Processed Meats and Smallgoods</td>
</tr>
<tr>
<td>5.1</td>
<td>Frozen Beef, Lamb and Pork</td>
</tr>
<tr>
<td>5.2</td>
<td>Frozen Poultry</td>
</tr>
<tr>
<td>5.3</td>
<td>Frozen Seafood</td>
</tr>
<tr>
<td>5.4</td>
<td>Frozen Savoury Products</td>
</tr>
<tr>
<td>6.1</td>
<td>Fresh Fruit and Vegetables including Prepared Vegetables</td>
</tr>
<tr>
<td>6.2</td>
<td>Frozen Fruit and Vegetables</td>
</tr>
<tr>
<td>7.1</td>
<td>Fresh Milk, Yoghurt and Cream</td>
</tr>
<tr>
<td>7.2</td>
<td>Flavoured Ices and Ice Cream Products</td>
</tr>
<tr>
<td>7.3</td>
<td>Cheese and Butter</td>
</tr>
<tr>
<td>7.4</td>
<td>Margarine</td>
</tr>
<tr>
<td>7.5</td>
<td>Eggs</td>
</tr>
</tbody>
</table>
Buyers Tips

- Check prices and sizes. The list of products available is comprehensive but you may save more by doing a quick comparison. For example, a 1kg size may offer better value than the 500gm size, or a carton of 100 instead of a packet of 24.
- Where you can select from more than one supplier, ‘pick and buy’ the best value product that meets your needs.
- Suppliers may have limits on value of orders or may accept low value orders on the basis of incurring a surcharge, so look to consolidate your purchases.
- Check if a supplier is willing to break cartons for some products to meet your needs. They may accommodate your needs if you commit to a regular monthly purchase of standard products to reduce transactions for both the supplier and yourself.
- All suppliers will deliver free in the Perth Region.
- All prices are fixed. There is no need to call quotes or tenders for products listed in the CUA.

Use this CUA for bulk purchases of groceries for school camps, cooking classes and canteens.

Contract Manager: .................. Pano Tsakalis
Telephone: .......................... (08) 6551 1371
Email: ...... pano.tsakalis@finance.wa.gov.au
Cleaning, Kitchen and Bathroom Products

**Contract no:** CUACKB2015

**Buying Rules:** Mandatory (Perth region only)
Quotes not required

**Term:** 1 October 2016 - 30 September 2021

**What do I use this contract for?**

**Category A - Customised Distribution**
A customised arrangement from a panel of suppliers to provide a range of cleaning, kitchen and bathroom products to multiple or nominated sites with orders packaged and labelled for direct distribution.

**Category B - General Distribution**
A pick and buy arrangement from a panel of suppliers to provide the following products:

- Bags
- Chemical products
- Cleaning products
- Gloves
- Kitchen products
- Paper towels and tissues
- Personal products
- Wiping cloths
Buyers Tips

- Category A (Customised Distribution) - use the Service Level Agreement Form to seek quotes and select a sole supplier if you wish to stipulate your service requirements.

- Category B (General Distribution) - a one stop shop is available from all three suppliers across all eight product groups. Shop around the different suppliers to make sure you are getting the best price.

- When opening an account or placing orders, advise the supplier that you are an approved CUA user to make sure you are getting CUA prices.

- To view Government pricing go to each supplier’s website. You will need to establish an account and obtain a login.

- Check suppliers’ delivery charges and product lead times for Category B (General Distribution) in the What will it Cost resource.
Domestic LPG, Medical, Industrial, and Speciality Gases

Contract no: CUAGAS2016

Buying Rules: Mandatory (Statewide)
Quotes not required

Term: 1 February 2016 - 31 January 2021
(plus 1 two-year extension option)

What do I use this contract for?

Domestic LPG in Cylinders
- 9kg and 45 kg for domestic and commercial use
- 15kg and 18kg forklift cylinders

Medical Gases
- Medical Gases in Cylinders
- Liquid Medical Oxygen
- Liquid Nitrogen and Argon
- Homecare oxygen services

LPG in Bulk
- Delivered directly into on-site tanks

Industrial and Speciality Gases
- Shielding and welding gases in different mixes
- Gases available in industrial, high purity and ultra high purity grades

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Domestic LPG in Bul</th>
<th>Domestic LPG in Cylinders</th>
<th>Medical Gases</th>
<th>Industrial &amp; Speciality Gases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Liquide WA Pty Ltd</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>BOC Ltd</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Kleenheat</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Elgas</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Buyers Tips

- Always quote the CUA number when buying any gas products from this CUA.
- Check your invoices against the CUA price schedules to make sure you are charged the correct prices.
- A rental fee is payable on all cylinders. To avoid excess fees, buy only what you need and return cylinders that are no longer required.
- Make use of the contractors’ cylinder holding report, to keep track of long-held, potentially lost, cylinders on your site.
- Write off missing medical, industrial and speciality gas cylinders to avoid paying rent forever.
- If you are using large quantities of Domestic LPG, consider converting to bulk tanks rather than using cylinders. Discuss your requirements with the Contractor and the Contract Manager.
- Consider using the contractors’ online ordering facilities.
- Save money on delivery costs in regional areas by picking up cylinders from the contractors’ depot but make sure you have an appropriate vehicle.
Office Stationery and Consumables

Contract no: CUASTA2014

Buying Rules:
- Mandatory Perth Metro Area
  - Category A Office Stationery & Office Kitchen Provisions
  - Category B (Copy Paper)
  - Category C (Envelopes)
- Non-Mandatory
  - Category A (Office Kitchen Provisions)
  Quotes not required

Term: 1 June 2015 to 31 September 2021

What do I use this contract for?
- Office stationery
- Office kitchen consumables
- White and coloured copy paper
- Unprinted and printed envelopes
- Schools are required to use this CUA to purchase Copy Paper and Envelopes within the Perth metropolitan area.
- Schools are required to use this CUA if the stationery purchased is for administration (office) use from within the Perth metropolitan area.
- Schools are not required to use this CUA for Office Kitchen Provisions as this is a non-mandatory category for all regions.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Office Stationery</th>
<th>Office Kitchen Provisions</th>
<th>Copy Paper</th>
<th>Envelopes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Office Supplies</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Winc</td>
<td>✔</td>
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<td>✔</td>
</tr>
</tbody>
</table>

Special Notice - 1 October 2019
The Department of Finance has been notified by WINC. of significant difficulties in meeting contractual requirements, including delivery timeframes, as set out in this CUA. Currently Winc. cannot reliably determine delivery dates for outstanding, and newly ordered items. A firm date for a return to business as usual has not been identified. Therefore, should you require short term delivery of your office stationery and related items you may wish to order through the alternative supplier Complete Office Supplies (COS). Progress updates on the resolution of the issues at Winc. will be provided here as they become available. Enquiries on the status of orders should be made directly to Winc. in the first instance.
Buyers Tips

- Make sure you’re buying items on the CUA to receive the best prices.
- Investigate ways to reduce your paper usage. For example, set your printer defaults to double-sided printing to reduce paper usage by up to 30%.
- When purchasing envelopes, suppliers offer a draw down facility. This means you can pay for your items up front, have them stored at the supplier’s warehouse and delivered to you when required. Make sure to overprint them in a single colour, as costs will rise when you add another colour.

There is no longer a CUA for School Stationery. If the item/s being purchased are required for instructional / educational purposes in the classroom it is not considered a stationery item. These items can be purchased by applying the State Supply Commission ‘Open and Effective Competition’ policy. If the item/s being purchased are for use for administrative or office purposes it is considered a stationery item and this CUASTA2014 and its buying rules are applicable. Note that some regional areas may have Group Buying Arrangements established for copy paper and stationery.

CUASTA2014 Links

- Price Schedules
  - Office Stationery
  - Office Kitchen Provisions
  - Copy Paper
  - Envelopes

- Service Level Agreements (SLA)
  - Australian Paper SLA
  - Complete Office Supplies (COS) SLA
  - Winc SLA

- Additional Envelope Documentation
  - Australian Paper
    - Australian Paper Order Form
    - Australian Paper Envelope Guide

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Price Schedule Office Stationery
Price Schedule Copy Paper
Price Schedule Envelopes

Contract Manager:....................Shauna Booth
Telephone: .......................... (08) 6551 1459
Email:..........shauna.booth@finance.wa.gov.au
Regional Group Buying Arrangements

Agricultural Products

Contract no: GBA201312137

Buying Rules: Non-mandatory (Statewide, Regional Only)
Quotes not required

Term: 1 July 2014 - 30 June 2020

What do I use this contract for?
- Agricultural Chemicals
- Fertilisers
- Fencing Products
- General Agricultural Merchandise

Who are the contracted suppliers?
- Elders
- Landmark
- Cowaramup Agencies

Buyers Tips
- Quote the Contract Number on orders - GBA201312137
- Ask the Supplier for the RRP or Cost Price so you can confirm that you’re receiving correct contract pricing

LOCAL AGENTS FOR ELDERS & LANDMARK UNDER AGRICULTURAL PRODUCTS CONTRACT (GBA201312137)

Elders and Landmark branches (eg. dedicated Elders and Landmark stores, as listed in the Buyers Guide) MUST offer government agencies contract pricing (or better) under GBA201312137.

Elders and Landmark agencies (eg. local businesses who act as agents for Elders and Landmark) are not obliged to offer contract pricing, but may do so at their discretion as they only act as agents. For this reason only branches, not agents, are listed in the Buyers Guide.

If you have a local business who is a Landmark or Elders agent (eg. Pendrey’s Busselton, DKT Rural Agencies Kellerberrin etc) you may request contract pricing but whether they honour the discount is up to the agent. Its not unusual for them to offer their own discounting arrangement.


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Contract Manager: ....................Carly Anderson
Telephone: ............................(08) 9781 1184
Email: ..............carly.anderson@finance.wa.gov.au
Regional Group Buying Arrangements

Food & Groceries (Narrogin and Southern Districts Sites)

**Contract no:** GBA201503510 (Group Buying Arrangement)

**Buying Rules:** Non Mandatory (Narrogin and Southern District Sites)

**Term:** 1 May 2016 to 30 April 2020

What do I use this contract for?

<table>
<thead>
<tr>
<th>Dry Goods</th>
<th>Fresh fruit and vegetables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy Products and Fresh Fruit Juices</td>
<td>Fresh meat and chicken</td>
</tr>
<tr>
<td>Frozen products and small goods</td>
<td>Bread</td>
</tr>
</tbody>
</table>

**Location**

<table>
<thead>
<tr>
<th>Location</th>
<th>Definition / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrogin</td>
<td>All areas within a 10km radius of the Narrogin Post Office</td>
</tr>
<tr>
<td>Pingelly</td>
<td>All areas within a 10km radius of the Pingelly Post Office</td>
</tr>
<tr>
<td>Lake Grace</td>
<td>All areas within a 10km radius of the Lake Grace Post Office</td>
</tr>
<tr>
<td>Boddington</td>
<td>All areas within a 10km radius of the Boddington Post Office</td>
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<tr>
<td>Kondinin</td>
<td>All areas within a 10km radius of the Kondinin Post Office</td>
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<tr>
<td>Dumbleyung</td>
<td>All areas within a 10km radius of the Dumbleyung Post Office</td>
</tr>
<tr>
<td>Wagin</td>
<td>All areas within a 10km radius of the Wagin Post Office</td>
</tr>
</tbody>
</table>

Who are the contracted suppliers?

- Bill & Ben’s Hot Bread Shop
- Boddington IGA
- Brownes Dairy
- Narrogin Fresh
- Narrogin Fruit Market
- PFD Food Services
- Pingelly IGA
- Wagin Meats

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**Contract Manager:** Carol Sadler
**Telephone:** (08) 9781 4100
**Email:** carol.sadler@finance.wa.gov.au
Groceries (Bulk) and Fresh Produce (Great Southern Region)

**Contract no:** GBA201801000 (Group Buying Arrangement)

**Buying Rules:** Non-Mandatory (Great Southern Region)
Quotes not required

**Term:** 1 July 2019 to 30 June 2022

**What do I use this contract for?**
- Shelf Stable, non-perishable and dry goods
- Dairy products
- Bread and bakery products
- Fresh fruit and vegetables including prepared vegetables
- Frozen fruit and vegetables
- Fresh meat, fish, poultry and small goods
- Frozen and processed meats and savoury products

**Buyers Tips?**
- Establish a good relationship with your suppliers
- Identify yourself as a government buyer and quote the GBA

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Contract Manager: ……………………Krista Morlang
Telephone: ……………………………(08) 9781 4100
Email: ………….krista.morlang@finance.wa.gov.au

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Groceries (Bulk) and Fresh Produce (Mid West Region)

Contract no: GBA201705330 (Group Buying Arrangement)

Buying Rules: Non-Mandatory (Mid West Region)
Quotes not required

Term: 1 March 2018 to 28 February 2021

What do I use this contract for?

• Shelf Stable, non-perishable and dry goods
• Dairy products
• Bread and bakery products
• Fresh fruit and vegetables including prepared vegetables
• Frozen fruit and vegetables
• Fresh meat, fish, poultry and small goods
• Frozen and processed meats and savoury products

Buyers Tips?

• Establish a good relationship with your suppliers
• Identify yourself as a government buyer and quote the GBA

Contract Manager:.....................Nicolle Pomeroy
Telephone: ..................................(08) 9965 7104
Email:...........nicolle.pomeroy@finance.wa.gov.au
Supply of Food and Groceries for the South West Region

Contract no: GBA 201410882 (Group Buying Arrangement)

Buying Rules: Non Mandatory (South West Region)
Quotes not required

Term: 1 July 2015 to 30 June 2019
(Plus one, 12 month extension option)

What do I use this contract for?

• Dry goods
• Dairy products and fresh fruit juices
• Frozen products and small goods
• Fresh fruit and vegetables
• Fresh meat and chicken
• Bread

Buyers Tips?

• Establish a good relationship with your suppliers
• Identify yourself as a government buyer and quote the GBA

Contact Manager: .................................. Carol Sadler
Telephone: ...................................(08) 9781 4101
Email: .................. carol.sadler@finance.wa.gov.au
Waste Disposal Services for the Mid West Region

Contract: GBA201401405
Buying Rules: Non-Mandatory
(Mid West Region Only)
Term: 1 August 2014 - 31 July 2019
.plus two 1 year extension options

What do I use this contract for?

• Total Waste Management
• General Waste
• Recycling
• Clinical Waste

Who are the contracted suppliers?

• SteriHealth Pty Ltd
• Tox Free Australia Pty Ltd
• Veolia Environment Services

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