## **Procurement Function Structure**

### **Chief Procurement Officer**

#### Procurement Delegates (over \$100,000)

#### Procurement Capability, Compliance & Systems

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

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General Goods & Services (GGS) Category

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

Procurement.ggs@ged.gld.gov.au

Information, Communication & Technologies (ICT) Category

- Software, including Cloud Based Subscriptions
- Laptops, Desktops and Tablets
- Interactive Solutions
- Servers
- · Managed Print Services
- IT Professional Services and ICT Contingent Labour
- PurchaseIT

Procurement.ict@qed.qld.gov.au

# Building Construction & Maintenance (BCM) Category

- · Building Projects
- Direct 2 Market
- Minor Works & Asset Management
- Furniture
- · Industrial Machinery
- Playground Equipment
- Cleaning Equipment & Consumables
- Sanitary Products & Nappy Waste Disposal

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

- \* Identify and manage risks and accountability issues
- \* Develop specifications
- \* Seek and evaluate quotes in accordance with DoE purchasing procedure
- \* Conduct market research
- \* Purchase from DoE or WoG supply arrangements
- \* Manage purchasing transactions and supplier performance (Contract Management)

