

Tasmanian Industry Participation Plan (template/guide)

The Tasmanian Government is committed to maximising opportunities for local SME¹ businesses to compete for and win Government procurements. Suppliers/proponents are requested to prepare a Tasmanian Industry Participation Plan:

- For all procurements with a value exceeding \$5 million;
- For nominated procurements (at the discretion of the procuring Government entity) greater than \$2 million and up to \$5 million; and
- For private sector projects valued at over \$5 million that receive support, including in-kind support, valued at or greater than \$500 000 from the Government.

This Plan is your opportunity to demonstrate how your submission will positively impact on the local industry/economy. You do not need to answer all of the questions below and your submission may not necessarily be limited to these issues (which are provided as prompts). You will need to ensure you can verify the information you submit and where possible should provide actual numbers of staff (full-time equivalent)/values of goods and/or services.

For procurements, the Tasmanian Industry Participation Plan is an essential part of your submission and will be used by the procuring entity to evaluate your submission. In these circumstances, the Plan will contribute a minimum of 10% of the procurement evaluation. Suppliers that fail to submit a Plan will receive a zero score in relation to this criterion.

This template was specifically developed for procurement. Where a Tasmanian Industry Participation Plan is required for a private sector project, the template should be adapted to suit the specific circumstances of the project.

Procurement details

Procurement Reference No.	DHHS-5714S
Procurement title	RFT By Department of Health and Human Services for Office Consumables
Name of Responsible Agency/Entity	Department of Health and Human Services

¹ Local SME are Australian and New Zealand businesses employing less than 200 people.

Supplier details

Name of supplier	OfficeMax Australia Limited
Contact details for supplier	Name: Matthew Kelly Designation: Client Executive Enterprise, Government & Corporate Phone: 0409 402 946 Email: Matthew.Kelly@OfficeMax.com.au

Local SME industry impact

What is the direct local impact of your business?

Examples: Are you a local SME (how many people do you employ, where is your business located, what is the ownership)? How many people do you employ in Tasmania? Would any new SME jobs be created by the proposed contract - how many?

OfficeMax provides significant employment opportunities locally, employing over 540 employees across Australia. OfficeMax employs 56 people directly in Tasmania (across locations in Hobart, Launceston and Devonport) and we are the largest employer in Tasmania in our industry. Our Tasmanian office is located in Derwent Park, alongside our distribution centre which has a stocking capacity of 8,500 products for immediate delivery.

This centre was opened in late 2013 with the support of both the Tasmanian and Federal Governments. By transferring our National Inside Sales Centre to Hobart we created 45 new permanent full-time jobs in Tasmania, providing support to our local community. Please see Figure 1. below for details of the employment opportunities created in Tasmania by OfficeMax.

OfficeMax has been in the forefront of community and local industry engagement in its day to day activities in Tasmania. OfficeMax has a long history in Tasmania and traces its history back to the Tasmanian Government-owned firm SPS Supply. As such, we have an unbroken trading history with State Government going back to the 1970s.

Goods and services to be utilised in the contract

Identify the goods and/or services you expect to purchase in order to complete the contract and provide the requested information in relation to same, where known.

OfficeMax utilises local Tasmanian freight companies and independent drivers which are sub-contracted by our nationwide freight carrier (StarTrack Express) to deliver goods and services under this contract. The estimated value of this activity is 7% of the total contract value (i.e. approx. AUD \$120,000 per annum based on a sole supplier award of the categories in RFT scope). The value of activity by each particular contracted driver or company will vary based on the regional spread of deliveries required and the nature of the goods (e.g. bulky or small). Local freighters which have been utilised historically include those listed below, though many independent contracted drivers will not operate under a named corporate structure such as these.

Identified goods or services	Total estimated value	Name of supplier anticipated to be used (if already determined through existing supply chain arrangements)	Location of supplier (where already determined through existing supply chain arrangements)	If supplier not yet determined, is there a local SME market for same? (Yes/No)
Freight Company	See comment above (\$120,000 p.a. total)	Allalong Transport	Local Tasmanian Company	N/A
Freight Company	See comment above	De Bruyns Transport	Local Tasmanian Company	N/A
Freight Company	See comment above	Tas Freight	Local Tasmanian Company	N/A
Freight Company	See comment above	Rayners Transport	Local Tasmanian Company	N/A
Freight Company	See comment above	Fastway	Local Tasmanian Company	N/A
Freight Company	See comment above	Greg Worsley Transport	Local Tasmanian Company	N/A

Opportunity for local SME involvement

Will you source components of your offer from other local SME companies/sub-contractors or is there new work to be undertaken locally as a result of you fulfilling the contract or workers travelling to the local area to undertake the work? How much?

Every year OfficeMax conducts our national supplier “Connect” Conference in a different location around Australia. In November 2014, OfficeMax held its 4 day Supplier “Connect” conference in Hobart which was attended by over 70 participants, an investment of over \$400,000 into the local economy. For many of the participants, it was their first time in Tasmania and a number have already returned since the conference with their families on private holidays.

Detail how you intend to identify and engage with sub-contractors and/or other SMEs in relation to the delivery of the contract including your supply chain ie use of existing supply chains, advertising of sub-contracting or supply opportunities, liaison with industry groups, etc.

OfficeMax procurement plans include procedures and policies that encourage local industry participation. Our extensive subcontractor and supplier database allows us to liaise with and rate local organisations based on our knowledge of good performance and value for money. More specifically, the OfficeMax Contracts team liaises closely with the Merchandising team to best identify local products that meet contract requirements.

Our commitment is to provide cost efficiencies while promoting mutual sales growth opportunities across the Australian Industry.

OfficeMax has suitable supplier relationships Locally, Nationally & Globally, including our existing relationship with DHHS through our OfficeMax parent company, Office Depot, to ensure that Tasmanian Industry Participation is promoted wherever possible. All of OfficeMax's custom-built furniture that is sourced for Tasmanian clients is supplied by local Devonport company, Acacia Furniture. OfficeMax's average annual spend with Acacia Furniture is in excess of \$30,000.

Detail the process that you are to undertake to ensure that local SMEs are not to be disadvantaged where competing with other suppliers in the provision of goods or services to be used as part of this contract (ie unpacking of procurements into smaller components so that local SMEs can compete more effectively etc).

OfficeMax is committed to working constructively with local Tasmanian firms, such as Acacia Furniture, to identify and develop opportunities for Tasmanian businesses to participate whenever practically and economically possible in our supply chain

In accordance with our plan, OfficeMax provides full, fair and reasonable opportunity for capable Tasmanian and all other Australian small and medium enterprises to supply goods and services.

OfficeMax is committed to working with DHHS to develop a suitable procedure and can work collaboratively to identify and develop opportunities for OfficeMax to ensure that we maximise Tasmanian Industry Participation.

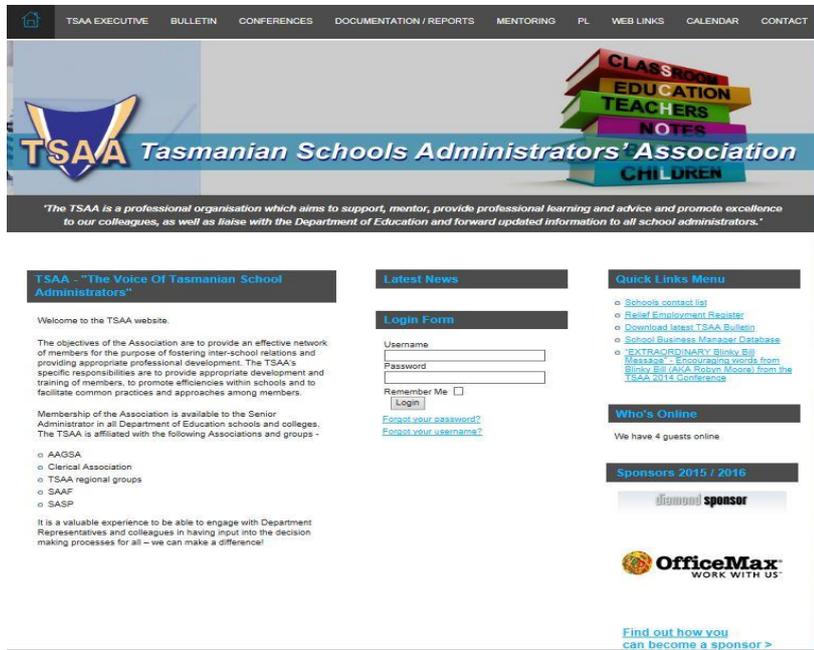
Broader economic opportunities

Are there any other impacts that your business and/or this specific supply will provide to the local/regional economy?

Examples: Your supply may lead to: new skills being developed locally; trainees/apprentices being appointed; cross transfer skills to a local SME partner/sub-contractor; your company (if you are not a local SME) setting up an office/employing local staff; scale for you to take your products/services interstate/overseas; local community sponsorship etc.

Over recent years OfficeMax has invested over \$4 million directly into the Tasmanian economy by using Tasmanian businesses to facilitate the relocation of our National Inside Sales Centre to Tasmania. Building companies, ICT companies, hotels and restaurants have all benefited from this significant decision.

OfficeMax has, and will continue to be, one of the major supporters of the T.S.A.A Conference (Tasmanian School Administrators' Association). This sponsorship has been in place 10 years.



Note: Where determined appropriate by the procuring entity, the supplier's obligations under this Plan are to be captured in the contract and monitored as part of the contract performance.

Completed and endorsed (Supplier)

Jason Mackenzie

General Manager

(Name and position – print)

A handwritten signature in blue ink, appearing to read 'Jason Mackenzie', written in a cursive style.

(Signature)

21/12/2016

(Date)