# Procurement Activity Plan 2024–25

| **No.** | **Procurement name and description**  (include a brief description of conditions of participation and any limitation of the number of participating suppliers if known) | **Estimated contract duration** | **Group/business unit** | **Procurement contact details**  (including address for obtaining relevant documents) | **Market approach (select from options)** | **Estimated date for market approach and tender submissions** (including address for tender submissions if known) | **Nature** (select from options) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| TBA | Head Contractor Office Fit out | 4 months | Built Environment | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | Construction Services Register | Unknown | Construction |
| TBA | Head Contractor Office Fit out | 4 months | Built Environment | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | Construction Services Register | Unknown | Construction |

| TBA | Security Services | 3 years | Built Environment | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | RFT/RFQ/ITS (SPC) | January 2025 | Services |
| --- | --- | --- | --- | --- | --- | --- | --- |
| VLA-0154 | Digital Files Portal | 18 months | Corporate | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | RFT/RFQ/ITS (SPC) | October 2024 | Services |
| VLA-0201 | Minor Works Broadmeadows Office – Head Contractor | 6 weeks | Built Environment | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | Construction Services Register | February 2025 | Construction |
| VLA-0202 | Minor Works Frankston Office – Head Contractor | 6 weeks | Built Environment | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | Construction Services Register | February 2025 | Construction |
| VLA-0203 | Minor Works Geelong Office – Head Contractor | 6 weeks | Built Environment | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | Construction Services Register | February 2025 | Construction |
| VLA-0204 | Minor Works Morwell Office – Head Contractor | 6 weeks | Built Environment | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | Construction Services Register | February 2025 | Construction |
| VLA-0195 | JIRA software migration from local server to JIRA cloud | TBA | Digital Transformation and Technology | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | RFT/RFQ/ITS (selective) | August 2024 | Service |
| TBA | Human Capital Management (HCM) solution | TBA | People and Workplace Services | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | RFT/RFQ/ITS (SPC) | January 2023 | Service |
| VLA-0191 | ACEO Program Expansion and Service Design for Bail and Remand Court | TBA | Regions and Service Delivery | Dan Murray – Procurement and Contracts Manager  [Dan.murray@vla.vic.gov.au](mailto:Dan.murray@vla.vic.gov.au) | RFT/RFQ/ITS (selective) | TBA | Service |

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