# Social procurement self-assessment template

## Foundations for social procurement success

Departments and agencies with a robust governance framework and procurement strategy that aligns with their organisation’s business strategy and procurement profile have set strong foundations for social procurement success. This is because there is already a focus on:

* governance and accountability;
* high standards of probity, transparency and integrity;
* procurement as an end-to-end activity, with a strategic approach to planning, sourcing and contract management;
* early and thorough market analysis;
* interactive market engagement;
* proactive management of procurement risks; and
* performance management and continuous improvement.

## Social procurement self-assessment supplements organisational capability assessment

A capability assessment determines the organisation’s current procurement capability, identifies capability gaps, and informs the preparation of a capability development plan to drive continuous improvement.

All departments and agencies should undertake a capability assessment as part of their annual procurement planning process. Several tools and templates are available to assist departments and agencies with their capability assessment (for example, refer to the model [Capability Assessment Tool and Template](https://buyingfor.vic.gov.au/capability-goods-and-services-procurement-guide) for goods and services procurement).

At a minimum, departments and agencies should complete an organisational capability assessment every year (i.e. covering all areas of the organisation that are involved in procurement). Capability assessments can also be used to assess capability at the business unit or individual level, as required.

This self-assessment is designed to supplement an organisation’s capability assessment and provide a high-level overview of its progress toward operationalising the Social Procurement Framework. However, it the self-assessment should be completed even if an organisation has not undertaken a capability assessment in a given year.

## Completing this social procurement self-assessment

The self-assessment should be completed on an annual basis by each department and agency in the course of developing its Social Procurement Strategy. It should be submitted to the Department of Treasury and Finance as an addendum to the Social Procurement Strategy.

The self-assessment must be:

* carried out by an assessor(s) with appropriate expertise and knowledge of the organisation’s procurement function (e.g. a Chief Procurement Officer or internal procurement unit); and
* approved by the Accountable Officer or delegate.

The self-assessment has two components:

* Part A contains ten items, which are framed as positive statements. For each item, the assessor(s) must determine the extent to which they agree or disagree with the statement by placing a ‘tick’ in the appropriate column.
* Part B contains a free text box, in which the assessor(s) complete a high-level progress statement based on the responses to Part A. The statement should summarise the organisation’s progress toward operationalising the Social Procurement Framework and be no more than 250 words in length.

The responses to Part A will chart the organisation’s progress toward operationalising the Social Procurement Framework. In early stages of implementing the Social Procurement Framework, it is expected that many responses to Part A will be ‘Neutral’, ‘Disagree’ or ‘Strongly disagree’.

Over time, however, each Social Procurement Strategy should move the organisation closer to a ‘Strongly agree’ response for all items, by focussing on:

* raising awareness and shifting mindsets
* building social procurement capability

Where the response is ‘Unknown’, it is expected that departments and agencies will take steps to ascertain the current situation and update the Part A response as soon as practicable.

## SOCIAL PROCUREMENT SELF-ASSESSMENT

**Organisation:** [*Insert name of department/agency*]

**Assessment date:** *[Insert date that assessment is completed (note: to be completed annually in the course of developing the Social Procurement Strategy*)]

**Assessor(s):** [*Insert the name and title of assessor(s*)]

**PART A:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Description | Strongly disagree | Disagree | Neutral | Agree | Strongly agree | Unknown |
| 1 | Our Social Procurement Strategy covers all core components (see section 2 of this guide) |  |  |  |  |  |  |
| 2 | Our governance framework / accountability mechanisms promote compliance with SPF requirements |  |  |  |  |  |  |
| 3 | Procurement spend is actively monitored to ensure that value-for-money outcomes are achieved, taking into account:   * the total benefits and costs over the life of the goods, services or construction being procured; * environmental, social and economic factors; and * any risk related to the procurement.   Spend analysis is capable of accommodating social procurement commitments. |  |  |  |  |  |  |
| 4 | Senior management view social procurement as a strategic priority and set the tone from the top. |  |  |  |  |  |  |
| 5 | Roles and responsibilities in respect of social procurement are clearly communicated and supervised by senior management. |  |  |  |  |  |  |
| 6 | Individuals with social procurement related roles and responsibilities have sufficient knowledge, skills and experience to identify and pursue opportunities to deliver social and sustainable outcomes through procurement. |  |  |  |  |  |  |
| 7 | Recruitment, training and professional development activities in relation to procurement integrate social procurement knowledge, skills and experience. |  |  |  |  |  |  |
| 8 | Social procurement is embedded throughout the procurement process (e.g. in procurement-related systems, policies and processes for planning, sourcing and contract management). |  |  |  |  |  |  |
| 9 | Supplier and stakeholder relations are managed on an ongoing basis to promote compliance with contractual obligations. Management of supplier and stakeholder relations is capable of accommodating social procurement commitments. |  |  |  |  |  |  |
| 10 | Performance of the procurement function is monitored and assessed on an ongoing basis to drive continuous improvement and accommodate any whole-of-government social procurement targets. |  |  |  |  |  |  |

**PART B:**

|  |
| --- |
| Progress statement (250 words max) |
|  |

### SIGNATURES:

**Signed by assessor(s):** ..................................................... Date ........................

..................................................... Date ........................

**Signed by Accountable Officer / delegate:** ..................................................... Date ........................

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