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| Procurement Complaints Management Protocol | Department: | Corporate |
| | Section: | General |
| | Responsible Person: | Policy Committee |
| | Authorised by: | CEO |
| | Version No: | <#ver_num> |
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| | Date of the next review | <#next_review_date> |
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Purpose / Policy Statement

An established procurement complaints management protocol is a requirement of mandated health services before undertaking any procurement activity. IDHS is a mandated health service.

Health purchasing policies are made by the Health Purchasing Victoria (HPV) Board in accordance with s134 of the Health Services Act 1988. These policies are legally binding, effective from date of publication in the Government Gazette, and must be complied with.

The health purchasing policy framework is based upon the Victorian Government Purchasing Board (VGBV) supply policies and must be complied with in conjunction with s1.4.3 of the Victorian health funding conditions.

A procurement complaints management protocol framework must ensure roles and responsibilities are clearly identified and defined, include the development of procurement strategies and plans, and that these are implemented and monitored for compliance.

Definitions

A procurement complaint is an expression of dissatisfaction, issue or concern expressed by a supplier or other interested party in relation to the procurement process and probity applied by IDHS when carrying out a procurement activity. Procurement complaints must be lodged in writing.

Chief Procurement Officer (CPO)

The Chief Procurement Officer role is established by the Chief Executive Officer of a mandated health service. The role has visibility and oversight of the entire non-salary spend profile of the health service.

Health Purchasing Victoria (HPV)

Established in 2001 to improve the collective purchasing power of Victorian public health services and hospitals. HPV achieves 'best value' outcomes in the procurement of health related goods, services and equipment through more than 40 contract categories.

Procurement Complaints Management

As a mandated health service, IDHS is required to have a complaint management process that can investigate and respond to complaints made in relation to procurement processes. The process must ensure investigations are dealt with and specifies what documentation is required from the complainant and in what format, contact and lodgement details, timelines for conducting the investigation and providing response, range of outcomes available to the organisation providing the response, a process for review by Health Purchasing Victoria (HPV) if the findings and actions taken by the organisation do not resolve the matter to the satisfaction of the complainant, and other government bodies that may be able to assist.

The Chief Procurement Officer must ensure that procurement complaints management processes exist and that complaints are management according to protocol.

IDHS's procurement complaints management policy must be published in a public domain and easily accessible to a complainant.

Protocol

To minimise or avoid supplier complaints, IDHS must:

- ensure clarity of sourcing documentation;
- provide sufficient time to allow potential respondents to prepare and lodge a response to an approach to the market;
- ensure that IDHS Procurement Protocols and Purchasing Governance Policies are followed.

However complaints may still arise and IDHS must promote a robust complaints management process. To ensure transparency, accountability and effective complaints handling, IDHS must observe the following process in handling complaints received. Where a complainant is unhappy with the outcome of the complaint investigation or would like to escalate the issue, IDHS must provide details of other government organisations that can be approached by the complainant.

There is no financial charge for making a procurement complaint

Suppliers and other interested parties are encouraged to complain if they are dissatisfied or feel aggrieved by a procurement practice, process or outcome.

All complaints will be handled with principles of fairness, accessibility, responsiveness and efficiency.

Complaints are treated confidentially and there will be no adverse repercussions for a complainant

Complaints are valued by IDHS because they help it to improve its policies, systems and service delivery.

Procedure

A. Procurement complaints should as a minimum:

1. Be made in writing by letter or email;
2. Contain the complainants name and address and the name and ABN of the Supplier or other interested party they represent;
3. Include any supporting information and evidence; and
4. Be lodged marked 'Procurement Complaint' at the following;

Post: Chief Procurement Officer
Inglewood & Districts Health Service
Hospital Street
Inglewood 3517

Email: admin@bendigohealth.org.au

B. All procurement complaints must be logged on the Procurement Complaints Register that is maintained by the Chief Procurement Officer. The Complaints Register will record the following information at a minimum:

1. The Complainants name and the name and ABN of the Supplier or other interested party they represent;
2. The staff members name (who is conducting the investigation);
3. The nature of the complaint;

4. The procurement process that is the subject of the complaint;
 5. Time taken to resolve the complaint; and
 6. The outcome.
- C. All procurement complaints should be acknowledged in writing within 5 working days from the receipt of the complaint.
- D. Complaints will be investigated in a time frame that reflects the urgency of the Complaint. In general, non-urgent Complaints shall be investigated within 20 business days from receipt of the Complaint. This time frame may vary depending on the complexity of the Complaint and the availability of investigative resources. Urgent Complaints will have an investigation commenced within five business days from receipt of the Complaint at IDHS.
- E. Wherever practicable, complaints will be investigated in a manner that is independent and objective. The Chief Procurement Officer (or delegate) must be satisfied that the person(s) investigating a Complaint are appropriately independent. If the Chief Procurement Officer is not satisfied that the person conducting a Complaint investigation is appropriately independent, the person conducting the investigation must not continue the investigation and shall be replaced by a person who is appropriately independent.
- F. IDHS is to inform the HPV Board within five working days of any complaint that could not be resolved to the satisfaction of both parties.
- G. IDHS must disclose in its annual report the following information in relation to each complaint received:
- a. procurement activity to which the complaint relates
 - b. status of the complaint confirming whether it:
 - i. was resolved
 - ii. is still under investigation
 - iii. could not be resolved

Referring a complaint to the HPV Board for review

- H. A complainant can refer a complaint to the HPV Board for review if not satisfied with the findings and actions of IDHS. This could be related to the management of the complaint or the application of the Health Purchasing Policies.
- I. Complaints submitted to the HPV Board must be lodged by letter, email or fax within 10 working days of the receipt of the findings by IDHS to:
- The Chair
HPV Board
Health Purchasing Victoria
Level 34, 2 Lonsdale Street
Melbourne Victoria 3000
- J. The complainant must provide the following material:
1. evidence that the mandated health service did not correctly apply Health Purchasing Policies in relation to a procurement activity;
 2. evidence that IDHS complaints management procedures were not applied correctly;

3. a copy of all relevant correspondence between the complainant and IDHS in relation to the nature of the complaint;
4. any additional material requested by the HPV Board to assist it in its findings.

K. The HPV Board:

1. will inform IDHS and complainant of its findings and any further action it intends to take in relation to the matter;
2. can require the CEO to audit its application of Health Purchasing Policies in relation to the procurement activity;
3. can inform the Minister of Health of its review of a complaint and advise the Minister of further action that could be taken;
4. may note the outcome of a review in relation to any complaint in its annual report to Parliament.

Evaluation

Forms/Documentation Related to this Policy

Purchasing protocol
Procurement Strategy
Procurement Governance Policy

Key Legislation, Acts & Standards

Health Services Act 1988 s134
Health Purchasing Policy, procurement governance, Health Purchasing Victoria.

References

Keywords