



The Workplace Injury Commission is mandated to use relevant Victorian Government State Purchase Contracts (SPC). Where applicable, WIC will align to the SPC Procurement Activity Plan for those goods and services. These have not been listed on WIC's Procurement Activity Plan.

No.	Procurement Name	The opportunity including list and description of goods and services (with estimated quantities if known)	Special requirements	Estimated contract duration	Estimated invitation to supply release date	Market approach (RFQ/RFT/EOI/ SPC, Open /Selective)	International Agreement Covered procurement? Yes/No	Comments	Point of Contact
	Case Management System	Implementation of a case management system and ongoing support	N/A	Implementation services. Then support contract of 3 years with with 2 by 2 years options to extend	Jul-24	Selective Tender	No	Selective tender based on short-listed vendors following an RFI issued in August 2023.	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1043
	Stakeholder Satisfaction Survey	Bi-annual survey of stakeholders who use WIC services	N/A	2 years with 2 by 1 year options to extend	Aug/Sept 24	Request for Tender	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1043
	Business (Data) Classification System	Develop protocols for document and record management classification, metadata etc for the Case Management System	N/A	2-3 months	Aug/Sept 24	Request for Quote	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1044
	Interpreter/Translations Services	Interpreter and translation services as part of workers compensation claims disputes subject to either a conciliation or arbitration. Services to be provided either in person, over the phone or via video conference.	A panel of vendors	2 years with 2 by 1 year options to extend	Sept/Oct 24	Request for Tender	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1043
	Risk and Compliance Management Software	Implementaton and on-going support of risk and compliance management software including implementation.	N/A	3 years with 2 year option to extend	Oct/Nov 24	Request for Quote	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1046
	Cleaning	Office cleaning - 3 floors (including one floor open to the public) within the same building in Melbourne CBD	N/A	2 years with 2 by 1 year options to extend	Nov-24	Request for Proposal	No	N/A	Chloe Mann Procurement & Policy Advisor procurement@wic.vic.gov.au 03 9940 1043
	Directors Portal	Portal/application for WIC Directors to access Board papers and other related documents	N/A	3 year with 2 by 1 year options to extend	Dec-24	Request for Quote	No	N/A	Chloe Mann Procurement & Policy Advisor procurement@wic.vic.gov.au 03 9940 1043
	Website, intranet hosting and support services	Hosting of WIC website and intranet. Plus their ongoing development, support and maintenance.	N/A	2 years with 2 by 2 year options to extend	Jan-25	Request for Tender	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1043
	Psychological Debriefing Service	Debriefing services for employees	N/A	1-2 years	Jan-25	Request for Quote	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1051
	Office Plants Hire	Office plants hire and maintenance for WIC offices in Spring St Melbourne	N/A	2 years with 2 by 1 year options to extend	Jun-25	Request for Quote	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1043
	Crisis Telephone Counselling	Potentially a new provider with increase of injury claims by injured workers. Requires out of business hours access.	N/A	2 years with 2 by 1 year options to extend	Early 2025	Request for Quote	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1045
	Document storage	Off-site storage of paper based files. Secure storage required, as files may contain health information. Including document retrieval and collection	N/A	3 years with 1 by 2 year option to extend	Early 2026	Request for Tender	No	N/A	Chloe Mann Procurement and Policy Advisor procurement@wic.vic.gov.au 03 9940 1043

The Procurement Activity Plan is based on estimates as at the date of the Procurement Activity Plan and is subject to change.

Please contact the WIC Chief Financial Officer in regards to any questions about this plan.