

ICT Services Scheme

Category Q05PTa: Expense Management Systems (EMS) including Purchasing Cards (PCards)

Background

The ICT Services Scheme provides a mechanism for suppliers to be prequalified for delivery of a range of ICT services to NSW Government.



The NSW Government and Industry collaborated to co-design a new category and sub-categories in the ICT Services Scheme with a view to grouping all

Enterprise Resource Planning (ERP) and related corporate and shared services together.

A new Category, Category Q: ERP and related corporate and shared services has been released with the following sub-categories:

- Q01: Professional Services
- Q01PTa: Services Aligned to NSW Government Standard Business Processes
- Q02PTR: Human Capital Management (HCM) and eRecruitment
- Q03PTa – GovDC Software as a Service
- Q04PTa – GovDC Platform as a Service

Q05PTa – Expense Management Systems

*One further sub-category was also released which is now re-opened: **Q05PTa: Expense Management Systems (EMS) including Purchasing Cards (PCards).***

Q05PTa includes core capabilities needed to support the Corporate Shared Services Reform in the area of Purchasing Cards (PCards).

Sub-category Q05PTa is for suppliers who have applied successfully to become Offer Endorsed Suppliers using the appropriate application form..

Successful applicants are listed on sub-category Q05PTa with their products and services also being listed on the NSW Government ICT Services Catalogue.

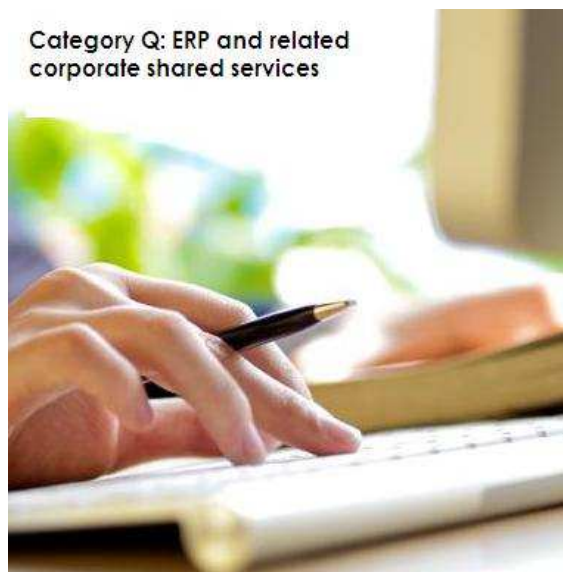
Benefits of Q05PTa

Sub-category Q05PTa will allow NSW Government agencies to more easily select EMS solutions that support PCards and have already been assessed as meeting essential requirements, and to fast track to a point where suppliers can showcase features and capabilities above these minimum requirements.

This sub-category will provide NSW Government agencies with the tools needed to:

- ✓ Achieve the delivery of EMS and related corporate and shared services in line with the Corporate and Shared Services Reform.
- ✓ Have straightforward access to a growing range of EMS products and services providers in a single, central location.
- ✓ Cut red tape by providing a simpler way for industry to do business with Government.
- ✓ Achieve faster procurement turn around and provisioning of services.

Category Q: ERP and related corporate shared services





About the Business Processes

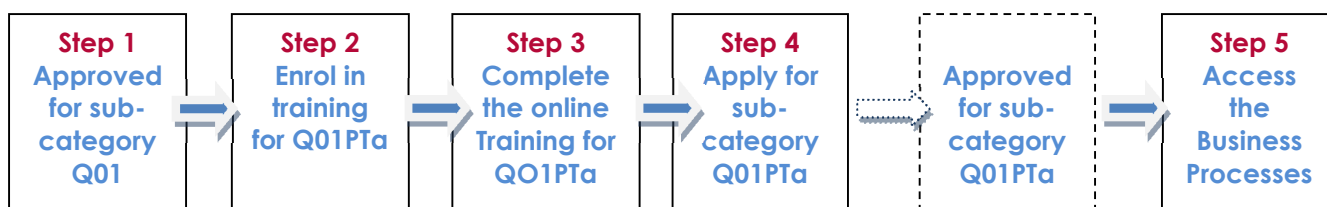
The NSW Government Standard Business Processes (often referred to as *The Standards*) are a suite of end-to-end processes and business systems for Procurement, HR, Finance and Asset Management. These processes were contextualised for NSW Government, and updated to include some agency-specific localisations and relevant policies seen as beneficial to whole of Government.

A Recommended Extra Step: Q01PTa

Suppliers are strongly encouraged to undertake the following steps including the short *NSW Government Standard Business Processes Foundation Course* which is available online and is designed to provide suppliers with the required knowledge and skills to read the Business Processes. It will also help them identify opportunities to align their products and services for Government to the Business Processes. Successful completion of the training is a pre-requisite for sub category Q01PTa and access to the current published version of the Business Processes.

Steps for Suppliers

Below are the steps suppliers complete to register for Q01PTa and gain access to the published Business Processes.



Step 1: Approval for sub category Q01

Suppliers apply to the ICT Services Scheme sub-category Q01 and once approved can enrol for the pre-requisite training for Q01PTa.

Step 2: Enrol in the training

How to enrol in the training

Suppliers can enrol staff in training by sending a copy of their Q01 approval e-mail and staff details to NSWGovStandards@finance.nsw.gov.au.

Log-in details will be sent by email to enrolled staff for them to access and complete the training.

The training is free of charge and there is no limit to the number of staff who can complete it.

Note: Suppliers will need to have at least one accredited employee on staff at all times to maintain their Q01PTa approval as current.

Step 3: Staff complete the training for Q01PTa

Enrolled staff can access the training using the link and log-in details provided in their email and complete the training.

About the training

The online training consists of three modules and takes approximately 45 – 60 minutes to complete. Modules 2 and 3 have an assessment component.

On successful completion of the course, staff will be able to print their accreditation certificate and NSW Procurement will be notified.

Step 4: Apply for sub category Q01PTa

Applying for Q01PTa

When at least one employee has completed the training, approved suppliers can apply for Q01PTa using the standard ICT Services Scheme application process.

NSW Procurement will notify suppliers when their application has been successful.

Step 5: Access the Business Processes

When the supplier is approved in Q01PTa, staff who have successfully completed the training will be able to access the current version of the NSW Government Standard Business Processes published in ARIS Publisher using their training log-in details.

For more Information:

Click here: [NSW Procurement / ICT Services](#)

Copy the link: <https://www.procurepoint.nsw.gov.au/before-you-buy/prequalification-schemes-0/ict-services>

Email: NSWGovStandards@finance.nsw.gov.au