

## Procurement Activity Plan for 2024-25

This is a summary of Melbourne Polytechnic's forecast procurement activities in accordance with the Victorian Government Purchasing Board's governance policy. It is provided solely for informational purposes. It should not be relied upon for any reason. All planned procurements are subject to change at any time at Melbourne Polytechnic's discretion. All published estimated market release dates are indicative only.

This information does not represent a solicitation or invitation to supply, or a commitment by Melbourne Polytechnic to purchase the described goods and services. Procurements identified on this plan are expected to have a value greater than \$100,000.

Should you wish to express an interest in any of the procurement events, please do so by contacting [procurement@melbournepolytechnic.edu.au](mailto:procurement@melbournepolytechnic.edu.au)

Procurement Name	Description	Contract duration	Type of Market approach	Qtr for Market Approach	Year
Circular Futures	Services to develop education resources integrate Clean Economy and Circular Economy into programs	6 months	Limited	1	2024
Auto & Roller Doors Preventative Maintenance	Auto & Roller Doors Preventative Maintenance	1 Year	Limited	1	2024
Employee Assistance Program (EAP)	Provision of Employee Assistance Program supplier	3 Years	Limited	1	2024
Machinery shop upgrade building K Heidelberg	Replacement of dust extraction system joinery workshop Heidelberg	2 Years	Limited	1	2024
Development of Risk Registers	Development of Strategic Risk Register and Operational Risk Register	7 months	Limited	1	2024
Software - Microfocus (IDV) Licenses	Provision of Microfocus (IDV) maintenance support	1yr+1+1	Limited	1	2024
Epping Building A Roof Membrane Replacement	Replace existing membrane in the external plantroom to prevent leaks	1 Year	Limited	1	2024
Software - VMWare Horizon Apps	Provision of VMWare Horizon Software licences for Staff & Students	1 Year	Limited	1	2024
Asbestos removal program	Prioritised Asbestos Removal Program funded by VAEA.	1 Year	Limited	1	2024
Digilab Fit out	Equipment Renewal supply of computers and tables	2 months	Limited	1	2024
Concrete carbonation & Spalling Prahran	Remediation works from building report Building H	1 Year	Limited	1	2024
ISO 27001 Gap analysis, Remediation and Certification	Provision of services to complete ISO 27001 - Information Security Management System (ISMS) certification activities	1.5 Years	Limited	1	2024
Prahran Building H Awning	installation of awning on recommendation from building report	1 Year	Limited	1	2024
Lift Maintenance	Vertical Transport maintenance service	2 Years	Open	1	2024
Remediation works around Information Security Manual (ISM) compliance	Provision of services to assist with the design, planning and implementation of non-compliant technical controls from the Information Security Manual	1 Year	Limited	1	2024
Managed Detection and Response (MDR) / Managed Security Operations Centre	Provision of services for Security Operations centre including incident response and vulnerability management	1 Year	Limited	1	2024
End User Computing - laptops and desktops	Supply of laptop computers, docks, desktop computers and monitors	5 years	Limited	1	2024
Preston Building U Lift Upgrade	Lift Upgrade Preston Building U, Prahran building N	1 Year	Limited	1	2024
Switchboard Upgrades	Upgrade of non-compliant switchboards	1 Year	Open	1	2024
Carpentry Project	Design and Construct (Project Manager, Architects and Builder to be appointed)	11 months	Limited	1	2024
BKSB (Basic Key Skills Builder)	VET Literacy and Numeracy Tool	1 year	Limited	2	2024
Finance One system support	Consulting for Finance One improvements	1 year	Limited	2	2024
Software - Student Voice Platform	Cloud based software to obtain real-time student voice	1 Year	Limited	2	2024
Video production for Induction and training	Design and develop new online induction & Training Program materials	1 Year		2	2024
Digital Repository Consolidation and Information Security Classifications	Consulting resources to assist with the migration of digital repositories to PROV compliant platform alongside the implementation of Information Security Classifications across digital records	1 Year	Limited	2	2024
Telecommunication Services	Provision of land lines, Collingwood internet link	1 Year	Limited	2	2024
Solar Fairfield	Design and install solar PV Fairfield campus	3 Years	Limited	2	2024
International Advertising	Specialist agency for international advertising	2 years	Limited	2	2024
Solar Greensborough	Design and install solar PV Greensborough campus	2 Years	Limited	2	2024
Creative Agency for Campaign services	Creative agency services to assist in the development of Summer Campaign creative 2024/25	3 years	Limited	2	2024
Records Management	Provision of records management services	5 years	Open	2	2024
Grounds Maintenance	Mowing and Grounds maintenance	3 Years	Open	2	2024
Comprehensive Learning Management System	Learning Management System for whole institute	5 years	Open	2	2024

Procurement Name	Description	Contract duration	Type of Market approach	Qtr for Market Approach	Year
M Auditing	Essential Service Maintenance(ESM) Building Maintenance Monitoring, Auditing and Passive Inspection Services	3 Years	Open	3	2024
Graduation 2025- AV Tech Management & Production	Graduation event technical AV management and stage production including MC hire	4 months	Limited	3	2024
Locksmithing Services	Provision of locksmith services including cutting of keys, the supply of key barrels and padlocks as per restricted key system.	3 Years + 2	Limited	3	2024
Copywriting & Content Production	Provision of Copywriting and content creation (video) services	1 Year	Limited	4	2024
Electronic Security Services Panel	Servicing and or installs of all electronic security devices across MP. Includes CCTV, access control, alarm systems, duress buttons. New contract will include alarm monitoring.	3 Years	Open	4	2024
Small site Gas SPC	Natural Gas Small sites State Purchase Contract - Origin	3 Years	Limited	4	2024
Data storage	Storage of student data in the cloud	2 Yrs. + 1	Limited	4	2024
Website Hosting, Development and Support	Website development support services and Umbraco Content Management Software for Website (SaaS)	2 years	Limited	4	2024
Infrastructure server platform	Renew maintenance of VSAN server(DR) Epping, Fortinet Firewall, Equinix datacentre switch, R740 servers X 3, VRTX server- Greensborough.	Varied	Limited	Ongoing	2024
Mobile phone service	Provision of mobile phone services	3 Years	Open	4	2025
MFD & Printers	Institute multi-functional devices & printers	2 Years	Limited	4	2025