

## Australian Industry Participation (AIP) Plan Executive Summary

### 1. General Project Details

**Company Name:** Staples Australia Pty Limited

**Description of the project:** Stationery and Office Supplies: Whole of Australian Government

**Estimated total project value:** \$20,000,000

- **Estimated value of key goods and services procured for the project (if different to total project value) :** N/A

**Project location:** Australia wide

**Link to project information:** <http://staplesadvantage.com.au/>

**Project contact for procurement information:** Andrew Zybenko, Head of Sales Operations, 02 9086 7109, [andrew.zybenko@staples.com.au](mailto:andrew.zybenko@staples.com.au)

### 2. Opportunities for Australian industry involvement

List of goods and services to be procured for the project and the expected opportunity for industry participation	Opportunities for Australian suppliers	Opportunities for overseas suppliers
Stationery Supplies <ul style="list-style-type: none"> <li>• Writing instruments</li> <li>• Office Essentials</li> <li>• Filing and Storage</li> <li>• Copy Paper</li> <li>• Mail room supplies</li> <li>• Notebooks and pads</li> </ul>	Yes	Yes
Facility Supplies <ul style="list-style-type: none"> <li>• OH&amp;S</li> <li>• Janitorial</li> <li>• Kitchen supplies</li> </ul>	Yes	Yes
Minor Office Furniture <ul style="list-style-type: none"> <li>• Workstations</li> <li>• Office chairs</li> <li>• Bookshelves</li> <li>• Filing cabinets</li> </ul>	Yes	Yes
Customised items (printed /promotional products) <ul style="list-style-type: none"> <li>• Promotional items displaying logo or agency initiative logo</li> </ul>	Yes	Yes

Disclaimer: The information provided in the table above is based on an initial assessment by the company. Any questions or issues should be raised with the project contact.

### 3. Communication Strategy

- **Dedicated Supplier Page** - Staples will have a supplier page on its website that outlines supply requirements, standard trading terms, conditions around delivery requirements and a section for

prospective suppliers to contact Staples Australia directly and request an RFP or simply request further information on becoming a supplier.

- Annual Request for Proposal – Staples releases an annual Request for Proposal (RFP) giving suppliers the opportunity to work with Staples. The annual RFP is distributed to suppliers who have expressed interest in working with Staples and to suppliers listed on the Staples database.
- Liaise with Industry Bodies – Staples will consult with, and involve industry associations to identify and disseminate information on supply opportunities to capable organisations.
- Tradeshows – Staples will attend tradeshows in the industry sector and/or specifically targeting Australian organisations to identify partnership opportunities. At such events Staples will discuss the potential supplier's capability to meet company requirements.
- Meet the Buyer Events – Staples participates in meet-the-buyer type events to provide specific information on what it takes to supply to Staples and education on the procurement processes and tender timelines. Staples provide a full induction to new suppliers that also explain best practice in dealings with large companies.
- Supplier Database – Staples maintains a database of current suppliers in the Australia market, which is used to communicate potential opportunities for the supply of goods and/or services.

#### **4. Opportunities through all tiers of supply and in all stages of the project**

- Australian and International Standards – Staples will ensure that products requested under this contract comply with the Australian/International standards required for stationery and office supplies.
- Supplier Assessment Process – Staples implements many procedures including assessing the supplier's capability and financial viability to comply. In addition, Staples Ethical Sourcing Policy and Supplier Code of Conduct requires suppliers to demonstrate a strong commitment to Corporate Social Responsibility and both policies cover employment practices, workplace health and safety, environment and management controls.
- Annual Request for Proposal process (RFP) - RFP documents are distributed via email or post to potential suppliers. Suppliers are given defined timeframes to respond of approximately 2 – 4 weeks. Staples provide the contact details of merchandising managers for queries or concerns regarding the tendering process.
- The RFP process and response requirements are kept simple to ensure equal opportunity for small to medium enterprises. RFP documents provide the contact details of the 'Opportunity Owner' to answer queries concerning the RFP.
- AIP Obligations for Contractors and Subcontractors – Strategic supplier agreements are used to communicate Staples stance on sourcing goods/services from Australian suppliers.

#### **5. Opportunities for longer-term participation**

- Adoption of Best Practice – Staples Supplier Diversity program educates and encourages local Australian organisations, particularly small to medium enterprises, to participate at a world class level. Staples also has many other key initiatives designed to increase the participation of Australian businesses and encourage the adoption of best practice standards on a global basis
- International Trade Fairs – High performing Australian suppliers are invited to attend international trade fairs, industry forums and conferences. This helps to increase exposure to the global market and to meet best practice standards.
- Feedback on RFPs – Potential suppliers that are unsuccessful in their bid to be included on the Staples preferred supplier list, upon request, will be provided with constructive feedback to assist with future submissions.
- Training and Development – Staples' merchandising managers oversee relationships and supplier development. Staples focuses on continuous improvement through the provision of feedback on contract performance. Staples regularly review suppliers to determine their current capabilities and to identify potential training and development opportunities.

#### **6. Procedures and Resources**

- The overall responsibility for AIP Plan implementation will lie with the Head of Sales Operations.
- Staples will maintain detailed records of all transactions and progress related to AIP Plan implementation including quarterly reviews, purchasing information, and through SAP.

- Staples will maintain and make available on its website a supplier diversity policy statement outlining Staples' approach, including engagement with Australian organisations through a formal AIP policy. Staples' key personnel will be fully briefed on the policy.