

Guide to Completing a Strategic Procurement Outlook



Overview

This guide supports your agency in completing its Strategic Procurement Outlook (SPO). Under the Mandatory Rules for Procurement all Public Service departments, NZ Police and NZ Defence Force are required to publish a SPO every year. Other agencies are encouraged.

Purpose

A SPO is a high level summary of your agency's purpose, goals and overarching procurement objectives. It gives suppliers an overview of your organisation.

SPOs must be posted on MED's website. Plan to review and update your SPO at least every six months.

The SPO is complemented by a separate Annual Procurement Plan (APP) which provides a list of planned procurements for the coming year.

Example

You can use the worked example (see next page) as a guide to the type of information and level of detail required in your SPO. You may add more information and your agency's letter head or logo.



Instructions

1. Develop your SPO using this guide.
2. Save your document using the following naming convention:
3. "Ministry of Entertainment SPO"
4. Email your SPO to procurement@med.govt.nz
5. Review and update your SPO at least every 6 months to ensure that it remains current.



Support

Please email procurement@med.govt.nz if you have any questions.

IMPORTANT NOTICE

From 1 July 2010 all SPO and APP information will be posted on MED's website under 'Agencies' Procurement Plans'. During the transition from GETS to the new MED web pages please do not access out of date information or templates from GETS.

STRATEGIC PROCUREMENT OUTLOOK

Ministry of Entertainment

Period Covered:	1 July 2010 – 1 July 2011	Last Updated:	25 May 2010
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Mission

The Ministry of Entertainment assists government to develop and implement policies and services that promote New Zealand entertainment businesses throughout New Zealand and abroad. Its mission is to ensure that the New Zealand entertainment business environment promotes productivity, growth and innovation in the development and delivery of entertainment services.

Policies & Programmes

The Ministry of Entertainment aims to develop policies that focus expertise and resources on areas within the entertainment sector with the highest potential for growth. The Ministry has identified three strategic priorities:

- Leadership
- International linkages
- Innovation

Overarching Purchasing Objectives

The Ministry of Entertainment's main procurement activities relate to:

- Organising conferences
- Engaging entertainment services

General Information

Total number of employees:	6
Head office:	26 The Terrace, PO Box 1234 Wellington 6011
Other offices:	33 Church Street, PO Box 1234 Auckland 91229
Website:	www.ministryofentertainment.govt.nz
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