

# National contracts: guiding principles and protocols

## Introduction

Lutheran Education Australia (LEA) supports the establishment and development of contracts on behalf of all Lutheran schools and regional offices. LEA will work together with the Lutheran Church of Australia (LCA) and its agencies to develop commercial contracts that bring an opportunity for good stewardship across the LCA, and benefit to Lutheran schools.

LEA seeks to be involved in all tender processes that may result in a national contract being available to its schools. The following principles have been developed to establish the guidelines that will be used to assess proposed national contracts.

## Guiding principles

A national contract:

1. must reflect the ethos of the LCA, and complement the values of LEA and the schools of the Church.
2. will only be considered if the goods or services provided are available to Lutheran schools in all states and territories.
3. must offer an outcome that offers value for goods or services being offered to schools or regional offices.
4. must not bring any benefit to individual LEA personnel any such benefits must be managed at a system level and directed to the good of that system.
5. must be legally binding and include commencement and completion dates. Dates of review, quality standards and expectations of all parties should be clearly outlined, and any agreed timeframes noted.
6. will be entered into by schools and regional offices on an '*opt-in*' basis. This allows schools and regional offices the opportunity to compare the contracts with local arrangements that may be beneficial to both Lutheran schools and local communities.
7. may include a fee or a financial offset that is paid by the service provider to secure the contract. The use of such fees or offsets will be determined on behalf of Lutheran schools by the LEA College of Directors.
8. will be considered in a framework that includes the reputation of the service provider, and the ability of the provider to sustain support for their goods or service beyond the life of the contract.

## Protocols

Once investigations have determined that a proposed national contract complies with the *guiding principles*, then LEA will consider the following protocols.

A national contract will:

1. provide an appropriate outcome for Lutheran schools and/or regional offices, and a clearly defined benefit for the provider.
2. be considered for approval in the context of existing memorandums of understanding, contracts or agreements. This will ensure that conditions already in place as a result of existing memorandums of understanding, contracts or agreements are not compromised.
3. be approved and signed by the LEA Executive Director on behalf of Lutheran schools and regional offices. This will only occur after consultation with the LEA College of Directors has been undertaken.
4. be widely publicised by LEA to ensure that all Lutheran schools are aware of the goods and services available to them through this process. A summary of all approved national contracts will be made available on the LEA website and updated on an annual basis.