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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |

***NUMBER:*** *2016 / February / 16*

**TO:** Learn Local organisations,ACFE Board, ACFE Regional Councils, Adult Education Institutions, Learn Local stakeholders, Participation Branch staff

**FROM:** Jane Dewildt, Acting Director, Participation Branch

**DATE:** 15 /02/2016

**SUBJECT: Introducing the new *ACFE Board contract management system –* Service Agreement Management System (*SAMs 2)***

**ACTIONS/CRITICAL DATES:**

* Organisations not currently registered in SAMs 2 will be emailed registration forms in February/March 2016.
* Training will be offered to nominated staff from April/May 2016.

The Adult, Community and Further Education (ACFE) Board is introducing a new online contract management system – ***SAMs 2***, for all ACFE Board contracting. The new online tool will provide an easier, faster and more targeted way of helping you with your contract management needs.

**Features …**

This new system is just another way we are helping to achieve better outcomes for Learn Local organisations through professionally managed procurement business solutions.

* You will have your own secure account
* You will have the ability to update your organisation’s information, check the status of your contract milestones and payments
* You will be kept up to date of progress and immediately notified about your contract status.

All ACFE Board contracting will transition to SAMs 2 from July 2016. Existing contracts will continue to be tracked on the current Resource Allocation System (RAS) until contract end.

**Organisations currently registered on SAMs 2**

Learn Local Organisations currently registered on the SAMs 2 system would already be familiar with the SAMs 2 environment, so the transition to the online tool will have minimal impact on your day-to-day management of your contracts.

If you are currently registered on the SAMs system you will continue to use your existing username and password and have access to your organisation profile through the Funded Agency Channel (FAC) portal.

**Organisation’s NOT registered on SAMs 2**

Organisations who are currently NOT registered on SAMs 2, will shortly be emailed registration and training information. Training will be offered to nominated staff from April/May 2016.

For further information about the SAMs 2 system please contact Effie Kene by telephone 03 9637 2319 or email [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au).