

STEPS	BENEFITS	ACTIONS
<p><b>1- Statement of needs</b></p>	<ul style="list-style-type: none"> <li>• Informs issues, risks and opportunities</li> <li>• Informs industry engagement and market approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Determine the purpose of the procurement</li> <li>• Develop a high-level statement of needs</li> <li>• Find out who will be impacted by the procurement</li> <li>• Consult with key stakeholders</li> <li>• Verify and endorse statement of needs</li> </ul>
<p><b>2- Scope the needs analysis</b></p>	<ul style="list-style-type: none"> <li>• Informs future activities or policies</li> <li>• Explores whether stakeholders needs are being met</li> </ul>	<ul style="list-style-type: none"> <li>• Scope realistic steps for the needs analysis</li> <li>• Develop a specification of requirements</li> <li>• Separate needs vs wants</li> <li>• Identify the users of the needs analysis</li> <li>• Decide the scale of the needs analysis e.g. trial or pilot, small-scale, sector /cohort specific, regional, state-wide</li> <li>• Identify the decision makers</li> </ul>
<p><b>3- Assessment criteria</b></p>	<ul style="list-style-type: none"> <li>• Helps to evaluate and prioritise needs</li> </ul>	<ul style="list-style-type: none"> <li>• Define and develop relevant criteria defined by end-users and assessed by public authorities, consultants or professionals</li> <li>• Develop evaluation weightings</li> <li>• Develop a method to evaluate and prioritise the criteria</li> </ul>
<p><b>4- Plan for data collection</b></p>	<ul style="list-style-type: none"> <li>• Identifies the data to be collected, from whom</li> <li>• Identifies how data will be analysed</li> </ul>	<ul style="list-style-type: none"> <li>• Identify data needed e.g. qualitative/quantitative or mixed methods</li> <li>• Identify existing sources of data</li> <li>• Decide who will collect and analyse the data</li> <li>• Determine how data will be analysed &amp; reported</li> </ul>
<p><b>5- Collect, analyse and present data</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates how the proposed procurement support the objectives</li> <li>• Confirms demand for the goods or services</li> </ul>	<ul style="list-style-type: none"> <li>• Collect and analyse the data</li> <li>• Consider how industry can participate in data analysis</li> <li>• Identify and group similar needs</li> <li>• Identify industry engagement approaches to meet needs</li> <li>• Evaluate the data</li> <li>• Summarise and present data to decision makers and key stakeholders</li> </ul>
<p><b>6- Apply criteria and prioritise needs</b></p>	<ul style="list-style-type: none"> <li>• Prioritises a single issue or a few key issues</li> <li>• Identifies if further exploration of the need is required</li> </ul>	<ul style="list-style-type: none"> <li>• Consider the factors such as risk and protective factors, consequences and causes of the issue or need, the target group and available evidence about effective solutions to this need</li> <li>• Report results back to end-users, industry &amp; stakeholders</li> <li>• Communicate how analysis will inform the procurement process</li> </ul>
<p><b>7- Identify next steps and report back</b></p>	<ul style="list-style-type: none"> <li>• Helps to select the most appropriate goods or services to address the issue or need</li> <li>• Informs end-users, industry or stakeholders about the outcome of the needs analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Determine decision-making process For example; consensus decision or rating/ranking strategy</li> <li>• Use the criteria from <b>Step 3</b> to asses and prioritise need (based on data and evaluation)</li> </ul>