



Australian Government

Department of Education, Employment and Workplace Relations

Indigenous Employment Program Panels

Request for Tender 2009 - 2012

**Information sessions
March 2009**



Australian Government

Department of Education, Employment and Workplace Relations

WELCOME

**Request for Tender
for the
Indigenous Employment Program (IEP)
Panels
2009 – 2012**

Information Session



Disclaimer

Tenderers must:

- make independent assessments
- seek business advice if necessary

This session provides information only

- Variations will be posted on the AusTender website
- No statement varies the RFT unless confirmed on AusTender



Overview of presentation

- Panels
- Conditions of tender
- Tender evaluation
- Preparing a tender
- Key Dates
- Contact details



Probity Principles

- Promote open and fair competition
- Same information available to all
- Integrity in evaluation and selection processes
 - Objective and consistent assessment of all tenders
 - Conflicts of interest are addressed
 - Defensible process and outcomes
- Confidential information is secured



IEP Panels

- What will the IEP Panels do?



Employment Panel

- Building the aspirations of Indigenous Australians
- Employer support services to recruit and retain more Indigenous Australians
- Organising, developing or providing training for Indigenous Australians
- Increasing employment outcomes for Indigenous Australians by workforce development



Economic Development and Business Support Panel

- Business capacity building services
- Building the business aspirations of Indigenous Australians
- Business development and support services for individual, family, organisation or community based businesses
- Indigenous economic development



How the Panels operate

1. Developing a project proposal



How the Panels operate

2. Assessing proposals



IEP Panels

- Coverage and services
- Non-exclusive arrangement
- Duration
- Refreshing the Panels



IEP Panels (continued)

- Performance management framework
- Reference Group
- Code of practice
- Payments



IEP Panels – key documents

- Deeds of Standing Offer
 - Employment Panel
 - Economic Development and Business Support Panel
- Official Order/Contract



IEP Panels

Do I need to Tender?

- Do I want to be paid to provide the services, assistance and activities described in this RFT?
- Do I, or does my business, want to receive the services, assistance and activities described in this RFT?



Indigenous Employment Program (IEP)

Purchasing Arrangements

2009 - 2012



Purchasing arrangements

- RFT user-friendly
- Purchasing objectives
- Lodgement of tenders
- Eligibility to tender
- Financial viability
- Contracting



Request for Tender

- User friendly
- Alert icon



- Text boxes
- Tendering checklist

Purchasing objectives

- Appointment to Panels
- Value for money



Use of AusTender

- AusTender: **www.tenders.gov.au**
- Variations to the RFT (Addenda) only through AusTender
- Help desk and training support



Eligibility to tender

- Any persons or organisations
- Group tendering and subcontracting arrangements are allowable
- Open and fair competition



Tender lodgement

- Electronic lodgement
- Only with AusTender
- APET
- Allow sufficient time to resolve any problems
- Amending tender responses



APET eResponse V5.1

- APET eResponse V5.1 is the system tenderers use to complete their tender
- 2 components to be downloaded
 - Lange Consulting
 - AusTender
- 3 files to be uploaded into AusTender as your tender response



Tender closing time

Tenders must be received before the closing time:

7pm (Canberra time)

Friday 24 April 2009



Late tenders

- Late tenders will not be accepted
- Unless, due solely to mishandling by DEEWR
- DEEWR's decision on late tenders final
- 7 & 14 Day Reminders



Non conforming tenders

Tenders will be excluded if:

- Lodged incorrectly or late
- Not written in English, Australian units and dollars
- It is the subject of collusion, improper influence or improper support



Financial viability and other checks

- Security, probity and financial investigations may be undertaken by DEEWR
- Financial viability checks of tendering organisations



Contracting with DEEWR

- Deeds of Standing Offer
- No guarantee of business
- ABN required
- Indigenous employment strategy
- Execution of Deeds



Tender conditions

- Panel membership
- No guarantee of business
- Numbers of providers
- Coverage
- Conditionality



Selection criteria

- Three selection criteria for each Panel
- Tenderers must address the criteria for each tendered Panel
- Pass/fail assessment



Selection criteria for the Panels

- Criterion 1 – understanding of issues confronting Indigenous Australians
- Criterion 2 – strategies for developing and managing Panel activities and relevant experience
- Criterion 3 – management strategies
- Attachment(s)



Tender evaluation

- Value for money
- DEEWR process
- Debriefings



Evaluation process

- Evaluation stages
- Past performance
- Referee reports
- Capacity to deliver
- Capacity to contract



Key Dates

- 16 Mar 09 Release of RFT
- 17 April 09 Closing date for questions
(5pm Canberra time)
- 24 April 09 Closing date for tenders
(7pm Canberra time)
- Early June 09 Announce tender results
- End June 09 Execution of Deeds
- 1 July 09 Panels commence



Contact details

- Questions by COB 17 April
- Email: espurchasing@deewr.gov.au
- Hotline: 1300 733 514
- www.workplace.gov.au/ESpurchasing

