



Request for Expression of Interest – Youth Jobs PaTH Industry Pilots 2020–2021.

Slide 1: Request for Expression of Interest – Youth Jobs PaTH Industry Pilots 2020–2021

I would like to welcome you to the explanatory webinar on the Department of Employment, Skills, Small and Family Business' (the department) Request for Expression of Interest (REOI) – Youth Jobs PaTH Industry Pilots 2020-2021 (PaTH Industry Pilots).

I would like to respectfully acknowledge the traditional owners and custodians of the lands on which we meet today, and pay respect to their elders, past, present and emerging. I would like to extend that respect to other Aboriginal and Torres Strait Islander peoples who are viewing this presentation.

Today we will provide you with information on PaTH Industry Pilots. We will also provide you with details on the purchasing process and information for the REOI that was released on 19 August 2019.

The department is committed to ensuring the REOI - PaTH Industry Pilots purchasing process is conducted in a fair and transparent manner. The department has appointed the law firm Maddocks as the independent Probity Adviser to assist and monitor the department's compliance with probity principles.

The department invites responses to the REOI from eligible entities interested in designing and delivering industry pilots that will combine industry approaches with service elements available through the Youth Jobs PaTH and other government programs.

If you have questions, in the first instance please refer to the frequently asked questions document on the department's website. If you still have questions, please forward them to the department's Employment Services Purchasing Hotline (the hotline) for a response. A slide at the end of the presentation has the contact details for both the hotline and the Employment Services Purchasing Information webpage. These addresses are also available from AusTender.

Responses to your questions will be published on the Employment Services Purchasing Information webpage. Respondents are encouraged to regularly check this site for publication of new questions and responses.

A copy of the PowerPoint slides used in this presentation is now available on the department's website.

Slide 2: Presentation Overview

We will start today's presentation by providing an outline of the purchasing approach and indicative timeline, followed by background information on PaTH Industry Pilots, and describe key features of the program including its objective, delivery requirements, operational environment, and anticipated services Fees and Payments.

We will then discuss responding to the selection criteria, probity and purchasing arrangements, including how to lodge a response.

Slide 3: Purchasing approach and Key dates

The key events and important dates for your information are as follows:

- **Monday 19 August 2019**, Release of this Request for Expression of Interest (REOI) for Youth Jobs PaTH Industry Pilots 2020—2021. The Information Presentation will be available from this date at employment.gov.au/purchasing
- **5.00 pm (Canberra time), Wednesday 28 August 2019**, is the deadline for Respondents to submit questions and requests for clarification about this REOI. There will be no obligation on the department to respond to questions received after this time
- **12 Noon (Canberra time), Wednesday 4 September 2019** is the closing date and time for Responses to this REOI. Responses must be lodged via 360Pro.
- **September 2019**, the department will complete the assessment and shortlisting of Respondents' responses
- **September - October 2019**, notification of assessment outcomes will be sent to Respondents. Respondents whose proposed industry pilots have been shortlisted will be invited to attend feedback meetings with the department
- **October - December 2019**, Respondents whose responses have been shortlisted may be invited to respond to a further Request for Tender (RFT) process.

Slide 4: Youth Jobs PaTH Industry Pilots 2020–2021

The PaTH industry pilots formed part of the 2019–20 Budget, and was announced as part of the New Employment Services Trial package. The Australian Government has made available \$10 million for up to 10 industry pilots.

This initiative responds to calls from industry for greater input in selecting, training, matching and supporting young job seekers into work.

The industry pilots are expected to test the effectiveness and benefits of industry-led pre-employment pathways.

Pilots are expected to deliver pathways designed to progress young people into work that are tailored to meet the needs of industries or employers.

Industry groups, business peak bodies, employers and Group Training Organisations (GTOs) are strongly encouraged to respond to the REOI.

Respondents to the REOI will capitalise on the opportunity to design and trial industry-led pre-employment training and work experience pathways for eligible young people registered with jobactive, Transition to Work or Disability Employment Services.

Successful pilots will combine industry approaches with service elements available through the Youth Jobs PaTH and other government programs.

The department anticipates that a successful industry pilot will be of a value between \$500,000 and \$2 million depending upon the size and complexity of the pilot and the numbers of participating job seekers.

If the department proceeds to the RFT stage, successful Respondents must deliver their pilots between 2 January 2020 and 30 June 2021.

Industry pilots using elements of Youth Jobs PaTH or any other government employment services or programs will be subject to the specific program guidelines and requirements.

Respondents with industry pilots that are shortlisted as a result of their responses to the REOI will be invited to submit a more detailed response to a RFT.

Slide 5: Industry Pilots – Objectives

The industry pilots will trial different models of pre-employment pathways in a demand-led approach. Industry pilots objectives aim to:

- test if and how industry-led approaches can increase employer take up and more effective use of employment services, particularly the Australian Government's Youth Jobs PaTH program
- align pre-employment pathways with the needs of employers with significant workforce demand, and in growing industries and
- inform the development of future employment service, including the design of future pre-employment and work experience programs.

Slide 6: Industry Pilots key requirements

Responses to the REOI should demonstrate how the proposed industry pilot(s) will have direct access to work experience and job opportunities for young people and deliver pre-employment pathways tailored to the needs of suitable employers within the industry pilot timeframe. In progressing young people into jobs, pilots will use existing programs, services

and supports combined with other services where appropriate, including vocational and non-vocational services.

Pilots will include strategies to support working with participating job seekers' employment service providers to ensure work experience placements are appropriate for the job seeker with regard to their health and safety. They will take into consideration any relevant circumstances and work restrictions and ensure a suitable workplace risk assessment has been undertaken prior to commencement in the work experience placement. All pilots must adhere to the National Employment Standards and adhere to Workplace health and safety (WHS) requirements and operate within the existing guidelines for the elements of Youth Jobs PaTH included in the proposed industry pilot, including job seeker and Internship Host eligibility. More information on the Youth Jobs PaTH is available on the department's website at docs.employment.gov.au/collections/jobactive-guidelines.

Responses should include effective approaches to fostering successful collaborations with relevant stakeholders, such as employment services providers, including jobactive, Transition to Work, Employability Skills Training and/or Disability Employment Services providers, training providers, employers and job seekers. Successful pilots will incorporate strategies that provide effective engagement with and support young job seekers including those from diverse backgrounds and will foster effective relationships with employment services providers to ensure employers' workforce needs are met with well prepared and matched job seekers.

All elements of existing employment services and programs such as Youth Jobs PaTH's Prepare, Trial, Hire service elements used in pilots must operate within existing guidelines.

Slide 7: Industry Pilots Key deliverables

Industry pilots **will facilitate**:

- access to jobs
- connecting employers, employment services providers and job seekers and
- industry preferred pathways to support young people into the identified jobs

Industry pilots that include work experience will demonstrate familiarity with the relevant work experience program(s) guidelines at docs.employment.gov.au/documents.

Pilots should also include strategies to develop suitable industry or employer specific pre-employment training for participants. Please note that all accredited training included in industry pilots, should be delivered by a Registered Training Organisation that complies with the Standards for Registered Training Organisations 2015 and includes the proposed accredited units on its scope

PaTH Industry Pilot(s) reporting and evaluation

The department intends to use the industry pilots to inform future employment services so they can better meet the needs of employers with significant workforce needs and in growing industries.

Industry pilot providers will be required to collect, analyse and report on issues, trends, factors for and barriers to success in preparing job seekers for, and supporting them into the jobs available through the life of the industry pilot. This information will be provided to the department in a Quarterly report. A reporting template will be provided by the department to support the Quarterly reporting requirement.

The department will engage an external provider to undertake the evaluation of the industry pilots. Industry pilot providers will be required to support the industry pilot evaluation.

Responses should include arrangements to collect, analyse and manage job seeker and performance information in relation to the pilot, to support a departmental led evaluation of the pilot.

Slide 8: Industry Pilots operational environment

Job seekers registered with employment services providers are eligible to undertake training and work experience pathways.

Job seekers must meet Youth Jobs PaTH eligibility requirements for any elements of Youth Jobs PaTH included in an industry pilot. More information on the Youth Jobs PaTH, including job seeker eligibility is available on the department's website employment.gov.au/youth-jobs-path.

Participation in an industry pilot will meet job seeker activity test requirements.

Refer to [Appendix D](#) of the REOI for information on the number of potentially eligible participants by Employment Service Area (ESA) and Employment Region (ER).

Pilots will source eligible job seekers through jobactive, Transition to Work and Disability Employment Services providers, or through self-referral methods. Pilots should include strategies to engage with the respective employment services providers to confirm eligibility, including for job seekers that self refer, prior to the job seeker's commencement in the industry pilot.

Procedures should also be included that, when implemented, will ensure the accurate collection of, and timely sharing with employment services providers, information relating to job seekers' attendance, participation and suitable support during the industry pilot.

Respondents proposing industry pilots in either of the New Employment Services Trial Regions of Adelaide South, South Australia (SA) and Mid North Coast, New South Wales (NSW) should be aware the different employment services operating environment and

impact on the industry pilot delivery approach. More information on the New Employment Services Trials is available on the department's website [employment.gov.au/new-employment-services-model](https://www.employment.gov.au/new-employment-services-model). The maps and job seeker data are available at Appendix C and D of the REOI.

Ineligible jobs

Pilots should exclude the following types of ineligible jobs:

- employment, including retail positions involving nudity or in the sex industry
- volunteer work
- unpaid work (with the exception of the work experience component of the pilot)
- a job involving illegal activity or
- a job involving income or funds from gambling deemed to be inappropriate by the department.

Slide 9: Industry pilots Payment and Fees

Fees

A one off industry pilot establishment fee will be paid on execution of the industry Pilot Deed. An industry Pilot Administration Fee will be paid Quarterly and a Final Pilot Plan Fee is payable on receipt and acceptance by the department of the final plan, which is anticipated within one month of execution of the Deed.

Payments

Successful industry pilot providers will receive a Payment each quarter on receipt of a Quarterly progress report. For industry pilots with a high frequency of activity and volume of participants, the department may also require brief monthly reports to track participants' progress through the industry pilot pathway.

A Post Implementation Review Report payment will be paid on receipt of the report, to the satisfaction of the department.

All payments and fees are GST inclusive and will be linked to the acceptance of services as specified in the successful industry pilot provider's Pilot Plan. All payments, including the Quarterly Project Administration Fee, will be specified in the Schedule to the Deed and will be subject to acceptance of the services having regard to project and service delivery and satisfactory performance against the agreed milestones.

Slide 10: Industry Pilot Services

The department anticipates purchasing a combination of services specific to the successful industry pilot. Respondents should rely on accepted industry rates to arrive at the estimated total industry pilot costs. Services and associated costs may include but are not limited to those listed in the slide:

- Project Management
- Coordination
- Brokerage
- Industry specific pre-employment training research & development
- Industry specific pre-employment training delivery, including supporting materials
- Promotion and Engagement
- Venue and equipment costs
- Job seeker and/or employer support services

Slide 11: Youth Jobs PaTH and other services and programs

The Youth Jobs PaTH program is an Australian Government employment service that helps young people who struggle to enter the labour market to gain the skills and work experience they need to get and keep a job. Youth Jobs PaTH provides opportunities for young Australians under 25 years of age to improve their chances of competing in the labour market by increasing their job readiness with pre-employment training and work experience. Youth Jobs PaTH ensures young job seekers have the basic employability skills that businesses need, and provides them with opportunities to demonstrate those skills and secure ongoing employment.

It has three elements:

Prepare—the Employability Skills Training (EST) program helps young people better understand what employers expect of them in the workplace, and equips them with the skills and behaviours to be successful in finding and keeping a job. EST is made up of two training courses with different content focuses – Training Block 1 and Training Block 2. Courses are 75 hours and generally delivered face-to-face in a group setting.

- Training Block 1 Courses are designed to equip Participants with pre-employment skills including work life, reliability, communication skills, problem solving, team work and using office technology to prepare them to meet the expectations of employers.
- Training Block 2 Courses focus on job preparation and are designed to equip Participants with advanced job hunting, career development and interview skills. It also provides the opportunity to participate in Industry Awareness Experiences. These experiences will provide Participants with an insight into the tasks and duties of different roles and industries. Industry Awareness Experiences can include visits from employers to the training environment, creating work-like environments or group tours of workplaces to watch and learn what is required for different occupations and industries.

Trial—voluntary Youth Jobs PaTH Internships of 4 to 12 weeks give young unemployed people a chance to show what they can do in real workplaces. Internship is a voluntary structured work experience placement. It is an opportunity for participants to demonstrate their skills to employers. Young people are eligible to participate in a Youth Jobs PaTH internship if they are aged between 17 to 24 on income support, have been in employment services for six months or more, and are registered with a jobactive, Transition to Work or Disability Employment Services provider.

Participants receive an incentive payment of \$200 per fortnight on top of their regular income support payment, paid by the Australian Government. This is not a wage.

For employers, a Youth Jobs PaTH internship provides an opportunity to see how a young person fits into their business and if they are suitable for future employment. Host businesses receive an upfront incentive of \$1,000 to help cover the costs of training, and the supervision requirements of hosting the young person. A Youth Jobs PaTH internship runs for between 4 and 12 weeks, for a minimum of 30 hours and a maximum of 50 hours per fortnight.

Hire—a Youth Bonus wage subsidy is a financial incentive for businesses to employ young people in an ongoing job. The wage subsidy provides up to \$10,000 (GST inclusive) over six months to employers who hire eligible young job seekers 15 to 24 years of age in ongoing employment. In addition to being ongoing, the position must average at least 20 hours a week over the six months.

The Prepare, Trial and Hire elements are interchangeable, allowing eligible young people to access what best suits their needs. The flexible design of Youth Jobs PaTH means young people can participate in the Prepare, Trial and Hire elements in any order. This allows eligible young people to be referred to the elements that best suit their needs and level of work-readiness.

More details on the Youth Jobs PaTH program is available on the department's website at employment.gov.au/youth-jobs-path.

Slide 12: Locations and Scope

The industry pilots will test the effectiveness and benefits of industry-led pre-employment pathways designed to progress young people into work.

Pilots are demand led and respondents should indicate the scope and locations of their proposed industry pilot.

The department encourages responses that meet the needs of employers with significant workforce demand and from growing industries. Respondents must provide evidence of demand and/or projected industry growth when responding to Selection Criterion 1.

Industry pilots must be delivered in Australia and can be delivered nationally, in one or more states, across Employment Regions, Employment Service Areas or in a single specified location.

Industry pilot providers will be required to have at least one permanent address and appropriate, professional facilities which are equipped to support the delivery of the project.

Industry pilots leading to traineeships and apprenticeships are also encouraged.

Slide 13: Responding to Selection Criterion

When responding to the REOI the response MUST address all Selection Criteria and be submitted on the relevant forms. There are three Selection Criteria for this REOI.

Responses that are not received on the correct forms may, at the department's sole discretion, be excluded from the evaluation process. This is the minimum content and format requirement.

Respondents **should** address each of the sub-criteria under each Selection Criterion. Failure to address each of the sub-criteria may have a negative impact on the assessment of a response in relation to that Selection Criterion.

Where a character limit has been specified for a Selection Criterion, the inclusion of text beyond the limit will not be considered under the assessment process. Character limits include letters, numbers, spaces, punctuation and carriage returns.

I will now run through each Selection Criterion including guidance on responding to each criterion. However Respondents should refer to Chapter 3 of the REOI for the complete Selection Criteria as well and minimum form and content requirements.

Selection Criterion 1

In preparing a response to this selection criterion, the Respondent **should**:

1. state the objective(s) of the proposed industry pilot including, how many vacancies your organisation's pilot will have access to and, if the vacancies are not within your organisation, how access to the vacancies will be assured throughout the industry pilot period
2. describe the existing or projected workforce need including, where applicable, evidence to demonstrate the forecast industry growth or shortage—or projected demand specific to one or more employers
3. describe the location and geographical coverage of the pilot
4. describe your organisation's role in the establishment and delivery of the industry pilot
5. include evidence of commitment from one or more employer/s to make available sufficient vacancies to be filled using your industry pilot services

This selection criterion has a limit of 12,000 characters, including punctuation, spaces and carriage returns and is a Pass/Fail evaluation.

A failure to identify the number of vacancies and to adequately demonstrate industry demand in responding to this selection criterion may result in your response being excluded from further evaluation in this REOI.

Furthermore, a failure to demonstrate you are able to deliver the industry pilot, in Australia, between 2 January 2020 and 30 June 2021 may result in your response being excluded from further evaluation in REOI.

Selection Criterion 2

In preparing a response to this selection criterion, Respondents should:

1. outline the service delivery approach your organisation will use to support job seekers into the jobs identified in your organisation's response to Selection Criterion 1. Your response should describe the Youth Jobs PaTH elements and any other existing programs and/or wrap around services to support job seekers and/or employers, which are incorporated in the service delivery approach
2. outline the pilot implementation timeline, including key timeframes and performance indicators as well as any contingencies
3. identify any service delivery partners and/or subcontractors, and describe their role and/or service provision in the context of the industry pilot
4. provide an overview of how your organisation will attract and engage employers, job seekers, employment service providers and, where applicable, training providers, to participate in and support the achievement of the proposed industry pilot objectives
5. estimate the total cost of delivery of the proposed pilot. Cost should be provided as GST inclusive

This selection criterion has a limit of 15,000 characters, including punctuation, spaces and carriage returns and has a weighting of 60 per cent.

Selection Criterion 3

In preparing a response to this selection criterion, the Respondent should describe the key governance and management framework that will support the proposed industry pilot. This should include:

1. an organisational structure, including identification of the key personnel responsible for the management and achievement of the proposed industry pilot objectives, and their roles in delivering the services. If your proposed industry pilot requires additional staff to be recruited, outline the additional roles and skills required to deliver services under the pilot
2. your organisation's experience in delivering services to employers and/or job seekers, including budget oversight and legislative compliance
3. an outline of potential risks to successful delivery of the proposed industry pilot, and how your organisation will mitigate and manage these risks
4. outline how your offer to deliver your proposed industry pilot will provide economic benefit to the Australian economy. Examples of this include paying taxes in Australia, employing Australian staff, investing in Australian property, equipment or other infrastructure, developing skills or providing training opportunities, conducting research and development activities, using

Indigenous businesses or businesses that promote work opportunities for people with disabilities in their supply chain. (For the avoidance of doubt, this sub-criterion does not refer to the economic benefit to the Australian economy of the Youth Jobs PaTH Industry Pilot 2020–2021 itself).

This selection criterion has a limit of 12,000 characters, including punctuation, spaces and carriage returns and has a weighting of 40 per cent.

Slide 14: Probity and Purchasing overview

In this part of the session I will cover:

- the probity principles
- the objectives and rules of the REOI process, including factors that will be taken into account in assessing value for money
- the communication protocol
- Conditions for Participation and eligibility to apply
- the evaluation process
- some aspects of electronic lodgement, including use of 360Pro
- the REOI closing date and time, other key dates
- further information relevant to the purchasing process.

You are strongly encouraged to read the REOI as it sets out the definitive requirements.

Slide 15: Probity

The department is committed to ensuring that the Youth Jobs PaTH Industry Pilots process is conducted in a fair and transparent manner and is undertaken in accordance with the probity principles outlined on the slide.

As mentioned earlier, the department has appointed Maddocks as the independent external Probity Adviser to assist and monitor the department's compliance with probity principles.

The role of the external Probity Adviser is to:

- advise the Delegate on the probity and integrity of the Request for Tender process
- conduct appropriate probity training
- advise on relevant security arrangements.

In addition to the external Probity Adviser, there is a complaints handling process in place, which is outlined in the REOI

Any issues relating to the integrity of the REOI can be raised directly with the department's legal adviser. The 'Communication Protocol' at Appendix A of the REOI has more details.

Slide 16: Purchasing Objectives and Rules

The procurement is governed by the Commonwealth Procurement Rules (CPRs) issued by the Minister for Finance under subsection 105B (1) of the Public Governance, *Performance and Accountability Act 2013* (PGPA Act).

As outlined in the CPRs, achieving value for money is the core principle underpinning Australian Government procurement. In this procurement, the department's consideration of value for money will include:

- the assessment of responses against the Selection Criteria specific to each stage of the procurement (quality)
- fitness for purpose of the proposed industry pilot (extent to which government policy priorities are advanced)
- flexibility of the proposed industry pilot including adaptability over the life of the pilot
- the optimisation and maximisation of procurement objectives for individuals, and stakeholders
- considering the risk to the Australian Government
- obtaining the highest possible quality in service delivery.

Commonwealth policy also requires the department to consider the economic benefit of the procurement to the Australian economy as part of its value for money assessment. Further information about this requirement is available in the Department of Finance guidance titled 'Consideration of broader economic benefits in procurement'.

Slide 17: Communication Protocol

A communication protocol has been developed for the Youth Jobs PaTH Industry Pilots purchasing process.

The purpose of the protocol is to establish procedures to minimise the risk of any improper practice that could influence the fair operation of the market or the probity of the process and to ensure consistent messaging.

If Respondents have questions about any part of the REOI, they should contact the hotline via email. The hotline is the primary means of contact during the REOI period.

Contact details for the hotline are on page 4 of the REOI and at the end of this presentation.

Slide 18: Conditions for participation & eligibility to apply

The department will only accept a response from a foreign company if it is registered under Part 5B.2 of the *Corporations Act 2001* (Cth).

If a Respondent does not meet the requirements in this section, their response **will** be excluded from evaluation.

Industry pilot providers will be required to have at least one permanent address and appropriate, professional facilities which are equipped to support the delivery of the project.

To be eligible to apply to be appointed as a PaTH Industry Pilot provider, Respondents **must** have a current and valid Australian Business Number (ABN).

There are three main types of business models that a Respondent may put forward:

- a single entity that enters into the Deed and delivers all the services itself
- a group of entities that jointly enter into the Deed and each entity delivers part of the services
- a single entity, or group of entities, that enters into the Deed and some or all of the services are delivered by subcontractors.

Where a response is being submitted by a Group Respondent (discussed in the next slide), each member of the Group Respondent **must** have a current and valid ABN.

Slide 19: Eligibility to Apply (continued)

A group of two or more legal entities may respond as a Consortium, Joint Venture, Partnership or some other form of alliance in order to conduct the PaTH Industry Pilot 2020–2021 services (a ‘Group Respondent’). Where a response is being submitted by a Group Respondent, each member of the Group Respondent **must** have a current and valid ABN.

A Group Respondent **must** specify in its response the business structure and arrangement under which it proposes to deliver the Services (e.g. Consortium, Joint Venture, etc.).

If lodging a response as a Group Respondent, each member of the Group **must** be a legal entity and the Group **must** appoint a lead member to lodge the response on behalf of all members of the Group and **must** complete and submit a Group Respondents Form in 360Pro.

The Respondent for a Group is the lead member. The lead member entity **must** be authorised to negotiate and act on behalf of, and contractually bind each member of the Group. Each Group member **must** provide the lead member with a letter of authorisation to be submitted with the response to the REOI. Each member’s letter of authorisation **must** be uploaded in the ‘Group Respondent’ tab in 360Pro.

Any proposed changes to the membership of a Group Respondent **must** be requested of the department in a letter signed by the authorised representative(s) of the Group Respondent. This letter **must** be sent by email to the hotline at espurchasing@employment.gov.au. If the department decides to deal with a Group Respondent of changed composition, the department may, at its sole discretion, impose any conditions it considers necessary or appropriate in the circumstances.

Slide 20: Eligibility to Apply (continued)

Commonwealth Government departments, agencies, employees or agents are not eligible to respond to this REOI.

Further, Australian government departments, agencies, employees or agents cannot assist potential Respondents in responding. A Respondent that has received assistance from an Australian government department, agency, employee or agent to prepare its response may be excluded from consideration at the department's discretion. Respondents may only ask questions or seek clarification to this REOI by contacting the hotline.

This does not include persons who are, or may be, regarded as service providers under existing employment services arrangements or arrangements for the administration of the social security law—for example, jobactive providers currently contracted with the department or entities currently contracted with the Department of Social Services to perform Department of Social Services' functions.

Competing entities

A Respondent can submit multiple responses to this REOI where each response relates to a different location and/or industry or workforce need.

A Respondent **must** not compete against itself by submitting alternative or multiple responses relating to the same location and industry or workforce need.

If the department receives responses from two entities and the department determines that one of two entities is either 'Controlled' by or a related body corporate of the other these responses may be treated as alternative responses and the department may, at its absolute discretion, cease considering, or otherwise dealing with, either or both Respondents. For the purposes of this section 'Controlled' and 'related bodies corporate' have the same meanings as in the *Corporations Act 2001* (Cth).

A subcontractor may be nominated as part of a response by one or more Respondents.

The REOI is designed to promote fair competition in the open market. Respondents and their respective officers, employees, agents and advisers **must** not engage in any collusive bidding, anti-competitive conduct or any other similar unlawful conduct with any other Respondents, or any other person in relation to the preparation or lodgement of their response.

To ensure the Probity of the process, the department may require Statutory Declarations and other evidence as it sees fit, to the effect that Respondents have not engaged in any of the above conduct during the process.

The department may, at its absolute discretion, exclude a Respondent from this process should it become aware of information indicating that the Respondent has been involved in collusive bidding.

The Indigenous Procurement Policy aims to stimulate Indigenous entrepreneurship and business development, including through strengthening Indigenous economic participation in the supply chains of contractors to government.

The 'mandatory minimum requirements for Indigenous participation' in section 4 of the Indigenous Procurement Policy may apply to this purchasing activity. Even if the mandatory requirements do not strictly apply, the department may apply the principles of the Indigenous Procurement Policy in establishing Service providers.

Respondents are encouraged to familiarise themselves with the Indigenous Procurement Policy.

Receipt and conformance of responses

Each response will be downloaded by the department from 360Pro after the closing date and time, and will be checked to ensure that:

- the Respondent complies with any Conditions for Participation set out in section 3.4 Conditions for Participation
- the response to the REOI complies with any Minimum Content and Format Requirements set out in section 3.1 Minimum Content and Format Requirements.

Assessment of Responses against the REOI Selection Criteria

The department will assess eligible responses to the REOI against the selection criteria set out in Section 3.2 Selection Criteria.

In assessing the responses, the department may consider all information contained in a response, as well as any other relevant information available to it, including in relation to a Respondent's past performance when delivering contracted services for the Australian Government, state or local governments and/or activities that are similar to the PaTH Industry Pilot initiative.

The department may use information it holds about a Respondent or, at its sole and absolute discretion, make its own enquiries including (without limitation) by contacting any other persons to whom the Respondent has provided services or activities that are similar to services under the PaTH Industry Pilot.

Respondents should not rely on the department using its own sources of information, and should provide comprehensive performance information in its response.

Shortlisting of pilots and invitation to feedback meetings

The department will shortlist Respondents based on the assessment of responses against the selection criteria. A committee of senior departmental managers will oversee the shortlisting process, including conducting an overall value for money assessment taking into account a range of factors, including those specified in section 5.1 of the REOI.

Shortlisted Respondents will be invited to meet with departmental officials to receive feedback and provide further clarification on their proposed industry pilots. These feedback meetings are expected to take place in late September 2019.

The department may, subject to internal and Government approvals, invite shortlisted Respondents to participate in a RFT process with a view to allowing Respondents to develop and refine their industry pilot(s) using the feedback obtained from the Respondents' meetings with the department.

Debriefing

Any Respondents to the REOI that are not shortlisted will be entitled to request a verbal debriefing from the department. The request for a debriefing must be made within one month of the date the Respondent is notified of the outcome of the REOI process.

In accordance with the Commonwealth Procurement Rules, Respondents will not be provided with information concerning other Respondents, except for publicly available information.

Debriefs will be conducted via telephone unless otherwise requested. All costs incurred by the Respondent in relation to a debriefing will be at the Respondent's expense.

Clarification

The department may, at any stage of the evaluation process, contact a Respondent (including a member of a Group Respondent) or nominated subcontractor to ask any question with a view to clarifying aspects of a response. This contact will be on a confidential and without prejudice basis.

Slide 21: Evaluation Process

Receipt and conformance of responses

Each response will be downloaded by the department from 360Pro after the closing date and time, and will be checked to ensure that:

- the Respondent complies with any Conditions for Participation set out in section 3.4 Conditions for Participation
- the response to the REOI complies with any Minimum Content and Format Requirements set out in section 3.1 Minimum Content and Format Requirements.

Assessment of Responses against the REOI Selection Criteria

The department will assess eligible responses to the REOI against the selection criteria set out in Section 3.2 Selection Criteria.

In assessing the responses, the department may consider all information contained in a response, as well as any other relevant information available to it, including in relation to a Respondent's past performance when delivering contracted services for the Australian

Government, state or local governments and/or activities that are similar to the PaTH Industry Pilot initiative.

The department may use information it holds about a Respondent or, at its sole and absolute discretion, make its own enquiries including (without limitation) by contacting any other persons to whom the Respondent has provided services or activities that are similar to services under the PaTH Industry Pilot.

Respondents should not rely on the department using its own sources of information, and should provide comprehensive performance information in its response.

Shortlisting of pilots and invitation to feedback meetings

The department will shortlist Respondents based on the assessment of responses against the selection criteria. A committee of senior departmental managers will oversee the shortlisting process, including conducting an overall value for money assessment taking into account a range of factors, including those specified in section 5.1 of the REOI.

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In accordance with the Commonwealth Procurement Rules, Respondents will not be provided with information concerning other Respondents, except for publicly available information.

Debriefs will be conducted via telephone unless otherwise requested. All costs incurred by the Respondent in relation to a debriefing will be at the Respondent's expense.

Clarification

The department may, at any stage of the evaluation process, contact a Respondent (including a member of a Group Respondent) or nominated subcontractor to ask any question with a view to clarifying aspects of a response. This contact will be on a confidential and without prejudice basis.

Slide 22: Request for Tender

If the department proceeds to the RFT stage following this REOI process, it intends to assess Respondents invited to participate in the RFT stage against selection criteria that are similar to the criteria used in this REOI process, as well as the following draft selection criteria:

1. describe in detail the proposed industry Pilot Plan, including key implementation timeframes and performance indicators. It is anticipated that the approved Pilot Plan will form a schedule to the Youth Jobs PaTH Industry Pilot 2020 -2021 Deed.
2. describe in detail how your organisation will attract, recruit and retain key stakeholders and collaborators to ensure the achievement of the proposed industry pilot objectives.
3. describe your organisation's approach to the collection, and maintenance of the security and confidentiality of data and intelligence, including protection of personal information.
4. indicate your organisation's capacity and willingness to collaborate with the department to support the evaluation of the Youth Jobs PaTH Industry Pilots.

However, the department reserves the right, in its absolute discretion, to amend the criteria as necessary to ensure the objectives of the procurement for Youth Jobs PaTH Industry Pilots achieves the stated aims and objectives of the Australian Government.

Slide 23: Lodgement of Responses

All responses must be lodged electronically through 360Pro by 12 Noon (local Canberra time) on 4 September 2019 in accordance with the REOI. Responses cannot be submitted by any other means including by hand, courier, post, facsimile, email or via AusTender. 360Pro is the tool the department is using for the submission of responses.

Potential Respondents should read the 360Pro Reference Guide available in the 'Supporting Documents' section of 360Pro. 360Pro allows potential Respondents to download the relevant documentation relating to the REOI and upload their response.

The department will not accept any attachments submitted with a response with the exception of those documents specifically requested by the department. Responses must be completely self-contained. No hyperlinks or other supporting material may be incorporated by reference.

If the department amends the REOI, including its terms, requirements or the process referred to in the REOI prior to the closing date and time, the department will issue advice (Addenda) on AusTender and to potential Respondents who have registered in 360Pro.

When responses have been successfully submitted, an official receipt is automatically emailed to the registered 360Pro user. Respondents should save and print this receipt as proof of lodgement. Failure to receive a receipt means lodgement of the response has not been completed correctly.

Respondents should contact the hotline as a matter of priority if they do not receive an official receipt and believe they have successfully submitted their response.

Slide 24: Lodgement of Responses (continued)

Prior to the closing date and time, Respondents can re-open their submitted response to make changes. Note that after re-opening a response, Respondents **must** re-submit the amended response. Please note that only responses with a status of 'submitted' in 360Pro after the closing date and time will be considered by the department. Respondents can withdraw from the process by re-opening their response and not resubmitting them.

If the department considers, in its sole discretion, that there are unintentional errors of form contained in a response, the department may give the Respondent the opportunity to correct or clarify the errors, but will not permit any material alteration or addition to the response. If the department gives a Respondent an opportunity to correct an unintentional error of form, it will give the same opportunity to all Respondents in the same position.

Responses that are incomplete or clearly non-competitive may be excluded from consideration at any time during the evaluation process at the department's sole discretion. Alternatively, the department may, in its sole discretion, still consider such responses and/or seek clarification.

The department does not want to discourage responses from Respondents that receive other public sector funding. However, a Respondent cannot claim Payments from the department that would constitute double funding, that is, receiving a fee from another Australian Government, state, territory, or local public funding source, including a different source within other departments, for providing the same or similar services.

Each Respondent is asked to declare by completing the Double Funding Form, any actual or potential contractual relationships with public funding bodies (Australian, state, territory or local government) under which it may be entitled to a fee for the provision of the same or similar services prior to a Deed being finalised.

Whenever such actual or potential contractual relationships exist, the Respondent **must** also provide details of the controls and arrangements it intends to put in place to ensure separation of claims, receipts and fees from different public funding sources.

Where the department becomes aware that a Respondent has failed to disclose actual or potential contractual relationships with public funding bodies as described above, the department may, in its absolute discretion, exclude their response from further consideration in this process.

Slide 25: Contracting with the Department

The department proposes to enter into a Deed with successful Respondents that is substantially in the form of the Draft Deed. The department anticipates releasing the Draft Deed with the RFT (Stage two).

Successful Respondents will be required to observe and implement the provisions of any relevant Guidelines issued by the department.

Successful Respondents will be required to adhere to promotion and style guides issued by the department to govern promotional activity, including any obligation to ensure that all advertisements, publicity and promotional materials carry the approved badging and signage and acknowledge the financial and other support provided by the Government.

Slide 26: Key Dates

The REOI for Youth Jobs PaTH Industry Pilots 2020–2021 was released on 19 August 2019.

Deadline for Respondents to submit questions and requests for clarification about this REOI is 5pm (Canberra time), Wednesday 28 August 2019. There will be no obligation on the department to respond to questions received after this time.

The closing date and time for response to this REOI is 12 noon (Canberra time), Wednesday 4 September 2019. Responses must be lodged via 360Pro. A slide at the end has information on lodging responses.

Respondents will be notified about the REOI outcomes during September to October 2019. Respondents whose proposed industry pilots have been shortlisted will be invited to attend feedback meetings with the department.

Respondents with industry pilots that are shortlisted as a result of their responses to the REOI will be invited to submit a more detailed response to a RFT.

Slide 27: Further Information

Further information regarding the industry pilots can be obtained from the REOI published on AusTender and 360Pro and the Frequently Asked Questions published on the department's Employment Services Purchasing Information webpage listed on the slide.

Respondents can also contact the hotline as per the contact details on the slide. The hotline can only provide information that is publicly available, and cannot provide interpretation or advice.

The department also has a complaints handling process in place for purchasing processes. Any concerns about the probity or integrity of the industry pilots REOI process can be raised with the internal legal adviser, Shayne Howard via the email address on this slide. Where appropriate, complaints will be referred to the external Probity Adviser, the law firm Maddocks for further investigation.

Slide 28: Questions

If you have any questions, please call or email the hotline. Relevant answers will be published on the Frequently Asked Questions document on the department's purchasing webpage. Questions and responses that are published will not identify who asked the