



# Request for Tender for Employment Facilitator and Support Services for the Local Jobs Program 2020—2022.

## Slide 1: Request for Tender for Employment Facilitator and Support Services for the Local Jobs Program 2020—2022

I would like to welcome you to the explanatory webinar on the Department of Education, Skills and Employment's (the department) Request for Tender (RFT) for Employment Facilitator and Support Services for the Local Jobs Program 2020—2022.

I would like to respectfully acknowledge the traditional owners and custodians of the lands on which we gather 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 Employment Facilitator and Support Services for the Local Jobs Program. We will also provide you with details and information relating to the RFT that was released on 2 October 2020.

The department is committed to ensuring the RFT for Employment Facilitator and Support Services for the Local Jobs Program 2020—2022 purchasing process is conducted in a fair and transparent manner. The department has appointed the law firm Sparke Helmore as the independent Probity Adviser to assist and monitor the department's compliance with probity principles.

The department is seeking submissions to this RFT from entities (tenderers) including sole traders interested in delivering Employment Facilitator and Support Services under the Local Jobs Program from December 2020 to 30 June 2022.

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.

Relevant answers will be published on the Frequently Asked Questions document on the department's purchasing website. 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 [employment.gov.au/purchasing](https://employment.gov.au/purchasing)

## Slide 2: Overview

On 1 September 2020 the Australian Government, as part of the economic response to COVID-19, announced the Local Jobs Program in 25 Employment Regions. Further detail regarding the Local Jobs Program and participating Employment Regions is available on the department's website [employment.gov.au/local-jobs-program](https://employment.gov.au/local-jobs-program)

We will start today's presentation by providing a summary of the Local Jobs Program components, followed by information on how to respond to the RFT including responding to the selection criteria, probity and purchasing arrangements, and how to lodge a response.

## Slide 3: Local Jobs Program

On 1 September 2020, the Australian Government, as part of the economic response to COVID-19, announced the Local Jobs Program (LJP) in 25 Employment Regions across Australia.

The LJP will run from commencement to 30 June 2022. The program brings together expertise, resources and access to funding at the local level to focus on reskilling, upskilling and employment pathways for people in each region. The LJP aims to benefit all job seekers in the Employment Regions, including those in Employment Services, and Online Employment Services as well as those job seekers not on income support.

This RFT will select Employment Facilitators and LJP Support Officers for 14 of the selected 25 LJP Employment Regions. Facilitators that are already established in the remaining 11 Employment Regions will deliver the LJP in their respective Employment Regions.

Through the LJP, Employment Facilitators will work with employers and other key stakeholders to develop employment solutions at a local level and support Australians into work.

## Slide 4: Employment Regions for this RFT

This RFT will identify Facilitators and LJP Support Officers for the following 14 Employment Regions:

- Mid North Coast – New South Wales
- North Coast – New South Wales
- Sydney Greater West – New South Wales
- Sydney South West – New South Wales
- Darwin (includes Alice Springs) – Northern Territory
- Townsville (includes Mt Isa)– Queensland
- Wivenhoe – Queensland
- Gold Coast – Queensland
- Adelaide North – South Australia
- Hobart and Southern Tasmania - Tasmania
- Inner Metropolitan Melbourne – Victoria
- North Western Melbourne – Victoria
- South Eastern Melbourne and Peninsula – Victoria
- Perth South – Western Australia.

Maps for each Employment Region can be found in Appendix C of the RFT.

## Slide 5: Local Jobs Program objectives

The objectives of the Local Jobs Program are to:

- minimise the time out of work or training for job seekers
- support the greatest number of people to be connected in training and/or employment appropriate to the local labour market needs as quickly as possible
- support local decision makers to identify and drive recovery by leveraging existing employment and training services
- enhance coordination of the department's existing range of place-based initiatives including, Employer Liaison Officers, Entrepreneurship Facilitators and Industry Training Hubs
- enhance coordination and linkages with other Australian Government priorities and state government programs such as the work of the Regional Development Australia committees, the National Bushfire Recovery Agencies work in bush fire affected areas and business advisors under the Entrepreneurs' Program run by the Department of Industry, Science, Energy and Resources.

## Slide 6: Employment Facilitators

The Facilitators selected through this RFT will be a full-time resource tasked with bringing together the people, services and resources that are needed in each Employment Region to create and respond rapidly to the labour needs of local employers.

Facilitators will Chair the Local Jobs and Skills Taskforce which will be established under the LJP. As Chair, the Facilitator is responsible for convening the Taskforce on a regular basis and ensuring, among other things, creating and maintaining a Local Jobs Plan for their Employment Region. Facilitators will use data and information specific to the labour market, local job seekers and employee skills in demand to drive the development of the Local Jobs Plan.

The Facilitator and LJP Support Officer will support the delivery of the LJP and be responsible for liaising with the wider community to connect job seekers, especially those most affected by COVID-19, with current and future employment.

Facilitators aided by the LJP Support Officers will drive the employment priorities of the Employment Region by building and sustaining productive and collaborative working relationships with Providers, training and industry/employer peak body organisations, community organisations and education providers to maximise support for all job seekers

Facilitators will also support local stakeholders to create targeted activities that meet the priorities of the Local Jobs Plan. Facilitators and LJP Support Officers will work with organisations that apply for funding through the Local Recovery Fund to ensure employment opportunities are maximised.

Facilitators and LJP Support Officers will work with local stakeholders, including employers, to improve and leverage local employment opportunities for both Provider and digitally serviced job seekers.

The Facilitators will provide local labour market supply information to the department through the submission of monthly reports to the department. The Facilitator will engage constructively with the LJP Support Officer to ensure effective use of the LJP Support Officer resource in achieving the objectives of the LJP.

For more information on the role and specific requirements for Employment Facilitators please refer to Chapter 3 of the RFT.

### **Slide 7: LJP Support Officers**

The LJP Support Officer will be a full-time resource engaged to support the Facilitator in the delivery of LJP. The LJP Support Officer will have the relevant skills and experience necessary to engage with local stakeholders to support the generation of targeted activities and support the organisations funded under the Local Recovery Fund to ensure employment opportunities are maximised.

The LJP Support Officer will also enable the wider community's engagement with the LJP, supporting job seekers, including online job seekers, to connect with local employment and training programs. The LJP Support Officer is also required to work with employers to improve engagement with government funded programs.

In addition to assisting the Facilitator with various tasks such as updating the Local Jobs Plan and collating the monthly reports to the department, the LJP Support Officer will also provide secretariat services to the Taskforce.

For more information on the role and specific requirements for LJP Support Officers please refer to Chapter 3 of the RFT.

### **Slide 8: Local Jobs and Skills Taskforces**

Local Taskforces, established under the LJP will bring together stakeholders who play a key role in the local economy. Taskforces will consist of local business, employment services and training providers and other key stakeholders. The Taskforces will be chaired by the Employment Facilitator.

A core aim of the Taskforce will be to bring together key organisations involved in local economic development, social support organisations, representatives from the local Aboriginal and Torres Strait Islander Community, local and state government and Providers to work together in developing solutions to move as many Participants as possible into work quickly.

Each Taskforce will identify employment and training priorities through a Local Jobs Plan and drive the development of local solutions to deliver outcomes against those priorities. Funding will be available from the Local Recovery Fund to support Local Jobs Program Activities that address issues identified in the Local Jobs Plan.

The Local Taskforce, through the Chair, will play an important role in providing the department with feedback on the quality of engagement by employment service providers. The Taskforce will also assist the National Skills Commission share and improve its intelligence about regional labour markets and help both job seekers and businesses to adjust to changing occupational requirements, identify transferrable skills and engage with the Vocational, Education and Training sector.

### **Slide 9: Local Recovery Fund**

A Local Recovery Fund, will be available across each of the 25 Employment Regions to support LJP Activities that address the priorities identified in the Local Jobs Plan, tailored to the opportunities and needs identified in the Employment Region. The Local Recovery Fund will provide \$780,000 for

Employment Regions with large numbers of registered job seekers and \$500,000 for Employment Regions with smaller numbers of registered job seekers from October 2020 – 30 June 2022.

Key stakeholders including, employers, employment services and training providers and the community support sector, will have the opportunity to submit LJP Activity proposals through a separate Request for Proposal.

Taskforce members are not prohibited from submitting LJP Activity proposals.

Facilitators and LJP Support Officers engaged through this RFT will not be eligible to submit LJP Activity Proposals.

The department will evaluate each LJP Activity Proposal against established criteria.

All LJP Activities will have an eligible Employment Services Provider as a partner, to enable job seeker referrals as well as information on the LJP Activity and outcomes to be recorded in the department's IT system.

## **Slide 10: Service Fees and payments**

The payment of all fees to the contracted Employment Facilitator Providers will be made by the department in the form of equal monthly payments inclusive of GST and all taxes and charges.

The department will pay each entity contracted through this RFT, \$220,000 per annum for Facilitator Services and \$185,000 per annum for LJP Support Officer Services. The fee will be paid on a pro rata basis for part year services.

The payment is to cover all taxes, superannuation, charges, allowances, office hire and office supplies associated with performing the Facilitator and LJP Support Officer roles. The payment also covers any travel costs associated with the delivery of services and attendance at LJP Conferences that may be hosted by the department. All costs, expenses, duties and taxes associated with undertaking all services necessary for the due and proper completion of the Deed are included in the price. No expenses will be separately reimbursable under the Deed.

Tenderers must confirm, as part of the Tender Declaration that they understand that the fees include these costs as well as the cost of travel and any office costs incurred as a result of delivering services under the Deed and undertaking extensive travel within the Employment Region will be required.

The payment of fees will be subject to the Employment Facilitator Provider—that is the entity contracted to deliver Facilitator and Support Officer Services be that a Sole Trader performing the role of Facilitator or the entity with an employee(s) performing the roles of Facilitator and Support Officer —fulfilling all of its ongoing contractual obligations to the satisfaction of the department. The department reserves the right to reduce or withhold monthly payments in the case of under performance by the Employment Facilitator Provider, as set out in the draft Deed.

## Slide 11: Applying for Employment Facilitator and Support Services for LJP

Tenderers **must** meet the following conditions for participation. Any tenderer that, in the opinion of the department, does not meet the following conditions for participation will be excluded from evaluation.

The tenderer **must**:

1. exist as a legal entity capable of entering into the Draft Deed with the department at the closing date and time
2. clearly nominate an appropriate individual in the Employment Facilitator Nomination Form who will undertake the role of Employment Facilitator
3. clearly nominate an appropriate individual in the LJP Support Officer Nomination Form
4. either:
  - hold a valid and satisfactory Statement of Tax Record (STR) as applicable to the tenderer, by the closing date and time; or
  - hold a Receipt demonstrating that the STRs, as applicable to the tenderer, have been requested from the Australian Taxation Office by the closing date and time, and hold those STR(s) no later than four business days from the Tender closing date and time
5. hold a valid and satisfactory STR, or hold a Receipt demonstrating that the STR has been requested from the Australian Taxation Office by the closing date and time, for any first-tier subcontractor that it proposes, as part of its tender, to engage to deliver goods or services with an estimated value of over \$4 million (GST inclusive)

The tenderer **must not** be named as not complying with the *Workplace Gender Equality Act 2012 (Cth)*.

If a tenderer does not meet the requirements in section 4.1 Conditions for participation of the RFT, their tender **will** be excluded from evaluation.

Tenders that do not comply with the following minimum content and format requirements will be excluded from the evaluation process:

- the tender **must** be written in English
- the tender **must** include the tenderer's current and valid Australian Business Number or, if the tenderer is a Group tenderer, a current and valid Australian Business Number for each member of the Group tenderer
- the tender **must** address each Selection Criterion and provide all other information required by the RFT
- must complete and submit the forms provided in the tender pack available through 360Pro.

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 spaces and carriage returns.

## Slide 12: Responding to Selection Criteria

Tenderers **must** include a response to **each** Selection Criterion and provide all other information required by this RFT. Tenderers should also include any relevant information, examples, quantitative data as well as qualitative information to support their claims against each of the Selection Criteria.

Tenderers should address Selection Criterion 1 **once only** at the organisational level.

The department will also consider information regarding each nominated Employment Facilitator and LJP Support Officer when assessing tenders against criteria. Where appropriate, tenderers should detail and differentiate the role/roles of the Facilitator and LJP Support Officer in the response.

### **Selection Criterion 1: The extent to which the tenderer demonstrates its experience and capacity to deliver Employment Facilitator Services.**

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

- describe its capacity to support and deliver effective Employment Facilitator and LJP Support Officer Services, including its experience in delivering the same or similar services. In doing so the tenderer should describe all relevant governance arrangements, and risk management and performance management strategies, including describing where applicable:
  - how it will maintain a clear organisational separation between the Employment Facilitator Services and the delivery of any like services as part of its wider business operations in the region
  - how the Employment Facilitator Services will be different and distinguishable from any employment services they may currently provide
- describe how it will monitor and manage the performance of the Facilitator and LJP Support Officer services, including how it will ensure the effective operation of the two roles to support the achievement of the LJP objectives. Where applicable, tenderers should describe in detail the service delivery arrangements proposed where Facilitator and/or LJP Support Officer Services are subcontracted to an individual (or organisation) that is not an employee of the tenderer
- describe how it will enhance co-ordination between the Australian Government, state, council and community driven employment and recovery to support the objectives of the Local Jobs Program, including the minimisation of duplication in services
- demonstrate its understanding of the relevant employment and training related needs. In doing so the tenderer should demonstrate an understanding of the labour market, specifically, changing occupational requirements and the role of transferable skills identification in contributing to meeting labour market demands
- demonstrate its ability to drive and lead regional employment priorities. In doing so the tenderer should be sure to include examples that describe its approach to sustaining productive working relationships with a broad and disparate range of key stakeholders, including employers, not-for-profits, employment services providers, government agencies (Australian Government, state and local) and the local community.

**This selection criterion has a limit of 7,500 characters, including spaces and carriage returns and has a weighting of 30 per cent.**

**Selection Criterion 2: The extent to which the tenderer demonstrates knowledge and understanding of the local labour market characteristics, employment challenges and opportunities.**

**Tenderers should address this criterion once for each Employment Region for which is it tendering to deliver Employment Facilitator Services:**

In its response, including examples where relevant, the tenderer **should:**

- describe the key features of the Employment Region labour market and employment and training services environment, and in doing so, identify current and emerging local job opportunities
- describe how the local market has been impacted by the COVID-19 pandemic and in doing so, identify current and/or planned region-specific economic recovery efforts
- demonstrate its knowledge and understanding of the characteristics and diverse needs of local job seeker cohorts including cohorts most effected by the impact of COVID-19, including young people and women.

**This selection criterion has a limit of 4,500 characters, including spaces and carriage returns and has a weighting of 30 per cent.**

**Selection Criterion 3: The extent to which the tenderer demonstrates its strategy to deliver effective, high quality Employment Facilitator Services that meet the needs of employers, job seekers and industry in the Employment Region.**

**Tenderers should address this criterion once for each Employment Region for which it is tendering to deliver Employment Facilitator Services:**

In its response, including examples where relevant, the tenderer **should:**

- describe its proposed approach to identify and drive the regional employment priorities. In doing so, the tenderer should describe its approach to leading and collaborating with key stakeholders to develop and drive local LJP Activities that address local job and training opportunities
- demonstrate how its knowledge and understanding of the local labour market, including job seekers, employers/industry and the employment and training sectors will be applied in its local service delivery approach to equip people to meet changing labour market demands
- detail the key strategies that are part of the service offering and in doing so describe what role reskilling, upskilling and employment pathways for unemployed Australians will have in the service offer
- describe its strategy for working closely with regional stakeholders, including the broader community and employment service providers, to increase awareness of the Local Jobs Program, to identify potential Activities, and to support the successful implementation of LJP Activities
- describe how its approach to Employment Facilitator Service delivery in the Employment Region will promote good practices among employers to increase job opportunities for the cohorts most affected by the impact of COVID-19 and support the achievement of the objectives of the Local Jobs Program.

**This selection criterion has a limit of 7,500 characters, including spaces and carriage returns and has a weighting of 40 per cent.**



## Slide 13: Additional Information

### Employment Facilitator

Tenderers should upload a two-minute maximum video featuring the nominated Facilitator presenting their achievements in stakeholder engagement, solution brokering and ideas for increasing training and employment outcomes in the Employment Region. Facilitators should include examples where they have played a lead or key role in the achievement of identified goals and objectives.

Tenderers should submit a Career Portfolio for the nominated Facilitator. Where the tenderer is **NOT** the nominated Facilitator, a letter of authorisation, signed by the nominated facilitator must be uploaded with the tender submission.

Tenderers should also complete the Employment Facilitator Nomination Form.

### LJP Support Officer

Tenderers should complete the LJP Support Officer Nomination Form and include details of the nominated LJP Support Officer's relevant skills/qualifications and/or experience in the fields provided.

## Slide 14: Subcontracting Arrangements

Tenderers **must** indicate if they intend any person or organisation which is not an employee to perform work on the Employment Facilitator Services or LJP Support Services. If a tenderer wishes to engage a subcontractor to deliver either the Facilitator Services or LJP Support Services, the tenderer **must** complete and lodge the **Nominated Subcontractors Form** available from 360Pro detailing the proposed subcontracting arrangements.

Tenderer's offered a Deed as a result of this RFT (Employment Facilitator Providers), will remain responsible for the provision and quality of the services they subcontract. Employment Facilitator Providers **must** also ensure all subcontractors comply with the requirements set out in any Deed the Employment Facilitator Provider enters into with the Australian Government.

Facilitators and or LJP Support Officers engaged as Subcontractors **must** remain as specified in the tender unless the department agrees in writing to any changes to subcontractors:

- from the closing date and time through evaluation of tenders to the RFT up until entry into Deeds with successful tenderers, and
- throughout the Term of the Deed.

## Slide 15: Probity and purchasing overview

This part of the session will cover:

- the probity principles
- the objectives and rules of the RFT process, including factors that will be taken into account in assessing value for money
- the Communication Protocol
- the evaluation process

- some aspects of electronic lodgement, including use of 360Pro
- the RFT closing date and time, other key dates
- further information relevant to the purchasing process.

You will need to read the RFT as it sets out the definitive requirements.

## **Slide 16: Probity**

The department is committed to ensuring that the process for the RFT is conducted in a fair and transparent way in accordance with the probity principles outlined on the probity slide.

The department has appointed Sparke Helmore as the independent external Probity Adviser to observe 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 RFT process
- conduct appropriate probity training
- advise on relevant security arrangements.

The Probity Adviser will observe and monitor, but will play no role in, the evaluation process.

In addition to the external Probity Adviser, there is a complaints handling process in place, which is outlined in the Communication Protocol at Appendix A of the RFT.

Any issues relating to the integrity of the RFT can be raised directly with the department's legal adviser.

## **Slide 17: Purchasing Objectives and Rules**

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

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

- the assessment of tenders against the selection criteria
- diversity of providers to encourage competition and innovation in the delivery of the Services
- the breadth of relevant, skills and/experience to encourage broad participation in the delivery of the Services and achievement of procurement objectives
- considering the benefit of the tender to the Australian economy
- considering the risk to the Australian Government, and
- obtaining the highest possible quality in service delivery.

When the department considers the economic benefit of the tender to the Australian economy as part of its value for money assessment, it will do so in a manner consistent with the guidance issued by the Department of Finance entitled Consideration of broader economic benefits in procurement and any other relevant procurement policy.

## Slide 18: Communication Protocol

A communication protocol has been established to support the RFT.

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

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

## Slide 19: Evaluation Process

### Stage - Receipt and screening of tenders

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

- the tender was received by the closing date and time
- the tenderer complies with any conditions for participation set out in 4.1 Conditions for participation
- the tender complies with any minimum content and format requirements set out in 4.2 Minimum content and format requirements
- the tender includes all information required, as listed in the tenderer Checklist at Appendix F of the RFT

### Stage 2 - Assessment against the Selection Criteria

The department will assess the eligible responses to the RFT against the selection criteria set out in the RFT.

In assessing the tenders, the department may consider all information contained in a tender, as well as any other relevant information available to it, including the tenderer's past performance and/or demonstrated commitment in relation to increasing Indigenous participation, including, where relevant by having regard to the tenderer's past compliance with any mandatory minimum requirements.

The department may use information it holds about a tenderer or, at its sole and absolute discretion, make its own enquiries including (without limitation) by contacting any other persons to whom the tenderer has provided services or activities, regardless of whether or not that agency has been nominated as a referee by the tenderer.

Tenderers should not rely on the department using its own sources of information and should provide comprehensive performance information where appropriate.

### Stage 3 - Financial viability assessment

To determine the financial viability of tenderers, the department will consider the information provided by tenderers in their Financial and Credentials Information Form, as well as other

information provided or available to the department in relation to the financial viability of the tenderer and the credentials of key personnel.

#### **Stage 4 - Value for money and recommendations**

The department will conduct an overall value for money evaluation assessment.

#### **Stage 5 - Negotiations with tenderers and final decisions**

Following the closing date and time, the department may:

- enter into negotiations or discussions with one or more tenderers (including, without limitation, in relation to terms and conditions of the Draft Deed or any other matter)
- discontinue negotiations or discussions with a tenderer, whether or not the tenderer has been notified that it is the preferred tenderer.

It is expected that the successful tenderers will be announced in December 2020.

### **Slide 20: Lodging a response**

All tenders **must** be lodged electronically through 360Pro by 3.00pm (Canberra time) on Tuesday 27 October 2020 in accordance with the RFT. Tenders 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 tenders. 360Pro allows potential tenderers to download the relevant documentation relating to the RFT and to upload their tender.

Potential tenderers should read the **360Pro Provider Reference guide**, which is available on each screen in 360Pro by clicking the arrow icon.

If the department amends this RFT, including its terms, requirements or the process referred to in the RFT prior to the closing date and time, the department will issue advice (in the form of addenda) on 360Pro and AusTender and to potential tenderers who have registered in 360Pro.

The department will not accept any attachments submitted with a tender with the exception of those documents specifically requested by the department.

Tenders **must** be completely self-contained. No hyperlinks or other supporting material may be incorporated by reference.

When a tender has been successfully submitted, an official receipt is automatically emailed to the registered 360Pro user. Tenderers should save and print this receipt as proof of lodgement. If a receipt is not received, lodgement of the tender has not been completed correctly.

### **Slide 21: Lodgement of responses (continued)**

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

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

The department also reserves the right to exclude from consideration any tender that is incomplete or clearly non-competitive at any time during the evaluation process at the department's discretion.

The department does not want to discourage responses from tenderers that receive other public sector funding. However, a tenderer 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 tenderer is asked to declare by completing section 14 on Page 7 of the **Financial and Credentials Information Form**, any actual or potential contractual relationships with public funding bodies that is 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 tenderer **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 tenderer 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 tender from further consideration in this process.

## **Slide 22: Contracting with the department**

The department proposes to enter into a Deed with successful tenderers for the RFT that is substantially in the form of the Draft Deed.

The department recommends that tenderers review the terms and conditions of the Draft Deed when preparing their tender.

Lodging a tender to this RFT will constitute an offer by the tenderer to provide the Services on the terms and conditions set out in their tender and the Draft Deed.

Tenderers should seek their own independent legal advice if they have any queries or concerns regarding the Draft Deed. A tender is not taken to have been accepted by the department unless and until a formal Deed has been executed by the tenderer and the Australian Government.

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

Successful tenderers 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 23: Key dates

The RFT for Employment Facilitator and Support Services for the Local Jobs Program 2020—2022 was released on Friday 2 October 2020.

This information presentation is available online at [employment.gov.au/purchasing](https://employment.gov.au/purchasing)

The deadline for tenderers to submit questions and requests for clarification about this RFT is 5.00pm (Canberra time) Tuesday 20 October 2020. There will be no obligation on the department to respond to questions received after this time.

The closing date and time for tenders to this RFT is 3.00pm (Canberra time) Tuesday 27 October 2020. Tenders **must** be lodged via 360Pro.

The next slide has information on lodging tenders.

Tenderers will be notified about the RFT outcomes in December 2020.

A Deed will be entered into with successful tenderers in Mid-December 2020.

Employment Facilitator and Support Services for the Local Jobs Program 2020—2022 will commence in December 2020.

## Slide 24: Further information

Further information regarding the Employment Facilitator Services for the Local Jobs Program can be obtained from the RFT published on AusTender and 360Pro and the Frequently Asked Questions published on the department's Employment Services Purchasing Information webpage listed on the slide.

Tenderers 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 RFT 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 Sparke Helmore for further investigation.

## Slide 25: 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 website.

Questions and responses that are published will not identify who asked the question and may be modified to assist with readability and context for others.