

PROJECT BRIEF

Pre-employment and Engagement Project (PEP)

**CLOSING DATE:
5pm Monday 7th September 2009**

Further information regarding this tender may be obtained from:

Yorke Regional Development Board
Bridget Sara
Economic Development Officer
Phone: 0402 049 276
Email: bsara@wakefieldrc.sa.gov.au

or

David Furniss
South Australia Works Regional Coordinator
Phone: 0423 025 388



An Initiative of
**Government
of South Australia**

1 INVITATION

The Yorke Regional Development Board or assigned body seeks proposals for the development and delivery of the **Pre-employment and Engagement Project (PEP)** as outlined in the 2009/2010 Yorke Region¹ Employment and Skills Formation (ESF) Implementation Plan. The proposal will need to demonstrate how a minimum of 180 people will be engaged from identified target groups and develop work ready skills with 58% of youth participants and 50% of the remaining participants achieving a job over the project period.

Tenderers may wish to submit proposals for the whole of the region and target number of participants or for part of the region on a pro-rata basis (adjusted number of participants and outcomes). The number of participants and job outcomes will determine the final allocation of funds. The successful applicant will need to liaise with Registered Training Organisations (RTOs) who will need to provide relevant industry training for participants with the allocated Ticket to Train funds (see guidelines attached).

2 BACKGROUND

South Australia Works links people with skills and jobs. It brings together education, training and employment services to ensure all South Australians have the opportunity to develop work skills and get a job. By working in partnership with all levels of government, industry and the community, *South Australia Works in the Regions* aims to:

- Provide training and employment opportunities for people who are having trouble improving their skills or finding a job
- Assist local communities to address the learning and work needs of individuals within their communities
- Help maximize the number of jobs associated with industry and government plans and projects
- Link businesses with the skilled workers they need.

South Australia Works in the Regions focuses especially on the needs of:

- Mature aged people
- Indigenous
- Young people
- People with a disability
- Parents returning to work.

South Australia Works in the Regions assists regional organisations to identify their regions training and employment needs and to address them in ways appropriate to each region. *South Australia Works in the Regions* operates in the regions through seventeen Employment and Skills Formation Networks (ESF). These Networks consist of people from the local community, industry, regional economic bodies and Commonwealth, State and Local Governments.

The Yorke and Mid North South Australian Strategic Plan (SASP) Region has developed a three year Strategic Plan 2009-2012 that identifies regional issues relating to employment

¹ (Yorke Region - refers to the Yorke Regional Development Board Service Boundaries and encompasses the Local Government Areas of Mallala, Wakefield, Copper Coast, Barunga West and Yorke Peninsula)

and training. It also outlines the objectives the Network wishes to achieve for the region and strategies to achieve these objectives.

3. STATEMENT OF REQUIREMENT

South Australia Works in the Regions, administered through Yorke Regional Development Board, is inviting a tender submission for the **Pre-employment and Engagement Project (PEP)** for the 2009/10 financial year.

It is expected that the successful Tenderer will have extensive experience in engaging people from the identified target groups, young people (15 – 24 years), Indigenous, mature aged people (40 years plus), people with a disability, under employed and parents returning to work. In particular, the Tenderer should be experienced in skills assessment and the preparation of participants to ensure they gain work ready skills and core competencies relevant to identified industry workforce demand in the Yorke region.

Strong partnerships are considered vital for the success of this project.

The successful organisation will demonstrate robust engagement with participants to identify a range of work ready skills necessary for their preferred industry, which may include, but not be limited to:

- a learn to learn approach (preparation for study/training)
- literacy and numeracy issues
- self esteem issues
- case management into appropriate training pathways;
- pre-employment training

Organisations that can demonstrate collaboration with other organisations or who specialise in compatible services (eg drug and alcohol issues, employment services, disability services) for disadvantaged and/or unemployed people will be favourably considered.

Demonstrated linkages with Job Services Australia providers, disability support services, registered training organisations, Australian Apprenticeships Centres, Local Community Partnerships, Schools and industry will enhance the effectiveness of a proposal. The task is to case manage clients into work which will require good industry networks and awareness of job placement opportunities.

Please note that there will need to be a demonstration and a reference to the ability of being able to work collaboratively with other organisations. The tender document may wish to show that there has been a collaborative approach to the formation of the tender but one organisation must be shown as the clear project applicant for accountability purposes.

Successful organisations will be responsible for ensuring project outcomes and objectives, providing regular reports to the Yorke Regional Development Board as well as financial management of the project.

3.1 Pre-employment and Engagement Project (PEP)

This project is the centrepiece of the *South Australia Works in the Regions* plan for the Yorke Region. Industry training funds are included in the funding provided for this project and should provide relevant, timely and flexible training for participants.

3.2 *The PEP Proponent*

The Proponent for the PEP is YRDB or assigned body or assigned body through the Yorke ESF Network. However it is recognised that a similar ESF Plan exists in the Mid North and may provide an opportunity for cross regional proposals to be developed. Funding allocations would need to be negotiated based on participants and outcomes attributed to each region.

3.3 *How Does the PEP Relate to South Australia Works Key Objectives?*

South Australia Works in the Regions key objectives are:

Objective 1 - Increasing workforce participation

Objective 2 - Increasing industry engagement

Objective 3 - Supporting State-wide economic directions and building regional capacity

The Yorke and Mid North SASP Region Strategic Plan has identified eight strategies to address these objectives (please refer to the Yorke Mid North Strategic Plan on the YRDB website). The PEP project is initiative one and will address objective 1, strategy 1 – assist disadvantaged people to make an effective transition to employment.

3.4 *Project Objectives*

The **Pre-employment and Engagement Project** will assist a minimum of **180 participants** (including youth, mature aged, indigenous, people with a disability and parents returning to work) to develop work ready skills and ensure **at least 58%** of the youth participants and **50%** of the remaining participants **secure employment**.

It is expected that tender applicants will be able to provide and demonstrate linkages with other services and agencies to engage participants and industry participation in this project.

3.5 *Project Scope*

The successful Tenderer will be appointed to deliver the project during the 2009/10 financial year.

3.5.1 The successful Tenderer will be required to include the following components:

- address self worth and self esteem issues for individuals
- provide support and case manage clients into relevant training and/or work
- link clients with industry jobs in the region
- develop individuals capacity and skills to participate in the workforce
- work with relevant training partners to meet clients and industry skills training needs
- work with relevant support agencies to ensure
- identify traineeship and apprenticeship opportunities
- provide on the job learning experiences.

3.5.2 Participate in a Project Management Group (membership to be finalised prior to commencement of the project).

3.5.3 The Tenderer is required to complete the Project Application and Budget (Attachment 1). However, the Tenderer may submit additional information in order to support the organisation's tender submission for 2009/10.

3.5.4 *South Australia Works in the Regions* **funding is currently subject to Ministerial approval**. It is expected that **up to \$250,000 (GST exclusive)** will be available to implement the **Pre-employment and Engagement Project** of which a minimum of \$70,000 must be used to deliver training under the Ticket to Train guidelines. Final funding is subject to confirmation and contract negotiations. YRDB or assigned body reserves the right to terminate the tender if funding is not forth coming from the Minister without penalty.

3.6 *The Expected Outcomes*

It is expected that the **Pre-employment and Engagement Project** will achieve the following outcomes:

- Assist a minimum **180 participants** who are identified across the range of key areas of the *South Australia Works in the Region* client groups
- Of the 180 participants a minimum of 45 young people, 15 Indigenous, 50 mature aged, 15 people with a disability and 30 parents returning to work must be engaged.
- Target group participants identified and registered
- Deliver skills assessment, career planning, case management and pre-employment skills development
- Offer personal management around learning and work and numeracy and literacy
- A minimum of **120 participants** of these are directed into training under the Ticket to Train guidelines
- A service is provided across the Yorke Region
- A minimum of **7,000 accredited training hours** (training hours to be recorded as nominal hours per participant engaged for each competency unit rather than actual training hours delivered) and **1,600 non-accredited training hours** are delivered
- A minimum of **58%** of the youth and a minimum of **50%** of other participants gain **employment**.

A participant can only be counted once through the project. If a participant does not enter employment other outcomes can be claimed in the following priority order:

- Further education
- Volunteer work.

Of the total funds of \$250,000 allocated to the project, a minimum of \$70,000 must be allocated to Ticket to Train funds. Ticket to Train guidelines are attached.

The Tenderer is required to:

- Participate in a Project Management Group
- Conduct the project in a timely and efficient manner
- Complete the project in accordance with the requirements of the conditions of grant including data collection and AVETMISS reporting requirements
- Promote the program and acknowledge source of funding with appropriate logos and wording provided

3.7 *Progress Milestones*

As a means of determining the level of progress throughout the project, as well as the final outcomes, a series of progress milestones have been determined.

Milestone 1	Project Management Group established and first meeting. Project plan developed
Milestone 2	Initial recruitment and selection of participants for the project
Milestone 3.	(a) Case management, skills assessment and individual mentoring as required (b) Individual learning and career plans are established (c) Accredited and non-accredited Training accessed by participants as required
Milestone 4.	Achievement of 180 participants and 90 job outcomes and completion of the Project and celebration of results
Milestone 5.	Evaluation of the project by the Project Management Group and Project Subcontractor

Progress reports will be prepared and provided as detailed in the Conditions of Grant.

Reporting will include:

- Sub Contractor Information Form
- Project Commencement Information Form
- Participant Commencement Forms
- Participant Exit Forms
- Project Progress Report including AVETMISS data collection
- Project Completion Report including AVETMISS data collection
- Audited Financial Statement
- Ticket to Train Funding Spreadsheet.

Forms will be provided.

Project Subcontractors will also be required to contribute to the *South Australia Works in the Regions* participant and project data record management system by ensuring the timely completion and return of all forms. Subcontractors must keep a copy of all forms in their records.

All reports will be administered through Bridget Sara, who is responsible for overseeing the delivery of the project.

YRDB or assigned body and the regional partners reserve the right to publish any or all of the information provided in the final reports and will acknowledge the contribution of the successful Tenderer.

3.8 Proposed Timetable for the Project

It is expected that the Project will commence by **21 September 2009** and be completed by **30 August 2010** (subject to State Government budget approval).

The successful Tenderer must ensure that the project remains on target and is conducted in accordance with the instructions from YRDB or assigned body and the Project Management Group.

3.9 Funding Arrangements

South Australia Works in the Regions funding is currently being reviewed by the Minister. It is expected that **up to \$250,000 (GST exclusive)** will be available to implement the **Pre-employment and Engagement Project**. This includes \$70,000 for Industry training which

must be administered using the Ticket to Train guidelines. Final funding is subject to confirmation and contract negotiations.

3.10 Payment Structure

It is anticipated that the successful Tenderer will receive funds for the project/s during the 2009/10 financial year in the following manner:

Payment Percentage	Project Task
30%	Signing of the Conditions of Grant and receipt of Subcontractor Form and Project Commencement Form
20%	Receipt of Project Plan and Project Commencement first progress report
35%	2nd Progress Report indicating 90 participants engaged in the project and Participant Forms
15%	Project Completion – Project Completion Form, Participant Exit Forms and Financial Acquittal received

Tax invoices (GST inclusive) will be required to enable payments to be processed.

4 GENERAL NOTES

The successful Tenderer will be responsible for ensuring that:

- All personnel are appropriately qualified and briefed on the project
- Information provided by, or accessed or acquired through consultation with individual businesses during the course of the project is to remain strictly confidential
- Tenderer must show evidence of Public Liability Insurance of \$20 million and Professional Indemnity insurance of \$10 million
- Subcontractors must comply with any obligation that may arise under or in connection with Section 95c of the Privacy Act 1988 (Commonwealth)
- Ensure compliance with all municipal, State and Commonwealth Laws and regulations which may related to the operations with the project
- Tenderers may be required to provide a confidentiality undertaking to each employer involved in the project, in a form acceptable to the relevant employer
- All work is monitored for quality and consistency
- All deadlines are met within the allotted time lines.

All project reports and paperwork are completed on time and in accordance with the Conditions of Grant.

4.1 Project Management Group

The Project Management Group may comprise of representatives from:

- Successful Tenderer/(s) (Subcontractor)
- Yorke Region Employment and Skills Formation Executive representatives
- *South Australia Works in the Regions* Regional Coordinator, Department of Further Education, Employment, Science and Technology

4.2 Intellectual Property Rights and Copyright

Upon completion, all intellectual property will become the property of the YRDB or assigned body. The Board understands that pre-existing intellectual property, which is the

proprietary to the applicant, remains the property of that applicant, and proprietary third party modules, which may be integrated as part of the solution, remain the intellectual property of their respective owners.

The successful Tenderer may not at any time issue public statements or communication or make any representation directly or indirectly in connection with the project unless YRDB or assigned body has given prior written authorisation, which will not be unreasonably withheld.

5 EVALUATION METHODOLOGY

5.1 Evaluation Methodology

The objective of evaluation is to identify a proposal, which meets the requirements of the YRDB or assigned body and *South Australia Works in the Regions* and represents the best value for money. The decision on the parameters and methodology for evaluation will be final. YRDB or assigned body reserves the right to invite additional providers to lodge a tender submission as determined during 2009/10.

5.2 Tender Submission Evaluation

The tender submission will be evaluated to determine the requirements set out in this Project brief is satisfied and submissions that do not meet all requirements may be excluded from further consideration.

5.3 Evaluation Criteria

In the process of evaluating Tender submissions, Yorke ESF Executive will determine which submission represents best value for money and may take into consideration, amongst other factors, the following:

- Experience in the scope of work to be completed
- Knowledge and experience of the project area or industry sector
- Specific human and financial infrastructure to undertake the work required
- Experienced and skilled training staff with direct experience in the project area or industry
- Provision of a detailed project risk assessment (i.e. risk assessment of your organisation's ability to undertake this project and deliver a quality service) (template attached)

While Tenderers are expected to tailor their bids to the specifications mentioned in the project brief, offers of services above the minimum standard will be considered and taken into account. YRDB (or assigned body) ESF Executive may negotiate with the bidder or any other person to meet the project requirements.

5.4 References and Recommendations to Conduct the Project

YRDB (or assigned body) ESF Executive may obtain referee reports to determine your organisation's capacity to perform the required services and the tenderer hereby consents to the obtaining of such information. YRDB (or assigned body) ESF Executive will undertake to treat such reports with the same degree of security as afforded to the Tenderer's information and documents.

5.5 Acceptance of Tender Submission

YRDB or assigned body is not obligated to accept the lowest bid or any bid for this work and reserves the right to terminate this process by notification to the bidders. All

Tenderers will be notified of YRDB or assigned body's decision in writing at the end of the process.

YRDB or assigned body reserves the right to invite additional Tender Submissions during the tender process if it is considered that the pool of responses is small and does not reflect the level of experience/knowledge available in the market place.

6 CONDITIONS OF TENDER SUBMISSION

6.1 Location for Lodgement of Tender Submission

Completed project applications (using the *South Australia Works* Application Form provided) should be forwarded to the Contact Officer, Bridget Sara no later than the close of business Monday 7 September 2009.

All Tender Submissions are to be lodged in a sealed envelope marked **“Confidential - Pre-employment and Engagement Project Tender”**

Posted to:
Bridget Sara
Economic Development Officer
Yorke Regional Development Board
PO Box 167
BALAKLAVA SA 5461

6.2 Electronic Transmission of Tender Submission

Tender Submission submitted by either electronic transmission (e-mail) or facsimile will be accepted. Please phone the contact person to advise that email version is being forwarded. Please note that a signed hardcopy of the emailed document is required.

6.3 Deadline for Extensions

YRDB or assigned body reserves the right to extend the deadline in exceptional circumstances, but no extensions will be made after the deadline has closed.

6.4 Late Tender Submission Policy

Any Tender Submission, which is received after the closing date, will be regarded as a late submission. YRDB or assigned body's decision whether to consider late Tender Submission or exclude them from the process will be final.

6.5 Admission of Late Tender Submission for Evaluation

Late Tender Submission will be subject to YRDB or assigned body's decision as to whether they will be admitted for evaluation.

In the event of a Tender Submission being received (as opposed to submitted) late, YRDB or assigned body may request the Tenderer to provide evidence to the effect. This may include, but is not limited to, proof of lodgement or posting before the closing date.

6.6 *Onus on the Tenderer*

Submitting proposals for this Project are deemed to have:

- Examined this Tender Submission/project brief
- Examined any other documentation, which is obtainable or may be obtained from requests to YRDB or assigned body, or from other sources, which may have relevance to this Tender Submission
- Satisfied themselves as to the correctness and quality of their Tender Submission including price structures and attached documentation.

6.7 *Ownership of Tender Submission Documents*

Once the Tender Submission documents have been submitted, they become the property of YRDB or assigned body. YRDB or assigned body has the right to make copies of the submission for the purpose of evaluation, which will be destroyed following appointment of the successful Tenderer. The original Tender Submission documents and related project paperwork will be retained and archived according to Departmental requirements.

6.8 *Protection of Tenderer's Information*

Where the Tenderer believes that information provided in the Tender Submission is or should be confidential or disclosure of the information would unreasonably affect the Tenderer's personal privacy or business affairs, a notice is to be given at the time of the delivery to YRDB or assigned body. It should be marked "Confidential".

In so far as the law permits, YRDB or assigned body will comply with the Tenderer's stated wishes for access to such information.

6.9 *Where Tenderers Use Subcontractors*

Names and addresses of any subcontractors, which may be used to fulfil the obligations of the contract, must be supplied to YRDB or assigned body.

6.10 *Offers to Remain Open*

Any Tender Submission submitted for this Project will remain open for up to 90 days of receipt by the Tenderer of notification in writing from YRDB or assigned body that the Tender Submission was unsuccessful.

6.11 *Tender Submission Prices*

Prices shall clearly show all costs associated with the Tender Submission, including all fees, allowances and charges against each stage of the Project. These prices should be firm for the period of the contract and should also include provision for Goods and Services Tax (GST).

6.12 *Requests for Further Information*

Any requests for further information regarding this Tender Submission must be directed to:

Technical Matters

David Furniss
South Australia Works Regional Coordinator
DFEEST
Phone 0423 025 388
Email: furniss.david@sa.gov.au

Administrative Matters

Bridget Sara
Economic Development Officer
Yorke Regional Development Board
Phone 0402 049 276
Email: bsara@wakefield.sa.gov.au

Where YRDB or assigned body requires it; requests must be submitted in writing and sent to YRDB – PO Box 167 BALKLAVA SA 5461.

Answers to requests for further information may be given verbally or in writing at YRDB or assigned body's sole discretion. If necessary, an interview may be arranged with the above officer to discuss the Tender Submission further.

If YRDB or assigned body feels information provided to one Tenderer should also be provided to others, it is within YRDB or assigned body's discretion to do so and such information will be distributed in the same manner as the original Tender Submission.

6.13 Requests from Tenderers on the Status of the Evaluation Process

YRDB or assigned body will not accept requests for information on the status and progress of the evaluation process of this Tender Submission. All applicants will be informed in writing of their outcome at the conclusion of this process.

6.14 Requests from the YRDB or assigned body for Further Information

Tenderers should nominate one spokesperson to answer any queries, which may arise, listing relevant contact details for this person in the Tender Submission document.

7 CONTRACT FOR SERVICE

The Tenderers bid, including the Project Application and Budget document will form schedule A of the contract between YRDB or assigned body and the successful Tenderer.

8 INSTRUCTIONS FOR COMPLETING TENDER SUBMISSION RESPONSE

This section describes the way in which the Tender Submission Response section should be answered. Tender Submission's that do not comply with these instructions may not be considered for evaluation. YRDB or assigned body's decision in this matter will be final.

8.1 Tenderer's Proposal

The Proposal should include:

- Completion of the project application and budget templates
- A draft project plan for the management and timing of the project (the project plan will need to be finalised and made available to the Project Management Group prior to the project commencing)
- Risk management plan for the project (template attached)
- Details of the personnel to be involved, qualifications, experience and intended involvement of the consultant in the project and details of any subcontractors with particular experience and/or expertise who will be assisting in the execution of this project
- A full breakdown of fees (inclusive of GST) for the project including details of charges for all stages of work (note a budget template is attached)

Selection will be based on the Tenderer's knowledge of the project, the proposed approach to the project, relevant experience and knowledge, ability and cost efficiency.

All of these points may be taken into account in the evaluation process.

8.2 Supplementary Material

Tenderers may attach additional or explanatory information as supplementary information to their Tender Submission response, should they consider them necessary.

8.3 Clarity of Response

YRDB or assigned body will not accept responsibility for any misunderstanding arising from the failure by the Tenderer to comply with this section, or arising from any ambiguity contained in the Tenderer's documentation.

8.4 Alterations, Erasures or Illegibility

Tender Submission containing alterations or amendments, made before lodgement, should be done clearly and initialled by the Tenderer. Failure to do so may lead to the Tender Submission being excluded from further consideration.