

**Department for Infrastructure and Transport**

**APPLICATION FOR:**

**Preferred Supplier Arrangement – Project Management and Contract Management (PSA-PMCM)**

**(PSA No. 19C171)**

|  |  |
| --- | --- |
| **APPLICATIONS AND FURTHER INFORMATION** | E-mail: [DIT.PSA@sa.gov.au](mailto:DIT.PSA@sa.gov.au) |
|  |  |
|  |  |
|  |  |

**INSTRUCTIONS**

|  |
| --- |
| General  *Companies (Applicants) wishing to apply for 19C171 Preferred Supplier Arrangement – Project Management and Contract Management with the Department for Infrastructure and Transport (the Department)* ***must*** *fill out this Application Form and attach the information requested.*   * *Complete the Application Form and save as a .docx or .pdf file (without these instructions).* * *Save the attachments as .pdf files. Where the files are small, they should be combined so that an absolute maximum of 10 files in total are submitted. Strictly follow the numbering system in this form when preparing the attachments.*   *Further guidance on applying for membership can be found in the Application Guidelines: 19C171 Preferred Supply Arrangement, Project Management and Contract Management.*  *The submission of an Application is deemed agreement by the Applicant to the terms and conditions of the Guidelines.*  Submitting the Application  *Applications must:*   1. *include all documentation outlined in this Application Form, together with any other supporting technical or financial information;* 2. *include file names which clearly indicate the applicable section numbers of this application that are addressed in the file; and be submitted electronically at* [*www.tenders.sa.gov.au*](http://www.tenders.sa.gov.au/) 3. *with the following subject line:*   *NEW APPLICATION – 19C171 Preferred Supplier Arrangement – Project Management and Contract Management.*  ***Do not*** *submit a hard copy.*  ***Do not*** *submit information not specifically requested in this Application.*  *Enquiries may be directed to* [*DIT.PSA@sa.gov.au*](mailto:DIT.PSA@sa.gov.au)*.*  Publication of Details  *Once accepted in the PSAPMCM, the contact details provided in this Application Form will be published on the following internet site:* [*https://dit.sa.gov.au/contractor\_documents/prequalification*](https://dit.sa.gov.au/contractor_documents/prequalification)*.*  *It is the Applicant’s responsibility to ensure that the contact details provided are up to date.* |

# SCHEDULE CHECKLIST FOR APPLICATION

##### For each item please tick the box to indicate that the Schedule has been completed and included with your Application.

|  |  |  |
| --- | --- | --- |
| 1 | Supplier Information |  |
| 2 | Compliance |  |
| 3 | Insurances |  |
| 4 | Application Requirements |  |
| 5 | Statement of Intent for Industry Participation Plan (IPP) |  |
| 6 | Registration with Tenders SA |  |

**APPLICATION FORM**

**Schedule 1. Supplier Information**

|  |  |
| --- | --- |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN | <insert number> |
| ABN | <insert number> |
| Address of registered office | <insert address> |
| Place of business in South Australia (if relevant) | <insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <insert entity> |
| Key Personnel (e.g. directors, chief executive officer, principal of business etc.) | <insert names and positions> |
| Telephone | <insert phone number> |
| Website | <insert URL> |

**Contact Details**

|  |  |
| --- | --- |
| Contact Person | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address | <insert address, if different to the above> |
| E-mail (provide 2 e-mail addresses. These must also be registered with Tenders SA – Schedule 7) | <insert email address>  <insert email address> |
| Telephone | <insert phone number> |

**Conflict Of Interest**

You must provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest, and actions to prevent or manage the conflicts of interest.

**Schedule 2: Compliance**

|  |  |
| --- | --- |
| **Terms and Conditions** | |
| Confirm that you agree to comply with the proposed Preferred Supply Arrangement - Project Management and Contract Management Terms and Conditions outlined in Attachment 1 without any further amendment. | Yes |
| **Specifications** | |
| Confirm that you agree to comply with the relevant specifications outlined in [Attachment 1](#_attachment_1). | Yes |
|  | |

|  |
| --- |
| By: .................................................................... ...........................................................  (Signature ) (Printed Name)  .................................................................... ..........................................................  (Date) (Company Name)  ................................................................... ...........................................................  (Witness Signature ) (Witness Printed Name)  .................................................................... ..........................................................  (Date) (Company Name) |

**FOR OFFICE USE ONLY**

|  |
| --- |
| .  ...............Application(s) opened on ............./............/2020  By: .................................................................... ...........................................................  (Signature of Authorised Officer) (Printed Name of Authorised Officer)  And: .................................................................... ...........................................................  (Signature of Authorised Officer) (Printed Name of Authorised Officer) |

**Schedule 3: Insurances**

Provide details of each insurance policy relevant to the PSAPMCM.

|  |  |
| --- | --- |
| **Public Liability Insurance** | |
| Certificate of Currency of Public Liability Insurance to $10 million attached to this response document | Yes/No |
| Value of Insurance |  |
| Date of Insurance expiry |  |
| **Professional Indemnity Insurance** | |
| Certificate of Currency of Professional Indemnity Insurance to $5 million attached to this response document | Yes/No |
| Value of Insurance |  |
| Date of Insurance expiry |  |
| **Other Insurance** | |
| ReturnToWorkSA Certificate of Workers Compensation | Yes/No |

**Schedule 4: Application Requirements**

4.1 The Applicant is required to nominate candidates matching the following categories, candidate descriptions, proposed rates and indicative usage. Please provide CVs for all nominated personnel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT MANAGEMENT AND CONTRACT MANAGEMENT** | | | | |
| **Category** | **Candidate Descriptions** | **Proposed Rates** | **Indicative Usage** | **Nominated Candidate and associated CVs\*** |
| A | The Candidate will possess strong commercial and technical capability to effectively undertake highly complex Project Management and Contract Management roles, for the Department. The Registrant will perform SAES equivalent standard upon commencement.  This role is reserved for:   * Project Director; or * Specialised Commercial Manager; or * Specialised Procurement Director. | By negotiation | Limited | *List nominated candidates here. Please provide relevant CVs as an attachment.* |
| B | The Candidate will have demonstrated capability to undertake Project Management and Contract Management roles for the Department immediately. Successful Registrants will need to deliver services at Manager equivalent level.  This role is reserved for:   * Senior Project Manager; or * Senior Contract Manager; or * Senior Procurement Manager. | Up to $180 plus GST per hour | Routine | *List nominated candidates here. Please provide relevant CVs as an attachment.* |
| C | The Candidate will have demonstrated capability to undertake client-side Project Management and Contract Management roles. Successful applicants will need to deliver client-side services at a senior level. This will require experience working client-side and preferably with the Department.  This role is reserved for:   * Project Manager; * Contract Manager; and * Procurement Manager. | Up to $150 plus GST per hour | Routine | *List nominated candidates here. Please provide relevant CVs as an attachment.* |
| D | The Candidate will have the ability to undertake client-side Project Management and Contract Management or Site Manager roles. Successful Registrants will need to have experience working client-side or extensive experience working on the Department projects as a Project Engineer / Contract Manager or Site Engineer.  This role is reserved for:   * Project Officer; or * Site Engineer/Contract Administrator; or * Procurement Adviser. | Up to $120 plus GST per hour | Routine | *List nominated candidates here. Please provide relevant CVs as an attachment.* |
| E | The Candidate will have highly technical skills and capability and extensive experience in a specialised field of engineering, project management or contract management. This may include experience in delivering complex, road or bridge projects. The Registrant is not required to have past Department experience. | By negotiation | Limited | *List nominated candidates here. Please provide relevant CVs as an attachment.* |

\*Refer to 4.2 below for guidance on nominating for the appropriate Category.

4.2 Secondary procurement candidate selection criteria matrix

During the secondary procurement process, members of the PSAPMCM shall be invited make submissions to provide services based on the following categories, mandatory requirements and core capabilities.

|  |  |  |
| --- | --- | --- |
| **Category** | **Mandatory requirements** | **Core capabilities** |
| A | 1. Minimum 12 years the Department and / or industry experience, involving transport and / or building infrastructure project delivery and contract management; 2. Relevant tertiary qualification; 3. Approach to mentoring staff and supporting the Department succession planning requirements | 1. Recognised as a senior leader within the construction sector and demonstrate experience in procuring or leading high value, high risk and complex projects, $100 million and above. 2. Demonstrated experience in leading a multi-discipline team to achieve project objectives and meet community needs. 3. Demonstrated commercial acumen skills and the ability to negotiate outcomes with complex stakeholders. |
| B | 1. Minimum 7 years the Department and / or industry experience, involving transport and / or building infrastructure project delivery and contract management. 2. Relevant tertiary qualification 3. Approach to mentoring staff and supporting the Department succession planning requirements. | 1. Demonstrated experience in procuring, leading or contract managing high risk and complex projects, $50 million and above. 2. Demonstrated experience in leading a multi-discipline team to achieve project objectives and meet community needs. 3. Demonstrated commercial acumen skills and the ability to negotiate outcomes with complex stakeholders. |
| C | 1. Minimum 5 years the Department and / or industry experience, involving transport and / or building infrastructure project delivery and contract management. 2. Relevant tertiary qualification 3. Approach to mentoring staff and supporting the Department succession planning requirements. | 1. Demonstrated experience in procuring, leading or contract managing projects up to $50 million. 2. Demonstrated experience in leading a multi-discipline team to achieve project objectives and meet community needs. 3. Demonstrated commercial acumen skills and the ability to negotiate outcomes with complex stakeholders. |
| D | 1. Minimum 3 years the Department and / or industry experience, involving transport and / or building infrastructure project delivery and contract management. 2. Relevant tertiary qualification; or extensive industry experience. | 1. Demonstrated experience in leading, contract managing or provide site management services to projects up to $20 million. 2. Demonstrated experience in contributing to a highly diverse team to achieve project objectives and meet community needs. 3. Demonstrated ability to negotiate outcomes with stakeholders. |
| E | 1. Minimum 10 years Industry experience, involving transport and / or building infrastructure project delivery and contract management; 2. Specialist Technical Advisor | 1. Demonstrated experience in providing highly specialised and technical services to high value, high risk and complex projects. 2. Demonstrated experience in contributing to multi-discipline team to achieve project objectives and meet community needs. 3. Demonstrated ability to negotiate outcomes with stakeholders. |

**Schedule 5: Industry Participation Plan - Statement of Intent**



**GENERAL ADMINISTRATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Name** | |  | **Project Manager** | | |  | |
| **Telephone** | |  | **Email** |  | | | |
| **Are you an Aboriginal owned business?** | | | | | | YES | NO |
| **Will you engage Aboriginal-owned businesses in the delivery of this contract?** | | | | | | YES | NO |
| **Declaration**  As a duly authorised officer of the Business, I am familiar with the South Australian Industry Participation Policy, *Industry Advocate Act 2017* and the business’s responsibilities under this policy. By signing this I also declare that all information contained in this Statement of Intent is true and accurate to the best of my knowledge. | | | | | | | |
| Signature: |  | | Date: | |  | | |
| Name (print): |  | | Position: | |  | | |
| **NOTE: Your Business is expected to complete an Industry Participation Plan if successfully down selected.** | | | | | | | |

**BACKGROUND:**

The South Australian Industry Participation Policy (SAIPP) establishes the framework by which obligations to provide opportunities for capable South Australian enterprises are given full, fair and reasonable opportunity to tender and/or participate in a government contracts.

The SAIPP acknowledges the direct influence design and specifications can have on industry participation outcomes and economic contribution to the State.

The Industry Advocate supports the Government’s long-term objective of building resilience into the supply chains of Government contracts. Of course, resilience in supply chains can be achieved in many ways from diversifying the supplier base to utilising innovation and technology to improve productivity.

The Aboriginal economic participation section of the SAIPP aims to increase the level of Aboriginal engagement and participation through employment and economic opportunities arising out of Government’s expenditure.

Industry Participation Plans (IP Plans) are used to measure the economic contribution to the State or region through three key indicators labour, supply inputs and capital associated with the contract.

***It should be noted an Industry Participation Plan is invalid without a signature from the Industry Advocate.***

**OBJECTIVE:**

This Statement of Intent forms part of Industry Participation process and the information provided will be used to benchmark Industry Participation Plans submitted at Stage 2. The Participant will be required to complete the following documents for evaluation of economic contribution purposes consistent with the SAIPP.

The South Australian Industry Participation Policy applies to all panel contracts.

An IPP process is a mandatory requirement.

* A Statement of Intent will form Stage 1 of the Industry Participation process and the information provided will be used to benchmark an Industry Participation Plan submitted at Stage 2 (secondary procurements from the panel).
* An IPP Plan is required for any secondary procurement over and equal to $220,000 (GST inclusive) and IPP weightings will apply.

The Industry Advocate, under the functions of the *Industry Advocate Act 2017* has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

**SECTION A: LABOUR AND SOURCING FROM SA**

|  |
| --- |
| The purpose of this section is to measure the potential economic benefit to the State through the use of labour sourced from within South Australia. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **A1. Will the Participant be creating new jobs or retaining positions in South Australia over the life of the contract?** | **☐ Yes ☐ No** |
|  |  |

**SECTION B: INVESTMENT IN SOUTH AUSTRALIA**

|  |
| --- |
| Capital expenditure and other associated investment can provide a significant and long-term stimulus to the South Australian economy, unlocking or increasing the capacity or capability of local enterprises to deliver more services to and from South Australia.  The Participant will be asked in the future Industry Participation Plan to estimate the investments located or to be located permanently in the State or regional South Australia to deliver the contract and assess how such investment provides a tangible benefit to the sector and the State. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **B1. Will the Participant have (or does the Participant currently have) an office, warehousing or other facilities permanently located in South Australia?** | **☐ Yes ☐ No** |
| **B2. Will the Participant have (or does the Participant currently have) have a program for the training and skills development of South Australian employees either direct or indirectly employed?** | **☐ Yes ☐ No** |

**SECTION C: ABORIGINAL ECONOMIC PARTICIPATION AND EMPLOYMENT**

|  |
| --- |
| The SAIPP incorporates Aboriginal economic participation objectives with the aim to improve the level of Aboriginal people’s participation in, and benefit from, employment and economic opportunities arising out of Government’s expenditure.  The Participant will be asked in the future Industry Participation Plan to demonstrate how they will maximise Aboriginal employment in the delivery of this contract. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **C1. Will the Participant develop strategies for the retention and skill development of an Aboriginal workforce during delivery of this contract?** | **☐ Yes ☐ No** |
| **C2. Will (or does) the Participant have an Aboriginal Reconciliation Action Plan?** | **☐ Yes ☐ No** |

**SECTION D: APPRENTICESHIPS, TRAINEES AND GRADUATES - STATEWIDE**

|  |
| --- |
| The South Australian Government is committed to the creation of an extra 20,800 apprenticeships and traineeships by 2022. This objective is part of the Skilling South Australia initiative which is now reflected in the State’s Industry Participation Plan requirements.  The contract can provide further opportunities for a contractor to support new, or the continuation of, existing traineeships, apprenticeships and cadetships, or graduate recruitment/employment programs (above the mandated minimum requirements).  The Participant will be asked in the future Industry Participation Plan to detail proposed engagement and support of trainees, apprentices and/or cadets (either directly or through Group Training Organisation Schemes (GTOs). |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **D1. Will the Participant have (or does the Participant currently have) trainees or apprentices located in South Australia?** | **☐ Yes ☐ No** |
| **D2. Will the Participant encourage capacity partners and sub-contractors to strongly consider the engagement of trainees and apprenticeships?** | **☐ Yes ☐ No** |

**SCHEDULE 6** **SA Tenders and Contracts Contact Details**

All Preferred Supply Arrangement work packages will be issued via the Tenders SA and Contracts website <https://www.tenders.sa.gov.au> to the person/s nominated in the Application Form.

The Applicant shall provide contact details for the nominated person/s registered on the website for the release of work packages relevant to this Preferred Supply Arrangement via the SA Tenders and Contracts website.

For this purpose applicants shall ensure all contacts nominated below are accurate and maintained on the website as these will be referred to when releasing packages on the website.

Should you require assistance with updating details on the website please contact the Helpdesk on (08) 8462 1401.

Applicants shall advise of any changes to the below nominated person/s to the relevant PSA contact e-mail address in Schedule 1 of this Application Form.

|  |  |  |
| --- | --- | --- |
| Name | Company Name | Email Address |
|  |  |  |
|  |  |  |

# attachment 1 – Terms and Conditions

(Knet #16212597)