



CONSTRUCTION PREQUALIFICATION SCHEME

SCM1191 Applicant Guidelines

Construction-related consulting services valued below \$9M

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More information

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Schedule of document amendments

Revision Number	Date	Update Description
2	January 2024	Removed incorrect reference to WHS requirements related to ISO 45001 for work category 335 (Project Director)
1	October 2023	<ul style="list-style-type: none"> • Revised Scheme expiry date • Added information about IA Services Contract Framework • Added schedule of amendments • Replaced links to eTendering with buy.nsw Supplier Hub • Corrected format for buy.nsw and NSW Public Works • Updated reference to ISO 45001 WHS standard • Updated description of requirements for Referee Reports under section 3.1 Technical Ability • Removed reference to WHS second-party audit reports as evidence for compliance with WHS requirements. • Updated requirements for Referee reports • Updated section 2.3 with references to the difference between Entity and Business names • Updated wording and various requirements for work categories

What's changed?

This prequalification scheme has been updated to make it easier for suppliers to work with the NSW Government.

From 1 August 2023, a new Infrastructure Advisory (IA) Services Contract Framework is recommended for use by Agencies

The IA contract framework is recommended for use by NSW Government agencies starting 1 August 2023. After this date, agencies are encouraged to use the IA contract framework for all new procurements of IA Services, inclusive of the following recommended Whole-of-Government schemes:

- Consultants in Construction up to \$9M Scheme (SCM1191)
- Consultants in Construction above \$9M Procurement List (SCM10611)
- Performance and Management Services Scheme engagement type 15 (SCM0005)
- Government Architect's Strategy and Design Scheme (SCM0801)

Please refer to the [infrastructure advisory services category page](#) on [buy.nsw](#) for more details and copies of the contract templates and tools.

From 1 November 2022, the newly established Infrastructure Advisory Standard Commercial Framework is recommended for use by Agencies as guidance for all engagement types in this Scheme

The Infrastructure Advisory Standard Commercial Framework (IA SCF) includes the following recommended commercial elements:

- Standardised resource and service types
- Capped daily resource rates
- Discount structure
- Expenses policy.

From 29 November 2020, NSW Government Agencies can no longer use Scheme SCM1191 for procurements above \$9M ex GST as a result of the introduction of the Enforceable Procurement provisions by the NSW Procurement Board

To facilitate procurements above \$9M ex GST, a separate Procurement List (SCM10611) was established. Agencies are encouraged to use that Procurement List for procuring construction related consulting services above \$9M.

Where to start

buy.nsw documents

SCM1191 Applicant Guidelines and associated documents for applicants and agencies are available in buy.nsw at [consultants-in-construction-scheme](#).

Terms and definitions

Refer to terms and definitions used in this document.

Registering and applying

Applicants must be [registered on buy.nsw Supplier Hub](#) before commencing the application process.

Once registered on Supplier Hub, applicants need to [log into their Supplier Hub account to apply](#):

- Select the Schemes module tile
- Select scheme SCM1191 Construction related consulting services valued below \$9M

Refer to the [Supplier User Guide on the Help and Support Page](#).

Enquiries

For general enquiries please contact consultant.prequal@pwa.nsw.gov.au or the NSW Procurement Service Centre (details inside front cover).

For specific enquiries about the IA Services Commercial and Contract frameworks, please contact infra-advisory@treasury.nsw.gov.au

1 Introduction

The primary aim of this document is to guide the applicant through the online application process to become a prequalified supplier for scheme SCM1191 Consultants in Construction.

Applications for membership/prequalification are continuously open, and the Scheme is set to expire on 31 December 2025, and it may be extended beyond this date.

1.1 Scheme details

Scheme SCM1191 covers construction-related consulting services, such as project management, planning, engineering, security, architectural services, and assessments for estimated procurement fees below \$9M.

1.1.1 Work Categories (capabilities)

This Scheme covers six primary work categories (capabilities) divided into thirty-eight sub-categories. The six primary work categories are:

- Architectural
- Assessment
- Engineering
- Planning
- Management
- Security Consultants & Security Equipment Specialists

Further details on the description of services, work categories, sub-categories, requirements, and qualifications are provided in [Appendix B of SCM1191 Scheme Conditions](#).

1.1.2 Prequalification Requirements

Applicants for prequalification are required to meet eligibility criteria and demonstrate achievement across all the overarching criteria against which applications are assessed (Legal Capacity, Financial Capacity, Commercial Ability and Technical Ability).

1.1.3 Financial Thresholds

This Scheme comprises of two financial prequalification's thresholds:

- Registered consultants (for estimated procurement fees up to \$250,000)
- Certified consultants (for estimated procurement fees above \$250,000 and below \$9M)

For estimated procurement fees above \$9M, [the Procurement List \(SCM10611\)](#) must be used.

1.1.4 Scheme Guiding Principles

The guiding principles for the Scheme are:

- Agencies and suppliers using the scheme must comply with all [Scheme Conditions](#).
- Only information relevant to the eligibility criteria for prequalification is collected during the application process
- Small to Medium entities (SMEs) and Aboriginal-owned businesses, particularly those who have the capacity and capability to deliver projects in regional NSW are encouraged to apply
- Lodging an application evidences the applicant's agreement to comply with the Scheme Conditions, if accepted
- Acceptance to the scheme is not a guarantee that tendering opportunities will be offered. Tendering opportunities are offered individually by Agencies using the buy.nsw Supplier Hub system
- Prequalified suppliers must keep their online profile information up to date, and advise the Department of all material changes to their circumstances
- Agencies may request additional information, such as current financial statements, during the tendering process or at time of contract
- The recommended [contract framework](#) may be used for engaging suppliers. However, the contractual agreement between an agency and the prequalified supplier is outside the scope of this scheme
- Prequalified suppliers must maintain a satisfactory record of compliance with the Scheme Conditions. This includes ensuring that all their sub-contractors, consultants and employees also comply with their legal obligations
- Suppliers must comply with government business ethics requirements set out in Procurement Policy documents, including [PBD-2017-07 Conduct by Suppliers](#)
- Failure by a supplier to comply with Scheme Conditions may result in suspension from the scheme and will limit future business opportunities with government agencies
- False declarations in the application process will automatically void that application and may lead to disqualification from future applications to any of the Governments prequalification schemes

1.1.5 Service Areas

A Service Area is an additional geographical area in NSW where suppliers can provide services:

1. Central Coast
2. Central West
3. Far West
4. Hunter
5. Mid North Coast
6. Murray/Riverina
7. Northwest
8. Northern Rivers
9. Northern Tablelands
10. South Coast
11. Southern Tablelands
12. Sydney metro

2 Registration on buy.nsw Supplier Hub

2.1 Create a Supplier Hub account

Before applying for prequalification an applicant must create an account for their Entity on [Supplier Hub](#) and login. When creating the Supplier Hub account, the Entity name lodging the Application must use its valid ABN/ACN.

A Legal Entity must apply for prequalification in its own right.

Prequalification does not extend to related or subsidiary companies or entities of a prequalified supplier.

2.1.1 Entity Details

The following details are required:

- Entity details
- Entity name and ABN
- Contact details, including Entity address
- Entity type and size
- Legal disclosures
- Products and services

2.1.2 ABN Details

A Legal Entity must apply for prequalification in its own right using its valid ABN.

Prequalification does not extend to related or subsidiary companies or entities of a prequalified supplier.

Supplier Hub allows suppliers to create and manage a profile for their business based on **valid** ABN.

All information gathered during the registration and profile building process is associated with that valid ABN.

For suppliers that are not based in Australia, it is possible to find out ABN's eligibility at <https://www.abr.gov.au/business-super-funds-charities/applying-abn>

2.1.3 Company Profile

The Company Profile section on Supplier Hub is optional; however, it is strongly recommend filling in as much information as possible. The Company Profile provides comprehensive information to registered buyers which and it may include:

- Licences, accreditations, and awards

- Special capabilities and expertise
- References and case studies
- Government credentials
- Information about personnel

2.1.4 Company Documents

It is possible to upload various documents under the Company Profile section on Supplier Hub which serves as a document library. This includes financial statements, insurance documents, marketing materials, references, experience information or even resumes of key staff.

Documents can be private, visible only to the Supplier Hub nominated contact and/or nominated staff, or, through a simple checkbox, available to registered buyers. Other suppliers do not have access to this information.

Uploading company documents is not mandatory. However, using the document storage will simplify responding to opportunities and updating information.

Buyers also can use this information when researching potential suppliers.

2.2 Multiple Supplier Hub accounts

Supplier Hub provides applicants with the opportunity to create profiles using both business (through the 'self-registration process) and Entity names.

The buy.nsw Supplier Hub system allows suppliers with more than one ABN to register under a single user account. It is possible to create additional profiles from the Supplier Hub account (dashboard) and then toggle between Entity and business names under the same Supplier Hub account.

2.3 Entity Name vs. Business Name

A Legal Entity must apply for prequalification in its own right.

Ensure that the Applicant's Entity Name (Legal), which is listed on the ABN Lookup, is used when lodging an application for Scheme prequalification.

The ABN used **must** match the records maintained by the Australian Business Register <http://abr.business.gov.au/>.

The Entity that signs into a contract must be the Legal Entity, therefore the prequalification/membership requires the "Entity name" to be the Applicant and succeeding in scheme prequalification/membership.

2.4 Supplier Hub Registration vs. Prequalification

Registration on the buy.nsw Supplier Hub portal (using the self-registration process) is not equivalent to the Legal Entity prequalification/membership to the Scheme.

Scheme membership/prequalification is only granted once the online application has been lodged and approved by the Scheme Owner. Prequalification does not extend to related or subsidiary companies or entities of a prequalified supplier.

Applications lodged using business names are **not** considered valid for scheme membership/prequalification and will be rejected.

2.5 Maintaining Prequalification

The supplier must continue to meet [Scheme's conditions for participation](#) on an **ongoing** basis.

This includes:

- keeping profile record up to date (e.g., change of address)
- maintaining appropriate management systems
- remaining solvent
- keeping licences, registration with Supply Nation & NSW Indigenous Chamber of Commerce (NSWICC), where applicable and insurances up to date
- meeting performance requirements as listed on Scheme SCM1191 Conditions
- meeting good conduct requirements as required by [PBD-2017-07 conduct by suppliers](#)
- supporting cooperative relationships for work undertaken
- continually monitoring the criteria for prequalification, and
- contacting the Scheme Owner should any significant aspect of its capability change.

3 Prequalification Application Steps

The information provided as part of the new user registration will be saved to the Entity's profile and the registered user in this profile will be the default contact for applications and communications.

Detailed instructions to assist applicants with their online application are available on the [Scheme User Guide](#) available on the buy.nsw website. Refer to section 1.2 of Schemes User Guide – Suppliers and Scheme Members for detailed instruction on how to create a Supplier Hub account.

There are three steps to lodge an online application for scheme membership/prequalification:

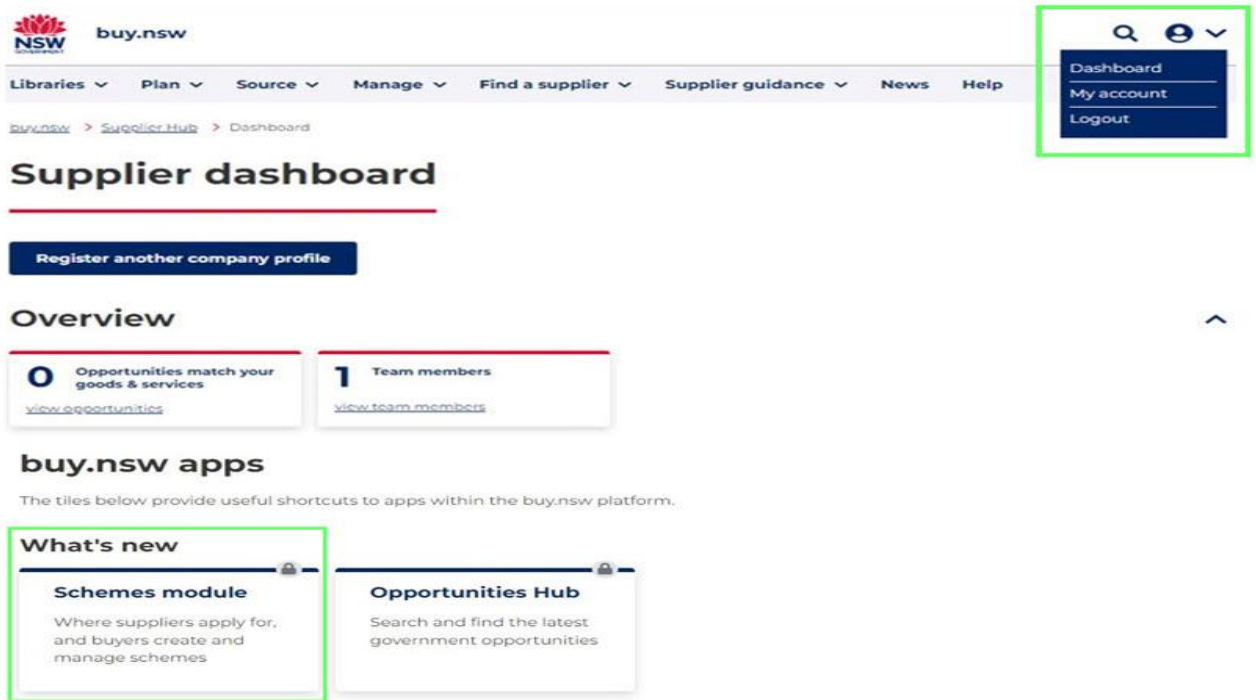
1. Login into the buy.nsw Supplier Hub account
2. Select the schemes module tile
3. Begin an application from the Scheme dashboard

STEP 1: go to buy.nsw.gov.au and login to your account

The screenshot shows the buy.nsw website homepage. At the top left is the NSW Government logo and the text 'buy.nsw'. At the top right is a search icon and a 'Log in or sign up' button, which is highlighted with a green border. Below the header is a navigation menu with items: Libraries, Plan, Source, Manage, Find a supplier, Supplier guidance, News, and Help. A large dark blue banner contains the text 'Welcome to buy.nsw'. Below the banner is a section titled 'Fast track to' with four cards:

- Go to the Supplier Hub**: A place for buyers and suppliers of products and services to connect. →
- Register to sell**: So buyers looking for services can find your profile in our supplier list. →
- Register as a buyer**: To access additional search filters and review scheme applications and reporting. →
- Open opportunities**: Search the latest government opportunities. →

STEP 2: select the scheme module tile on the Supplier Hub dashboard



STEP 3: from the Schemes dashboard, click on Scheme SCM1191 to begin the application:

Memberships

Select the name of the scheme to view, amend or suspend your membership and review scheme history.

ID	Title	Membership type	Approval date	Status	Alert
SCM1461	Procurement List for General Construction Works above \$9M and SCM1461 Contractor Prequalification Scheme for General Construction Works between \$1M and \$9M	For contracts valued \$1M to \$9M (Prequalification Scheme for General Construction Works)	21-Jun-2023	Active	>
SCM0256	General construction works up to \$1M	Registered contractor		Suspended	>
SCM1191	Prequalification Scheme for Consultants in Construction up to \$9M Consultancy Fee	Registered Consultant	7-Jun-2023	Active	>
SCM0256	General construction works up to \$1M	Certified contractor	17-May-2023	Active	>

Please read the Scheme Conditions before commencing the application process.

4 Online Application via the buy.nsw Supplier Hub

It is now mandatory for suppliers that want to respond to advertised government opportunities to have a buy.nsw Supplier Hub account.

Please refer to section 1.2 of [Schemes User Guide – Suppliers and Scheme Members](#) for detailed instruction on how to create a Supplier Hub account.

The online application for Scheme membership has four main sections:

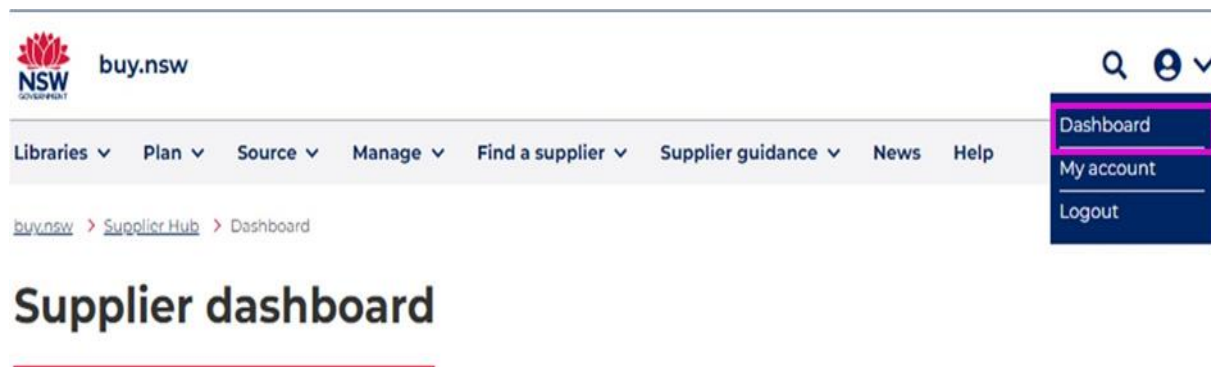
1. Scheme General Questions
2. Scheme Specific Questions
3. Terms and Conditions
4. Review and Submit

Applicants should read and understand the [Scheme Conditions and Applicant Guidelines](#) before applying for membership/prequalification. It is important to complete **all** steps in the application process including answering all mandatory questions. Applicants are required to select the level of prequalification being applied for.

4.1 Scheme General Questions

Scheme general questions are not capabilities, and they are mandatory for completion. If required, refer to [Scheme SCM1191 Conditions](#) for more details.

Once logged into the Supplier Hub account, go to the dashboard



From the Scheme details page, click 'Start application'. The first application page has been pre-populated from the Supplier Hub profile.

Check that the details are correct and acknowledge that they are correct before proceeding. If there are incorrect or out of date details, make the changes in the Supplier Hub profile. Save the progress and return to the dashboard from the account dropdown at the top of the screen

Complete the following sections as shown on the example screenshots below:

1. **Application type** (thresholds)
 - a. Registered, or
 - b. Certified

EXAMPLE COMPANY PTY LIMITED

Delete this draft

Membership level: Registered supplier

Application

- To do
Your supplier profile
- To do
Capabilities
- To do
Scheme specific requirements
- To do
Terms and conditions
- To do
Review and submit

Application type

Select an application type *

Registered supplier list
Registered suppliers are approved to supply low risk contracts valued up to \$150,000.

Advanced registered supplier list
Advanced suppliers are approved to supply high risk contracts or contracts valued over \$150,000.

Your supplier profile

The following information has been drawn from your Supplier Hub account and will form part of your scheme application. Please review this information. If you wish to change any details, you will need to do so in your Supplier Hub account. You can access your account using the icon on the top right of this page.

Company details

- ABN: 00 111 000 000
- Entity name: EXAMPLE COMPANY PTY LIMITED
- Date established: 11-Apr-2014

Save the progress every time an answer is provided (click the save tab for each section), so no work already completed will be lost.

2. Supplier Information

- a. Company details
- b. Contact details and address
- c. Company type and size
- d. Business structure
- e. Business identifiers

Contact details and address

Business contact

- Name: Anne Citizen
- Email address: acitizen@emailaddress.com
- Position in organisation: CEO
- Contact number: 02 9289 0010

Business address

- Business Address
Sydney NSW 2000
AU

Company type and size

- Number of employees: More than 200 employees
- Number of employees in NSW: 50-99
- Number of employees in Australia: 100-199

Business structure

- Company

Business identifiers

- Disability employment organisation

Company description

I acknowledge that the details above are current and accurate *

< Back

X Cancel

Save

Next >

Save the progress every time an answer is provided (click the save tab for each section), so no work already completed will be lost.

3. Capabilities

Select the capabilities applied for and answer any associated question (completing the provided template when required) as shown on the example screen below:

Application

- Done
Your supplier profile
- To do
Capabilities
- To do
Scheme specific requirements
- To do
Terms and conditions
- To do
Review and submit

Capabilities

Select the capabilities you wish to apply for. For those that you select, you will need to demonstrate your qualification or substantial expertise to be accepted for that particular capability.

When providing your response it should address that specific capability and provide evidence to support your competency at the required level.

Collapse all ^
Open all v

A - Architecture and Design ^

A01 Enterprise & Business Architecture

Analysis of business structure and processes, development of technology roadmaps to support business and ICT strategies. Development and dissemination of ICT standards taking into account impact on legacy technologies and facilitating adoption of future trends. Includes modelling, development and adoption of frameworks as well as definition of current, transitional and future state architectures

Is this one of your capabilities?

Question 1: *

Using the attached template outline your organisation's capability and capacity. Include your company name in the filename prior to uploading.

Capacity and capability.docx
Capacity-and-capability.docx

Upload document(s)

Drag and drop a file here OR Select a file

Question 2: *

Using the attached template outline your organisation's relevant experience. Include your company name in the filename prior to uploading.

Relevant experience template.docx
Relevant-experience-template.docx

Save the progress every time an answer is provided (click the save tab for each section), so no work already completed will be lost.

4.2 Scheme Specific Questions

Scheme specific questions are mandatory and specific to this Scheme. Examples include company experience, insurances, or a requirement to demonstrate professional association membership.

These questions must be completed as part of the application process. If required, refer to [Scheme SCM1191 Conditions](#) for more details.

Accepted files are .pdf, .doc, .docx, .jpg, .png, .xlsx, .xls and .csv file uploads. Maximum file upload size is 50mb. Refer to the section on [amending an existing scheme membership](#) for details on how to update insurance documents to an existing scheme membership.

Application

- Done
Your supplier profile
- Done
Capabilities
- Done
Scheme specific requirements
- To do
Terms and conditions
- To do
Review and submit

Scheme specific requirements

Scheme specific questions are not capabilities and are general requirements specific to this scheme. They are mandatory for completion.

We accept .pdf, .doc, .docx, .jpg, .png, .xlsx, .xls and .csv file uploads. Maximum file upload size is 50mb.

Key contact

Please provide the details of key business contacts for enquiries regarding this application in the following format:

- Name
- Position
- Phone
- Email
- Office address

E.X. Ample
 Scheme contents expert
 0200 000 000
 acitizen@company.com
 1 George Street
 NSW 2000

Scheme membership

Have you ever had a contract or a scheme membership terminated for cause by an agency, including poor performance or due to investigations for wrongful behaviour?

- Yes
- No

Save the progress every time an answer is provided (click the save tab for each section), so no work already completed will be lost.

The information required for the prequalification threshold applied for is shown as a ✓ symbol.

Save the progress every time an answer is provided, and a document/file uploaded, so no work already completed will be lost. Answer/upload a file and click the save tab for each section completed.

Company Experience

	Registered supplier	Certified supplier
Complete and upload the Company Experience template provided. You must provide at least two examples of relevant contracts under construction or completed during the last two years for each work category (capability) applying for.	✓	✓

Key Personnel

	Registered supplier	Certified supplier
Complete and upload the Key Personnel template provided. Ensure you answer all questions contained in the template listed over the two pages of the template, adding more pages as required	✓	✓

Referee reports

	Registered supplier	Certified supplier
<p>Complete and upload the referee report template provided without removing any section. For contracts completed in the last three years provide one of the following:</p> <ul style="list-style-type: none"> • Completed client referee reports, or • Completed contractor performance reports (CPR) <p>Ensure that all questions contained in the template are answered. Two separate referee reports for completed contracted engagement in the last three years for each capability applied are required.</p> <p>Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.</p> <p>Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application</p> <p>Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification</p>	✓	✓

Work Health & Safety (WHS)

	Registered supplier	Certified supplier
<ul style="list-style-type: none"> Evidence of Certification to ISO 45001 through an organisation listed by JAS-ANZ or Staff having relevant qualifications in managing safety with a Certificate IV in WHS or above such as a diploma. Copies of transcripts and academic records are required to demonstrate evidence <p>Internal WHS manual/procedures/plans will NOT satisfy the requirements of this section.</p>	Mandatory for work categories 313/402/406	✓

Quality Management (QMS)

	Registered supplier	Certified supplier
Provide evidence of Certification to ISO 9001 through an organisation listed by JAS-ANZ	N/A	✓

Fines

	Registered supplier	Certified supplier
Use the provided template to document all fines, prosecutions, and convictions in the last two years as well as action taken to address health, safety and environmental matters.	✓	✓

Insurances

	Registered supplier	Certified supplier
Provide copies of the following relevant current insurances at the time of tendering or engagement: <ul style="list-style-type: none"> Public liability insurance Professional indemnity insurance. 	✓	✓

4.3 Terms and Conditions

Under this section you are required to carefully review and understand the [Scheme SCM1191 Conditions](#) and agree to them.

It is highly recommended that an Applicant:

1. Review the conditions for participation to the Scheme **prior** to Application's lodgement


2. **Prior** to submitting the application, ensure that all the provided templates have been used, fully completed and correctly uploaded on the designated Scheme Specific Questions' sections

Application


- Done
Your supplier profile
- Done
Capabilities
- Done
Scheme specific requirements
- Done
Terms and conditions
- Done
Review and submit

Terms and conditions


To become a scheme member you must agree to the following terms and conditions. Please review the documents and confirm your agreement by selecting the checkbox. Your application will not be progressed without completing this step.

ICTSS_terms and conditions.docx
 ICTSS_terms-and-conditions.docx
(VND.OPENXMLFORMATS-OFFICEDOCUMENT.WORDPROCESSINGMLDOCUMENT, 91 kb)

Agree to the above terms and conditions *

ICT Consulting Standard Framework_MSP.pdf
 ICT-Consulting-Standard-Framework_MSP.pdf
(PDF, 443 kb)

Agree to the above terms and conditions *

agenda demo.PNG
 agenda-demo.PNG
(PNG, 35 kb)

Agree to the above terms and conditions *

Agree to all

4.4 Review and submit






Once all the application sections have been completed, and the required documents uploaded and saved across each section (**click save at the bottom of the page every time a document is uploaded**), select 'Submit for approval.'

A confirmation email and receipt number will be automatically sent to the nominated contact for the Supplier Hub account.

If the application has not been fully completed, prompts will be visible to questions or pages still outstanding. Once the application is submitted, and the review process has started, changes **cannot** be made to the submitted application.

Screenshot of final Review and submit is shown below:


Application

-  Done
Your supplier profile
-  Done
Capabilities
-  Done
Scheme specific requirements
-  Done
Terms and conditions
-  Done
Review and submit





Review and submit

Please review your application prior to submission. Please note once you have submitted your application you will be unable to make any changes.

Upon submission you will receive a confirmation email and your application will be forwarded to the scheme manager for review. They may contact you if they have any questions. To check progress of your application please view your schemes dashboard.

 Congratulations you have completed your scheme application and it is now ready to submit. Once submitted it will be sent to the scheme owner for review and approval. If you have any questions about your application please contact the scheme owner at verifiedlogin@customerservice.nsw.gov.au

Please note: You cannot make any changes once you have submitted your application.

Section	Info	Status
Your supplier profile	Using the most recent version of your supplier profile	 Ready to submit >
Capabilities	Applied for 1 capability	 Ready to submit >
Scheme specific requirements	Scheme requirements filled out	 Ready to submit >
Terms and conditions		 Ready to submit >

 Back
 Cancel
 Save
 Submit for approval

5 Accessing Submitted Scheme Applications

Submitted applications have a reference number, date and time of submission. They are visible from the schemes dashboard as shown on the example screenshots below:

My applications

Select the application to track progress, continue your draft or resubmit a rejected application.

ID	Title	Application created	Status
SCM0653	Pre-qualification Scheme: Motor Vehicles	12-Apr-2023	Draft >
SCM5841	Remote Sensing Services and Equipment Prequalification Scheme	11-Apr-2023	Submitted >
SCM100022	Construction	11-Apr-2023	Draft >

SCM0020 Prequalification Scheme: ICT Services

Membership

- Application details
- History

My application

In review

i Your application is currently under review

You are unable to make any changes/updates to your application until the review process is complete.

Receipt number: 10016

Submitted: 5:14pm 3-Feb-2023

Scheme details

Managed	Test Agency - 1
Type	Whole of government Mandatory
Scheme ID	SCM0020
Scheme owner	Sample buyer sample.buyer@test.com

Start date:
30-Jan-2023 9:02 PM

Start intake date:
30-Jan-2023 3:03 PM

It is not possible to make changes to a submitted Application, but it is possible to withdraw it before to the review has started. Additional and/or modified documentation related to an application sent to the Scheme Owner and/or to an Assessor by email will not be considered valid for application's assessment.

For any communication related to an application, suppliers are invited to nominate the application's reference number, the Applicant's Entity name and ABN number.

6 Application Review Process

The Assessment Team will:

- determine whether the applicant meets all requirements
- request further information, if required
- if applicable, provide reasons for denying an application
- suggest actions for any future application.

Applicants may be contacted for additional information during this process. A designated Assessor will contact the nominated key contact listed under the Supplier Hub account.

Outcomes of both successful and unsuccessful applications will be notified by an automated message to the Applicant's nominated email.

6.1 Application assessment criteria

Applications are assessed based on the conditions for participation that are specified in section 2 and 3.1 of this document.

Four main criteria are used (but not limited to) to verify that the Applicant satisfies these conditions of participation.

Examples (but not limited to) are listed below:

1. **Legal Capacity** – e.g., a current Australian Business Number (ABN) listed on the ABN Lookup/ASIC Register for the Entity name (**not** the business name) lodging the Application
2. **Financial Capacity** – e.g., the Applicant is financially solvent and not under external administration
3. **Commercial Ability** – e.g., certificates provided (qualifications, licenses, certifications, and accreditations)
4. **Technical Ability** – e.g., two separate Client/Referee Reports/CPRs for fully completed contracted engagements for each Work Category and Financial threshold applied

The following methods may be used to verify that the Applicant satisfies these conditions of participation:

- A lookup on the Australian Business Register (ABR) and Australian Securities and Investments Commission (ASIC) websites to validate information including the ABN, Entity Name, Business Address provided by the Applicant
- Evaluation of the Applicant's commercial and technical abilities based on the information and the Client/Referee Reports/CPRs submitted with the online Application
- Checks to validate the accuracy of any certificates provided, such as for qualifications, licenses, certifications, and accreditations.

6.2 Rejected applications

When an Application is rejected, the nominated Supplier Hub account key contact will receive an automated email with information on why it was rejected. Reasons for unsuccessful applications

are available in details by accessing the rejected application under the “My Applications” tab in the Supplier Hub account.

It is highly recommended to review any comment listed under the “Notes to Supplier” sections before contacting the Scheme Owner for clarifications.

The Applicant will be able to review the rejected application, amend it and re-submit it with additional information as required.

Alternatively, it is possible to delete the application from the schemes dashboard and start a new application as shown over the example screenshot below:

The screenshot displays the 'My application' interface. On the left, a 'Membership' sidebar contains 'Application details' (selected) and 'History'. The main content area is titled 'My application' and features a prominent red banner with a white 'X' icon and the text 'Your application has been rejected'. Below this banner are two buttons: 'Amend application' (dark blue) and 'Delete application' (red), both with white trash icons. A pink rectangular box highlights these two buttons. Below the buttons, the application details are listed: 'Receipt number: 10021' and 'Submitted: 5:02pm 8-Feb-2023'. A section titled 'Scheme details' follows, containing a table of information:

Managed	NSW Government Telecommunications Authority
Type	Whole of government Mandatory
Scheme ID	SCM100003
Scheme owner	Scheme Owner Scheme.owner@customerservice.nsw.au

Below the table, a calendar icon is next to the text 'Start date: 01-Feb-2023 9:04 AM'.

Debriefs of unsuccessful Applications are available upon request by sending an email to the [Scheme Owner](#). If an Applicant is not satisfied with the Application’s outcome regarding, the Applicant may request a formal review or appeal the outcomes by sending an email to the [Scheme Owner](#)

For further information about review, appeals and complaints, refer to section 5 of [Scheme SCM1191 Conditions](#).

7 Terms and Definitions

Term	Definition
ABN	Australian Business Number (ABN) is a unique number issued by the Australian Business Register (ABR) which is operated by the Australian Taxation Office (ATO) Under the A New Tax System (<i>Australian Business Number</i>) Act 1999. It identifies the business and is used in commercial transactions and dealings with the ATO.
ACN	Australian Company Number (ACN) is a unique number issued by the Australian Securities and Investments Commission (ASIC) to every company registered under the Commonwealth Corporations Act 2001 as an identifier
Agency	NSW Government agencies, and other clients using the scheme. This includes State owned corporations, universities, local councils etc. (agencies).
Applicant	An entity that has applied for Scheme prequalification
Assignment	Professional Services which deliver specified project outcomes with agreed payments triggered by the delivery of those outcomes or defined deliverables. The risk of the assignment is borne by the supplier.
buy.nsw	The central repository for all NSW Government procurement, https://buy.nsw.gov.au
Certified Consultants	Prequalified Consultants included on the Scheme SCM1191 who can complete engagements over \$250,000 but below \$9M ex GST
Construction services	Services relating to construction of buildings or works, including <ol style="list-style-type: none"> pre-erection works construction works repairs, alterations and restorations.
Consultants Performance Report (CPR)	A report completed using the NSW Government's CPR template or accepted method
DRNSW, or the Department	Department of Regional NSW
Engagement	A project completed by a Supplier for a specific Agency, where the Supplier has signed a contract with the Agency. The value of the Engagement is the total fee of the consultant charged to the Agency

Term	Definition
EPP Enforceable Procurement Provisions	The Procurement (Enforceable Procurement Provisions) Direction 2019 under the Public Works and Procurement Act 1912
Framework	NSW Procurement Policy Framework - the suite of legislation, policies, Board Directions and other rules that apply to procurement in NSW (including construction procurement)
Government	New South Wales Government.
Infrastructure Advisory Services	Engineering, technical, design & advisory services provided under a fee for service arrangement in relation to any stage in the infrastructure asset lifecycle from concept through to commissioning (and where applicable the ongoing operations and maintenance of the asset) of all economic and social infrastructure assets for the NSW Government
PL Procurement List	A list established in accordance with Part 6 of the EPP that includes Suppliers who have met the conditions of participation. A Scheme is intended to be used more than once for procurements by one or more Agency
Prequalified supplier (or supplier)	An entity that has been approved under the scheme to provide construction-related professional services up to \$9 million (ex GST).
Professional Services	Professional Services are a type of external labour used by agencies for specialist advice and assistance. They are provided by external service providers, including consultants. Professional Services don't include recurring services delivered for more than a year, for example, repairs, maintenance and technical support services.
Regional NSW	includes all areas within NSW outside the Newcastle, Sydney and Wollongong metropolitan areas
Regional Supplier	A business of any size with a registered business address in Regional NSW.
Registered Consultants	Consultants included on the Scheme SCM1191 who can complete engagements up to \$250,000 ex GST
Scheme	A list of prequalified suppliers intended to be used more than once for procurements by one or more agency.
SCM1191	Prequalification scheme for Consultants in Construction up to \$9 Million (ex GST).
Services	Construction related consulting services valued below \$9M

Term	Definition
Supplier Hub	A place for NSW Government buyers and supplier to connect. Supplier Hub is now mandatory for suppliers to respond to advertised government opportunities. Suppliers can apply for prequalification schemes, manage their applications and account details. Agencies use the site to for tendering opportunities.
Work categories (capabilities)	A system to classify similar types of services, refer to section 2 of this document for all Work Categories available under this Scheme

Appendix A – Scheme Eligibility Checklist

Conditions for Participation (reference to Scheme Conditions)	Eligibility criteria	Compliant (Yes or No)
Legal Capacity (3.1.1)	<p><i>The Applicant has the legal capacity to enter into contracts with the NSW Government.</i></p> <ul style="list-style-type: none"> Applicant has a current Australian Business Number (ABN) <p>Applications may only be lodged by legal entities with an ABN. A business or trading name is not a legal entity unless it is also the name of the registered company. Applicants should ensure the Application identifies a legal entity as the Applicant.</p> <ul style="list-style-type: none"> Trusts are ineligible for inclusion on the Scheme – Applications must instead be lodged by the Trustee on behalf of the Trust. The applicant needs to provide ABN of the Trust and ACN of the Trustee as part of the application process. Companies that possess relevant experience in specified fields may be eligible to apply for the Scheme for particular Categories. An incorporated joint venture (JV) must meet the criteria for inclusion on the Scheme in its own right and provide a copy of the joint venture agreement. Where a newly-formed JV may have difficulty satisfying some of the criteria referable to financial capacity, the same principles regarding newly-formed companies may apply An unincorporated joint venture may comprise separate legal entities coming together and combining strengths for the purpose of undertaking specific projects. An unincorporated joint venture is not an entity in its own right and operates under a contractual arrangement between the joint venture parties. Both parties to the joint venture need to be assessed in their own right. The unincorporated joint venture arrangement will need to be assessed in addition to other criteria. Applications will need to include a copy of the joint venture agreement and the structure of the joint venture for consideration. 	Yes / No

Conditions for Participation (reference to Scheme Conditions)	Eligibility criteria	Compliant (Yes or No)
	<ul style="list-style-type: none"> Applicants for the Certified Category must have been registered under ASIC and have traded in Australia for two (2) years prior to the date of their Application Trusts (e.g. Smith Family Trust) are not eligible for inclusion on the Scheme, instead Applications must be lodged by the Trustee (e.g. Trustee for the Smith Family Trust) Applicants are not applying for the same category of work or financial range as any already included Supplier who is a related, associated or subsidiary business entity of the Applicant Applicants are not a joint venture applying for the same category of work or financial range as any of the parties to the joint venture Agreement to the NSW Government Supplier Code of Conduct (refer section 8.4 of Scheme Conditions) Whether, on reasonable grounds, there is an unacceptable level of risk arising from legal proceedings (including fines) issued or underway against the Applicant in the two years preceding the Applicant's application. 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
Financial Capacity (3.1.2)	<p><i>The Applicant has the financial capacity to enter into contracts with the NSW Government:</i></p> <p><i>No financial assessment is conducted as part of the prequalification process, however, if required by an agency, the financial capacity of the Applicant may be assessed based on Financial Services Assessment Scheme SCM2491 requirements.</i></p> <ul style="list-style-type: none"> The Directors of the Applicant have never been insolvent or bankrupt Applicants must have appropriate financial assets, be financially solvent and must not be under any form of external administration 	<p></p> <p></p> <p>Yes / No</p> <p>Yes / No</p>
Commercial Ability (3.1.3.1)	<p><i>The Applicant has the commercial ability to enter into contracts with the NSW Government:</i></p> <ul style="list-style-type: none"> Professional Indemnity Insurance: Applicants can demonstrate that they are currently insured for the minimum amount of \$1M 	<p></p> <p>Yes / No</p>

Conditions for Participation (reference to Scheme Conditions)	Eligibility criteria	Compliant (Yes or No)
	<ul style="list-style-type: none"> Public Liability Insurance: Applicants can demonstrate that they are currently insured for Public Liability. The Public Liability Insurance is to be in the joint names of the Applicant and the Principal, and for an amount not less than \$5M 	Yes / No
	<ul style="list-style-type: none"> Workers' Compensation: Applicants can demonstrate appropriate cover as required by law 	Yes / No
<i>Some Work Categories require one or several of the following commercial abilities:</i>		
	<ul style="list-style-type: none"> The Applicant can demonstrate that adequate Quality Management Systems (QMS) systems are in place, including through accreditation/certifications such as: <ul style="list-style-type: none"> Certification to ISO 9001 through an organization listed by JAS ANZ, or 	Yes / No
	<ul style="list-style-type: none"> The Applicant can demonstrate that adequate Work Health and Safety (WHS) systems are in place, including through accreditation/certifications such as: <ul style="list-style-type: none"> WHS accreditation to ISO 45001; or Staff having relevant qualifications in managing safety with a Certificate IV in WHS or above such as a diploma 	Yes / No
Technical Ability (3.1.3.2)	<i>Some Work Categories require the following technical abilities (refer to Appendix B of the Scheme Conditions for all technical abilities required within each Work Category):</i>	
	<ul style="list-style-type: none"> The Applicant can demonstrate at least two years of relevant experience delivering contracts within the categories nominated, wherever they have occurred 	Yes / No
	<ul style="list-style-type: none"> The Applicant can provide two client referees and performance reports for fully completed contracts delivered during the last three years for each nominated Work Category 	Yes / No
	<ul style="list-style-type: none"> The Applicant can demonstrate five (5) years of experience within the past eight (8) years of nominated Key Personnel in categories nominated, wherever it has occurred 	Yes / No

Conditions for Participation (reference to Scheme Conditions)	Eligibility criteria	Compliant (Yes or No)
	<ul style="list-style-type: none"> Evidence of applicable licences, registrations, and qualifications, if applicable 	Yes / No
Additional information (3.1.5)	<p><i>The following additional information will be asked of Applicants for informational purposes only and do not form part of the conditions of participation</i></p> <ul style="list-style-type: none"> The Applicant can provide details of an authorised representative who can submit the Application for and on behalf of the Applicant The Applicant can provide information on the organisation's years in operation, number of FTEs and contact details The Applicant can provide details on the regions within Australia (if applicable) that it has serviced The Applicant can demonstrate its commitment to the Skills and Training Policy The Applicant can demonstrate its compliance with the Modern Slavery Act. 	Yes / No