|  |
| --- |
| **User Guidance**  This **Request for Expressions of Interest – Returnable Schedules** has been developed for use by NSW Government Agencies. It is to be used in conjunction with the associated **Conditions for Application**, which are in a separate file.  **Request for Expressions of Interest**  **Returnable Schedules**  Please refer to the buy.nsw website at [*https://buy.nsw.gov.au/categories/construction*](https://buy.nsw.gov.au/categories/construction) to locate all documents referenced throughout this text. Guidance is based on Microsoft 365 Word.  **Guide Notes**  This standard form contains guidance in hidden text, ie:  **GUIDE NOTES:**  Guide Note examples  If the Guide Notes are not visible, click on the **Show/Hide** button “¶”.  If still not visible, then:  **•** Go to Microsoft Word **File/Options** menu;  • Select the **Display** tab; then  **•** Tick the **Hidden Text** check box and click the **OK** button.  This process can also be used to hide guide notes in a finished document.  **General**  **Insertion Points**  Each ‘»’ shows where input is required. Click onto each ‘»’ and overtype.  **When Completed:**  1. Remove all Guide Notes manually or by the following steps:  **•** On the **Editing** menu click **Replace**, then (if required)  **•** Click the **More** button;  **•** Click the **Format** button, click on **Font**;  **•** Tick the **Hidden** check box and click the **OK** button;  **•** Click the **Special** button, click on **Any Character**; then  **•** Click the **Replace All** button.  2. Delete this **User Guidance**, along with the following **Page Break**. |

For the publishing date of this version choose File - Properties - Summary - Comments box (WORD 2003) or OFFICE – prepare – properties – comments (WORD 2007).



*New South Wales Government*

**Request for Expressions of Interest**

**Returnable Schedules**

**(EOI Application)**

(Standard Version of Request for Expressions of Interest as at 27 July 2022)

Space

**Request for Expression of Interest for:**

**»**

**INSERT THE NAME OF THE PROJECT, EG: “gREENFIELD PUBLIC SCHOOL ADDITIONAL ACCOMMODATION – STAGE 2”**

**at »**

**INSERT THE LOCATION OF THE SITE OF the WORK, IF APPLICABLE, EG: “BOURKE STREET, FORT GREY, NSW 2880”**

**EOI No: »**

**insert the contract number for the proposed eoi**

**Applicant’s Name: »**

**insert APPLICANT’S LEGAL ENTITY NAME**

**EOI Applications close at »**

**insert the time/date, eg, 9.30 am (sydney time) 14 august 2022**

If required, replace the NSW State logo with an Agency logo.

insert the AGREEMENT nAME and REQUEST FOR TENDER nUMBER in the footer.

insert the AGREEMENT nAME and REQUEST FOR TENDER nUMBER in the footer.

The details must match those on the title page.

to update the table of contents:

* Click and highlight the table;
* Press “F9” Key; and
* in the “update table of contents” box select “update entire table”

remember to account for any and all movement of pages.

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1. application formapplication form

Fill in all details where “»” is shown.

* + - 1. THE APPLICANT

|  |  |
| --- | --- |
| Name of organisation submitting the EOI: | » |
| ABN: | » |
| ACN: | » |
| Trading name (if applicable): | » |
| Business address: | » |
| Website address: | » |
| Contact person - technical  (name & phone number): | » |
| Contact person – financial (name & phone number): | » |

Insert “pRE-QUALIFIED SERVICE PROVIDER”, “Applicant” or, if there will be an eti process, “prospective Applicant”.

* + - 1. EXPRESSION OF INTEREST

The applicant hereby applies for selection as a »

Insert the contract name/pre-qualified panel.

for »

in accordance with:

* the Request for Expression of Interest - Conditions for Applications; and
* addenda numbers »
  + - 1. APPLICANT’S UNDERTAKINGS

The applicant certifies that all details submitted in this Application are correct and agrees to abide by the Conditions for Applications.

The applicant authorises:

* the Principal’s representatives to conduct investigations to verify the statements and information submitted and clarify any aspect of this application; and
* any person or organisation to furnish information deemed necessary and requested by the Principal to verify the applicant’s competence and standing.

The applicant agrees that the Principal’s decision to pre-register applicants, with or without conditions, will be final and binding on the applicant.

End of application form

1. Applicant’s Details
   * + 1. LEGAL ENTITY

Submit the information specified below. Attach additional information if necessary.

|  |  |  |
| --- | --- | --- |
| The applicant is a:  (tick the applicable box) | * Sole Trader * Partnership * Other (provide details) | * Joint Venture * Company |
|  | » | |
| The organisation commenced trading on (date): | » | |
| Is the applicant a subsidiary company?  If **Yes**, the name & ABN of the ultimate holding company is: | Yes / No  »  ABN: » | |
| Is the applicant a holding company?  If **Yes**, the names & ABNs of divisions and subsidiaries are: | Yes / No  »  ABN: » | |
| If the applicant is a sole trader or partnership, the names and addresses of all members of the business are: | » | |

Where a related company of the applicant is, or may in the future be, involved as a participant or a provider for a different applicant, provide details of:

* the relationship between the related companies;
* the processes by which decisions concernign the applicant’s tender wil be made and responsibilities discharged during the selection process, if invited to submit a tender;
* any internal governance arrangements and other procedures which the applicant has or will put in place to address and resolve probity and competitiveness issues; and
* how compliance with such arrangements and procedures will be certified.

If applicable, details are provided at Attachment number »

* + - 1. LICENCES/CERTIFICATION

Insert mandatory requirements, if not included elsewhere.

The applicant holds:

|  |  |
| --- | --- |
| Type of Licence/Certification | Licence Number |
| » | » |
| » | » |
| » | » |

Evidence is provided at Attachment number »

End of returnable scheduleS – applicant’s details

1. Financial Information

Submit the information specified below in relation to the applicant as an organisation.

|  |  |
| --- | --- |
| 1. Copies of financial statements for the past two financial years, including:   i) balance sheets;  ii) detailed profit and loss statement, including a trading statement;  iii) statement of cash flows;  iv) notes to and forming part of the accounts;  v) an accountant’s report; and  vi) where existing, auditor's reports. | Attachment No ». |
| Notes:   * + The ABN/ACN on the financial statements must match the ABN/ACN of the applicant. Consolidation accounts of a parent organisation or group to which the applicant belongs are not acceptable.   + Where the applicant is a subsidiary company, financial statements must be for the subsidiary company and consolidated accounts for the whole group of companies are also required. |  |
|  |  |
| 1. If the latest financial statement is more than 6 months old, also submit the latest management report showing:   i) a balance sheet; and  ii) a detailed profit and loss statement, including a trading statement. | Attachment No ». |
|  |  |
| 1. Details of overdraft and guarantee facilities available to the applicant, including:   i) bank, branch, and account names;  ii) current bank overdraft balance and available limit;  iii) number and amount of bank guarantees outstanding and available limit; and  iv) details of other bank funding facilities available to the applicant, such as term loans, lines of credit, commercial bills and other debt instruments. | Attachment No ». |

End of returnable scheduleS – financial information

1. Management Systems

Submit the documents and information specified below.

INCLUDE requirements RELEVANT TO THE PROPOSED PROJECT. EXAMPLES ARE GIVEN BELOW. THESE MAY NEED TO BE AMENDED DEPENDING ON WHETHER ACCREDITED/CERTIFIED SYSTEMS ARE REQUIRED

* + - 1. ACCREDITED CORPORATE WORK HEALTH AND SAFETY MANAGEMENT SYSTEM

|  |  |
| --- | --- |
| Does the applicant have a corporate Work Health and Safety Management System accredited by either a NSW Government Agency or by the Federal Government Agency? | Yes / No |
| If Yes, evidence is at: | Attachment No ». |
| If Yes, evidence of implementation of the applicant’s accredited WHS Management System on projects is provided at: | Attachment No ». |
| If No, the applicant undertakes to submit a statement that its WHS Management System will be revised to comply with the WHSM Guidelinesand submitted to a NSW Government Agency for accreditation within 2 weeks after the close of tenders. | Yes / No |
| If No, evidence of implementation of the applicant’s WHS Management System in accordance with WHSM Guidelines on projects is provided at: | Attachment No ». |
| Has the applicant incurred any fine, prosecution or conviction for breachs of safety legislation in the last 3 years? | Yes / No |
| If Yes, the breach and remedial action are described at: | Attachment No ». |

* + - 1. ACCREDITED CORPORATE ENVIRONMENTAL MANAGEMENT SYSTEM

|  |  |
| --- | --- |
| Does the applicant have a corporate Environmental Management System accredited by a NSW Government Agency? | Yes / No |
| If Yes, evidence is at: | Attachment No ». |
| If Yes, evidence of implementation of the applicant’s accredited EMS on projects is provided at | Attachment No ». |
| If No, the applicant undertakes to submit a complying EMS and gain accreditation by a NSW Government construction agency before the tender/pricing phase starts. | Yes / No |
| If No, evidence of implementation of the applicant’s management of environmental matters in accordance with EMS Guidelines on projects is provided at: | Attachment No ». |
| Has the applicant incurred any fine, prosecution or conviction for breaches of environmental legislation in the last 3 years? | Yes / No |
| If Yes, the breach and remedial action are described at: | Attachment No ». |

* + - 1. CERTIFIED QUALITY MANAGEMENT SYSTEM

|  |  |
| --- | --- |
| Does the applicant have a Quality Management System certified to AS/NZS ISO 9001:2016 or equivalent? | Yes / No |
| If Yes, a current accreditation certificate is at: | Attachment No ». |
| If Yes, evidence of implementation of the applicant’s certified QMS on projects is provided at | Attachment No ». |
| If No, evidence that the applicant is capable of systematically planning and managing the quality of its work in accordance with QMS Guidelines on projects is at: | Attachment No ». |
| A copy of the Table of Contents for a Project Quality Plan for work similar to the proposed project is at: | Attachment No ». |

* + - 1. AUDITS BY THE PRINCIPAL

|  |  |
| --- | --- |
| The applicant is willing to have its quality management systems audited by the Principal or the Principal’s agents. | Yes / No |
| The applicant undertakes to complete any corrective action requests arising from any such audits. | Yes / No |

* + - 1. INDUSTRIAL RELATIONS MANAGEMENT

|  |  |
| --- | --- |
| Evidence that the applicant has demonstrated the capacity to manage systematically its industrial relations processes in accordance with the NSW Industrial Relations Guidelines: Building and Construction Procurement (NSW Guidelines) is provided at: | Attachment No ». |

End of returnable scheduleS - Management systems

1. Applicant’s Experience and Capability

AMEND PERIOD, IF REQUIRED, EG, 3 YEARS.

* + - 1. CURRENT OR RECENTLY COMPLETED SIMILAR WORK

Provide the following details for three contracts for work, similar in size, type, value and complexity to the proposed contract, that the applicant is currently undertaking or completed within the last 2 years.

Provide a separate schedule for each contract.

|  |  |
| --- | --- |
| **Contract Details** |  |
| Contract name: | ». |
| Final or anticipated contract value (including GST): | $». |
| Duration of contract: | ». |
| Actual or anticipated completion date: | ». |
| Name type of General Conditions of Contract: | ». |
| Client organisation: | ». |
| Client contact person  (name & telephone no.): | ». |
| Description of the contract, demonstrating its similarity to the proposed contract: | ». |

* + - 1. RELATIONSHIP MANAGEMENT AND COOPERATIVE CONTRACTING

Provide verifiable information demonstrating the applicant’s commitment to, and proven record of, working in partnership with project managers, clients, designers and other stakeholders. Include examples with particular reference to collaborative arrangements and beneficial outcomes (eg, completion ahead of time) and/or lessons learned.

The applicant’s response is at Attachment No ».

End of returnable schedules – applicant’s experience and capability

1. Proposed Personnel

INCLUDE this schedule if APPROPRIATE.

* + - 1. PROPOSED MANAGEMENT STRUCTURE

Submit an organisation chart showing proposed personnel and consultants and their proposed roles. Attached to the chart where they would be based, when they would be on Site and for what purpose.

* + - 1. KEY PERSONNEL

For each of the proposed key personnel, submit the information listed below. Provide a separate schedule for each person.

|  |  |
| --- | --- |
| Name: | ». |
| Position in the applicant’s organisation: | ». |
| Discipline: | ». |
| Availability (other current & future commitments): | ». |

Attach brief details (no more than 2 pages) of the person’s relevant qualifications and experience.

Submit the following details for one current or recently completed project of similar nature and value, for which the person carried out a similar role:

|  |  |
| --- | --- |
| **Details** |  |
| Project/contract name: | ». |
| Value of the work (incl. GST): | $». |
| Actual or anticipated completion date: | ». |
| Role undertaken by the person: | ». |
| Client organisation: | ». |
| Client contact person (name & telephone no.): | ». |
| Description of the work: | ». |

For each nominated person, provide details of an equivalent replacement, including their qualifications and availability.

The applicant’s response is at Attachment No ».

End of returnable schedules – proposed personnel

1. Proposed Consultants

INCLUDE this schedule if APPROPRIATE.

If the applicant proposes to use consultants for design, documentation or certification, submit the information listed below. Provide a separate schedule for each consultant.

* + - 1. CONSULTANT DETAILS

|  |  |
| --- | --- |
| Name of consultant: | ». |
| Contact person (name & telephone no.): | ». |
| Discipline(s): | ». |
| Services to be provided for the contract: | ». |

* + - 1. CONSULTANT’S RELEVANT RECENT EXPERIENCE

Provide the following details for three current or recently completed commissions the consultant has carried out for similar work:

|  |  |
| --- | --- |
| **Commission Details** |  |
| Project name: | » |
| Description of the commission: | ».. |
| Value of work constructed as a result of the commission: | $» |
| Actual or anticipated completion date: | » |
| Client organisation: | » |
| Client contact person (name & telephone no.): | » |

* + - 1. KEY PERSONNEL

Identify the consultant’s key personnel and provide the following information for each.

|  |  |
| --- | --- |
| Name: | » |
| Discipline: | » |
| Qualifications: | » |
| Relevant experience: | » |

The applicant’s response is at Attachment No(s) »

End of returnable schedules – proposed consultants

1. Understanding of Project Requirements

Submit the information requested below. Do not submit more than two pages in response to any one requirement.

include items critical to the success of the project which applicants are able to address on the basis of information provided in the request for eoi. the items listed below are examples only.

* + - 1. KEY RISKS

Submit a preliminary risk management plan for the work under the proposed contract, identifying the major risks and proposed management strategies.

* + - 1. PROPOSED DESIGN MANAGEMENT STRATEGY

Submit a description of the proposed method of managing the required design, including governance structure and responsibilities, how interfaces between different disciplines will be coordinated and arrangements for design review and verification.

* + - 1. CONCEPT DESIGN

Submit sufficient details of the concept design to allow assessment of its capacity to meet project objectives.

* + - 1. INNOVATION

Provide details of any innovations that will add value to the project for the Principal.

* + - 1. RELATIONSHIP MANAGEMENT & COMMUNICATIONS

Submit a description of the proposed strategy for managing the contractual relationship with the Principal, including developing effective lines of communication, enhancing cooperation and utilising alternative dispute resolution.

Submit details of the proposed method of managing consultation and communication with stakeholders, including the client, those currently occupying the Site and the community.

* + - 1. SUSTAINABILITY

Submit a list of the key sustainability objectives for the contract and describe the management strategies proposed to ensure they will be achieved. As a minimum, address energy efficiency, water conservation, waste minimisation and pollution reduction during both construction and operation of the proposed facilities.

* + - 1. CONSTRUCTION METHODOLOGY

Submit details of the construction methodology for the following work activities:

high risk design or construction activities relevant to the proposed contract may be listed.

»

»

Other critical work activities identified by the applicant.

Include details of specialist plant and equipment and its availability.

The applicant’s response is at Attachment No »

end of returnable schedules – understanding of contract requirements

1. Schedule of Skills, Training and Diversity in Construction

Delete this schedule if Conditions of application clause – Skills, training and diversity in construction has been deleted.

Refer to Conditions of Application clause – Skills, training and diversity in construction

* + - 1. APPLICANT'S PREVIOUS PERFORMANCE

Nominate at least three contracts/projects completed within the last five years where the requirements of the NSW Government’s Skills, Training and Diversity guidelines were implemented.

|  |  |  |  |
| --- | --- | --- | --- |
| **Client** | **Name & location of contract** | **Contract Price ($m)** | **Start Date/**  **Completion Date** |
| » | » | » | » /» |
| » | » | » | » /» |
| » | » | » | » /» |

1. Schedule of Compliance - Dealing with Modern Slavery

submit when requested.

Delete this schedule if the Conditions of APPLICATION clause – “Dealing with Modern Slavery” has been deleted.

**further guidance is available from**: <https://buy.nsw.gov.au/resources/modern-slavery-and-procurement>

* + - 1. DEFINITIONS

In this Schedule:

|  |  |
| --- | --- |
| ***Anti-slavery Commissioner*** | means the Anti-slavery Commissioner appointed under the *Modern Slavery Act 2018* (NSW); |
| ***Information*** | may include (as applicable) information as to any risks of, actual or suspected occurrences of, and remedial action taken in respect of, Modern Slavery but excludes ”personal information” as defined in the *Privacy and Personal Information Protection Act 1998 (NSW)* or information which tends to identify individuals; |
| ***Modern Slavery*** | has the same meaning as in the Modern Slavery Laws and includes slavery, servitude, forced labour, human trafficking, debt bondage, organ trafficking, forced marriage and the exploitation of children; |
| ***Modern Slavery Laws*** | means, as applicable, the *Modern Slavery Act 2018* (NSW) and the *Modern Slavery Act 2018* (Cth); |
| ***Modern Slavery Offence*** | has the same meaning as in the *Modern Slavery Act 2018* (NSW); |
| ***Modern Slavery Statement*** | means a modern slavery statement as required or volunteered under the *Modern Slavery Act 2018* (Cth). |

* + - 1. COMPLIANCE

The Consultant warrants that, as at the date of its Date of Contract, neither the Consultant, any entity that it owns or controls or, to the best of its knowledge, any Subconsultant of the Consultant, has been convicted of a Modern Slavery Offence.

* + - 1. INFORMATION

The Consultant must:

* subject to any restrictions under any applicable laws by which it is bound, provide to the Principal, within 30 days of a request by the Principal, any Information and other assistance, as reasonably requested by the Principal, to enable the Principal to meet its obligations under the *Modern Slavery Act 2018 (NSW)* and associated regulatory requirements (for example, annual reporting requirements and NSW Procurement Board directions), including cooperating in any Modern Slavery audit undertaken by the Principal (including by a third party on behalf of the Principal) or the NSW Audit Office, providing reasonable access to the Principal’s/Audit Office’s auditors to interview the Consultant’s staff and, so far as these matters are known to the Consultant, disclosing the source, place and country of origin of goods and services being supplied;
* within 7 days of providing a Modern Slavery Statement to the Commonwealth, provide a copy of that Modern Slavery Statement to the Principal; and
* notify the Principal in writing as soon as it becomes aware of either or both of the following:
  + a material change to any of the Information it has provided to the Principal in relation to Modern Slavery; and
  + any actual or suspected occurrence of Modern Slavery in its operations or supply chains (or those of any entity that it owns or controls).

The Consultant may provide any Information or report requested by the Principal in the form of a previously prepared statement or repurposed report, for example, a statement provided in response to a similar request for information from another Australian public sector agency, or refer the Principal to its publicly available Modern Slavery Statement, provided that such statement or report provides generally the same Information as that sought by the Principal.

The Consultant must, during the term of this Agreement and for a period of seven (7) years thereafter:

* maintain; and
* upon the Principal’s reasonable request, give the Principal access to, and/or copies of, a complete set of records in the possession or control of the Consultant to trace, so far as practicable, the supply chain of all goods and services provided under this Agreement and to enable the Principal to assess the Consultant’s compliance with this Annexure (Modern Slavery).
  + - 1. MODERN SLAVERY DUE DILIGENCE

The Consultant must take reasonable steps to ensure that Modern Slavery is not occurring in the operations and supply chains of the Consultant and any entity that it owns or controls.

* + - 1. SUBCONTRACTORS

The Consultant must take reasonable steps to ensure that all subcontracts of the whole or part of this Agreement contain Modern Slavery provisions that are reasonably consistent with the provisions in this Annexure (Modern Slavery), having regard to the nature of the procurement.

* + - 1. RESPONSE TO MODERN SLAVERY INCIDENT

If the Consultant becomes aware of any actual or suspected occurrence of Modern Slavery in its operations or supply chains (or in those of any entity that it owns or controls), the Consultant must take reasonable steps to respond to and address the occurrence in accordance with any internal Modern Slavery strategy and procedures of the Consultant and any relevant Code of Practice/Conduct or other guidance issued by the Anti-slavery Commissioner or (if the Principal notifies the Consultant that it requires the Consultant to comply with the relevant NSW Procurement Board Code/guidance) by the NSW Procurement Board.

Any action taken by the Consultant under the Clause above will not affect any rights of the Principal under this Contract, including its rights under Clause 10 – Termination.

* + - 1. TERMINATION ON GROUND OF MODERN SLAVERY

The Principal may terminate this Agreement for Consultant’s Default in accordance with the termination clause of the General Conditions of Contract, on any one or more of the following grounds:

* the Consultant has failed to disclose to the Principal, prior to the Date of Contract, that the Consultant, or any entity owned or controlled by the Consultant, has been convicted of a Modern Slavery Offence;
* the Consultant, or any entity owned or controlled by the Consultant, is convicted of a Modern Slavery Offence during the term of this Contract;
* in the Principal’s reasonable view, the Consultant has failed to notify the Principal as soon as it became aware of an actual or suspected occurrence of Modern Slavery in its operations or supply chains (or in those of any entity that it owns or controls);
* in the Principal’s reasonable view, the Consultant has failed to take reasonable steps to respond to an actual or suspected occurrence of Modern Slavery in its operations or supply chains (or in those of any entity that it owns or controls); or
* in the Principal’s reasonable view and in accordance with Clause 10.4.4., the Consultant has otherwise committed a substantial breach (including multiple minor (non-trivial) breaches).

**(Complete Attachment A )**

ATTACHMENT A – Dealing with Modern Slavery risks

The questions in this Attachment are aimed at improving understanding and to support the development of steps to deal with the risks of Modern Slavery. It is acknowledged that some Applicants would not have procedures to deal with these risks already in place. This information can either be set out in this table or in an annexure to this Attachment.

|  |  |  |
| --- | --- | --- |
| **Item** | **Information Request** | **Response** |
| 1 | Is the Applicant subject to reporting requirements under the Commonwealth*Modern Slavery Act 2018*(operates in Australia & has an annual consolidated revenue >$100m) (*Provide Details*: if ‘Yes’ please attach a copy of the most recent Modern Slavery Statement) | Yes / No |
| 2. | List the item number(s) that best describe the Applicant’s usual supply chain for materials, manufactured goods and services:   1. *Local (Australian) sources who obtain goods locally and overseas* 2. *Direct importation of some materials (list major sourcing country)* 3. *Direct importation of some manufactured goods (list major sourcing country)* 4. *Use of exclusively local service providers* 5. *Use of some overseas service providers* 6. *Other (please provide details)* | Item No(s). |
| 3. | List the item number(s) that best describe how the Applicant manages/ proposes to manage the risk of modern slavery in its operations and supply chains:   1. *Comprehensive processes are in place (please provide details)* 2. *Some processes have been introduced and a rollout plan is underway (please provide details)* 3. *In the planning stage* 4. *Not yet commenced but have an intention to commence* 5. *Have not yet been required to take any action* 6. *Other (please provide details)*   (Provide Details: if applicable, describe any policies, guidelines, training, or other risk-based due diligence or remediation frameworks that are in place or are planned.) | Item No(s). |
| 4. | List the item number(s) that best describe how the Applicant plans to engage with its suppliers regarding the management of modern slavery risks:   1. *Supplier screening checks* 2. *Supplier on boarding, audits* 3. *Site visits* 4. *Questionnaire* 5. *Procedures are In the planning stage* 6. *Have not yet developed any engagement plans* 7. *Other (please provide details)* | Item No(s). |
| 5. | List the item number(s) that best describe how the Applicant identifies/ proposes to identify modern slavery risks in its operations and supply chains:   1. *Comprehensive processes are in place* 2. *Adopt a risk-based approach to the procurement and supplier,* 3. *Communicate with buyers and suppliers so that everyone understands the part they can play* 4. *Not yet commenced but have an intention to commence an identification process* 5. *Have not yet been required to take any action* 6. *Other (please provide details)* | Item No(s). |
| 6. | In relation to the goods and/or services the Applicant may supply under this tender, have any modern slavery risks been identified? (Provide Details: if ‘Yes’ please describe the nature of the risks identified) | Yes / No |
| 7 | List the item number(s) that best describe how the Applicant tracks/ proposes to track the effectiveness of action taken to address modern slavery risks:   1. *Feedback from an industry group or others* 2. *External audits* 3. *Employee surveys* 4. *Monitoring feedback and complaints* 5. *Communications with buyers and suppliers* 6. *Not yet commenced but have an intention to commence a monitoring process* 7. *Have not yet been required to take any action* 8. *Other (please provide details)* | Item No(s). |
| 8. | Is there any further supporting information the Applicant has prepared to demonstrate actions to address modern slavery in its operation and supply chain? (Provide Details: if ‘Yes’ please attach supporting information. This could include your ethical sourcing policy, human rights policy, sustainability report, statement of business ethics, or supplier code of conduct.) | Yes / No |
| 9. | Does the Applicant consent to have the information provided in this Attachment shared with other NSW government agencies through a supplier database to minimise duplication? (Provide Details: if ‘No’, please advise any privacy/ confidentiality concerns. | Yes / No |

1. Aboriginal Participation Information

Delete this schedule if Conditions of application clause – Aboriginal participation has been deleted.

Submit the documents and information specified below. Refer to Conditions of Application Clause – Aboriginal Participation.

* + - 1. EVIDENCE OF DIRECT EMPLOYMENT OR EDUCATION

Nominate, where available, up to three contracts/projects completed within the last five (5) years or that are currently being carried out that demonstrate the Applicant’s capacity and commitment to employ or educate Aboriginal people to undertake construction-related activities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client** | **Name & location of contract**  *E.g. Sutherland Hospital Carpark; Dubbo Water Treatment Plant; Tamworth Coles Shopping Centre; 3 Storey Unit Block, Penrith.* | **Contract Price/**  **Project Value** | **Start Date** | **Completion Date** |
|  |  |  |  |  |
| » | » | » | » | » |
| » | » | » | » | » |
| » | » | » | » | » |

For each nominated contract/project, attach details and documented evidence of any of the following activities successfully undertaken by the Applicant:

* direct employment of Aboriginal people in planning, design or delivery;
* employment of Aboriginal people through a recognised group training or labour hire company;
* procurement from or engagement of recognised Aboriginal businesses; or
* education of Aboriginal people engaged in project planning, design and delivery.

1. Meeting the Project Program

Submit the information requested below. Do not submit more than two pages in response to any one requirement.

include items critical to meeting the project program which applicants are able to address on the basis of information provided in the request for eoi. the items listed below are examples only.

* + - 1. PROPOSED DELIVERY PROGRAM

Submit a proposed delivery program for the project under the proposed contract based on the indicative timelines.

* + - 1. APPLICANT’S ANTICIPATED COMMITMENTS ON OTHER WORKS

Submit information of the applicant’s anticipated commitments on other works during the proposed delivery program.

* + - 1. MANAGEMENT OF RESOURCING ISSUES AND POTENTIAL CONFLICTS

Submit a description of the proposed strategy for managing anticipated as well as unexpected resourcing issues and potential conflicts.

The applicant’s response is at Attachment No »

end of returnable schedules – understanding of contract requirements

1. Compliance of Application

State in the table below where the application contains information on each evaluation criterion. Tick the boxes to confirm the application contains all the completed Returnable Schedules and insert applicable Attachment numbers.

List all the evaluation criteria set out in the request for eoi.

insert applicable numbers for returnable schedules.

modify the table by inserting or deleting rows, as required.

|  |  |  |
| --- | --- | --- |
| **MANDATORY EVALUATION CRITERIA** | | |
| **Evaluation Criterion** | **Relevant information is found at:** | |
|  |  | |
| **Formal EOI application** | Application Form | |
|  |  | |
| **Legal entity** | Returnable Schedule 2 Attachment » | |
|  |  | |
| **Financial capacity** | Returnable Schedule 3 Attachment » | |
|  |  | |
| **Management Systems**  **Work Health & Safety Management**  **Environmental Management**  **Quality Management** | Returnable Schedule 4  Attachment »  Attachment »  Attachment » | |
| **SCORED AND WEIGHTED EVALUATION CRITERIA** | |  |
| **Applicant’s Experience and Capability** | Returnable Schedule » Attachments » | |
|  |  | |
| **Proposed Personnel** | Returnable Schedule » Attachments » | |
|  |  | |
| **Proposed consultants** | Returnable Schedule » Attachments » | |
|  |  | |
| **Understanding of Project Requirements** | Returnable Schedule » Attachments » | |
| **ADD ADDITIONAL returnable scheduleS AS REQUIRED** |  | |
|  | Returnable Schedule » Attachments » | |

end of returnable schedule – compliance of application

**END OF SECTION – RETURNABLE SCHEDULES**