



Australian Government
Department of Employment

Time to Work Employment Service 2018 - 2021 (Time to Work Service)

Request for Tender



Overview

- Time to Work Service
 - Key features and overarching principles
 - Service content and delivery
 - Payments
 - Who is eligible to tender
- Probity and Purchasing Arrangements
- The tendering and selection process



Time to Work Service

Overview of the initiative



Prison to Work Report

Aboriginal and Torres Strait peoples are over represented in the prison system

- 27 per cent of the prison population
- 2 per cent of Australian adults
- 1 in 4 who are looking for work are ex-offenders



Key features of the service

Aboriginal or Torres Strait Islander prisoners who volunteer to participate in the service will be given:

- Comprehensive employment assessments:
 - Job Seeker Classification Instrument Assessment
 - Employment Services Assessment
- Transition Plan
- Facilitated Transfer

Services are expected to be delivered in a culturally competent manner



Cultural Competence

awareness, knowledge and understanding of:

- different cultural perspectives
- the unique aspects of Aboriginal and Torres Strait Islander societies and cultures
- history and of how the past has shaped and continues to impact the lives of Aboriginal and Torres Strait Islander peoples today, and
- the complexities, challenges and opportunities involved in improving and sustaining policy and program outcomes in partnership with Aboriginal and Torres Strait Islander peoples.



Overarching Principles

Applying cultural competence to:

- Knowledge of issues
- Sensitive and effective communication
- Ability to work with prisons
- Linkages and network



Where and when will Service be delivered?

- operate in non-remote locations
 - see [Appendix E](#) of the RFT
- Commencement reliant on MOU with each state and territory
- Proposed servicing to commence
 - From January 2018 in NSW, ACT and Tasmania
 - From April 2018 in SA and Victoria
 - From July 2018 in NT, WA and Qld.



Who is eligible for the service?

- Aboriginal and Torres Strait Islander prisoners
- Approximately three months before release
- Participation is voluntary



What can a Participant expect?

Respectful interactions with Providers

- Information on the Time to Work Service
- comprehensive employment assessments,
- a discussion of work history, training and education, employment barriers
- a Transition Plan
- a coordinated Facilitated Transfer.



Employment assessments

Job Seeker Classification Instrument

Employment Services Assessment



Transition Plan

- post-release activities, support needs and referrals to relevant services
- support services accessed while in Prison
- career and work goals
- labour market conditions of the area in which the Participant will live
- skill gaps
- vocational barriers
- relevant family obligations, and
- post-release employment services



Facilitated Transfer

- Will occur following the DHS pre-release interview
- Involves Participant, Prison to Work Provider and post-release Employment Service Provider
- Opportunity to discuss Transition Plan



Payments

- Upfront payment – paid every six months
- Transition Plan service fee - \$220 (GST incl)
- No pro-rata payments



Upfront Payment example

Payments for first six months

- First upfront payment for 200 eligible prisoners
 $(50\% \text{ of } 200) \times \$335 = \$33,500$

Payments for second six months

- Second upfront payment for 200 eligible prisoners
 $(50\% \text{ of } 200) \times \$335 = \$33,500$

Payments for third six months

- Third upfront payment on 180 **actual** eligible prisoners
 $(70\% \text{ of } 200) \times \$335 = \$46,900$

Payments for fourth six months

- Fourth upfront payment on 220 **actual** eligible prisoners
 $(70\% \text{ of } 220) \times \$335 = \$51,590$



Transition Plan Payment example

Payments for first six months

- First Transition Plan payment for 90 approved Transition Plans
 $90 \times \$220 = \$19,800$

Payments for second six months

- Second Transition Plan payment for 140 approved Transition Plans
 $140 \times \$220 = \$30,800$

Payments for third six months

- Third Transition Plan payment for 126 approved Transition Plans
 $126 \times \$220 = \$27,720$

Payments for fourth six months

- Fourth Transition Plan payment for 154 approved Transition Plans
 $154 \times \$220 = \$33,880$



Time to Work Employment Service

Probity and Purchasing Arrangements



Probity and Purchasing–Overview

- Probity principles
- Purchasing objectives
- Communication protocol
- Purchasing and selection process
- Evaluation process
- Lodgement of response
- Further information



Probity Principles

- Fairness and impartiality
- Consistency and transparency
- Encouraging competition and participation
- Identifying and managing conflicts of interest
- Security and confidentiality
- Compliance with relevant legislative obligations and the Commonwealth Procurement Rules
- Establishing and maintaining a clear audit trail



Purchasing Objectives

- Commonwealth Procurement Rules
- Value for money principles
- Consideration of risk



Communication Protocol

- Purpose:
 - Ensure consistent messaging
 - Minimise risk of any improper practice
 - Uphold the probity of the process
- Questions about the Request for Tender must be directed through the Hotline preferably via email.



Eligibility to Apply

- Respondents must have an ABN
- Respondents can be:
 - a single entity
 - a group of entities
 - a single entity or group of entities and some or all of the services are delivered by subcontractors



Eligibility to Apply (2)

- Group Respondents
 - Consortium, a joint venture, a partnership, an alliance
 - Expectation that group Respondents remain constant
 - Changes must be approved in writing by the Department



Eligibility to Apply (3)

- Australian Government
- State/territory governments
- Local governments
- Foreign companies



Eligibility to Apply (4)

- Competing entities
- Collusion and improper influence
- Conflict of interest



Coverage and Conditionality

- Coverage and Conditionality Form
- One Provider per participating Prison
- Can specify conditions



Purchasing and Selection Process

- Responding to selection criteria
 - Address all criteria
 - Must lodge on correct forms
 - Keep to character limit



Selection Criterion 1

- Organisational Capability
 - Structure, governance, reporting
 - Risk management
 - Staff recruitment and retention
 - Indigenous business participation
- Pass/Fail

Character limit: 3,000



Selection Criterion 2

- Cultural Competence
 - Examples or previous programs
 - Understanding of different communities
 - Cultural training for new staff
 - Commitment to employ Aboriginal & Torres Strait Islander people to deliver this program
- Weighting = 40%

Character limit: 6,000



Selection Criterion 3

- Organisational Experience
 - Understanding of employment services
 - Building relationships with key stakeholders
 - Female and special needs
- Weighting = 30%

Character limit: 5,000



Selection Criterion 4

- Prison-specific Service Delivery Strategies
 - Strategies for working within the specific Prison
 - Prisoners with special needs
- Weighting = 30%

Character limit: 4,000 per Prison



Evaluation Process

- Receipt of responses
- Registration and conformance checks
- Evaluation of responses against Selection Criteria



Evaluation Process (2)

- Financial viability
- Recommendations
- Final decisions
- Other considerations
 - Referees
 - Responsibility of Respondents



Contracting with the Department

- Execution of Deeds of Standing Offer
- Offer(s) of business



Contracting with the Department (2)

- Double funding
- ABN required
- Department's IT systems



Lodgement of Response

- Electronic lodgement conditions
- Notice published on AusTender (**tenders.gov.au**) but responses must be lodged through the 360Pro System
- Lodge using the correct forms
- No attachments unless specifically requested
- Corrections and additions notified in addenda
- Incomplete tenders or non-competitive responses



Key Dates

Key Event	Date
Release of the Request for Tender	12 October 2017
Closing date for the Request for Tender	12.00 noon (Canberra time), 6 November 2017
Notification of outcomes and Dispatch of Deeds	December 2017 to May 2018
Providers commence delivery	January 2018 to July 2018



Further Information

- **Request for Tender pack**
360Pro – tinyurl.com/360Pro-employment
AusTender – tenders.gov.au
- **Responses to the Request for Tender to be lodged on**
360Pro – tinyurl.com/360Pro-employment
- **Employment Services Purchasing Information website**
employment.gov.au/purchasing
- **Employment Services Purchasing Hotline**
Email: espurchasing@employment.gov.au
- **Probity/Integrity Concerns**
Email: luke.dejong@employment.gov.au



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Questions

