

QUESTIONS AND ANSWERS

Updated: 5 August 2020

Q1: Why are we approaching the market to engage a Panel of Providers for Professional Development Services (PDS)?

A: The aim is to secure external capabilities that align with the plan to support the DFV/SV/WH sector across Queensland. The panel of providers will have the essential skills, experience, quality of practice and geographical reach to offer high quality services.

Q2: What are the key dates for the tender process?

A: Opportunity for questions closing: 22 August 2020
Closing date SOA: 28 August 2020
Panel formed: 1 October 2020

Q3: What is the process once appointed to the panel of providers?

A: Once the panel is established, and as needs arise a Project Officer from WorkUP Queensland will be in contact to engage services, based on location, identified workforce need and program planning. We are looking forward to developing a relationship with suppliers and working collaboratively to support the sector.

Q4: If I am already contracted with WorkUP Queensland, do I need to complete the Standing Offer Arrangement to be considered for the Panel?

A: All Service Providers, currently sub-contracted to WorkUP Queensland, should still apply if they wish to be considered for future services involving professional development services. We recognise the strong relationships and these organisations' capacity and capability. However, the scope of services being offered has opened up and we are seeking to be inclusive of all providers.

Q5: Should I apply if I am a sole trader or small business?

A: Absolutely, all businesses / sole traders with the capacity and capability to provide professional development services are encouraged to apply.

Updated: 17 August 2020

Q6: Is acceptable proof evidence of a submitted application for a blue card with a proviso that the copies of blue cards will be provided once they are issued? Does the blue card (or submitted application) need to be a 'paid employee' blue card, or will a volunteer blue card suffice?

A: A copy of the application for a blue card with your submission is acceptable (we appreciate they take 28 days to be issued); however, copies of the blue cards must be forwarded when issued. A blue card for a paid employee or volunteer is acceptable.

Updated: 19 August 2020

Q7: For what term/length of term will panel members be appointed?

A: The Panel appointment will commence on 1 October 2020 until the end of the Agreement in 2024; and subject to the supplier's performance under the Deed of Arrangement.

Q8: If appointed to the Panel, is it possible to know approximately how many training events might be scheduled in over what period? (this information would assist us with our own workforce planning)?

A: WorkUP Queensland posts a calendar of events over a six month period, please refer to our website (<https://workupqld.org.au/wp-content/uploads/2020/08/Professional-Development-Calendar-Aug-Nov-2020.pdf>). The training events applicable to the supplier will depend on the supplier's capacity and capability. Please also refer to Q3.

Q9: Will there be any reporting or other accountability processes connected to being on the panel?

A: Providing feedback by way of a report is expected at the end of each session; however, the supplier has an opportunity to discuss added-value services in Schedule B, Q4.

Q10: Please information that WorkUP is seeking when requesting information about ‘service capabilities’ or capabilities in general (forgive semantics but as capability, capacity and competency are words that are often used interchangeably, we seek to confirm information expectations)?

A: Capability is the ability to provide a specific service within the in-scope areas (Clause 1.1). For example, leadership training or delivery in the foundations of Domestic Family Violence.

Q11: Please confirm that the supplier will invoice the Principal for training; training participants will pay any attendance fees to the Principal?

A: That is correct, the supplier will invoice the Principal and any attendance fee will be paid to the Principal.

Q12: Should the supplier formulate price estimate on a per session or per participant basis?

A: The price should be estimated on a per session basis.

Q13: When requesting ‘price per service’ does this mean actual costs, or amount that the supplier would invoice the Principal for?

A: Price per service is the value that the supplier will invoice the Principal.

Updated: 24 August 2020

Q14: The price for training we have done in the past has been negotiated on what was required at the time. How do we cost services if they vary depending on how much time is required in development?

A: As a general rule it is assumed that the cost of delivery is inclusive of the development of content over time. However, there may be new circumstances where content is developed at the request of WorkUP Queensland, and this can be costed separately on Schedule B – Costs (we suggest estimating the number of hours by an hourly rate).