SCHEDULE 1 – EXAMPLE STANDING OFFER REQUEST FOR SUPPLY

This Schedule 1 describes the information requirements for a Standing Offer Request for Supply issued under the Standing Offer (if formed). Attachment 1 to this Schedule 1 is a partially complete Annexure Part A to the AS4122-2010 General Conditions of Contract for Consultants (as amended). Each Standing Offer Request for Supply will include its own:

(a) Annexure Part A to the AS4122-2010 General Conditions of Contract for Consultants (as amended);

(b) Scope / Contract Particulars; and

(c) Reply form.

Standing Offer Request for Supply

The sample form below specifies the minimum information requirements for a Standing Offer Request for Supply. A reference to an 'Item' refers to the corresponding reference in the Contract Conditions. The Client may supplement these minimum requirements if required.

STANDING OFFER REQUEST FOR SUPPLY FORM *(This is a Standing Offer Request for Supply as defined the Standing Offer Conditions. This form attaches Annexure Part A required by the Contract Conditions.)*	
This Standing Offer Request for Supply is issued in connection with the Standing Offer formed under **RFO WCS2024NR1** *(Capitalised terms used in this form have the meaning given in the Contract Documents. A reference to the "Consultant" is, for the purpose of the Standing Offer, a reference to the "Supplier" and a reference to the "Client" is, for the purpose of the Standing Offer, a reference to the "Eligible Customer" prior to formation of the Contract, and, from formation of the Contract to the "Customer".)*	
Client	[Insert Client's legal entity name]
Request for Supply No.	[Insert Request for Supply Number]
Project Name	[Insert Project Name]
Contact Name	[Insert contact name and title]
Contact Details	[Insert email / phone contact details]
REPLY REQUIREMENTS	
REPLY DUE BY	[Insert due date / time for the Consultant's Reply]
REPLY FORMAT	The Consultant must document their Reply using the form issued by the Client.

REPLY VALIDITY PERIOD		The Client may rely on the information in the Reply for a period of up to two months from the date of receipt of the Reply or shorter where circumstances allow.
REPLY SUBMISSION REQUIREMENTS		[Client to specify preferred submission method, e.g. by email to the listed contact person or by uploading to Tenders WA]
1	**DELIVERY REQUIREMENTS**	
(a)	CONTRACT DELIVERY POINT	Metropolitan (Zone 1 as referenced in the Buy Local Policy) *OR* [Client to specify location if location is not metropolitan] As the Contract Delivery Point is regional, Consultants may claim Regional Price Preferences as applicable. To claim Regional Price Preferences, Consultants must complete Attachment A and return with its Reply. *<Drafters please ensure Attachment A is deleted if the Contract Delivery Point is metropolitan. If the Contract Delivery Point is regional, please ensure Attachment A is included in the Reply form.* *In addition, where seeking quotes for work that will be undertaken in a regional location, at least one quotation must be from a regional business, if available.>*
(b)	PREMISES	[Client to specify details of the premises, if relevant]

2	**SPECIAL CONDITIONS**	
(a)	ENGAGING SUBCONSULTANTS	*<Drafters please include the following 'Engaging Subconsultants' if the scope includes engaging a Lead Consultant.>* This Standing Offer Request for Supply is for a lead consultant (**Lead Consultant**). The Lead Consultant may charge the Client the subconsultant pass through costs in accordance with subclause 10.11(b) of the contract conditions underpinning WCS2024NR1 (AS4122-2010 (Amended)). Where a Lead Consultant seeks to engage a subconsultant that is: • also a Supplier under WCS2024NR1, the Lead Consultant must comply with the Buying Rules; or • if not a Supplier appointed to WCS2024NR1, the Lead Consultant must comply with the minimum approach to market requirements as outlined within Rule C4.1 of the Western Australian Procurement Rules (Procurement Direction 2021/02). The Lead Consultant must comply with the WA Procurement Rules when undertaking tendering processes. It is incumbent on Lead Consultants to ensure it uses the latest published version of the WA Procurement Rules which are available on wa.gov.au and updated from time to time.
		The Client may at any time request that the Lead Consultant provide evidence of compliance with this section, and if the Lead Consultant cannot substantiate compliance to the satisfaction of the Client, the Client may by written notice to the Lead Consultant: • direct that the subconsultant is removed from providing services under the Contract within the timeframe specified by the Client in the notice; and/or • direct that all work performed by the subconsultant that was not engaged in accordance with this section be resupplied by a different subconsultant engaged in accordance with this section at the Lead Consultant's own cost.
(b)	RECIPIENT CREATED TAX INVOICES	Is a Recipient Created Taxation Invoice required for this engagement? YES ☐ NO☐
(c)	SPECIAL CONDITION/S	[Client to specify details of the special conditions, if relevant].

3	**PRICING AND PAYMENTS**	
(a)	PRICE NEGOTIATION	Clients and Consultants may negotiate hourly rates lower than the maximum hourly rates in the Pricing Form for the number of hours allocated for completion of the scope of work. Consultants must supply a breakdown of rates if requested to do so by the Client when negotiating a fixed fee.
(b)	DISBURSEMENTS	*<Drafters please choose from the following options.>* *<Option 1 Perth metropolitan area delivery:>* Refer to subclause 10.1 of the Contract Conditions, no disbursements will be payable. *<Option 1 Regional WA delivery:>* Notwithstanding subclause 10.1 of the Contract Conditions, due to the Contract delivery being located in regional Western Australia (as defined in the Buy Local Policy), travel and accommodation disbursements are payable under the Contract provided that: (a) the Contract delivery point is located more than 80 kilometres from the Consultant's permanent operational office from which the Consultant is managing and delivering the Contract, and the travel and accommodation disbursements are from that permanent operational office to and from the Contract delivery point, and accommodation at the Contract delivery point; and (b) the disbursement fees have been set with reference to the Fees or hourly rates.

4	**CONTRACT ADMINISTRATION**	
(a)	CONTRACT MANAGEMENT REQUIREMENTS	[Client to specify relevant contract management requirements, e.g. reporting, Consultant meetings etc.]
(b)	PERFORMANCE MANAGEMENT REQUIREMENTS	[Client to specify relevant performance management requirements eg KPIs, if applicable]
	This Standing Offer Request for Supply is issued on behalf of the Client by:	
	Signed	
	Name	
	Title	
	Date	

ATTACHMENT 1 TO THE STANDING OFFER REQUEST FOR SUPPLY

AUSTRALIAN STANDARD GENERAL CONDITIONS OF CONTRACT FOR CONSULTANTS AS 4122 - 2010, ANNEXURE PART A

[*Note to Respondents: The Eligible Customer will complete and provide AS 4122 - 2010, ANNEXURE PART A for the Standing Offer Request for Supply. An example Annexure Part A is provided here for reference only*]

GUIDE-NOTES

Complete the blank sections of Annexure Part A to the General Conditions.

1.	The Consultant:	Enter the full details of the legal entity tendering and proposed as the Consultant, including ACN's, ABN's, addresses etc.
2.	The Consultant's representative:	Enter the name, address, email address facsimile number and phone number of the person responsible for administering this Contract.
3.	Existing Conflicts of Interest	Set out all existing conflicts of interest or conflicts of interest that are likely to arise in the Consultant's performance of the Contract.
4.	Moral Rights	If moral rights Clause 22 applies, insert the name and details of the author of the physical works if applicable. This may be the Consultant or a third party.
5.	The Address for Service of Notices	Insert the appropriate physical address, mail address, facsimile number, email or other electronic address of the Consultant for the service of notices under the Contract.

Item		
1	The Client is: (Clause 1.1)	[Client to insert]
2	The Consultant is: (Clause 1.1)	(Refer to **Guide-note 1**)

3	The Contract Documents are: (Clause 1.1)	1. The Standing Offer Order 2. The price list (if any) in the Standing Offer 3. The letter of appointment which created the Standing Offer 4. The Special Conditions in the Standing Offer Request for Supply (if any) 5. This Annexure Part A to the General Conditions of Contract 6. The General Conditions of Contract (being AS4122-2010 General Conditions of Contract for Consultants (incorporating Amendment No. 1) as amended by Annexure B of the Standing Offer RFO) 7. The Reply 8. The Standing Offer Request for Supply (other than the Special Conditions)
4	The Scope is described in the following Documents, or the Scope is: (Clause 1.1)	The Scope is contained within the following documents: [Client to insert]
5	The purpose(s) for which the Services will be suitable is/are: (Clause 5.1)	[Client to insert]
6	The Client's representative is: (Clause 6.1)	As set out in the Standing Offer Order.
7	The Consultant's representative is: (Clause 6.2)	(Refer to **Guide-note 2**)
8	Claims for payment must be made on the following basis: (Clause 10.1)	As set out in the Reply. For clarity, the Reply may provide that the basis for payment is hourly rates, fixed price or a combination of hourly rates and fixed price (and may include pass-through of Subconsultant costs, where expressly stated).
9	Disbursements for which the Consultant may claim payment: (Clause 10.2)	[Client to insert]
10	Time to claim payment is no later than:	Monthly, by the last Business Day of each month or as otherwise agreed by the Client in writing.

11	(Clause 10.3) The time for payment is no later than: (Clause 10.6)	20 calendar days after the Contractor makes a payment claim.
12	The rate of interest for overdue payment is: (Clause 10.9)	The rate prescribed under the *Civil Judgments Enforcement Act 2004* (WA) section 8(1)(a).
13	Alternative 1: The date or the period after commencement of this Contract, by which the Services must be completed is: Alternative 2: In accordance with the Program. Alterative 3: When requested by the Client. (Clause 12.1)	[Client to insert] Alternative 1: [insert date] OR Alternative 2: the program is as attached to the Reply. OR Alternative 3: the timeframes for delivery of each Deliverable is as contained in the Standing Offer Request for Supply.
14	Other causes of delay for which the Consultant may notify an extension of time: (Clause 12.3(c))	[Client to insert]
15	The Approvals to be obtained by the Consultant are: (Clause 13.2)	[Client to insert]
16	The key personnel are: (Clause 18)	As set out in the Reply.
17	Existing conflicts of interest: (Clause 19.2)	(Refer to **Guide-note 3**)
18	Copyright and other Intellectual Property Rights, the Alternative that applies is: (Clause 21.3) Identify whether Alternative 1 or Alternative 2 applies.	[Client to insert]
19	List excluded Intellectual Property Rights: (Clause 21.3 Alternative 2)	Nil.

20	The additional amount payable to the Consultant for granting Intellectual Property Rights to the Client is: (Clause 21.4 Alternative 2)	Nil.
21	Does clause 22 (Moral Rights) apply? (Clause 22.1) If yes, the author is:	Yes The author is: (See **Guide-note 4**)
22	The following Documents are confidential: (Clause 23.1)	The Contract Documents and any other materials provided to the Consultant by the Client or any other party for the purpose(s) of this Contract.
23	Maximum period for which Client may suspend the Services at any one time, after which the Consultant may terminate: (Clause 24.4)	[Client to insert]
24	The Consultant's liability is limited to: (Clause 29.1)	The Consultant's liability is not limited.
25	The amount of public liability insurance is: (Clause 30.2)	$20,000,000
26	The amount of the professional indemnity insurance is: (Clause 30.4)	[Client to insert]
27	The professional indemnity insurance must be maintained for the following period: (Clause 30.4)	The duration of the Contract plus 7 years
28	The Client must effect the following insurances and maintain them for the following periods: (Clause 30.7)	[Client to insert]
29	The address for the service of notices is: (Clause 33.1)	Client: [Client to insert] Consultant: (See **Guide-note 5**)

30	The law governing this Contract is: (Clause 35)	Western Australia
31	Has this Contract been amended from its original form?	Yes

ATTACHMENT 2 TO THE STANDING OFFER REQUEST FOR SUPPLY

Scope / Contract Particulars

<Drafters to add project details.

Drafters may add additional Schedules if needed.>

SCHEDULE 2– EXAMPLE REPLY

This Schedule 2 describes the information requirements for a Consultant's Reply issued under the Standing Offer (if formed).

Each Reply issued by a Consultant must provide information addressing the items required by the Client in the Standing Offer Request for Supply, and be provided in the required format. The sample form below describes the minimum information requirements for a Reply. The Client should provide the Consultant with the Reply form when issuing a Standing Offer Request for Supply.

CONSULTANT REPLY FORM *(This is a Reply as defined the Standing Offer Conditions)*		
This Reply is issued in connection with the Standing Offer formed under **RFO WCS2024NR1** *(Capitalised terms used in this form have the meaning given in the Contract Documents. A reference to the "Consultant" is, for the purpose of the Standing Offer, a reference to the "Supplier" and a reference to the "Client" is, for the purpose of the Standing Offer, a reference to the "Eligible Customer" prior to formation of the Contract, and, from formation of the Contract, to the "Customer".)*		
Client		[Client legal entity name]
Request for Supply No.		[Request for Supply Number]
Project Name		[Insert Project Name]
	consultant Details	
Consultant's Name		[Consultant's legal entity name]
Consultant ABN		[Insert ABN]
Reply Date		This Reply is issued on [insert date]
Reply Number		[Consultant to provide a reference number for each Reply]
Consultant Contact		Name: Email: Phone:
By submitting a Reply the Consultant acknowledges and agrees: • *the Reply has been prepared by reference to the requirements and information specified by the Client in the Standing Offer Request for Supply; and* • *that pursuant to clause 5.1(b) of the Standing Offer Conditions no Contract will be formed unless and until the Client issues a Standing Offer Order to the Consultant.*		

	PRICING INFORMATION					
PRICING BASIS		Hourly Rate ☐ Fixed Price ☐ Both ☐				
	Hourly Rate Pricing					
	Hourly Rates as per the Standing Offer Price List ☐ Negotiated rates specified below ☐ *(Supplier to select the rates applicable to this Reply)*					
Position Title	**Specified Personnel**	**Corporate Hourly Rate (GST excl)**	**Hourly Rate (GST excl.)**	**Allocated Hours**	**Cost Per Position (GST excl.)**	
					$	
					$	
					$	
					$	
	Other charges (if applicable, provide details of disbursements)				$	
	Total (exclusive of GST)				$	
	Total (inclusive of GST)				**$**	
	(Provide description of disbursements if applicable)					
	Fixed Price					
	Contract Price				$	
	Other Charges (disbursements, permitted under the Standing Offer)				$	
	<Drafters to include if Consultant is being engaged as a Lead Consultant> Subconsultant pass-through costs (refer to clause 10.11(b) of the Contract Conditions)				$	
	Total (exclusive of GST)				**$**	
	Total (inclusive of GST)				**$**	
	(Provide description of disbursements if applicable)					
	SUPPLIER DELIVERABLES					
PERSONNEL		[Consultant to complete by reference to the Personnel requirements in the Standing Offer Request for Supply]				

INSURANCES		The Consultant holds the insurances described in the Standing Offer Request for Supply. Yes ☐ No ☐] Certificates of Currency attached: Yes ☐ No ☐
	DECLARATION OF INTERESTS	
	The Consultant acknowledges its obligations under clause 16.1 of the Standing Offer Conditions and clause 19 of the Contract Conditions with respect to the identification, disclosure and management of conflicts of interest by the Consultant.	
CONFLICTS OF INTEREST		The Consultant has identified actual or perceived conflicts of interest: Yes □ No □
	Describe the conflicts (if any) and the actions that the Consultant will take to manage the conflict(s):	
	ABORIGINAL BUSINESS AND EMPLOYMENT TENDERING PREFERENCE	
	<Drafters to insert where Replies are being sought from more than one Consultant. If inserted, be sure to include Attachment A – Price Preferences.> Any Consultant that is an Aboriginal Business, or an Aboriginal Employer, or a Joint Venture with Aboriginal Participation, or an Aboriginal Person, may be eligible to receive the Aboriginal Business and Employment Tendering Preference. This preference will reduce the proposed Contract Fee, for evaluation purposes only, at a rate of 10% of the preference amount up to a maximum of $250,000. The preference amount is: (a) the proposed Contract Fee if the tenderer is an Aboriginal Person, an Aboriginal Business or a Joint Venture with Aboriginal Participation; or (b) that proportion of the proposed Contract Fee attributable to Aboriginal Persons or Aboriginal Businesses that are subconsultants engaged on the work under any resultant contract; or (c) that proportion of the proposed Contract Fee attributable to the direct employment costs of Aboriginal Persons engaged on the work under any resultant contract, by either the Consultant or subconsultants. It is not a requirement that Aboriginal Persons are employed at the award of any resultant contract; or (d) any combination of the above.	

		APPLICATION OF PRICE PREFERENCES
		The Consultant acknowledges that the Client reserves the right to request from the Consultant evidence to the satisfaction of the Client to verify the validity of the Consultant's claim for any financial preference. When a Consultant is unable to provide evidence to the satisfaction of the Client that verifies the validity of the Consultant's claim for a preference, then the claim for that preference may be considered invalid and the preference may not be applied to the Reply.
		This Reply is issued on behalf of the Consultant by the Consultant's Representative:
Signed		
Name		
Title		
Date		

ATTACHMENT A – PRICE PREFERENCES

A.1 Aboriginal Business and Employment Tendering Preference

Consultants eligible to claim the Aboriginal Business and Employment Tendering Preference must complete the table below.

All suppliers and subcontractors must be registered at http://www.abdwa.com.au or http://supplynation.org.au to be eligible to receive the preference.

SECTION A Suppliers	Name of supplier	Materials/Good Supplied	Cost (GST inclusive)
	1.		$
	2.		$
	3.		$
	Insert rows if needed		
		SUB-TOTAL 1	**$**
SECTION B Subcontractors	Name of subcontractor	Trade/Service	Cost (GST inclusive)
	1.		$
	2.		$
	3.		$
	Insert rows if needed		
		SUB-TOTAL 2	**$**
TOTAL VALUE OF CLAIM FOR ABORIGINAL PERSONS OR BUSINESSES ENGAGED AS SUPPLIERS OR SUBCONTRACTORS **(SUB-TOTAL 1 + SUBTOTAL 2**			**$**

A.2 Regional Preferences

<Drafter to insert if Contract Delivery Point is Regional Western Australia (Zone 2 or 3 as defined in the Buy Local Policy)>

Where a Standing Offer Request for Supply requires work to be undertaken in a regional zone (zones 2 or 3 as outlined in the Buy Local Policy) and more than one Reply is received, regional price preferences will be applied.

Defined terms in this section are explained within the Buy Local Policy.

Regional price preference will not be applied where the Client receives a Reply from a supplier located in another state or territory of Australia, or in New Zealand.

Consultants can claim either a 'Regional Business Preference' or a 'Regional Content Preference' but not both.

A.2.1 Regional Business Preference

A Regional Business Preference may be afforded to Consultants that submit Replies from and manage any resultant contract from a permanent operational office that is within the Prescribed Distance from the Contract delivery point.

When comparing Replies received from regional Consultants located within the Prescribed Distance, with Replies received from Western Australian suppliers located outside the Prescribed Distance, including the Perth region, the proposed Contract Fee from the regional Consultant(s) located within the Prescribed Distance will be reduced, for evaluation purposes only, by 5% of the proposed Contract Fee calculated to a maximum of $500,000.

Consultants that wish to claim eligibility for the Regional Business Preference must complete the boxes below.

A. What is your total Offered Price?	**AUD$ (GST inclusive)**
B. Is your business located within the Prescribed Distance from the contract Point of Delivery (excluding Zone 1, Perth Region)?	
Yes □	**No** □
If Yes, complete items (C) to (H) below:	
C. Does your business maintain a permanent operational office within the Prescribed Distance?	
Yes □	**No** □
If Yes, provide the address for the relevant permanent operational office below:	

D. Has your business been conducted from the above listed permanent operational office for at least the six (6) months prior to the date the Standing Offer Request for Supply was issued?	
Yes ☐	**No** ☐
E. Is your business resourced by a least one person who permanently resides within the Prescribed Distance?	
Yes ☐	**No** ☐
F. Is your business: • registered and/or licensed as the Standing Offer Request for Supply / law requires; and • entitled to operate within Western Australia?	
Yes ☐	**No** ☐
G. Have you bid from your permanent operational office?	
Yes ☐	**No** ☐
H. Will your business manage / deliver the majority of the outcomes under the Contract (if awarded) from the permanent operational office specified above?	
Yes ☐	**No** ☐

A.2.2 Regional Content Preference

A Regional Content Preference may be available irrespective of a Consultant's eligibility for a Regional Business Preference, and a Consultant may be afforded the Regional Content Preference regardless of the location of their Permanent Operational office.

The available Regional Content Preference is at the rate of 5% of the cost (GST inclusive) of materials (supplies) and services (subcontracts, in-house labour and the like) proposed for use in any resultant contract and that are purchased from businesses within the Prescribed Distance. The Regional Content Preference will reduce the proposed Contract Fee, for evaluation purposes only, up to a maximum preference of $500,000.

Consultants that wish to claim eligibility for the Regional Business Preference must complete the boxes below.

A. Is the Consultant's business located outside of the Prescribed Distance from the contract Delivery Point specified in the Contract Delivery Point section of the Standing Offer Request for Supply?	
Yes ☐	No ☐
If Yes, complete item (B) below:	

B. Does the Consultant intend to purchase goods, materials and/or services for use in the Contract (if awarded) from businesses that are located within the Prescribed Distance from the contract Point of Delivery (excluding Zone 1, Perth Region)?	
Yes ☐	No ☐
If Yes, complete item (C) below:	

C. List details of the goods and/or services, including proposed subcontracting arrangements that the Respondent intends to purchase from businesses that are located within the prescribed distance from the contract Point of Delivery (excluding Zone 1, Perth Region).

Include the value of the goods and/or services in the table below. Insert more rows or attach an additional list if required.

Description of the Regional Goods and/or Services	Regional Business Name and Location	Cost AUD$ (Incl. GST)
		$
		$
Total Cost of Regional Content (incl. GST) =		• $

Attachment B Qualitative Requirements

Drafters should include qualitive requirements whenever a Reply from more than one Consultant is being sought. Drafters must include qualitative requirements whenever a WAIPS Participation Plan is required.

<A WAIPS Participation Plan qualitative requirement must be included for goods and / or services procurements with an estimated contract value of:

- *Metropolitan - $1 million and above;*
- *Regional - $500,000 and above; and*

where an exemption from including this criterion has not been granted by the Director General, Department of Jobs, Tourism, Science and Innovation (JTSI).

Agencies can choose whether this criterion is weighted at 10% or 20% by considering factors like (but not limited to) the contract value, duration, location, market competition and realisable benefits. Refer to the current WAIPS Agency Operations Guide *for more detail, or email* industrylink@jtsi.wa.gov.au.

If the Minister for Jobs has declared this procurement a Strategic Project, reflect any prescribed upward variation of the Participation Plan weighting.

You will need to assess whether a CORE or FULL Participation Plan is required, depending on the total estimated contract value:

CORE Participation Plan thresholds:

- *Metropolitan - $1 million to $5 million*
- *Regional - $500,000 to $5 million*

The qualitative requirements in this Attachment B have the weighting listed in the table below. [Responses to the qualitative requirements must not exceed the limit specified in the '[Page Limit / Word Limit]' column in the table.]*<List each qualitative requirement and the prescribed weighting in the table below. Select, adapt or delete the examples provided below.*

Delete the 'Page Limit / Word Limit' column if these restrictions are not required. If a page limit or word limit is required, list the limit in the 'Page Limit / Word Limit' column. Consider the use of these types of limits with care. Agencies need to ensure that the framing of the requirements and the assessment compliance with the requirements is both reasonable and fair to the Consultants>

Qualitative Requirement	Weighting (%)	Page Limit / Word Limit
Organisational Capacity and Demonstrated Experience		
Suitability of Proposed Services		
Work Health and Safety		
WAIPS Participation Plan		
[insert requirement]		
TOTAL:	**100%**	**[insert]**

Responses to the qualitative requirements must address each of the qualitative requirements described below. *<The qualitative requirements in this template are included as examples only. Adapt, supplement or delete as required to suit the procurement requirements>*

ORGANISATIONAL CAPACITY & DEMONSTRATED EXPERIENCE (X%)

Capacity and Experience

(A) Organisational History, Structure and Clients

The Consultant must demonstrate that it has the organisational capacity to perform a Contract (if awarded), and in doing so must provide details of its organisational history, structure and current clients.

(B) Demonstrated Experience

The Consultant must demonstrate suitable previous experience and in doing so must provide details of contracts for similar services to those described in the Standing Offer Request for Supply that it has provided for other clients including:

- a detailed description of the services provided;
- similarities between the previous contracts and the requirements set out in the Standing Offer Request for Supply;
- when the previous contracts were performed; and
- the outcome of the previous contracts.

[<Select required option> Consultant to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Attachment [E.4] – [Respondent legal entity name, e.g. ABC Pty Ltd]

Referees

*<**Important note:** If referee reports are to be collected to verify the Consultant's response to the qualitative requirements, include the provision below. The referee reports must be considered as part of the evaluation of the relevant criterion.*

The Consultant must also provide at least two referees in respect of the experience and contracts detailed above.

Referees			
Name	**Title and Company**	**Email**	**Phone**

SUITABILITY OF PROPOSED SERVICES (X%)

(A) Suitability of Services and key Personnel

The Consultant must demonstrate an appreciation and understanding of the requirements of the Standing Offer Request for Supply and describe:

- how its proposed services meet the requirements set out in the Standing Offer Request for Supply;
- the scope of work/requirements broken into components including timeframes and the estimated number of hours required to complete each component; and
- detail of the roles of the key Personnel and an estimated percentage of time to be spent by each to complete the scope of work/requirements

(B) Methodology

The Consultant must describe a suitable proposed methodology and approach for the supply of the Services under the Contract (if awarded).

Details of the methodology should include:

- the scope of work/requirements broken into components including timeframes and the estimated number of hours required to complete each component of the scope of work/requirements;
- a description of critical issues, and quality control mechanisms used in undertaking the requirements.

(C) Confidentiality

The Consultant must evidence appropriate systems and processes to maintain the confidentiality of Confidential Information that may be supplied under a Contract (if awarded).

Key Personnel

Complete the boxes below for each person nominated as key Personnel. Add boxes as required.

STANDING OFFER KEY PERSONNEL 1	
Name	
Position Title / Role	
Availability / % of time	
Curriculum Vitae	*[Provide details here or in an attachment]*
Referee	

ATTACHMENT 3 TO THE STANDING OFFER REQUEST FOR SUPPLY

WORK HEALTH AND SAFETY (X%)

<Where elevated or novel WHS risks are identified, agencies should consider including qualitative criteria that address specific WHS risks or requirements. Some example criteria are listed below. This example can be used as a standalone qualitative requirement or built into an organisational capacity requirement>

The Consultant must describe how it will meet its work health and safety responsibilities in providing the proposed services including; (A) providing details of its work health and safety management system; (B) [describe requirements addressing the specific work health and safety requirements specified in Specification of the Standing Offer Request for Supply]; and (C) identifying work health and safety risks associated with the proposed services and how these risks are managed.
[<Select required option>Consultant to complete below: / Provide the response to this Qualitative Requirement in an attachment named: *[Insert Request Number] –Attachment [E.12] – [Consultant legal entity name, e.g. ABC Pty Ltd]*

WAIPS PARTICIPATION PLAN ([10%] OR [20%])

The Client will, in its value for money assessment, consider as a qualitative requirement the extent to which Section B of the Respondent's Participation Plan meets the specified participation objectives.

The Client reserves the right to reject any Offer that does not contain a Participation Plan which properly addresses the matters outlined in the WAIPS Participation Plan form.

Has the Consultant completed a Participation Plan and submitted the Participation Plan as part of their Reply?	
Yes ☐	No ☐
If successful, the Consultant's Participation Plan will be available to the Industry Link Advisory Service (ILAS), Department of Jobs, Tourism, Science and Innovation, and may be used or disclosed for the legitimate purposes of, or relating to, government or the business of government.	