



Finance
& Services

GUIDELINES FOR APPLICANTS: PREQUALIFICATION

**CONTRACTOR PREQUALIFICATION
AND BEST PRACTICE ACCREDITATION SCHEME
2011-2014 FOR CONSTRUCTION AND RELATED
WORKS VALUED \$0.5M AND OVER**

February 2012

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SCHEDULE OF DOCUMENT AMENDMENTS

Revision Number	Date	Update Description
0.	29 April 2011	Document Original
1.	4 May 2011	Clarification of Scheme Timeline
2.	20 February 2012	Work Type "Building" extended to include Modular Building Updated link for Training Management Guidelines
3.		

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DEFINITIONS, REFERENCES & LINKS

Accreditation or Prequalification Schemes

National Prequalification System (NPS)

National Prequalification System for Non-residential Building for projects \$50 million and over.

<http://www.apcc.gov.au/Home/NPS/tabid/227/Default.aspx>

Scheme (or “the Scheme”)

Contractor Prequalification and Best Practice Accreditation Scheme 2011 – 2014 for Construction and related works

<http://www.procurement.nsw.gov.au/Government-Procurement-Frameworks/Construction/Pre-qualification-Scheme/Contractors.aspx>

Contract Systems

D&C

Design and Construction (Contract System)

DD&C

Design Development & Construct

DCM

Design Construct Maintain (Contract System)

MC

Managing Contractor (Contract System)

Management Systems & Guidelines

Aboriginal Participation in Construction Guidelines

www.procurement.nsw.gov.au/psc/nsw_government_guidelines/aboriginal_participation_in_construction.aspx

Contractor Performance Report (CPR)

www.procurement.nsw.gov.au/Procurement-System-for-Construction/Performance-management/Performance-Management-System.aspx

Code of Practice for Procurement

www.procurement.nsw.gov.au/Government-Procurement-Frameworks/Files/code_of_prac-curr.aspx

Guidelines for Auditing Project OHS Management Plans

www.procurement.nsw.gov.au/psc/nsw_government_guidelines/ohsms_guidelines_audit.aspx

How to prepare Site-specific Safety Management Plans and Safe Work Method Statements

www.procurement.nsw.gov.au/psc/nsw_government_guidelines/ohsms_guidelines_how_to_guide.aspx

Integrated Performance Management System

www.procurement.nsw.gov.au/Procurement-System-for-Construction/Performance-management/Performance-Management-System.aspx

National Competency Standards for Project Management

Background and information on the standards may be obtained from the Australian Institute of Project Management
www.aijpm.com.au/html/ncspm.cfm

NSW Government Environmental Management Systems Guidelines, 2nd edition September 2009

www.procurement.nsw.gov.au/psc/nsw_government_guidelines/EMS-Ed2-Sept-2009.aspx

NSW Government Industrial Relations Management Guidelines

www.procurement.nsw.gov.au/psc/nsw_government_guidelines/industrial_relations_management.aspx

NSW Government Procurement System for Construction

www.procurement.nsw.gov.au/Procurement-System-for-Construction.aspx

NSW Government Occupational Health and Safety Management Systems Guidelines, 4th edition

www.procurement.nsw.gov.au/psc/nsw_government_guidelines/ohsms_guidelines.aspx

NSW Government Training Management Guidelines (February 2009)

www.dpc.nsw.gov.au/__data/assets/pdf_file/0008/43694/Training_Management_Guidelines_Apprentices.pdf

NSW Legislation

NSW Legislation web site
www.legislation.nsw.gov.au/

QMS Guidelines Appendix E - Guideline for Inspection and Test Plans

www.procurement.nsw.gov.au/psc/nsw_government_guidelines/qms_guidelines_appendix_e.aspx

Organisations

DFS

Department of Finance & Services

DSTA

The former NSW Department of Services Technology & Administration (currently DFS)

NSWP

NSW Procurement

NSW Procurement web site

www.procurement.nsw.gov.au

NSW Public Works

www.publicworks.nsw.gov.au

NSW Treasury circulars

www.treasury.nsw.gov.au/NSW_Treasury_Circulars

PSS

Policy Support Services (a unit of NSW Procurement within Government Services, Department of Finance & Services)

1.0 INTRODUCTION

This document provides guidance for Contractors seeking prequalification under the Department of Finance and Services *2011-2014 Contractor Prequalification and Best Practice Accreditation Scheme for Construction and related works* ("The Scheme").

The Scheme is used to support the selection of suitable Contractors for future work by NSW Government Agencies which are not accredited to the NSW Treasury Agency Accreditation Scheme for Construction.

Additionally, the Scheme is used to support NSW Government Agencies which are accredited to the NSW Treasury Agency Accreditation Scheme for Construction as well as State Owned Corporations, Public Institutions (such as Universities) and NSW Local Government Councils.

The *2011-2014 Contractor Prequalification and Best Practice Accreditation Scheme* ("The Scheme") caters for two levels of Contractor capability including Prequalified Contractors as well as a higher level of capability of Best Practice Accredited Contractors.

Prequalified Contractors are represented by firms demonstrating a sound business structure, financial capability, resources, management systems, recent experience and good performance history. Best Practice Accredited Contractors are represented by firms which are prequalified as well as being able to demonstrate a significantly higher level of capability.

For procurement by agencies of non-residential building contracts valued at \$50 million and above, the Scheme incorporates the National Prequalification System.

Scheme Timeline

Application acceptance	Prior to and during the life of the Scheme
Scheme commences	1 July 2011
Scheme concludes	30 June 2014
Scheme extension	Subject to Department requirements
Scheme content update	Subject to Department requirements

2.0 WORK CATEGORIES

Applicants are to identify the work categories for which they are seeking prequalification based their demonstrated recent experience and capabilities. NSW Government Agencies may access firms prequalified under the Scheme within the following work categories.

- **Building Works:**

For multitrade building works for new buildings and additions to existing buildings. Includes some design coordination and design management and may also involve minor heritage works, associated civil works and elements of fitout and refurbishment work, as well as the final preparation of internal areas for occupation by the client in new and existing buildings.

- Heritage

Heritage speciality including restoration and conservation works and or associated stonemasonry, carving & fixing, roofing, carpentry, plastering and painting.

- Modular Building

Modular building speciality including portable buildings, prefabricated buildings, modules or sections manufactured off-site and amenable to on-site expedited delivery or modular assembly.

- **Fitout and Refurbishment:**

Fitout and refurbishment work, as well as the final preparation of internal areas for occupation by the client in new and existing buildings.

- **Civil Works:**

For civil engineering works including excavation and bulk earth works, minor roads and related works, water and wastewater infrastructure and drainage works.

- Water Infrastructure

Water supply infrastructure speciality including reservoirs, dams and or associated pipelines, pumping stations, balance tanks, surge tanks, storage tanks, discharge structures

- Wastewater treatment

Wastewater treatment infrastructure speciality including sewage treatment plants and or associated pipelines and pumping stations

3.0 CONTRACT SYSTEMS

Applicants are to identify the contract systems for which they are seeking prequalification based their demonstrated recent experience and capabilities. NSW Government Agencies may access firms prequalified under the Scheme within the following contract systems.

- **Construction (C):**

The contractor may be responsible for completing the Principal's design, and carrying out design documentation and design coordination to the extent specified

and for construction using designs and documentation prepared by the Principal. The contractor's design obligation may include preparation of fabrication drawings and may include completion of other design details. This includes the contract system often called Design Development and Construct.

- **Design and Construct (DC):**

The contractor is responsible for a significant part of the design, design development, and documentation and design coordination, as well as construction.

- **Managing Contractor (MC)**

[for contracts where the Target Construction Sum is valued \$10M and above]:

The managing contractor may be engaged on a project brief, to commission, manage and accept responsibility for consultants that design the works and subcontractors that construct the works. The Principal may also engage a Project Manager or Project Director to manage the Managing Contractor Contract and to support and advise the Principal. A Managing Contractor Contract usually involves the payment of actual reasonable costs (up to a Guaranteed Construction Sum(s), where agreed for construction work, or a Guaranteed Price for all the work) plus fees.

- **Design Construct Maintain (DCM)**

[for contracts where the Target Construction Sum is valued \$10M and above]:

The contractor is provided with a project brief, generally including some concept design, and the quality and performance requirements of the asset are specified. The contractor is responsible for the preparation or completion of the concept design, development of the design, preparation of construction documentation, construction of the asset and maintenance for a specified period (say 10 years). Asset condition monitoring indicators are specified, by which the performance of the completed asset will be measured during the maintenance period.

4.0 FINANCIAL RANGES

Applicants are to identify the financial ranges for which they are seeking prequalification based their demonstrated recent experience and capabilities. These values correspond to the size of individual contracts for which an applicant is seeking opportunities to tender from NSW Government Agencies. NSW Government Agencies may access firms prequalified under the following contract value financial ranges:

- \$500,000 up to \$1,000,000
- \$1,000,000 up to \$10,000,000
- \$10,000,000 and above

Note that for procurement by agencies of non-residential building contracts valued at \$50 million and above, the Scheme incorporates the National Prequalification System.

5.0 PREQUALIFICATION ELEGIBILITY CHECKLIST

The Prequalification Eligibility Checklist (Table 1) should be completed by a firm before submitting an application for prequalification. The checklist provides an indication as to whether the firm may be eligible for consideration for prequalification. A positive outcome does not guarantee that the firm will be successful in its application for prequalification. A negative outcome in any criteria will provide an indication as to areas where a firm will be unable to meet prequalification requirements. Where the firm is not eligible for Prequalification, the firm may then implement actions to address eligibility before applying for prequalification.

Note that the Department may consider further additional information where relevant to minimise risk to NSW Government and its clients. For example, the Department may consider additional information on financial capability based on contemporary, prudent, financial assessment advice including the consideration of current economic conditions and related risk.

Table 1: Prequalification Eligibility Checklist

	Eligibility Criteria	Compliant: (Yes or No)
1.	<p>Legal Entity The firm constitutes an acceptable business entity to the Department including:</p> <ul style="list-style-type: none"> • The firm must not be a Business name, Trust or an entity under External Administration. • The firm must be able to provide evidence of their legal entity: i.e. ASIC company registration papers or Statement signed by a practicing solicitor. • Note that the Prequalification sought would not extend to related, associated or subsidiary business entities owned or controlled by the contractor or joint ventures to which the contractor is a party. (Such business entities and joint ventures must apply for prequalification in their own right). • Note that related, associated or subsidiary business entities will not be considered for prequalification for the same category of work and financial range unless the business relationships between the applicant entities and any already prequalified entity or entities satisfy the NSW Government Code of Practice for Procurement – Standards of Behaviour. • Note that a joint venture will not be considered for prequalification for the same category of work and financial range as any of the parties to the joint venture. • Ability to demonstrate that the firm has traded successfully for three (3) years prior to the date of the application. 	
2.	<p>Personnel (\$500K-\$1M) Applicants seeking prequalification in the financial range of \$500,000 up to \$1,000,000 must confirm their commitment to training and development of senior personnel in co-operative based contracting and conflict resolution.</p> <p>Personnel (\$1M - \$10M) Applicants seeking prequalification in the financial range of \$1,000,000 up to \$10,000,000 must employ personnel who have undertaken training in and have demonstrated experience in:</p>	

	Eligibility Criteria	Compliant: (Yes or No)
	<ul style="list-style-type: none"> • cooperative based contracting such as the GC21 General Conditions of Contract. • development and implementation of effective communication systems; and dispute avoidance and alternative dispute resolution. <p>Personnel (\$10M or above) Applicants seeking prequalification in the financial range of \$10 million or more must employ senior personnel:</p> <ul style="list-style-type: none"> • Responsible for the management of contracts who are capable of gaining certification to Level 5 of the Australian National Training Authority's National Competency Standards for Project Management (NCSPM) (First Approved Edition, 21 July 1996) e.g. certification as a Registered Project Manager under the Australian Institute of Project Management's Registered Project Manager Program or other similar certification/assessment process using NCSPM Level 5 or equivalent demonstrated experience, and be eligible for membership with the Australian Project Management Institute. • Who have undertaken training in and have demonstrated experience in: <ul style="list-style-type: none"> • cooperative based contracting such as the GC21 General Conditions of Contract. • ability to undertake the roles of the Contractor's Authorised Person and Senior Executive. • the development and implementation of effective communication systems. • expeditious dispute avoidance and alternative dispute resolution. 	
3.	<p>Experience The firm must be able to provide a list of projects currently under construction or completed within the previous two (2) years.</p>	
4.	<p>Performance The firm must be able to provide Performance Reports demonstrating satisfactory or better performance, on contracts the firm has completed within the last three (3) years in the same work type, financial range and contract system for which the firm is seeking prequalification. These may be Client Referee Reports (based in the Department's standardised template – Refer Application Form) or a Contractor Performance Reports from the Client (which rates several key performance criteria). The number of reports required are indicated as follows:</p> <ul style="list-style-type: none"> • Where prequalification is sought in only one Financial Range then at least 2 Reports will be required. • Where prequalification is sought in more than one Financial range then at least 4 Reports will be required of which 2 reports will be required from each of the highest financial ranges. • Where a prequalification is sought for contract systems MC and / or DCM then at least 2 additional Reports will be required for each of these contract systems. <p>(Refer to table and example provided in the FAQs section at the end of this document for additional guidance)</p>	
5.	<p>Financial Capacity The applicant must have:</p> <ul style="list-style-type: none"> • Net Tangible Assets (Total Assets less Total Liabilities less intangibles) of not less than 5% of the upper limit of the financial range sought for prequalification. • Current Ratio (ratio of current assets to current liabilities) in excess of 1. 	

	Eligibility Criteria	Compliant: (Yes or No)
	<ul style="list-style-type: none"> • Working Capital in excess of 10% of the maximum financial range sought for prequalification. • a minimum annual turnover of \$1 million. 	
6.	<p>OHS Management System Contractors are to be either accredited with the Office of the Federal Safety Commissioner <u>or</u> are to meet NSW Government OHS Management System requirements as follows:</p> <p>Applicants seeking prequalification for contracts valued under \$1M:</p> <ul style="list-style-type: none"> • Must demonstrate a capacity to document, implement and maintain site safety management plans, and provide at least three (3) samples of such plans and supporting information used on current or recent past projects that comply with the current NSW Government Occupational Health and Safety Management Systems Guidelines. (Note that certification to AS4801 is not acceptable for this application). <p>Applicants seeking prequalification for contracts valued at \$1M or more:</p> <ul style="list-style-type: none"> • Must have a current corporate OHS management system accredited by a NSW Government construction agency as conforming to the NSW Government Occupational Health and Safety Management System Guidelines. (Note that certification to AS4801 is not acceptable for this application). • Must be able to provide a minimum of three (3) samples of : <ul style="list-style-type: none"> • the OHS and site safety management plans and supporting information that comply with the current NSW Government Occupational Health and Safety Management Systems Guidelines each of which have been used on three separate contracts completed in the last two (2) years. • evidence of satisfactory implementation of the applicant's OHS Management System by providing referee reports from independent 3rd party auditors that a satisfactory standard of OHS management was achieved on the three (3) contracts. • the details including the description and contract price of the three contracts (above), with the name, position, organisation, and contact details of referees and their comments on the applicant's OHS performance must be submitted with the application. <p>Note that the current OHS Management System Guidelines are to be implemented in conjunction with the following NSW Government Documents:</p> <ul style="list-style-type: none"> • How to prepare Site-specific Safety Management Plans and Safe Work Method Statements. • Guidelines for Auditing Project OHS Management Plans. 	
7.	<p>OHS related Fines, Prosecutions and Convictions All applicants (regardless of the type of OHS accreditation) must be able to supply a statement detailing any fines, prosecutions and convictions recorded against their company in the 3-year period preceding the date of application including details of the action taken by the applicant in response to the fines, prosecutions or convictions.</p>	
8.	<p>Environmental Management Systems Applicants seeking prequalification for contracts valued at \$10 million or more must:</p> <ul style="list-style-type: none"> • have a current environmental management system (EMS) accredited as complying by a NSW Government agency. • demonstrate a capacity to document, implement and maintain 	

	Eligibility Criteria	Compliant: (Yes or No)
	environmental management plans, and provide sample environmental management plans used on past projects, that comply with the current NSW Government Environmental Management Systems Guidelines.	
9.	EMS related Fines, Prosecutions and Convictions Applicants must be able to supply a statement detailing any prosecutions and convictions in the NSW Land and Environment Court recorded against their company in the 3-year period preceding the date of application.	
10.	Quality Management Systems Applicants must be able to provide a minimum of three (3) samples of Inspection and Test Plans developed and implemented on recent projects in accordance with the NSW Government Quality Management Systems Guidelines (QMS Guidelines). In addition, the applicant must also provide evidence documenting the actual implementation of the Inspection and Test Plans on actual contracts. Applicants seeking prequalification for contracts valued \$1M and greater must in addition to the above requirements, meet the current AS/NZS ISO 9001 quality management systems requirements and be able to provide evidence of full certification at the time of their application.	
11.	Project Management Systems A firm seeking prequalification in the financial range of \$10,000,000 and above, must be able to demonstrate an implemented, effective, in-house corporate management system for the management of contract works which addresses the nine (9) National Competency Standards for Project Management including: Integration, Scope Management, Time Management, Cost Management, Quality Management, Human Resources Management, Communications Management, Risk Management and Procurement Management; and the expeditious resolution of disputes by alternative dispute resolution. (Refer to the Australian Institute of Project Management for information on the nine standards). The firm must be able to provide evidence including: <ul style="list-style-type: none"> • Extracts from management system documents. • Samples of live operational records and correspondences. 	
12.	Applicant Statement Applicants must be willing to become a signatory to a statement regarding the truthfulness and accuracy of the information provided in the firm's application and the firm's agreement to comply with NSW Government requirements. (Refer to Application Form).	

6.0 THE APPLICATION PROCESS

The actions required by a firm seeking Prequalification are provided in Table 2: The Application Process, to assist the firm in progressing its application. The response by the Department is also indicated to enable the firm to understand the issues to be addressed.

Table 2: The Application Process

	Action by the firm	Response by the Department
1.	<p>The firm confirms its eligibility to be considered for Prequalification by completing the Prequalification Eligibility Checklist (Refer Table 1).</p> <p>Where not eligible, the firm takes the necessary actions required to become eligible.</p> <p>The firm submits an Application for Prequalification to the Department.</p>	<p>The Department may request additional information provided that the quality of the firm's initial application indicates significant potential for meeting the requirements.</p>
2.	<p>The firm submits a response to the Department's request for additional information including taking action to meet prequalification requirements (where applicable).</p>	<p>The Department assesses the response to any requests for additional information.</p> <p>The Department determines whether the firm has met requirements.</p> <p>The Department will advise the firm in writing as to the outcome of its application, including whether the firm has either:</p> <ul style="list-style-type: none"> • achieved Prequalification. • not yet achieved Prequalification (reasons will also be provided and actions suggested for any future application by the firm).

6.0 FREQUENTLY ASKED QUESTIONS

(1) My firm is prequalified under the previous Scheme. Do we have to complete a whole new application for this new Scheme?

This will not be required. Most firms will have their Prequalification automatically rolled over onto the new Scheme provided they are able to meet the new Scheme requirements. Firms will be requested to provide an update of some information and will be contacted to advise of the information required.

(2) My firm only undertakes work in a specific field e.g. engineering, roofing etc. How can I become prequalified?

The Scheme covers major works as well as minor works valued from \$0.5M but does not cover trades. Please contact your local NSW Public Works office to see what arrangements they may have in place for particular trades. Refer to the [NSW Public Works web site](#) for contact details.

(3) What type of OHS Management system do I need for prequalification?

An OHS Management System that is currently accredited either by the Australian Government Building and Construction OHS Management system, managed by the Office of the Federal Safety Commissioner or currently accredited by a NSW Government agency in accordance with the NSW Government OHS Management Systems Guidelines is required by firms seeking prequalification for works over \$1 million.

(4) Do I need a Quality Management System to become prequalified?

A Quality management system with current certification to the requirements of AS/NZS ISO 9001 is required for firms seeking prequalification for works over \$1 million.

(5) Do I need an Environmental Management System?

An Environmental Management system accredited by a NSW Government Agency in accordance with the current NSW Government Environmental Management System Guidelines is required for a firm seeking prequalification for works over \$10 million.

(6) Do I need a Project Management System?

A Project Management system which addresses the nine (9) National competency standards for project management is required for a firm seeking prequalification for works over \$10 million.

Refer: <http://www.aipm.com.au/html/ncspm.cfm>

(7) Do I need a third party audit of my OH&S and EMS systems?

Third party accreditation of OH&S Management Systems is required for firm's seeking prequalification for works valued over \$1M and this will involve the audit of the firm's system (Refer to FAQ Number 2).

Third party accreditation of Environmental Management Systems is required for firm's seeking prequalification for works valued over \$10M and this will involve a audit of the firm's system.

(8) Is certification of my OHS or EMS system satisfactory for accreditation?

The firm will need to meet specific accreditation requirements as outlined in FAQ 2 and 4 respectively. Note that other certifications such as ISO or Australian Standards will not provide the coverage sought and will not be recognised as meeting the requirements for prequalification

(9) What type and how many referee reports do I need?

Two (2) per category of work for each financial range for which the firm seeks to submit an application. The referee reports must be for projects completed within the last three (3) years. The reports must be: based on the standardised templates included in the application form and is to include the client's letterhead and must be signed. The table below specifies further detail.

Financial Ranges sought for Prequal	Fin Range	Value of Financial ranges	NUMBER OF REPORTS required for each work type based on the Contract Systems and Financial Ranges sought for prequalification			
			Contract System			
			C	DC	MC	DCM
A	A	\$0.5M-\$1M	2	2	n/a	n/a
AB	A	\$0.5M-\$1M	2	2	n/a	n/a
	B	\$1M - \$10M	2	2	n/a	n/a
ABC	A	\$0.5M-\$1M	n/a	n/a	n/a	n/a
	B	\$1M - \$10M	2	2	n/a	n/a
	C	\$10M & over	2	2	2	2
BC	B	\$1M - \$10M	2	2	n/a	n/a
	C	\$10M & over	2	2	2	2
C	C	\$10M & over	2	2	2	2

EXAMPLE

A contractor is seeking prequalification in the following areas:

- Building Work in financial categories ABC with contract systems Construct Only (C) and Design and Construct (DC).
- Fitout and Refurbishment in financial categories ABC with contract systems Construct Only (C).
- Managing Contractor (MC) Contract System.

The number of external Performance Reports that will be required includes:

- 8 reports for Building Work projects:
2 reports for Construct Only projects, 2 reports for Design and Construct projects of value within Financial Category B and
2 reports for Construct Only projects, 2 reports for Design and Construct projects within Financial Category C.
- 4 reports for Fitout and Refurbishment projects:
2 reports for Construct Only projects within Financial Category B and
2 reports for Construct Only projects within Financial Category C.
- 2 additional reports are to be for MC projects
- Total number of reports required is 14

- (10) Can I use referee reports for partially completed jobs in my application?**
Only referee reports for completed works are acceptable
- (11) Can I use referee reports for work that was completed when I was working in or managing another firm?**
Only referee reports for the current business are acceptable
- (12) I only want to undertake work in a certain geographical areas. How do I indicate this?**
Complete the work preferences schedule in the application and indicate the regions for which you are seeking prequalification.
- (13) Once I am prequalified – am I guaranteed work?**
The firm is eligible to be considered for government work as it arises, based on agency needs. There is no guarantee of work.
- (14) Is the Department the Client on work that is offered?**
The Client is almost always another NSW Government agency rather than the Department. The Department only very rarely initiates construction work for its own limited needs. The Department does have a role to operate the Scheme to support the project delivery needs of NSW Government agencies.
- (15) To what value of work can I become prequalified?**
To begin with, a firm may consider seeking prequalification to a level that is reflected by the value of its largest contracts completed within the last 3 years. The firm will need to substantiate this with Contractor Performance Reports from a Government agency, or with Client Referee Reports based on the Department's standardised template. The firm will also need to check its financial capability against the Financial Capability requirements in the GUIDELINES FOR APPLICANTS and SCHEME CONDITIONS. There are other requirements described in the GUIDELINES FOR APPLICANTS and SCHEME CONDITIONS including the need for a number of management systems.
- (16) What do I need to do to remain prequalified?**
The firm will need to continue to meet the requirements of the Scheme on an ongoing basis including retaining certifications and accreditations of Management Systems, meeting financial assessment requirements as well as meeting performance score benchmarks on Contractor Performance Reports. The firm will need to continually monitor its ability to remain prequalified and contact the Department should any significant aspect of its capability change.
- (17) Can the scheme cater for the firms changing business needs if we decide to open up a new regional office?**
Yes, the Scheme has built in flexibility. Simply complete the relevant application schedule for the new regional areas sought and your prequalification will be quickly updated.

- (18) Our firm works mostly on large projects and at times we would like to work on smaller projects to service a valued client especially where this may lead to further work on larger jobs. We might also want to work on lower valued projects if economic conditions are more difficult as this may help us retain staff until conditions get better. How readily will the Scheme cater for our changing needs?**

Very readily, just let us know in writing what lower value threshold you would like and this can be easily arranged. If you need to change this back again at a later stage, this can also be easily arranged.

- (19) How can our firm become eligible for larger valued works?**

Firms that are currently prequalified must demonstrate both financial capability and relevant recent experience in work to the value sought. The firm is to submit an application for an increase to the specific work type and contract system of interest. A further financial assessment of the firm will be undertaken to this level. The firm will also need to provide either two (2) Contractor Performance Reports from a Government Agency or provide Client Referee reports for contracts completed within the last three (3) years at or above the value of the prequalification sought for each work type and contract system combination sought for the upgrade. Client Referee Reports from private sector clients are acceptable.

- (20) Do I apply for Best Practice Accreditation at the same time as I submit my application for prequalification?**

The firm will first need to be prequalified for works valued \$2.5 million or over in any of the main work categories, i.e. building work, fitout or refurbishment or civil works. Once prequalified, the firm will need to conduct a self-assessment to determine whether it is able to meet the requirements for Best Practice Accreditation. Where the firm considers it is able to meet these requirements, the firm may then submit an application for Best Practice Accreditation.

END OF DOCUMENT