

Performance and Management Services Prequalification Scheme

EXTERNAL EXPERTISE NOW AVAILABLE TO NSW GOVERNMENT AGENCIES

The Department of Premier and Cabinet, in collaboration with the Department of Commerce, has established the Performance and Management Services Prequalification Scheme, a panel of pre-qualified service providers to assist NSW Government agencies and statutory corporations to engage the best external expertise in the following areas:

- **Performance Reviews** - including reviews of agencies, programs, budget and performance targets, management, functions, policies and strategies and legislation and regulation
- **Infrastructure and Major Projects** - advice and/or assistance regarding strategy and planning, risk, major project procurement and delivery, contracting, communication and project management
- **Service Delivery Improvement** - advice and/or assistance regarding service strategy and planning, service implementation, service performance and service evaluation
- **Organisational Capability** - advice and/or assistance regarding governance and reporting, corporate and business strategy, business process improvement, communication, human resources, financial management, asset management and procurement and office services, audit and assurance services and investigation services
- **General Technical Expertise** - advice and/or assistance regarding policy development, business case development, contracts and contracting, project governance and management, issues management, financial and economic analysis, budget management and environmental impact assessment.

Note: The Scheme does not cover areas of consultancy procurement already addressed by other pre-qualification schemes or panel contracts, including:

1. State Contracts Control Board (period) contracts;
2. Construction Related Consultant Prequalification Schemes; or
3. Information and Communication Technology (ICT) Capital Investment Process - Consultant Prequalification Scheme.

A list of other panels and contracts not covered by the Scheme (current as at September 2009) is provided at the end of this document.

Applications for the prequalification under this Scheme commenced in February 2008. The Scheme will conclude in February 2010, but may be extended for two years.

INFORMATION ON THE SCHEME FOR AGENCIES

Under a prequalification Scheme, service providers are invited through an open Expression of Interest process to be assessed on their resources, capability, experience and systems in their nominated area of expertise.

Agencies with specific projects can request a list of selected capable service providers from whom they can invite proposals.

The benefits to agencies of using the Scheme are:

- Streamlining of the competitive tendering process by prequalifying individuals and suppliers with a demonstrated track record, saving on tendering costs relative to open tenders while maintaining appropriate levels of competition
- Enhancing probity standards by third party assessment and selection of service providers

- Quality assurance and performance management in the engagement of service providers. Poor performing service providers will have their performance monitored and can be suspended or removed from the Scheme.

The use of this prequalification Scheme for Performance and Management Services by agencies is voluntary. Agencies not using the Scheme are to engage consultants in line with the delegations relating to consultants (as specified in the Guidelines for the Engagement and Use of Consultants).

Further information on the Scheme, Application conditions and Scheme conditions can be downloaded from:

www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>Guidelines for Agencies

www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>Scheme Conditions

SELECTING PREQUALIFIED PROVIDERS UNDER THE SCHEME

Agencies and statutory corporations seeking to engage service providers under the Scheme may request a list of appropriate prequalified service providers from the Department of Commerce, citing the work types and specialties they require for a particular engagement, by submitting a request form to the Department of Commerce.

The list of work types and specialties is available from: www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>List of work types and specialties

To download the request for the list of prequalified service providers and RFT numbers, visit: www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>Request for Service Providers list form

Submit the request by e-mail to: consultantprequal@commerce.nsw.gov.au. A list of suitably prequalified service providers will be returned by e-mail to the applicant. Please note, the Department of Commerce will only send a list to 'nsw.gov.au' email addresses.

Agencies may then make their own selection from the list of prequalified service providers provided or may seek further assistance from the Department of Commerce.

THE COMPETITIVE TENDERING PROCESS UNDER THE SCHEME

NSW Government agencies are required to engage consultants in accordance with the Scheme Conditions and the Department of Premier and Cabinet Circular C2004-17: Guidelines for the Engagement and Use of Consultants.

The prequalification Scheme complements these guidelines by providing for engagement of consultants or contractors on the following basis:

- Where the estimated cost of the engagement is less than \$150,000, an engagement can be made directly from the panel by inviting one written quotation from a pre-qualified service providers.
- Where the estimated cost of the engagement is \$150,000 or more (to no limit) an engagement can be made from the panel by inviting a minimum of three written proposals from pre-qualified service providers. Open invitations are not required, when this prequalification Scheme is used.

TERMS OF ENGAGEMENT

The engaging agency and the service provider must enter into a separate agreement for each engagement. The Standard Form of Agreement is provided at Schedule 2 of the Scheme Conditions.

To download the Standard Form of Agreement, visit: www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>Standard Form of Agreement

Agencies should not modify the terms of the Standard Form of Agreement unless there are exceptional circumstances which warrant modification.

PERFORMANCE MONITORING AND REPORTING

The purpose of the Scheme is to improve the procurement and use of performance and management services. Quality assurance, value for money, and performance improvement are key objectives of the Scheme.

To assist in meeting these objectives, Commerce will need to collect basic information on consultant engagements from agencies monitoring the performance of service providers they engage.

To assist in meeting these objectives, the Department of Commerce will collect the following information from agencies for each engagement:

- the name of the service provider
- the total value of the engagement
- any variations or flow-on engagements
- a brief description of the outcome

Where a prequalified service provider's performance has been considered unsatisfactory, or where the total value of the engagement (and any related flow-on engagements) is \$150,000 or more, agencies will be required to complete a Performance Report in the form set out at Schedule 3 of the Scheme Conditions.

To download a Performance Report template visit:
www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>Performance Report Template

Further information about performance and reporting requirements is set out in the Scheme Conditions, Schedule 3, Guidelines for Agencies, and Guidelines for Applicants.

Agencies are to liaise with the service provider and attempt to reach an agreement on the rating of each performance criterion in a manner which reflects the service provider's actual performance on the project.

The results of performance monitoring will be linked to the selection for future tendering opportunities. Poor or inconsistent performance may result in decreased opportunities for future work, while good or consistent performance may result in increased opportunities for future work.

These reporting obligations apply in addition to agencies' other reporting and disclosure obligations under the Freedom of Information Act 1989, Premier's Memorandum 2007-01 and NSW annual reporting legislation.

OBLIGATIONS AND RESPONSIBILITIES OF AGENCIES ACCESSING THE SCHEME

Agencies are responsible for making their own assessment of a consultant's suitability for a particular engagement and to undertake appropriate due diligence checks according to the size of the engagement and the risks involved.

INFORMATION ON THE SCHEME FOR APPLICANTS (SERVICE PROVIDERS)

The Scheme is open for new applicants throughout the term. Service providers, whether individuals or firms, can apply for prequalification at any time throughout the life of the Scheme. This Prequalification Scheme for Performance and Management Services is for high-level specialist advice and other forms of professional assistance in the areas list previously.

Service providers benefit from being prequalified through reduced tendering time and costs.

Prequalification under this Scheme is not a guarantee of work and no agency of NSW Government is obliged to provide any work opportunities to any pre-qualified service provider.

The following Scheme documents provide service providers with an overview of the Scheme, application conditions and Scheme conditions. An application form for service providers is provided at Schedule 1 of the Scheme Conditions.

To download a word version of the Application Form, visit:
www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>Service Provider Application form

To download documents, visit:
www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>Guidelines for Applicants

www.nswprocurement.com.au>Consultant Prequalification>Pre-qualification Scheme - Performance and Management>Scheme Conditions





LIST OF OTHER PANELS AND CONTRACTS NOT COVERED BY THIS PREQUALIFICATION SCHEME (CURRENT AS AT SEPTEMBER 2009)

Information Communications Technology (ICT) Consultant Prequalification Scheme for Information and Communication Technology (ICT) Capital Investment Process services

To service the needs of agencies conducting ICT procurement projects to comply with the requirements of Treasury Circular TC 06/23. The prequalified ICT consultant categories are:

- **Cat 338** - Project Assurance Advisors - ICT Strategic Plans and Business Cases
- **Cat 339** - Project Assurance Advisors - Project Quality Assurance Reporting services.

ICT SCCB period contracts:

Contract No. 2020

Provision of ICT Services for Whole of Government.

Contract No.2360

Government Telecommunications Agreements.

Temporary and Contract staff:

Contract No.100

Temporary Staff Professional, Technical and Industrial.

Construction:

Prequalification Scheme for Construction related Consultant Services

This Scheme was created and is operated by the Department of Commerce (Policy Support Services) with the support of NSW Treasury. The Scheme is to service the needs of agencies carrying out construction work to comply with the requirements of Treasury Circular TC 04/07. Non-Accredited and Accredited agencies are using these panels along with some State Owned Corporations and Local Government Councils that use the NSW Government procurement system for construction. The prequalified consultant categories include:

- Cat 335** Project Director
- Cat 336** Project Director Health
- Cat 313** Project Management
- Cat 346** Economic Appraisal-Health
- Cat 328** Value Management Facilitators
- Cat 201** Architectural-General
- Cat 132** Engineering-Principal Design Consultant
- Cat 203** Architectural-Health
- Cat 202** Architectural-Education Primary & Secondary
- Cat 200** Architectural-Education Tertiary
- Cat 204** Architectural-Correctional
- Cat 205** Architectural-Justice
- Cat 219** Architectural-Heritage
- Cat 120** Electronic Security
- Cat 301** Quantity Surveying
- Cat 307** Environmental Studies
- Cat 317** QA Auditors
- Cat 334** Site Safety Auditors
- Cat 337** Dispute Managers

FURTHER INFORMATION

For further information on Performance and Management Services, please contact the Client Support Centre.



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1800 679 289



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