



GREEN ARMY QUESTIONS AND ANSWERS

Questions received on 3 April 2014 and answers

The only reference to the area for which Service Providers may bid for Green Army is in the definition for Bid Region.

Can you confirm that successful tenderers may be required to deliver a Green Army project in any part of the applicable State?

Tenderers are referred to section 4.1.1 of the RFT: For the purposes of this RFT, offers should be made at the state/territory level. Tenderers must tender to deliver the Services across all of any state or territory in which they are awarded business and outline how they will deliver such services in each part of that state or territory.

Tenderers should not tender to provide Services solely at a regional level.

Is there any process whereby potential service providers are able to select a region of a state to provide services? In particular a local service provider in WA, having selected this state may then be allocated projects which may be as much as 3500km from their base of operations, which could impact on the effective provision of the project.

Previous tenders for WfD, RJCP etc have recognised and allocated 3-5 map regions for WA, to address this issue, is there potential to add an addendum for this to occur?

Tenderers are referred to section 4.1.1 of the RFT: For the purposes of this RFT, offers should be made at the state/territory level. Tenderers must tender to deliver the Services across all of any state or territory in which they are awarded business and outline how they will deliver such services in each part of that state or territory.

Tenderers should tender to provide Services solely at a regional level.

Is it possible to review the draft Green Army Deed of Standing Order prior to submission?

Yes, the draft Deed of Standing Offer will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the tender period closing date of 7 May 2014.

Will the participants be viewed as 'employees' of the Service Provider?

Participants are undertaking voluntary, work-like experience and activities as opposed to formal employment, traineeships or apprenticeships and as such will not be considered employees.

For participant injury, can you confirm the Department will provide insurance for this rather than the Service Providers Workers Compensation requirements?

Service Provider(s) will be required to obtain and maintain the following insurances:

- public liability insurance for not less than \$10 million per occurrence;
- workers' compensation;
- motor vehicle insurance;
- compulsory third party motor vehicle insurance;
- personal accident insurance; and
- products liability insurance.

The Department of the Environment will purchase additional personal accident and products and public liability insurance to cover Participants in the Programme. This does not negate the obligation of Service Provider(s) to obtain relevant insurances as outlined above.

How many hours per week will participants be required to undertake their Green Army Project? NEW FAQ (Are training, travel and breaks included in the 30 hours a week of attendance by Participants?)

Participants will be engaged to attend a maximum of 30 hours each week, or 6 hours each day.

Included in the 30 hours of attendance is all training as agreed in individual training plans as well as travel to or from training venues, morning and afternoon breaks of 15 minutes and travel between multiple Project sites.

Not included in the 30 hours is a lunch break of a minimum of 30 minutes each day and travel by Participants to and from the Project site or other meeting point as specified by the Service Provider.

Is there / will there be a figure within the Direct Team Costs that is the anticipated total of allowances?

Assuming there is such a number, will there be a process by which the Service Provider can be provided with additional funds to cover instances of overspend i.e. if a SP recruits a team where all participants are on the higher rate, how do they cover this?

As detailed in the Request for Tender at section 2.13.2, Service Provider(s) will be paid a Project Fee of \$192,500 (GST Inclusive) per Project. Service Provider(s) will be required to deliver Projects in any location consistent with the Deed and subsequent Orders. The Department recognises there will be variances in Project costs depending on location, training and other Project requirements such as the age and level and schooling of Participants. In accordance with the Deed and subsequent Orders, Service Provider(s) will have flexibility to manage the Project Fees across all Projects allocated to it.

There is no capacity to provide additional funds above the Project Fee of \$192,500 (GST inclusive) under any circumstances. It is expected that Service Providers manage any variation in Project expenditure across all Projects allocated to it.

Can participants be employed under a Traineeship over the period of a project?

No.

Clause 2.8.5 on the Request for Tender specifies “Training places subsidised by other government programmes cannot be used for Training delivered under this Programme”. Does this include any employer incentive an employer may receive through the Department of Employment if participants are employed as a Trainee?

Yes.

Clause 2.8.5 on the Request for Tender specifies “Training places subsidised by other government programmes cannot be used for Training delivered under this Programme”. Does this include any wage subsidy or training funding an employer may receive when hiring an employee through a Job Service Agency or Disability Employment Service?

Yes.

Clause 2.10 refers to “Service Provider(s) will be required to ensure that all Participants are transported to training and Project sites in vehicles with a seat belt or harness for each Participant”. Is the cost and maintenance of vehicles included in the funding provided to Service Providers in Table 3 clause 2.13.2 or is the service provider provided additional funding to maintain vehicles?

The cost and maintenance of vehicles is included within the Project Fee of \$192,500 (GST inclusive), no additional funding will be provided.

Questions received on 4 April 2014 and answers

Other than the service fees paid to providers for project costs are fees paid to service providers to manage and promote the Green Army Program?

Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST). There are no other service fees.

What does the Department consider to be consumable Project Specific Materials?

Tenderers are referred to the glossary of the RFT. Project Specific Materials are defined as consumable materials that support the delivery of the Project that must be provided by Service Provider(s) in addition to basic materials as specified in the relevant order. For more detail regarding Project Specific Materials, please refer to the Project Guidelines which will be made available soon at www.environment.gov.au/greenarmy.

And is the average of \$10,000 to be spent on consumable Project Specific Materials additional to the \$192,500?

Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST). There are no other service fees.

What is the Department's idea of what basic materials may include?

Tenderers are referred to section 2.13.1. Basic materials are items such as safety clothing, basic tools and first aid kits.

Are team supervisors appointed to projects required to have trade qualifications? Will the team supervisors be required to demonstrate to participants how to use power tools for example or will this be the Project Sponsors responsibility?

The adequacy and appropriateness of the skills and qualifications of the team supervisors, and the type and scope of training they provide, will be the responsibility of the Service Provider, taking into account the requirements of the relevant Project.

I understand 'Request for Tenders' are open. Will the community be advised of the names of all organisations that are successful providers?

Yes, details of Service Provider(s) will be made available on the Department of the Environment's website at www.environment.gov.au/greenarmy.

Questions received on 5, 6 and 7 April 2014 and answers

Could you please advise if the allowance paid to participants is a Newstart Allowance or Youth Allowance or something different?

The Green Army Allowance is an allowance to be paid to Participants by Service Provider(s). Tenderers are referred to section 2.5.8 of the Request for Tender for further information.

Does a participant have to be in current receipt of one of these allowances to become a part of the project?

No. Participant eligibility is detailed in section 2.5.1 of the Request for Tender.

Does a prospective participant have to register with Centrelink to be eligible to join a project?

No. Details on referral to the Green Army Programme are available in section 2.5.2 of the Request for Tender.

Can you please advise if the hourly allowance paid to participants is included in the \$170,000 direct team cost component of the project fee, or is this paid separately by the Department and administered through the service provider?

Details about the Participant Allowance are set out in section 2.13 of the RFT.

Costs directly associated with Teams, such as the Participant Allowance, must be met by the Service Provider.

I am interesting in submitting for part of this tender, in the products of Section 9.4.6 Uniforms and Protective Equipment and 9.4.7 First Aid Kits.

The question I have, is can I have more detail on these items and specifications that they must meet.

Tenderers are referred to section 2.9.2 Work Health and Safety of the Request for Tender for information in regards to uniforms and protective equipment.

Service Provider(s) must make available necessary safety equipment, in sufficient quantities for all Participants and Team Supervisors, including:

- a uniform that meets the Work Health and Safety requirements of the relevant Commonwealth, state or territory authorities;
- hard hats;
- hearing protection;
- eye protection;
- sun protection;
- insect repellent; and
- other equipment required to meet safety regulations and the requirements of the Service Provider(s) insurer.

Service Provider(s) must ascertain and meet all legal and other requirements of the relevant Commonwealth, state or territory authorities in which Projects are operating. This especially includes Codes of Practice in relation to access to work amenities (for example, toilets and drinking water) and the provision and restocking of first aid kits.

Tenderers should note that the Department is seeking tenders from providers of the entire service offering on a state by state basis. Any party interested in tendering that is unable to provide all aspects of the required services should explore suitable partnering or subcontractor arrangements with other providers.

On page 7, no allowance for project supervisors in the table for participant allowances. What is the payment rate for supervisors?

Tenderers are referred to section 2.7 of the Request for Tender for detail in regards to Team Supervisors which notes that Service Provider(s) will be responsible for employing the Team Supervisors directly and therefore managing the employment relationship including wages and that Team Supervisors will be paid under a relevant award, such as Gardening and Landscaping Services Award.

Questions received on 8 April 2014 and answers

One specific question I have is regarding the Western Australian jurisdiction. The State covers a very large expanse of land with a wide range of needs. Have you determined the likely number of projects to be allocated to the State? I note there is an expectation of a minimum and maximum number of projects to be nominated and State information would assist in this determination.

It is expected that a national total of 1500 Projects will be available in the Programme over the period of the Deed of Standing Offer (2014 – 2017). The number of Projects in each state is not yet known.

The Department of the Environment aims to have a wide geographic spread of Projects. Service Provider(s) may be responsible for managing Teams in Projects located in regional and remote areas and/or near culturally significant sites.

We understand that the Service provider will be paid \$192,500 for project specifics and administration. Are these the only funds available for the project?

Yes. Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST). There are no other service fees.

Are there any funds supplied to the Sponsor or, do they have to fund themselves? As we are a not for profit organisation who will more than likely apply as being the sponsor and service provider we require some more information around this area.

No cash funding will be provided to Project Sponsors.

Further detail on the requirements of Project Sponsors will be available in the Project Guidelines which will be made available at www.environment.gov.au/greenarmy once released.

Chapter 2 Statement of Requirements 2.3 (2.3.1) terms and conditions states the respective Team will undertake “project activities” for “20 to 26 weeks”

Participant Payment Allowance matrix is noted and is based on hourly rate (2.5.8) subject to entry level age

Could you please advise expected or average hours per participant is expected to work during the 20 – 26 week project (Either per day, per week or total per project may apply)

Section 9.2.3 of the Programme Guidelines will detail the hours of attendance. Participants will be engaged for a maximum of 30 hours per week. Maximum hours of attendance per day by a Participant will be six hours.

The scenario is a team of 9 earning the maximum allowance of \$16.45 per hour for the maximum of 30 hours per week on a project which lasts for 26 weeks. This team would earn a total of \$115,479 of the available \$170,000 for the project.

Is the service provider expected to meet the costs of;

- team supervisor wages
- daily transport

- **training and assessment**
- **PPE**

from the remaining \$54,521?

Yes. Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST). There are no other service fees.

We note that section 2.13.2 ‘Service Fees and Payment Structure’ of the RFT states that there will be variances in the Project cost depending on Project activities, locations, training and other Project requirements. We assume this recognises and will assist service providers to deliver potentially higher cost regional projects, as an example. Can you advise if this flexibility to manage the Project Fees across all Projects allocated to a service provider includes and relates to all components of the project fees, including for example administration fees, supervisor wages, participants allowances etc.

Yes.

Given this need for flexibility in managing project funds to ensure effective delivery of a diverse range of projects, can you also advise what, if any, requirements there will be for acquittal of funds at the end of the Contract or other period.

As the Service Provider will be engaged under a procurement rather than a grants model, no requirements for acquittal exist, however all milestones must be met for payment to be made. Further detail of payment arrangements will be in the draft Deed of Standing Offer which will be made available as soon as possible and prior to the RFT closing date at www.environment.gov.au/greenarmy.

The program guidelines state that projects can be from 20 – 26 weeks duration. How is this determined? Is it as reflected in the project proposal and part of the process for approving projects or is the supplier able to have input into the delivery model and duration once the project is approved?

Project Sponsors must provide details of Project length at the time of application. Further information on Project proposals is detailed in the Project Guidelines which will be made available at www.environment.gov.au/greenarmy.

Addendum three provided clarification on what is included in the 6 hours a day attendance. Can I confirm that if there is a designated meeting point and a bus to transport the participants to site, the travel from the designated pick up point to site is included in the six hours participation?

Yes.

Questions received on 9 April 2014 and answers

During the Green Army webinar held on Monday participants were told there would be a “Draft Deed of Standing Offer” available on the Department of Environment’s website however this does not appear to have been added as yet – can someone please advise when this will be made available?

The draft Deed of Standing Offer will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the RFT closing date of 7 May 2014.

On page 7 of the tender point 2.5.8 table 2 it lists the rates for the participates my question is this a

Hourly rate?

Daily rate?

Weekly rate?

Fortnightly rate?

I can’t seem to find a time line around the rates.

What is the expected number of days or hours a week the participates would work in a week is it a 38 hour week over 5 days or is it less than that? And who determines the hours each week?

Table 2 of section 2.5.8 of the Request for Tender indicates the **hourly rates** for Participants.

Section 9.2.3 of the Programme Guidelines details the hours of attendance. Participants will be engaged for a maximum of 30 hours per week for 20-26 weeks, depending on the length of the relevant Project. Maximum daily hours of attendance by a Participant will be six hours.

In the tender on page 3 point 2.3.1 under definition of a team it states the projects will go for 20 -26 weeks, who determines how long a project runs, and is their less money for the 20 week projects?

Project Sponsors must provide details of the Project they are proposing, including the duration of the Project, at the time of application. Further information on Project proposals is detailed in the Project Guidelines, in particular at Part 5. The Project Guidelines are available at www.environment.gov.au/greenarmy.

Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST) regardless of the duration of the project.

The FAQs include the following statement:

“The What documents do I have to download from AusTender?”

The Green Army RFT documents are contained in a Tender Pack that includes the following

- ***GA RFT.pdf***
- ***GA RFT.docx***

- ***Financial and Credentials Information Form.xls***
- ***Subcontractor Credentials Information Form.xls***
- ***Part A – Tender Declaration.pdf***
- ***Part B – Tender Information.pdf***
- ***Part C – Project Budget.pdf***
- ***Part D – Selection Criteria.pdf***
- ***Fair Work Proforma.docx***

But the Tender Pack does not include the “Fair Work Proforma” as shown in the following screen dump of the ZIP file.

Could you please add the “Fair Work Proforma” to the AusTender website?

There was an error in the FAQ as released which has since been corrected. Tenderers are **not** required to complete the Fair Work Proforma.

I’m just trying to find out some info for the [named] Trust regarding their classification under the Green Army funding guidelines. The Trust members were told that Green Army funding may only be available to RTO’s who will manage the projects. From the information on the Green Army website, it seems ‘Service Providers’ can put in a tender to help in the delivery of the project, and ‘Project Sponsors’ can apply for Green Army projects.

The guidelines do not give a clear indication of what type of organisations can be considered a ‘service provider’. Can you please advise whether an organisation such as a Trust would be considered a possible ‘service provider’ and thus able to submit a tender.

Information on submitting a tender to become a Service Provider, including eligibility requirements is available in the RFT. See in particular sections 3.5 and 3.6 and Part 2: Statement of Requirements of the RFT. The RFT is available for download from www.austender.gov.au.

Additional information for potential Service Providers is available in the Green Army Programme Guidelines 2014 – 2017 available at www.environment.gov.au/greenarmy.

Can an organisation that successfully gains a contract to deliver Service Provision for the GA also operate as a Sponsor organisation?

A Service Provider who also satisfies the eligibility criteria for a Project Sponsor as set out in Part 4 of the Project Guidelines; they can be both a Service Provider and a Project Sponsor. Further information on this will be in the draft Deed of Standing Offer, which will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the tender period closing date of 7 May 2014.

Questions received on 10 April 2014 and answers

Can we tender for a specific area within a State such as the NRM regions of Lachlan, Murrumbidgee, and Murray within southern NSW?

Tenderers are referred to section 4.1.1 of the RFT: For the purposes of this RFT, offers should be made at the state/territory level. Tenderers must tender to deliver the Services across all of any state or territory in which they are awarded business and outline how they will deliver such services in each part of that state or territory.

Tenderers should not tender to provide Services solely at a regional level.

Can you please break down the specific elements of what the \$22,500 Administration Fee, as part of the Project Fee, actually covers?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services as part of the Project Fee.

[named] is very interested to tender for this project ... please email link and info to [named]

Thank you for your email concerning the Request for Tender for the Green Army Programme 2014-2017.

All tender documents are available on AusTender at www.austender.gov.au.

Please read all documentation carefully for details on submission of tenders.

On page 38 of the Green Army Programme Guidelines there is the following statement:

Training places subsidised by other government programmes cannot be used for Training delivered under this Programme.”

Does this exclude using Western Australian government user-choice funding to underpin the training provided in the Programme?

Please advise or clarify in relation to using additional funding to support the cost of training delivery.

Section 2.8.5 of the Request for Tender contains information in regards to training costs. Tuition fees must be paid for out of the Project Fee paid to the Service Provider(s) by the Australian Government. Training places subsidised by other government programmes cannot be used for Training delivered under this Programme.

We note that page 21 (last paragraph) of the Green Army Guidelines states "The Programme may be used as a feeder program for the Indigenous rangers"

We also note page 40 (fifth paragraph) of the Guidelines states "Tenderers should not tender to provide Services solely at a regional level."

My question is: How should we frame our application as a feeder program for the Indigenous Rangers at a regional level?

The Department of the Environment is unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender (RFT), or with information that is not contained in the RFT.

Tenderers are referred to section 4.1.1 of the RFT in regards to business allocation: For the purposes of this RFT, offers should be made at the state/territory level. Tenderers must tender to deliver the Services across all of any state or territory in which they are awarded business and outline how they will deliver such services in each part of that state or territory.

Tenderers should not tender to provide Services solely at a regional level.

Questions received on 11 April 2014 and answers

“In the Financial and Credentials Information Form of the RFT reference is made to the *Department of Employment*. Elsewhere in the RFT the Department is *The Department of the Environment*. We have submitted all relevant financial information in tender bids recently to the *Department of Employment*. Will this information be sufficient or do we need to resubmit for this tender?”

Page 2 of the Financial and Credentials Information Form annexed to the RFT outlines several options in regards to information previously provided by tenderers to the Department of Employment. If the tenderer completes the relevant section on page 2 of the Financial and Credentials Information Form as per the instructions, it would not be required to resubmit the Financial and Credentials Information Form.

Will my questions be answered directly, or published on the website, or both?

Do I have to send my questions to this email again?

You will receive an email response to your questions. All questions received and responses provided will be published on the Department of the Environment website at www.environment.gov.au/greenarmy.

You are welcome to resend your questions to the Green Army email address, however that is not necessary, as all questions received during the webinars held on 7 and 11 April 2014 have been recorded and will be answered in this way.

Questions received on 14 April 2014 and answers

Can I please get a copy of the webinar for the Request for Tender?

The slides, audio recording and questions and answers from the webinar sessions held on 7 and 11 April 2014 are available at www.environment.gov.au/greenarmy.

Is there any flexibility to the 'word count' restrictions – if an applicant was to go slightly over the word count, would this make it a non-compliant tender?

The tender application form will not allow any flexibility in the word count. Tenderers will be unable to go over the word count for each question within the forms.

Does the reference to 'daily hours' include travel time to and from training, or is it only the delivery hours?

Tenderers are referred to section 9.2.3 of the Programme Guidelines. Participants will be engaged to attend a maximum of 30 hours each week, or 6 hours each day over 5 days.

Included in the 30 hours of attendance is all training as agreed in individual training plans as well as travel to or from training venues, morning and afternoon breaks of 15 minutes and travel between multiple Project sites.

Not included in the 30 hours is a lunch break of a minimum of 30 minutes each day and travel by Participants to and from the Project site or other meeting point as specified by the Service Provider.

Will successful applicants be matched with prospective clients/trainees in the areas tendered for, or will it be all self-generated by said applicants?

Tenderers are referred to sections 2.4 and 2.5 of the Request for Tender for details of recruitment and participants. Service Provider(s) will be required to develop and implement a Recruitment Strategy to recruit sufficient and suitable Participants and Team Supervisors for approved Projects. This Recruitment Strategy must be agreed with the Department of the Environment as part of their Operations Manual described in section 2.14.3 of the RFT.

Service Provider(s) will determine the eligibility of potential Participants against the eligibility criteria for Participants specified in the Programme Guidelines.

Prospective Participants may apply to join the Programme by approaching a Service Provider directly or may be referred to the Service Provider by (but not limited to): the Department of Human Services, a Job Services Australia Provider, a Disability Employment Services Provider and/or a Remote Jobs and Communities Programme Provider.

Service Provider(s) should inform potential Participants that referral does not guarantee participation in the Programme. Tenderers are referred to section 2.5.2 of the RFT for information about referral of Prospective Participants to the Green Army Programme.

Is there a quarantined Participant Allowance amount from the Project Cost?

No. Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including Participant Allowances, as part of the Project Fee.

Regards 3.1 in Section D, we would appreciate some clarification i.e. given that the p.a. total projects increases from 250 to 750, are we being asked to provide our maximum and minimum figures per state for Year 1 or Year 3? Our inclination is to nominate the max/min for Year 3 although we note our minimum for Year 3 could be well in excess of any likely number of projects approved for delivery in Year 1 and this could therefore misrepresent our bid intentions. Likewise our minimum for Year 1 would be much lower than any minimum we would nominate for Year 3.

Tenderers should provide minimum and maximum figures per state over the life of the Deed of Standing Offer 2014 – 2017. Tenderers are referred to an addendum which will be released shortly on AusTender and which will provide clarification on this point.

Are the PowerPoint slides from the Webinar presentation available?

The slides, audio recording and questions and answers from the webinar sessions held on 7 and 11 April 2014 are available at www.environment.gov.au/greenarmy.

Does Green Army funding cover the costs of the Team Supervisor's salary?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including the Team Supervisor's salary, as part of the Project Fee.

One of the performance indicators specified under Performance Expectation 2: Effectiveness is: "the number of different training courses undertaken by Participants."

First Question: By "the number of different training courses" does the Department mean:

a) The number of different Training Packages in which Participants participate, toward completion of full Certificates and/or a Statements of Attainment for nationally endorsed Skill Sets, that is, only nationally accredited courses? Or b) The number of different courses in which Participants participate, toward a Statement of Participation, Statement of Attainment and/or full qualification, that is, a combination of accredited and non-accredited courses?

Tenderers are referred to an addendum which will be released shortly on AusTender and which will provide clarification on this point.

In either case (a or b above), would participation in Certificates I, II, III and IV from the same Training Package be regarded as “one course” or “four different courses”?

Tenderers are referred to an addendum which will be released shortly on AusTender and which will provide clarification on this point.

Second Question: By “undertaken”, does the Department mean:

i) commenced and participated in, without necessarily completing or achieving a Statement of Participation, Statement of Attainment and/or full qualification; or ii) completed and achieved a Statement of Participation, Statement of Attainment and/or full qualification; or iii) completed and achieved a Statement of Attainment and/or full qualification.

Tenderers are referred to an addendum which will be released shortly on AusTender and which will provide clarification on this point.

One of the performance indicators specified under Performance Expectation 2: Effectiveness is: the number of Participants who completed an individual training plan” Does the Department mean: a) the number of Participants who completed a process of planning/negotiation resulting in an individual training plan ONLY; or b) the number of Participants who completed a process of planning/negotiation resulting in an individual training plan, and also completed all units of training agreed within that individual training plan?

Tenderers are referred to an addendum which will be released shortly on AusTender and which will provide clarification on this point.

The instructions for Part D Selection Criteria do not provide any specifications for supplementary material; that is, diagrams, tables, maps or other formats in which to present information that is not so readily communicated in text format but which would clarify and streamline communication of information relevant to tenderers’ responses to the selection criteria. We note that the presentation of information in such formats can make an easier read for tender assessment panelists.

Will the Department consider supplementary material of this nature (that is, not ‘slabs of text’)?

No. The Department will not accept attachments other than those requested in the Request for Tender.

Sub-criterion 4.2 of the RFT (page 43) requires tenders to "Describe infrastructure, including client and staff facilities, proposed location and premises, including hours of opening and IT options."

Please clarify what the Department means by “IT options”.

The Department of the Environment is unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender (RFT), or with information that is not contained in the RFT. IT refers to Information Technology.

I would like to know how the Green Army program will assist the Service provider to pay for the training of a participant.

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including training, as part of the Project Fee.

Can you tell me when/where the answers to questions will be posted online?

All questions and answers submitted in relation to the RFT are available at www.environment.gov.au/greenarmy.

Also can you either forward or advise where I can find any of the Q & A surrounding the RFT?

All questions and answers submitted in relation to the RFT are available at www.environment.gov.au/greenarmy.

The Aus Tender Website is not working

Should you continue to experience difficulty with the AusTender website, please contact the AusTender Help Desk on 1300 651 698 or at tenders@finance.gov.au.

Thanks for the opportunity to participate in the webinar on Friday. Is it possible to get the PowerPoint presentation to review?

The slides, audio recording and questions and answers from the webinar sessions held on 7 and 11 April 2014 are available at www.environment.gov.au/greenarmy.

Also, when do you expect the draft contract to be released?

The draft Deed of Standing Offer will be made available at www.environment.gov.au/greenarmy as soon as possible and prior to the tender closing date of 7 May 2014.

I am writing on behalf of a national association which is considering lodging a tender on behalf of a number of its member organisations.

My questions are as follows:

I am a little confused about the relationship between Service Providers (SPs) and Project Sponsors (PSs). Do SPs have to find PSs themselves and include details of prospective projects in their tender or does the department find the PSs and link them SPs that have been selected through the tender process as having the capacity to carry out projects?

Tenderers are referred to section 2.6.2 of the Request for Tender. The Department of the Environment will invite Project proposals from a range of organisations as an open call process. Organisations that submit successful Project Proposals will be referred to as Project Sponsors.

Is the allowance that is paid to project participants included in the \$192,500 paid for projects is that amount calculated and paid separately? After all, how can you know in advance which hourly rate of pay participants will be entitled to until they've been recruited and their age and level of education is known.

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including Participant Allowances, as part of the Project Fee.

Can a national organisation tender on behalf of its members? If so, is the national organisation the Service Provider or are its members the Service Providers for the purposes of the contract and, if the former, would the national organisation sub-contract the work to its members if it were successful?

Tenderers are referred to section 3.7.1 and 3.7.2 for details on group tendering and sub-contracting arrangements. The Department of the Environment is unable to provide interpretation or advice on how to respond to the content of the Request for Tender.

If the national organisation is permitted to tender in this fashion does its management fee come out of the \$192,500 that is available for each project or is it permitted to charge a management fee on top of this amount?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services as part of the Project Fee.

Questions received on 15 April 2014 and answers

Could you please advise if there are any additional loadings to the project fees paid to service providers who are in remote locations?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services as part of the Project Fee.

Can an applicant put in applications for projects as an RTO or; alternatively can the applicant work with Councils (Local Govt) to put forward project applications under which they can nominate the can nominate the as the RTO?

Tenderers should note that the Department is seeking tenders from providers of the entire service offering on a state by state basis. Any party interested in tendering that is unable to provide all aspects of the required services should explore suitable partnering or subcontractor arrangements with other providers. Tenderers are referred to sections 3.7.1 and 3.7.2 of the Request for Tender for information on Group Tendering and subcontracting arrangements.

The supervisor is under the relevant award and is subject to superannuation and other entitlements such as leave but the participant is not an employee but volunteers and are therefore not subject to superannuation, leave etc. We need to hold insurances but state / territory specific workers comp?

Please refer to section 2.11 of the Request for Tender in regards to insurances.

The administration costs (\$22,500) will include administrative support costs as well as clothing for the participants. Does this also incorporate training costs?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services and pay all administration costs as part of the Project Fee.

\$10,000 will be for tools and task specific items. This is outside the \$192,500?

Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST). There are no other service fees.

Service Provider(s) will be required to deliver all services, including all necessary tools, as part of the Project Fee.

Are accommodation (if required at remote area), transport (to remote area) and feeding / drinks arrangements taken care of by the sponsor?

Tenderers are referred to section 3.2.1 of the Programme Guidelines available at www.environment.gov.au/greenarmy for information on costs associated with Projects.

With the length of the response expressed in characters, is spacing incorporated in the character limit of 35,000 and 30,000 for the relevant sections?

The character limit is expressed in characters and includes spaces.

From Chap 2, para 2.7, sub para 2.7.1) what is deemed “Suitably qualified”,

The adequacy and appropriateness of the skills and qualifications of the team supervisors, and the type and scope of training they provide, will be the responsibility of the Service Provider, taking into account the requirements of the relevant Project.

Does the WHS training need to be accredited or are we able to deliver site specific non accredited training to suit the needs of the project?

Training needs will depend upon the individual Project activities being undertaken. Tenderers are referred to section 2.9.2 of the Request for Tender regarding Work Health and Safety requirements for Projects.

Will the Team Supervisor expected to be the SME for environmental work?

The adequacy and appropriateness of the skills and qualifications of the team supervisors, and the type and scope of training they provide, will be the responsibility of the Service Provider, taking into account the requirements of the relevant Project.

Will the expectation for volunteers who have already achieved higher than a Cert II qualification be provided with higher qualification opportunities such as Cert III / IV and if so will additional funding be available for this?

Service Provider(s) must provide Participants with the opportunity to undertake training for a Certificate I or Certificate II (or part thereof) qualification or nationally endorsed skill sets. For those who have already undertaken Certificate II, Tenderers are referred to section 2.8.3 of the Request for Tender.

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including training costs, as part of the Project Fee.

Similar to the previous, if a volunteer does more that 2 or 3 projects are we required to increase the level of training as they go?

Tenderers are referred to section 2.8.3. Service Provider(s) must undertake an assessment of the training needs of each Participant considering existing skills and any special needs.

The individual assessment will also be used to determine which Participants already have a range of skills and who can be encouraged to take on more challenging activities.

Outcomes of this assessment must be incorporated into the Participant Agreement.

Are we expected to provide driver / vehicle/heavy machinery training to the volunteers if it is required for the project?

Yes, where appropriate. Tenderers are referred to sections 2.7 of the Project Guidelines and 9.5 of the Programme Guidelines available at www.environment.gov.au/greenarmy for information on training requirements for Projects.

Are we required to provide higher risk training e.g. chainsaws/trimmers/ motorised machinery?

Yes, where appropriate. Tenderers are referred to sections 2.7 of the Project Guidelines and 9.5 of the Programme Guidelines available at www.environment.gov.au/greenarmy for information on training requirements for Projects.

Who is responsible for the pre project site specific requirements?

Project Sponsors are responsible for obtaining all required regulatory and non-regulatory approvals for work. Tenderers are referred to sections 2.6 and 7.1 of the Project Guidelines available at www.environment.gov.au/greenarmy for information on Work Health and Safety and compliance requirements for Projects.

Do we have the right to refuse a project and if we believe the team is not being used appropriately can we withdraw them from the project.

Tenderers are referred to the draft Deed of Standing Offer, which will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the RFT closing date of 7 May 2014.

If we do withdraw from a project are we still required to complete training and provide payment for that project?

Tenderers are referred to the draft Deed of Standing Offer, which will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the RFT closing date of 7 May 2014.

Are we responsible for the consumable resources?

Please refer to section 2.13.1 of the Request for Tender.

Service Providers must provide consumable Project Specific Materials of a value as specified in an Order to a Deed of Standing Offer.

Project Specific Materials will have an average value of \$10,000 per project undertaken by the Service Provider, and must support delivery of Projects. Project Specific Materials will also need to be specified in the Project Agreement between the Service Provider and Project Sponsor. Tenderers are referred to section 1.3 of the Project Guidelines for information on Project Specific Materials.

The 3 strikes you're out rule is mentioned (Chap 2, para 2.5, sub para 2.5.7) can this be clarified. Is it any 3 occasions or does it have to be doing the same thing 3 times? For example if the person no shows/turns up to work under the influence and bullies another team member is that classed as 3 strikes?

Tenderers are referred to section 2.5.7 of the Request for Tender. In delivering the Programme, Service Provider(s) will be required to develop, document and implement strategies to monitor and address behavioural issues of participants, consistent with the Code of Conduct and the Programme Guidelines.

The Service Provider must immediately terminate the Participant Agreement and the Participant will immediately exit the Programme where a Participant has seriously breached the Code of Conduct or breaches the Code of Conduct on three occasions.

Are Service Provider(s) allowed to conduct alcohol and drug testing on Participants?

Tenderers are referred to section 2.5.7 of the Request for Tender. In delivering the Programme, Service Provider(s) will be required to develop, document and implement strategies to monitor and address behavioural issues of participants, consistent with the Code of Conduct and the Programme Guidelines including influence or possession of alcohol or drugs.

Can an organisation make multiple bids from different parts?

Tenderers are referred to an addendum which will be released shortly on AusTender and which will provide clarification on this point.

Where can I find further Frequently Asked Questions?

All questions and answers submitted in relation to the RFT are available at www.environment.gov.au/greenarmy.

Are Service Provider(s) also able to act as Project Sponsors?

A Service Provider that satisfies the eligibility and minimum form and content requirements as set out in sections 3.5 and 3.6 of the Request for Tender and which also satisfies the eligibility criteria for a Project Sponsor as set out in Part 4 of the Project Guidelines will be considered eligible to be both a Service Provider and a Project Sponsor.

Further information will be in draft Deed of Standing Offer, which will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the tender period closing date of 7 May 2014.

Do Participants receive superannuation?

Tenderers are referred to section 2.5.8 of the Request for Tender and section 9.3.4 of the Programme Guidelines for details of the Participant Allowance.

Participants are not employees of the Commonwealth or employees of the relevant Service Provider merely as a result of their participation in the Programme.

Neither the Service Provider(s) nor the Commonwealth is required to provide superannuation payments on behalf of Participants under the provisions of the *Superannuation Guarantee (Administration) Act 1992* (Cth).

Do Team Leaders receive superannuation?

Tenderers are referred to section 2.7.1 of the Request for Tender for detail in regards to Team Supervisors which notes that Service Provider(s) will be responsible for employing the Team Supervisors directly, and therefore managing the employment relationship including wages and other employment conditions.

Should I complete PART C of the Tender Forms for each Project?

As described within tender form Part C, tenderers should outline their major budget items on a per Project basis. The major budget items should be averaged across urban, regional and remote Projects. The maximum average per Project budget is \$192 500 comprised of \$22 500 for administration support and \$170 000 for project specific costs. See Section 2.12.2 of the Request for Tender for further detail on service fees and payment structure.

How does the Allowance affect Income Support Payments?

Tenderers are referred to section 11 of the Programme Guidelines for information on income support interactions.

Are Service Provider(s) responsible for seeking out Project Sponsors?

No. Tenderers are referred to section 2.6.2 of the Request for Tender. The Department of the Environment will invite Project proposals from a range of organisations as an open call process. Organisations that submit successful Project Proposals will be referred to as Project Sponsors.

Are my minimum and maximum figures per state for year one or year three?

Tenderers are referred to an addendum which will be released shortly on AusTender and which will provide clarification on this point.

What forms am I required to lodge?

The Green Army RFT documents contained in the Tender Pack available for download from AusTender include the following:

- GA RFT.pdf
- GA RFT.docx
- Financial and Credentials Information Form.xls
- Subcontractor Credentials Information Form.xls
- Part A – Tender Declaration.pdf
- Part B – Tender Information.pdf
- Part C – Project Budget.pdf

- Part D – Selection Criteria.pdf

After saving my documents using the recommended file naming convention, is there anything else I need to do before submitting my Tender response through AusTender?

When you have completed the forms, you will need to save them all in one folder on your computer. You will then have to 'zip' (or compress) the entire folder prior to lodging your tender through AusTender. As the combined length of your file path and file name must not exceed 100 characters, ensure that your files are not located deep in your directory structure.

Compressed folders can contain one or more files which make it easier for files to be kept together and more efficient to email, download and store.

WinZip is one type of compression software that is suitable for use. Once the software is installed, you may begin creating your zip folder, ensuring that you have included all required files.

If you expect the zipped folder to exceed 20 megabytes, we recommend that you upload your tender through AusTender during off-peak times, either very early in the morning, late at night or on a weekend. You must also ensure that the upload is completed before the Tender Closing Time and Date referred to in the RFT.

Questions received on 16 April 2014 and answers

When writing the Request for Tender, who is writing it, the Project Sponsor or the Service Provider?

The Department of the Environment has released the Green Army Programme 2014 – 2017 Request for Tender for the purpose of appointing Service Provider(s) to deliver the Programme.

As far as funding allocations, who would be allocated what? Would the Sponsor Organisation receive the administration fee of \$22,500 and the Service Provider \$170,000?

Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST). There are no other service fees.

No cash funding will be provided to Project Sponsors.

Can an organisation represent both the Service Provider and the Sponsor organisation?

A Service Provider that satisfies the eligibility and minimum form and content requirements as set out in sections 3.5 and 3.6 of the Request for Tender and which also satisfies the eligibility criteria for a Project Sponsor as set out in Part 4 of the Project Guidelines will be considered eligible to be both a Service Provider and a Project Sponsor.

Further information will be in draft Deed of Standing Offer, which will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the tender period closing date of 7 May 2014.

When will the winning tenders be announced?

Successful tenderers are anticipated to be announced in June 2014.

Will the project be expected to roll out straight away on the 1st July, recruiting participants or does it allow administration time to prepare manuals?

Tenderers are referred to section 2.1 of the RFT. Successful Tenders will become Service Provider(s), and will be required to commence delivery of the Programme from approximately 1 July 2014 under a Deed of Standing Offer.

The draft Deed of Standing Offer will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the tender period closing date of 7 May 2014.

What special support is expected & required for Participants with a disability?

Tenderers are referred to section 9.1.8 of the Green Army Programme Guidelines for information on Participants, including those with a disability. Young people with disabilities should be encouraged to participate in the Programme. The Service Provider(s) must, as a part of their operational plan, develop and implement strategies to involve eligible persons with a disability. The plan should include the additional support required, access to work sites, and tailored tasks to match the Participant's mental and physical abilities. The plan must include the Service Provider's plans for providing

additional support and counselling to Participants with an intellectual disability or learning disorder during disciplinary processes and when completing the Participant Agreement.

Is it expected to fund this support out of the Direct Team Costs?

Tenderers are referred to section 2.13.2 of the RFT for details of service fees. Service Providers will be paid a Project Fee of \$192,500 (inclusive of GST). There are no other service fees.

Service Provider(s) will be required to deliver all services, including additional support required for Participants with a disability, as part of the Project Fee.

Is it expected that participants will receive a full First Aid Certificate or is training in first aid related areas within the work place health and safety sufficient?

Tenderers are referred to section 2.8.2 of the Request for Tender for details of training requirements for Participants in First Aid and Work Health and Safety.

I am preparing a response to Criterion 2. Are there any excluded or controlled activities of a high risk nature? I am thinking particularly of activities related to tree climbing or tree felling and the use of chainsaws.

Tenderers are referred to section 2.9.2 of the Request for Tender for information on Work Health and Safety.

We are putting together a tender for the green army project. Can their Department please provide a draft or template Deed of Standing Offer?

The draft Deed of Standing Offer will be made available at www.environment.gov.au/greenarmy as soon as possible and prior to the tender closing date of 7 May 2014.

Can you please let me know how much money is available for recruitment and support of participants and training of participants?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including recruitment, support and training of Participants, as part of the Project Fee.

Are persons placed in the Team Leader roles eligible to receive wage subsidies? (assuming they are recruited from a candidate pool that qualifies for this)

Tenderers are referred to section 2.7.1 of the Request for Tender for detail in regards to Team Supervisors. Service Provider(s) will be responsible for employing the Team Supervisors directly, and therefore managing the employment relationship including wages and other employment conditions.

Will a placement made by an employment services provider into a Green Army project be eligible for a placement outcome payment?

Tenderers are referred to section 11.4 of the Green Army Programme Guidelines 2014 – 2017 which states that employment service providers will not be able to claim an outcome payment for referring a Participant to the Programme.

Will payroll tax need to be paid for each Green Army participant?

Can the Service provider choose not to participate in a project at our own discretion?

Tenderers are referred to the draft Deed of Standing Offer, which will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the RFT closing date of 7 May 2014.

How should indigenous community members work with potential service providers to make sure that young indigenous people have an opportunity to be engaged in Green Army teams?

Section 6.6 of the Programme Guidelines available at www.environment.gov.au/greenarmy contains information on indigenous consultation by Service Providers.

Service Provider(s) will be expected to engage Indigenous elders willing to provide cultural guidance, mentoring and support to relevant Projects, where appropriate, in consultation with the Department of the Environment.

Where projects could occur in remote areas away from towns etcetera, who and how should accommodation needs be arranged, and who pays for the accommodation?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including costs directly associated with Teams, as part of the Project Fee.

Tenderers are referred to section 3.2.1 of the Programme Guidelines available at www.environment.gov.au/greenarmy for information on costs associated with Projects.

Will the appointed Service Provider be required to engage with all local employment services providers in regions to ensure all jobseekers receive the opportunity to participate in the program? An example scenario is a leading employment services provider in a region that has a significant market share. It would be unfair on the jobseekers of that employment services provider if they missed out on being referred into the programme because that employment services provider was not a successful Service Provider or was not able to secure a position as a subcontractor in a tendering group. Might you clarify please?

Tenderers are referred to section 2.5.2 of the RFT for details on referral of Prospective Participants to the Programme.

Questions received on 17 April 2014 and answers

Regarding the RFT, can you please advise if you can attach letters of support, service level agreements or any other information – is there a limit to the number of attachments. This is in addition to the two referees that are required to be nominated.

The Department of the Environment will only accept and evaluate those documents and attachments asked for in the Request for Tender (RFT).

A local council has approached us as their preferred job service provider with a view to being a co-partner for the project proposal/s they intend on submitting as part of the Green Army programme. Our question is, it's not clear in the guidelines, would a scenario/ partnership like this fit guideline eligibility requirements and therefore be considered? How would the job service provider be remunerated for service delivery, when the overarching program guidelines don't allow job service provider to claim outcome payments?

Tenderers are referred to sections 3.5 and 3.6 of the RFT for eligibility and minimum form and content requirements for tendering. Tenderers are also referred to sections 3.7.1 and 3.7.2 of the RFT for information on Group Tendering and Subcontracting.

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including costs associated with recruitment of Participants and Team Supervisors, as part of the Project Fee.

Can you tell me what Green Army Participants will be covered for, what insurance cover will their Service Providers be required to have? Or are the Participants employers actually someone else, a Federal Government department if so what kind of cover will they provide to Green Army Participants?

Please refer to section 2.11 of the Request for Tender in regards to the insurance obligations of Service Providers.

Questions received on 22 April 2014 and answers

Is the Participant Allowance included in the Project Fee?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

Service Provider(s) will be required to deliver all services, including Participant Allowances, as part of the Project Fee.

Is there an expected average, minimum and/or maximum travel distance and/or travel time, participants may undertake to/from the project location?

No.

Do Service providers have to run Green Army teams for an entire state?

Tenderers are referred to section 4.1.1 of the RFT for details about business allocation. For the purposes of the RFT, offers should be made at the state/territory level. Tenderers must tender to deliver the Services across all of any state or territory in which they are awarded business and outline how they will deliver such services in each part of that state or territory.

Tenderers should not tender to provide Services solely at a regional level.

Do Service Provider(s) have to fund wages for the last half of the program before they are reimbursed?

Tenderers are referred to section 2.13.2 of the Request for Tender for details of service fees and payment structure.

Further detail of payment arrangements will be in the draft Deed of Standing Offer which will be made available as soon as possible and prior to the RFT closing date of 7 May 2014 at www.environment.gov.au/greenarmy.

Can you please advise when the deed for the green army program will be available? We need this in order to deciding if we will tender and for assessing the risks.

The draft Deed of Standing Offer will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the RFT closing date of 7 May 2014.

If there are any liquidated damages? Are the tenders submissions binding? For example can we withdraw or decline a contract? What process will apply if suppliers are unable to reach agreement with project sponsors on a project due to concerns over WH&S, other risks or concerns about adequate numbers of participants? Is there scope for service providers to decline a project? Can service providers recommend modifications to the project plan, project duration or training as part of the negotiation process?

Tenderers are referred to the draft Deed of Standing Offer. The draft Deed of Standing Offer will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the RFT closing date of 7 May 2014.

Also given suppliers won't be known until after the current project proposals are submitted is there any opportunity for sponsors to indicate an interest in working with a specific supplier, provided they are successful in being appointed? This will allow potential suppliers to work with sponsors in developing their proposals for projects.

Potential Project Sponsors are able to nominate partners as part of Project applications.

Can you confirm if suppliers are required to pay workers compensation insurance or payroll tax?

Tenderers are referred to section 2.5.8 of the Request for Tender. Service Provider(s) will be required to pay the Allowance to Participants on a fortnightly basis in arrears, directly into the Participant's nominated bank account subject to the Service Provider deducting income tax from the Allowance and forwarding this amount to the Australian Tax Office.

Please refer to section 2.11 of the Request for Tender in regards to insurances.

We note sponsors and suppliers require various insurances. If a participant is injured on site whose insurance will cover them?

Please refer to section 2.11 of the Request for Tender in regards to insurances.

How will the department allocate projects to suppliers?

Once Project applications have been assessed and approved by the Minister for the Environment, Project Sponsors for successful Projects (including those Projects that were identified during the 2013 Federal Election) will be advised in writing. It's likely that this will occur prior to the engagement of Green Army Service Provider(s).

Once Service Provider(s) have been engaged, the Department will issue Projects to Service Provider(s) based on their location (by state) and taking into account the skills and expertise identified during the Request for Tender process and the activities identified in Project applications. The Service Provider will then contact the Project Sponsor directly and they will work together to develop an agreement on delivery of the Project.

There has been mention of 120 approved Green Army projects - is it possible to obtain a list of those projects.

Not at this time.

There appears to be the same amount of funding per project available regardless of the type of participants (i.e. "School Leaver", School leaver+8yr"). Is this correct?

As detailed in the Request for Tender at section 2.13.2, Service Provider(s) will be paid a Project Fee of \$192,500 (GST Inclusive) per Project. Service Provider(s) will be required to deliver Projects using the Project Fee, regardless of location and consistent with the Deed of Standing Offer and subsequent Orders. The draft Deed of Standing Offer will be published at www.environment.gov.au/greenarmy as soon as possible and prior to the RFT closing date of 7 May 2014.

The Department recognises there will be variances in Project costs depending on location, training and other Project requirements such as the age and level and schooling of Participants. In accordance with the Deed of Standing Offer and subsequent Orders, Service Provider(s) will have flexibility to manage the Project Fees across all Projects allocated to it.

There is no capacity to provide additional funds above the Project Fee of \$192,500 (GST inclusive) under any circumstances. It is expected that Service Providers manage any variation in Project expenditure across all Projects allocated to it.

We intend to have delivery partners to act as Providers in areas where we do not currently have a presence. Will we need to have sub contractors in place across the entire state in order for our tender to be considered or will our tender be considered with incomplete coverage, but with a rigorous sub-contractor selection process in place?

Tenderers are referred to sections 3.7.1 and 3.7.2 of the Request for Tender for information on Group Tendering and subcontracting arrangements.

Questions received on 24 April 2014 and answers

Could you please clarify who we have to use as referees in the Request for Tender Part B Tender Information 5 Referee reports 5.1. Do they have to be specific people or organisations?

The Department of the Environment is unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender, or with information that is not contained within the Request for Tender.

Questions received on 28 and 29 April 2014 and answers

We are asked to outline major budget items and specifically we are asked to nominate under Project Specific Costs a budget for Team Supervisor wage (mandatory) and Green Army allowances (mandatory). Does *mandatory* imply a specific mandatory amount / budget allowance (in which case, what is the mandatory allowance in each case?) or is it simply that it is mandatory that we make an allowance of our choosing?

The term “mandatory” used in Part C of the RFT – Project Budget means that a response in the “Cost” column against “Team Supervisor wage” and “Green Army allowances” is required.

We had hoped to provide some information in the form of tables and possibly maps – but it seems that this pdf form is locked such that we can only enter plain text. Is that intended or are we missing something?

The Department will only accept those attachments requested in the Request for Tender.

I saw advice on treatment of GST in developing project budgets the other day but this advice does not appear in any of the Addendum. Can you advise where I can find?

Section 2.13.2 of the Request for Tender contains information on service fees. Service Provider(s) will be paid a Project Fee of \$192,500 (inclusive of GST) per Project.

I would like to attach examples of previous work such as Cultural Awareness handbooks for the RFT response. Is it permissible to attach these outside the character limit for each section?

The Department will only accept those attachments requested in the Request for Tender.

Would we be able to utilise low risk day release prisoners (nearing the ends of their terms) on a variety of projects in the NT? This would include litter patrols in remote beaches and bush areas as well as improvement works. This would predominantly use indigenous people and also pay funds back into the victims of crime levy.

Tenderers are referred to sections 2.5 (Participants) of the Request for Tender for details of Participant Eligibility, Referral to the Programme, Initial Screening and Assessment and Engaging Participants. Tenderers are also referred to section 9.1.1 of the Programme Guidelines for information on Participant eligibility.

Questions received on 30 April 2014 and answers

Please confirm if copies of Insurance Certificates of Currency are required to be submitted with the tender documents.

The Department will only accept those attachments requested in the Request for Tender.

In the case of a work place injury or incident, under whose insurance would a participant or team leader primarily fall under?

Please refer to section 2.11 of the Request for Tender in regards to insurances. Service Provider(s) will be required to obtain and maintain the following insurances:

- public liability insurance for not less than \$10 million per occurrence;
- workers' compensation insurance;
- motor vehicle insurance;
- compulsory third party motor vehicle insurance;
- personal accident insurance; and
- products liability insurance.

The Department of the Environment will purchase additional personal accident and products and public liability insurance to cover **Participants** in the Programme. This does not negate the obligation of Service Provider(s) to obtain relevant insurances as outlined above.

If a Deed of Standing Offer is entered into, tenderers will be required to comply with all relevant laws and policies, including all applicable workplace relations, work health and safety, and workers' compensation laws.

Tenderers are referred to clause 4.9 of the draft Deed of Standing Offer and are reminded to obtain their own professional advice on any information, statements, or representations contained in any Pre-Contract Information, including the necessary insurance coverage they will need to provide for Participants engaged under the Green Army Programme in the jurisdictions in which they are seeking to provide the Services.

The Department of the Environment is otherwise unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender, or with information that is not contained within the Request for Tender.

Concerning the use of RTO's for training and accreditation, under section 9.5.1 it is stated that a RTO is needed to have been registered for a minimum of 12 months. What is the purpose of this policy?

The Department seeks to ensure Participants receive appropriate training from suitably qualified experienced trainers.

The Department of the Environment is otherwise unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender, or with information that is not contained within the Request for Tender.

In regards to providing Cert I & II to participants, it is understood that this is not a requirement, but would the ability to provide these services aid in the winning of projects?

The Department of the Environment is unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender, or with information that is not contained within the Request for Tender.

Questions received on 1 May 2014 and answers

Are the payments to participants subject to NSW payroll tax?

What rate of taxation is to be deducted – do we use the normal fortnightly tax tables?

Are participants required to provide a tax file number declaration even though they are not employees? If a tax file number declaration is not provided, generally a higher rate of tax is deducted.

Tenderers are referred to section 2.5.8 of the Request for Tender for information on the Participant Allowance. Service Provider(s) will be required to pay the Allowance to Participants on a fortnightly basis in arrears, directly into the Participant's nominated bank account, subject to the Service Provider deducting income tax from the Allowance and forwarding this amount to the Australian Tax Office.

The Department of the Environment is unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender, or with information that is not contained within the Request for Tender.

Can service providers recommend modifications to the project plan, project duration or training as part of the negotiation process?

Tenderers are referred to section 2.6.3 of the Request for Tender for information regarding Project Start-Up and Delivery, including the Project Agreement that a Service Provider and a Project Sponsor will be required to enter into with each other.

Service Provider(s) will be expected to deliver Projects in any location consistent with the Deed of Standing Offer and subsequent Orders. Following receipt of an Order, Service Provider(s) will be required to enter into a Project Agreement with the Project Sponsor. The Project Agreement will outline the roles and responsibilities of each party. The Project Agreement is to be negotiated between the Service Provider and Project Sponsor but must be consistent with the relevant Order issued by the Department of the Environment. Service Provider(s) will be responsible for delivering the Project with the Project Sponsor in line with the Project Agreement.

Given suppliers won't be known until after the current project proposals are submitted is there any opportunity for sponsors to indicate an interest in working with a specific supplier, provided they are successful in being appointed?

Section 2.6.2 of the RFT contains information on the development of Project proposals. Service Provider(s) will be required to work with prospective Project Sponsors to encourage them to bring forward proposals. Service Provider(s) are encouraged to assist Project Sponsors with the development of proposals, to ensure the proposal aligns with requirements specified in the Programme Guidelines and the Project Guidelines, and to ensure their viability as a potential Project.

Tenderers are referred to section 2.6.3 of the Request for Tender for information regarding Project Start-Up and Delivery. The Department of the Environment will allocate Projects to Service Provider(s) by issuing an Order under the Deed of Standing Offer. Where the Service Provider has worked with a Project Sponsor to develop a Project proposal, the Department of the Environment may allocate that Project to the Service Provider.

The Department of the Environment is unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender, or with information that is not contained within the Request for Tender.

We note sponsors and suppliers require various insurances. If a Participant is injured on site whose insurance will cover them?

Please refer to section 2.11 of the Request for Tender in regards to insurances. Service Provider(s) will be required to obtain and maintain the following insurances:

- public liability insurance for not less than \$10 million per occurrence;
- workers' compensation insurance;
- motor vehicle insurance;
- compulsory third party motor vehicle insurance;
- personal accident insurance; and
- products liability insurance.

The Department of the Environment will purchase additional personal accident and products and public liability insurance to cover Participants in the Programme. This does not negate the obligation of Service Provider(s) to obtain relevant insurances as outlined above.

If a Deed of Standing Offer is entered into, tenderers will be required to comply with all relevant laws and policies, including all applicable workplace relations, work health and safety, and workers' compensation laws.

Tenderers are referred to clause 4.9 of the draft Deed of Standing Offer and are reminded to obtain their own professional advice on any information, statements, or representations contained in any Pre-Contract Information, including the necessary insurance coverage they will need to provide for Participants engaged under the Green Army Programme in the jurisdictions in which they are seeking to provide the Services.

The Department of the Environment is unable to provide tenderers with interpretation or advice on how to respond to the content of the Request for Tender, or with information that is not contained within the Request for Tender.

How will the department allocate projects to suppliers?

Tenderers are referred to section 2.6.3 of the Request for Tender for information on Project Start-Up and Deliver. The Department of the Environment will allocate Projects to the Service Provider(s) by issuing an Order under the Deed of Standing Offer.

Once Project applications have been assessed and approved by the Minister for the Environment, Project Sponsors for successful Projects (including those Projects that were identified during the 2013 Federal Election) will be advised in writing. It's likely that this will occur prior to the engagement of Green Army Service Provider(s).

Once Service Provider(s) have been engaged, the Department will issue Projects to Service Provider(s) based on their location (by state) and taking into account the skills and expertise identified during the Request for Tender process and the activities identified in Project applications. The Service Provider will then contact the Project Sponsor directly and they will enter into a Project Agreement for the delivery of the Project.