



**Australian Government**  
**Department of the Environment**

# **Request for Tender Green Army Programme 2014 - 2017**

**Information Session April 2014**



# Probity Principles

- Fairness and impartiality
  - Consistency and transparency
  - Encouraging competition and participation
  - Identifying and managing conflicts of interest
  - Security and confidentiality
  - Compliance with relevant legislative obligations and the Commonwealth Procurement Rules; and
  - Establishing and maintaining a clear audit trail.
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# Overview of presentation

- Green Army Programme
  - Description of Services
  - Conditions of tender
  - Tender evaluation
  - Preparing a tender
  - Transition arrangements
  - Key dates
  - Contact number details
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# Outcomes from consultation on draft Statement of Requirements

- More information concerning Participant/Service Provider relationship
  - Work Health and Safety requirements for Service Providers more clear
  - Training requirements refined
  - Insurance requirements for Service Providers better defined
  - Cost of consumable Project materials
  - Payment structure for Service Providers revised
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# The Green Army Programme

- Government environmental focus on practical change at the local level
  - 2013 election commitment
  - Programme commences from 1 July 2014
  - By 2018-19, 15 000 young Australians will be engaged each year in environmental activities
  - \$300 million investment between 2013-14 and 2016-17
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# Objectives of The Green Army Programme

## ***Strategic Objective 1: Environmental Conservation***

Support the delivery of enduring environment and heritage conservation outcomes at the local, regional and national level.

## ***Strategic Objective 2: Community Engagement***

Work cooperatively with community groups and help raise awareness of environment and heritage values in the community.

## ***Strategic Objective 3: Green Army Participation***

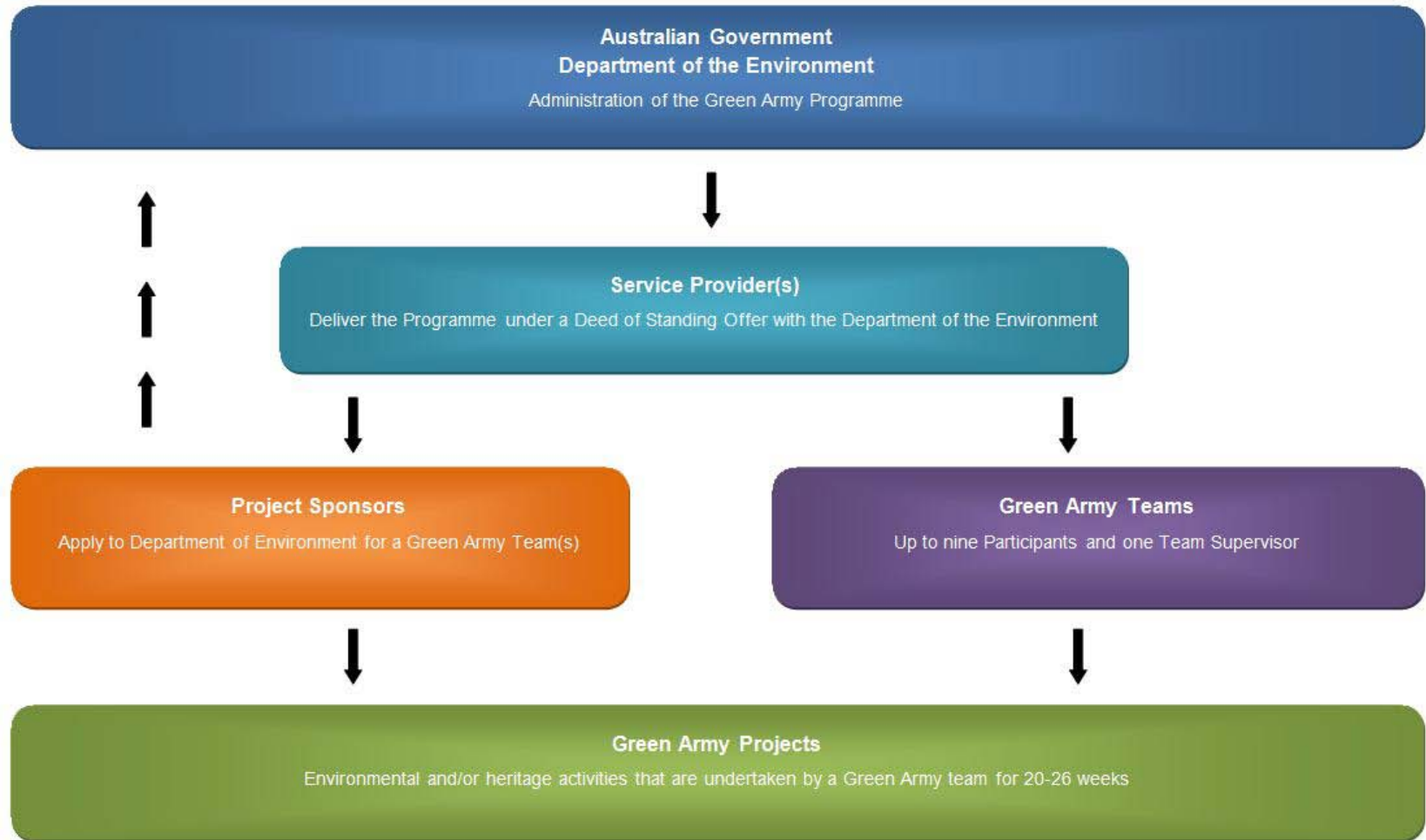
Engage and deploy young Australians to participate in Green Army Teams having highest regard for Participant safety, wellbeing, personal need and development.

## ***Strategic Objective 4: Experience, Skills and Training***

Provide Participants with opportunities to undertake training recognised under the Australian Qualifications Framework in a range of areas which increase their skills and qualifications.

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# The Green Army Programme



# Overview of Requirements

- Recruit, establish and manage Green Army Teams
  - Deploy and supervise Green Army Teams
  - Record and report to the Department of the Environment
  - Disburse Allowances to all Participants; and
  - Offer and promote opportunities for training.
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# Green Army Participants

- Participation
- Recruitment
- Participant Allowance
- Participant Compliance

**Table 1: Green Army Projects and Team members**

	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Team members</b>	2,500	5,000	7,500
<b>Projects</b>	250	500	750

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# Green Army Projects

- Projects = Team delivering environmental and heritage activities over 20-26 week period
  - Annual quotas (250, 500, 750)
  - All project applications assessed and recommended to the Minister for the Environment by the Department of the Environment
  - Round 1 projects to commence from July 2014
  - Opportunities for Service Provider(s) to be involved in project development from Round 2 onwards
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# Team Supervisors

- Responsible for the oversight of Participants
  - At least 18 years of age
  - Relevant qualification and experience to supervise Participants, including:
    - a current First Aid Certificate; and
    - accredited Work Health and Safety training.
    - hold appropriate Working with Children checks
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# Training

- Mandatory
  - On-the-Project
  - Delivered under the Australian Qualifications Framework
  - Delivered in line with the Participant Agreement
  - Assessment of training needs
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# Work Health and Safety

- Compliance with WHS laws and other requirements of relevant State, Territory or local authority
  - WHS Management System consistent with AS/NZS 4801:2001 standards
  - Individual Project WHS Plans and WHS training and safety equipment for Participants
  - Incident Reporting
  - WHS Audit Scheme
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# Performance Framework

- Performance Expectations
    - Expectation 1 (Efficiency)
    - Expectation 2 (Effectiveness)
    - Expectation 3 (Quality)
  - Reporting and data management
    - Progress reports (monthly and 3-monthly)
    - Participant and Project Sponsor Surveys
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# Payments to Service Providers

- Costs
- Service Fees and Payment Structure

<b>Green Army– Project Costs</b>	
Direct Team costs	\$170,000
Administration	\$22,500
<b>Total</b>	<b>\$192,500</b>

# **Green Army Programme 2014–2017**

## **RFT Process Overview**



# Purchasing Objectives

- Commonwealth Procurement Rules
- Value for money principles
  - Quality of services
  - Local linkages
  - Diversity
  - Coverage
  - Organisational governance structures
  - Flexibility to adapt to changes

# Use of AusTender

- AusTender: [www.tenders.gov.au](http://www.tenders.gov.au)
- Variations to the RFT (Addenda) only through AusTender
- Help desk training support
- 1300 651 698 or [tenders@finance.gov.au](mailto:tenders@finance.gov.au)

# Eligibility to Tender

- Australian Government Departments
- Group Tendering
- Subcontracting arrangements
- Foreign companies

# Tender Lodgement

- Electronic tender lodgement conditions
- Only with AusTender
- Application forms
- Corrections and additions
- Incomplete tenders and corrupt files
- Proof of lodgement
- How to Improve your Response

# Late tenders

- Late tenders will **not** be accepted unless delay is due **solely** to mishandling by the Department of the Environment or the Department of Employment on behalf of the Department of Environment
- Allow sufficient time to lodge
- Department of the Environment's decision is final

# Non-conforming tenders

- Tenders will be excluded if:
  - Lodged incorrectly or late
  - Not written in English
  - Required documents or forms not completed

# Policy and Law

- Tenderers should not:
  - engage in misleading or deceptive conduct in relation to their Tenders or the RFT process;
  - engage in any collusive Tendering, anti-competitive conduct, or any other unlawful or unethical conduct with any other Tenderer, or any other person in connection with the preparation of their Tender or the RFT process;
  - attempt to solicit information from or influence improperly any current or former officer, employee, contractor or agent of the Department of the Environment, or violate any applicable laws or Commonwealth policies regarding the offering of inducements in connection with the RFT process;
  - engage in, or procure or encourage others to engage in, activity that would result in a breach the Lobbying Code of Conduct and APSC Circular 2008/4 Requirements relating to the Lobbying Code of Conduct and post separation contact with Government; or
  - otherwise act in an unethical or improper manner or contrary to any law

# Financial viability and other checks

- Financial Viability
  - Information Requirements
  - Financials Check
  - Credentials Check
  - Checks of Tenderers
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# Contracting with the Department of the Environment

- Draft Deed of Standing Offer
- Acceptance of Deed of Standing Offer Terms
- Offers to Remain Open for 6 months
- ABN and Goods and Services Tax
- Double Funding
- Insurance
- Guidelines

# Bidding Arrangements

- Business Allocation
- Number of Projects available Nationally
- Business levels
- Responding to Selection Criteria

# Selection Criteria

- **Criterion 1** Ability to manage on-ground conservation works
- **Criterion 2** Ability to manage Work Health and Safety aspects of the Programme
- **Criterion 3** Ability to manage Green Army Programme Participants.
- **Criterion 4** Ability to Administer the Green Army Programme

# Tender Evaluation

- Registration and Conformance checks
- Evaluation process
- Referee Reports
- Preliminary Allocation of Business
- Capacity to Deliver
- Capacity to Contract
- Decision by Delegate

# Deed Offers

- Execution of Deeds of Standing Offer
- Gap filling

# Key dates

Release of the Green Army Request for Tender	31 March 2014
Webinar sessions	7 April 2014 11 April 2014
Last day for requests to the Department of the Environment for further information regarding the RFT	1 May 2014
Closing time and date for tenders	4.00 pm (AEST) 7 May 2014
Announcement of outcome of the RFT process, dispatch of offers to successful tenderers to enter into a Deed of Standing Offer	June 2014
Deeds of Standing Offer commence	From 1 July 2014 or upon execution
Deeds of Standing Offer expire (unless extended)	30 June 2017

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# Contact Details

- The Green Army email is the primary means of contact during the application process at:  
[greenarmy@environment.gov.au](mailto:greenarmy@environment.gov.au)
  - For all queries related to the RFT, the Green Army Request for Tender Hotline is **1800 074 807**  
(Monday to Friday, 9.00 am to 5.00 pm AEST, excluding ACT and national public holidays)
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