RTO Information Sessions

CSQ PROCUREMENT PROCESS
2019/20
Agenda

• Introduction to Construction Skills Queensland (CSQ)
• Competitive Procurement Process 2019/20
• Registered Training Supplier Status Update
• Procurement and Contracting Process
• CSQ Contractual Requirements
Construction Skills Queensland
Who we are & how we assist industry

• Independent industry funded body.
• Supporting workers, employers, apprentices and career seekers in the Building and Construction Industry.
• Focus on attracting, developing and retaining new entrants and existing workers.
• Encouraging investment in skills and training
Competitive Procurement Process 2019/20 – Annual Training Plan

• CSQ contracted programs are managed through a competitive and transparent procurement strategy based on an annual Invitation-to-Offer process for eligible RTOs

• Invitations-to-Offer for 2019/20 programs are expected to be released July 2019 following sign off of CSQ’s Annual Training Plan 2019/20

• Electronic lodgement of funding applications via CSQ online e-Procure portal will occur again for the 2019/20 procurement process
Registered Training Supplier Status – update

• RTOs must first hold Registered Training Supplier Status (RTS)

• If your RTO doesn’t have RTS status – information including work instructions on how to register and complete the application for RTS Status is available at csq.org.au/registered-training-organisation

• Approved RTS status will remain in place dependent upon:
  ◦ Maintaining the mandatory requirements to achieve RTS status; and/or
  ◦ Compliance with the terms and conditions associated with CSQ contracts; and/or
  ◦ Lodgement of a funding application for two (2) consecutive funding rounds

• RTOs who have RTS status will receive invitations-to-offer to make application for future CSQ funded training programs as and when they are released

• No applications for RTS status will be accepted from 1 July 2019 to 30 September 2019

• Applications for RTS can only be made from 1 October to 30 June
The Procurement Process
Registered Training Supplier Status

- Invitations will be sent electronically to the email address registered on your eProcure account

- Responsibility rests with all RTOs to ensure delivery regions are updated by 15 June


- Failure to maintain account details in eProcure system may result in you not receiving the notifications when the invitations-to-offer are released
Key Change – CSQ Pre-Approved Provider Status

• Introducing - CSQ Pre-approved provider status for identified RTOS

• Part of CSQ’s ongoing continuous improvement strategy

• RTOs who have held CSQ contracts consecutively for the past 2 years (17/18 and 18/19) will be awarded Pre-approved provider status

• All current contracted RTOS will be notified mid June 2019
What does this mean?

- Guaranteed an annual allocation for up to 3 years
- Based on the following conditions:
  - Respond to invitations-to-offer annually
  - Comply with all CSQ contract terms and conditions – including contract KPIs
  - Have no significant compliance issues identified by CSQ or ASQA audit
  - Maintain RTS status
- No requirement to go through the selection criteria and evaluation process
- Must still complete and submit:
  - Schedule of Rates; and
  - Application online form
- CSQ reserves the right to revoke an RTOs Pre-Approved Provider Status
All other RTS holders

- Still be invited to apply for invitations-to-offer

- Will be required to complete:
  - Online application form – addressing Selection Criteria
  - Schedule of Rates online form

- Panel evaluation process

- No guarantee of being awarded a CSQ contract

- Have opportunity to be granted Pre-approved status providing you have met the criteria
Time Frame – Procurement Process

- **RTO Information Sessions**: EARLY JUNE
- **ATP Signed**: JUNE/JULY
- **Invitations to Offer/s released through Portal**: JULY - AUGUST
- **Application evaluation**: JULY - AUGUST
- **Funding Approved Contracts Awarded**: SEPTEMBER
- **Contracts Commence**: 1 OCTOBER
Application Process

1. Receive email invitation
2. Click on link in email – Log on to Portal
3. Register your interest to access - application form, schedule of rates online form, invitation to offer guidelines and work instructions
4. Complete application form and Schedule of Rates online forms
5. Access the application form and Schedule of Rates online forms
6. Download and read the invitation to offer guidelines and work instructions
7. Check application form and schedule of Rates online form is fully completed
8. Download and print a copy of your application and attachments
9. Submit through the Portal
Application Overview — What to Expect
The components – CSQ Pre-Approved Provider

- Application form consists of 2 parts:
  - Online application form
    - Contact details and Legal information
  - Schedule of Rates online form:
    - select units and/or qualifications that you intend to deliver training in and for the regions in which you can deliver the training for
    - may consist of multiple pages, depending on program
  - Must have current scope of registration at the time of submission
The components – all other RTS holders

- Application form consists of 2 parts:
  - Online application form
    - Contact details and legal information
    - Selection Criteria consisting of:
      - Industry links to evidence demand
      - Participant eligibility and marketing plan
      - Training Outcomes
      - Capacity to manage
  - Schedule of Rates online form:
    - select units and/or qualifications that you intend to deliver training in and for the regions in which you can deliver the training for
    - may consist of multiple pages, depending on program

- Must have current scope of registration at the time of submission
- No mandatory requirement to attach supporting documentation when addressing the Selection Criteria.
Completing the application
Your responsibilities

• All sections are to be completed
• Mandatory documents are attached where requested, e.g. scope of registration (in pdf)
• All requests are to be reasonable and achievable
• If addressing selection criteria –
  • Responses are sufficient
  • Supporting evidence is relevant and must add value to your responses
  • Application reflects the qualifications/units of competency and regions that you intend to deliver in
Your responsibilities cont’

• Failure to:
  • Attach mandatory documentation; and/or
  • Provide responses in the comments box (do not put “see attached”); and/or
  • Complete and submit the Schedule of Rates online form; and/or
  • Complete the declaration will result in a non-conforming application which will not be considered

• This applies to all Pre-approved Providers and RTS holders
Need Help?

• All questions regarding the invitation-to-offer and completing your application must be submitted through CSQ’s eProcure Portal

• For technical issues
  • Contact eProcure – 1800 377 628
    • System access
    • Difficulty uploading documents
Evaluation, Allocation & Awarding of Contracts
The Process –

• **EVALUATION**
  • If addressing selection criteria –
    • undertaken by evaluation panels and measured against Selection Criteria

• **ALLOCATION**
  • Consideration will be given to:
    • Program Budget
    • Delivery Locations
    • Regional Demand
    • Qualifications/Units
    • Past Performance

• **AWARDING OF CONTRACTS**
  • Letter of offer with contract outlining terms and conditions will be forwarded
  • All decisions made in relation to the awarding of contracts and funding allocations are FINAL
If you are awarded a contract

- RTOs must comply with all contract terms and conditions, including:
  - Reporting - submission of AVETMISS data and written reports
  - Participant Eligibility
  - Documentation
  - Publicity
  - CSQ subsidised amount
    - Participants are to be advised upon enrolment
    - Subsidy to be passed on in full
- General Obligations
  - Subcontracting
  - Personnel - all personnel are aware of and comply
  - Discuss any issues or concerns with CSQ
  - Provide updated contact details to CSQ
  - Responding to requests
  - Participate in information session/s at commencement of contract and throughout contract term

- CSQ will:
  - Educate and provide guidance with the contract
  - Monitor contract compliance and performance on an ongoing basis
Reporting Requirements

• Ensure all information provided in AVETMISS files is correct prior to submission
• Submit reports on time
• Updating validation reports returned for errors
• Respond to requests for information
• Ensure staff are aware of and understand contract reporting requirements
Legal Information

• All pages of signed contract must be returned.
• Instructions on how to sign the contract will be provided. Follow the instructions.
• Signed contracts must be returned and received by the due date or the offer **WILL** lapse.
• All questions regarding the signing of contracts to be submitted to contractmanagementteam@csq.org.au
Compliance Requirements

• All RTOs are subject to Compliance Audits:
  • Audit for the purpose of CSQ contract;
  • Compliance with Contract terms and conditions
  • Participant eligibility (existing & eligible worker)
  • Collection and retention of all documentation prior to submission of AVETMISS data

• RTOs can expect immediate action to be taken for matters of non-compliance including:
  • Failure to:
    • submit AVETMISS data (including enrolment data)
    • Submit any reports or requested information
    • Maintain scope of registration
Summary

• All RTOS who have RTS status will receive invitations-to-offer – regardless of CSQ Pre-approved Provider status

• Work instructions and program guidelines are available

• Complete and submit applications in accordance with instructions and guidelines

• Don’t leave it to the last minute
• Delivery to occur across all approved qualifications or units of competencies/regions.

• CSQ may request additional evidence to demonstrate an RTO’s capacity to meet contract terms and conditions.

• Monthly monitoring of contract performance and mid term reviews will be ongoing.

• Decision to vary (increase or decrease) contracts will be based on evidence – AVETMISS data submitted.

• Variations to Contracts must be approved in writing by CSQ
Training Procurement Team

• Queries regarding contracts can be directed to the Contract Management Team at contractmanagementteam@csq.org.au

• Queries regarding reporting of data and payments can be directed to the Contract Reporting Team at contractreporting@csq.org.au
If awarded a contract – expect ongoing engagement with CSQ
Thank you for attending.
Questions?