CSQ’s e-Procurement Portal

How to access, complete and submit a CSQ Registered Training Supplier (RTS) application form

June 2020
PURPOSE
This document sets out the process RTOs must follow in order to establish an account, complete and submit the online Registered Training Supplier (RTS) application form to be considered for RTS status.

PROCESS
- Login to the TenderSearch e-Procure portal.
- To access the RTS application form CLICK on the ‘Application for Registered Training Supplier (RTS) Status up to 30 June 2021’ link under Public Opportunities.

To establish an account go to ‘Not a member?’ click on the ‘REGISTER’ button

Example Only
To establish your account complete the details on the Register screen.

**EXAMPLE ONLY**

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## Register

**Fill out the form below to register with TenderSearch for free.**

**Note:** Some fields are mandatory.

### my details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Example</td>
</tr>
<tr>
<td>Last Name</td>
<td>Example</td>
</tr>
</tbody>
</table>

### company details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Trading Name</td>
<td>Example</td>
</tr>
<tr>
<td>Company Legal Name</td>
<td>Example</td>
</tr>
<tr>
<td>ABN or ASIN</td>
<td>Example</td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Example</td>
</tr>
<tr>
<td>City</td>
<td>Example</td>
</tr>
<tr>
<td>Postcode</td>
<td>Example</td>
</tr>
<tr>
<td>Country</td>
<td>Australia</td>
</tr>
<tr>
<td>State</td>
<td>ACT</td>
</tr>
</tbody>
</table>

**Please ensure all addresses are postal addresses.**

### contact details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Example</td>
</tr>
<tr>
<td>Confirm Email Address</td>
<td>Example</td>
</tr>
<tr>
<td>Phone</td>
<td>Example</td>
</tr>
<tr>
<td>Mobile</td>
<td>Example</td>
</tr>
</tbody>
</table>

### classification

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classed visitor</td>
<td>Choose Your Classifications</td>
</tr>
</tbody>
</table>

### Terms and Conditions

**Term:**

- Accept
- Decline

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### Member Login

**Login with your details:**

- Enter your login details to log in.
- Click on the login button.
- Use your username and password to log in.

**Not a member?**

- Email address:

**Forgot your Password?**

- Email address:

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### Need help?

If you require immediate assistance, please contact us via our help desk or our customer service.
Click on ‘CHOOSE YOUR CLASSIFICATIONS’

A selection box will appear. This is where you enter the CSQ regions in which you intend to deliver services.

Classification List
Please choose from the below categories, the type of work you undertake.

- Select the CSQ Regions you intend to deliver services in
  - Central
  - Darling Downs - Toowoomba
  - Far North
  - Gold Coast
  - Greater Brisbane
  - Mackay Whitsundays
  - North West
  - Northern
  - South West
  - Sunshine Coast
  - Wide Bay

Once you have selected the relevant CSQ regions click ‘ADD CLASSIFICATION’. You must confirm your selection by clicking ‘OK’
Once you have entered the details you must read and ‘ACCEPT’ the terms and conditions. Click on the reCAPTCHA box and once this is completed Click the ‘REGISTER’ button to finalise your registration.

You will then be taken to the screen below advising that you will receive your password via email (make sure to check your ‘SPAM or “JUNK’ email box).
Once you have created your account to access the RTO application form Click on ‘Application for Registered Training Supplier (RTS) Status up to 30 June 2021’ link under Public Opportunities.

Construction Skills Queensland (CSQ)

This e-tendering website provides a web-based tool that enables Construction Skills Queensland (CSQ) to procure training, assessment and other services over the Internet.

It provides a secure and efficient means for managing CSQ’s invitation-to-offer activities.

CSQ contracts the services of Registered Training Organisations (RTOs) and other organisations on an annual basis to deliver the contracted programs outlined in our Annual Training Plan (ATP). The procurement of these services is managed through a competitive purchasing strategy, based on an annual invitation-to-offer process via the online facility.

For RTOs, CSQ uses a 'pre-qualification' process which requires them to make application to become a CSQ Registered Training Supplier (RTS). Applications for RTS can only be made between 1 October and 30 June

Only RTOs that hold CSQ RTS status will receive invitations-to-offer to apply for future CSQ funded training programs outlined in our ATP as and when they are released.

Directions on how to register with eProcure, how to then make application to become a CSQ RTS and additional information on the RTS process are available on the Training Procurement page of the CSQ website.

Once approved RTS status will remain in place until 30 June 2021, at which time it will be reviewed. CSQ reserves the right to revoke RTS status at any time, for the following reasons:

- not maintaining the mandatory requirements to achieve RTS status; and/or
- non-compliance with the terms and conditions associated with CSQ contracts; and/or
- failure to lodge a funding application for two (2) consecutive funding rounds.

It is anticipated that invitations-to-offer for the 2019/20 ATP procurement round will be released in July 2019.

If you experience any difficulties logging on or downloading any documents from this site please contact eProcure on 1300 377 028.

Public Opportunities

Application for Registered Training Supplier (RTS) Status up to 30 June 2021 – for RTOs only

Title: [RTS] Opening: 30/06/2020 11:50:00 PM AEST | Released: 12/06/2019 11:50:00 PM AEST | Type: RFQ

Registered Training Organisations (RTOs) seeking to apply for future CSQ program funding to deliver training and assessment services to the Queensland Building and Construction Industry must first apply to receive CSQ Registered Training Supplier (RTS) status.

Prior to applying for RTS status RTOs must register as a CSQ Tenderer by logging onto the CSQ e-tendering website and completing the CSQ Tenderer registration process.

For more information please visit the CSQ Tendering website or contact the CSQ Tendering Team on 1300 377 028 or email CSQ Tendering.

Need help?

If you require immediate assistance please contact our support team via LIVE CHAT or our contact page.
CLICK on the ‘REGISTER YOUR INTEREST’ button.

EXAMPLE ONLY

Application for Registered Training Supplier (RTS) Status up to 30 June 2021 - for RTOs only

Registered Training Organizations (RTOs) seeking to apply for future CSQ program funding to deliver training and assessment services to the Queensland Building and Construction Industry must first apply to receive CSQ Registered Training Supplier (RTS) status.

RTOs are required to complete and submit the online Registered Training Supplier (RTS) application form for evaluation.

When approved, the RTO (supplier) will be granted Registered Training Supplier (RTS) status for a period up to 30 June 2021, at which time it will be reviewed.

Suppliers that hold CSQ RTS status will receive invitations to offer to tender for a range of CSQ funded training programs as and when they are released, or as a specific industry need is identified by CSQ.

Please note that CSQ reserves the right to revoke an RTO’s RTS status at any time, for the following reasons:

- not maintaining the mandatory requirements to achieve RTS status; and/or
- non-compliance with the terms and conditions associated with CSQ funding contracts; and/or
- failure to lodge a funding application in two (2) consecutive funding rounds

In order to view documents, respond online, ask questions and receive alerts relating to this tender visit the Register Your Interest button below.

Watch this tender.

REGISTER YOUR INTEREST
CLICK on the PDF to download the work instructions and a map of the CSQ regions, then CLICK on the ‘CSQ Registered Training Supplier (RTS) Status Application’ button to access the online application form.

EXAMPLE ONLY
Once you CLICK on the button the ONLINE RTS APPLICATION FORM will appear.

CLICK the ‘START’ button to start completing the online CSQ RTS application form.

**NB: ALL SECTIONS MUST BE COMPLETED IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED**
To upload documents, scroll to the bottom of the page and CLICK on the **SELECT MULTIPLE FILES** button.

Select and follow the prompts to upload all relevant documents.

Once you have completed each page you must click the **SAVE AND NEXT** button. This will ensure all your entered information is saved.
Once you have clicked SAVE & NEXT, the next section of the application form will display. As you complete the application form, the status bar across the top will update with the % completed.

Please ensure to read each question. Where no additional information is required, please do not enter any additional information

EXAMPLE ONLY
**NB** Do not enter additional information if it is not requested. Enter N/A into the text boxes if relevant.

**EXAMPLE ONLY**

<table>
<thead>
<tr>
<th>Section 1: Legal information</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Is the applicant organisation currently or has it ever been under administration or receivership? (Select Yes or No from the drop box below). If the response is “Yes”, please provide further details in the text box below (please limit response to 200 words). If the response is “No”, enter N/A in the text box below.</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>5.2 Is the applicant organisation and/or any officer/holder currently as subject to a personal bankruptcy or subject to a personal bankruptcy agreement (Agreement) under the Bankruptcy Act 1993 (Cth) (select Yes or No from the drop box below - do not enter additional information in the text box).</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>5.2.1 If the response to 5.2 is “Yes”, have the limits of the Agreement been completed with? (select Yes or No) If the response is “Yes”, select N/A from the drop box below (do not enter additional information in the text box).</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>5.2.2 If the response to 5.2 is “Yes”, provide further details in the text box below (please limit response to 200 words). If the response to 5.2.1 is “Yes” or “N/A”, enter N/A in the text box below.</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>5.3 Has any applicant organisation officer/holder ever been declared bankrupt in the last five (5) years? (select Yes or No from the drop box below - do not enter additional information in the text box).</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>5.4 Has any applicant organisation officer/holder ever been disqualified from managing a corporation pursuant to the provisions of the Corporations Act 2001 (Cth)? (select Yes or No from the drop box below - do not enter additional information in the text box).</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
Once you have completed the application form, the following ‘Draft page’ screen will appear. Check the status bar across the top. This should show as 100% completed.

**EXAMPLE ONLY**
Where the status bar does not show 100% Completed, scroll through this page to see which Section has information that has not been entered. Once you have identified the Section that is missing information, click on the ‘Go To’ tab at the top of the page.

### Section 1: Organisation Details

<table>
<thead>
<tr>
<th>Requirement Description</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name of Organisation (enter response in the text box below)</td>
<td></td>
</tr>
<tr>
<td>Trading Name of Organisation (enter response in the text box below)</td>
<td></td>
</tr>
<tr>
<td>Australian Company Number (ACN) (enter response in the text box below)</td>
<td>602164855</td>
</tr>
<tr>
<td>Australian Business Number (ABN) (enter response in the text box below)</td>
<td></td>
</tr>
<tr>
<td>RTSO Code (enter response in the text box below)</td>
<td>12345678</td>
</tr>
<tr>
<td>Organisation Website (enter response in the text box below)</td>
<td></td>
</tr>
</tbody>
</table>

### Section 2: Head Office Street Address

<table>
<thead>
<tr>
<th>Requirement Description</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (enter response in the text box below)</td>
<td></td>
</tr>
<tr>
<td>City/Town/State/County (enter response in the text box below)</td>
<td></td>
</tr>
<tr>
<td>State (enter from the drop down box – do not enter additional information in the text box)</td>
<td>QLD</td>
</tr>
<tr>
<td>Post Code (enter response in the text box below)</td>
<td></td>
</tr>
</tbody>
</table>
A ‘pop up’ box will display. Click on the Section that is missing information. The system will return you to that Section of the form where you can enter. Once entered remember to click ‘SAVE AND NEXT’. This will ensure all of your entered information is saved.

**EXAMPLE ONLY**
Once the status bar shows 100% completed, Click on the ‘DRAFT PAGE’ button.

EXAMPLE ONLY

Continue to scroll down to the bottom of the page. Any attached documents will show here.
Download a copy of your application prior to submission.

Click on the ‘DOWNLOAD’ button to save a copy of your application.

**NB Check that all documents have been uploaded.

Once you are satisfied that all Sections have been completed and all documents are uploaded Click on the ‘SUBMIT’ button.
**NB Review your application including all attachments prior to submitting.**

Once you have clicked ‘SUBMIT’ you will be asked to confirm your submission by clicking ‘OK’.

**EXAMPLE ONLY**

Once you have submitted your application the message below will appear. Click on the ‘EXIT’ button to close this page.

**EXAMPLE ONLY**
Once you have clicked on the ‘EXIT’ button you will be taken to the following screen. A message advising that you have already submitted your application is displayed here.

Log out of the eProcure system by clicking on the ‘LOGOUT’ button.

EXAMPLE ONLY

Once you have submitted you will receive the following email, confirming successful lodgment. If no email is received check your ‘SPAM’ OR ‘JUNK’ email box.
For assistance please contact eProcure or refer to the ‘HELP/FAQS’ tab.

EXAMPLE ONLY

Construction Skills Queensland <Procurement.CSQ@eprocure.com.au>
Pre Qualification Received

PRE QUALIFICATION SUBMISSION RECEIVED

(RTS-003) Application for Registered Training Supplier (RTS) Status up to 30 June 2021 - for RTOs only

Your pre-qualification submission has been received and is scheduled for evaluation.
We ask for your patience while the evaluation process occurs. You will be notified of the result as soon as possible.

Regards
CSQ Contract Management Team

25/04/2018 - 10:36 AEST

EXAMPLE ONLY

If no email is received, contact eProcure.
Once your application is submitted, CSQ will review the application. You will receive an email advising you of the outcome of your application, ‘QUALIFIED’ (successful) or ‘NOT QUALIFIED’ (unsuccessful) once the application has been assessed by CSQ.

If NOT QUALIFIED, the email will advise the reasons why the application was unsuccessful. Once rectified, you will then able to resubmit your application.

If the application is NOT QUALIFIED, a message will display advising that you are able to resubmit.

Click on the ‘CSQ Registered Training Supplier (RTS) Status Application’ button to open the application, make any required changes and re-submit the application.
Once the application is reviewed and is ‘QUALIFIED’ (successful), you will receive an email advising you of this. The system will also display the message that you have already submitted your application and have been ‘QUALIFIED’. Click ‘LOGOUT’ to exit.