RTO INFORMATION SESSIONS
CSQ PROCUREMENT PROCESS
2021
Agenda

• Introduction to Construction Skills Queensland (CSQ)
• Competitive Procurement Process 2021/22
• Registered Training Supplier Status and Pre-Approved Provider status update
• Procurement and Contracting Process
• CSQ Contractual Requirements
Construction Skills Queensland (CSQ)
Who are we and how we assist industry

• Independent not for profit industry funded body
• Focused on investing in training for Queensland’s building and construction industry
• Supporting-
  ◦ new entrants,
  ◦ workers and employers
  ◦ apprentices and trainees

in the Queensland Building and Construction Industry
CSQ expectations – if your RTO is awarded a contract
If you are awarded a contract

• Must comply with all contract terms and conditions.
• Mandatory participation in contract education sessions at contract commencement.
• Ongoing participation in CSQ educational sessions throughout the contract term.
The Procurement Process
Procurement Process 2021/22

• Managed through a competitive and transparent procurement strategy based on an annual invitation-to-Offer process for RTOs who hold Registered Training Supplier status.

• Invitations-to-Offer for 2021/22 programs are expected to be released through the CSQ eProcure portal in July 2021, following sign off of CSQ’s Training Plan.

• Funding applications will only be accepted via the CSQ eProcure portal for the 2021/22 procurement process.

• No late applications will be accepted.
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: **September**
- Contracts commence: **1 October**
Registered Training Supplier Status – update

• RTOs must hold Registered Training Supplier Status (RTS).
• If your RTO doesn’t hold RTS status – information including work instructions on how to register and complete the application for RTS status is available at - www.csq.org.au/registered-training-organisations
• Approved RTS status will remain in place dependent upon:
  ◦ Maintaining the mandatory requirements to achieve RTS status; and/or
  ◦ Compliance with terms and conditions associated with CSQ contracts; and/or
  ◦ Lodgment of a funding application for two (2) consecutive funding rounds
• RTOs who hold 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 2021 to 30 September 2021.
• Applications for RTS can only be made from 1 October 2021 to 30 June 2022.
• Do not reapply if your RTO already holds RTS status.
Registered Training Supplier Status – eProcure account

- One (1) registration per RTO – NO multiple registrations.
- All notifications will be sent to the email address registered against your eProcure account – this is the account that is RTS approved.
- Do not create additional eProcure accounts – email notifications will not be sent to this email address.
- Responsibility rests with all RTOs to ensure:
  - Contact details in eProcure are updated:
    - contact eProcure to update your email address – 1800 377 628
    - All other details can be updated by logging into your eProcure account
- Failure to maintain account details in eProcure system may result in you not receiving notifications from CSQ.
Invitations will be sent electronically to the email address registered against your eProcure account.
Pre-Approved Provider Status

• RTOs who have held CSQ contracts consecutively for the past two (2) years and have satisfied all conditions of their CSQ contracts will be awarded Pre-Approved Provider status.

• Guaranteed an 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:
  ◦ Application online form; and
  ◦ Schedule of Rates

• CSQ reserves the right to revoke an RTOs Pre-Approved Provider status.

• New pre-approved providers will be notified prior to releasing of the Invitations-to-Offer via eProcure if your RTO has been granted 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 an opportunity to be granted Pre-Approved Provider status providing you have met the criteria.
The application process

• Receive email – click on the link to eProcure
• Log in and Register your interest - failure to Register your interest will result in not receiving reminder emails.
• Reminder emails are sent – 10, 5, and 2 days prior to closing.
• Work instructions are available.
• Download and read the Invitation-to-Offer Guidelines.
• Answer all relevant questions – response must be in the comments box.
• Attach mandatory documentation – scope of registration in PDF.
• Complete the Schedule of Rates – do not leave blank.
• Download and print a copy for your records.
• Submit prior to the closing date and time.
Application Overview – What to expect
The components: Pre-Approved Provider

• Must have current scope of registration at the time of submission

Application form consists of 2 parts:

• Online application form:
  ◦ Contact details
  ◦ Legal information

• Schedule of Rates online form:
  ◦ Select the units and/or qualifications that you intend to deliver training in and for the regions in which you can deliver training for
  ◦ Depending on the program/s may consist of multiple pages
The components: all other RTS holders

- Must have current scope of registration at the time of submission.

Application form consists of 2 parts:

- Online application form:
  - Contact details
  - Legal information

- Selection Criteria consisting of:
  - Industry Linkages
  - Program delivery and Promotion
  - Contract Management

- Schedule of Rates online form:
  - Select the units and/or qualifications that you intend to deliver training in and for the regions in which you can deliver training for
  - Depending on the program/s may consist of multiple pages
Completing the application
Your responsibilities

• ALL SECTIONS ARE TO BE COMPLETED.
• Mandatory documents are attached where requested, eg scope of registration (in pdf).
• Failure to:
  – Attach mandatory documentation; and/or
  – Provide responses in the comments box; 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
• In addition for RTS holders if addressing selection criteria:
  ◦ Responses are sufficient and program relevant
  ◦ Application reflects the qualifications/units of competency and regions you intend to deliver in.
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 and awarding of contracts
The process

Evaluation
- If addressing selection criteria:
  - Undertaken by evaluation panels and measured against the Selection Criteria

Allocation
- Consideration will be given to:
  - Program Budget
  - Delivery Locations
  - Regional Demand
  - Qualifications/Units
  - Past Performance and Compliance

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.
- Expect all contracts to be issued at the latest by 15 September 2021.
Accepting the offer

• Read the contract prior to signing.
• All pages of the signed contract must be returned.
  ◦ Including the request to provide your bank account details to ensure payment.
• 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 may lapse.
  ◦ If your RTO is unable to return by the due date - contact CSQ prior to due date
• All questions regarding the signing of contracts to be submitted to –
  contractmanagementteam@csq.org.au
Unsuccessful applications

- Notified via eProcure:
  - email notification will be sent to the email address registered against your eProcure account.
- Follow the instructions in the email notification.
- Written feedback will be provided upon request:
  - all requests are to be received in writing
  - If required, further discussions with RTOs can be scheduled
20/21 Procurement Summary

Building

- SC: 116 RTOS Applied, $44.5 M Requested, $6 M Program Budget
- HLS: 68 RTOS Applied, $37.4 M Requested, $5 M Program Budget
- SAGT: 41 RTOS Applied, $22.1 M Requested, $3 M Program Budget
20/21 Procurement Summary con’t

Civil

- **Budget**: $5.8 M
- **SC**: $29.4 M, 99
- **HLS**: $6.23 M, 27
- **SAGT**: $12.5 M, 40

Legend:
- $ Requested
- # RTOS Applied
- Program Budget
Contractual Requirements and relationship management
If you are awarded a contract

Comply with all contract terms and conditions, including:

- Ensuring all personnel are aware of and comply
- Reporting –
  - on time submission and completion of written reports
  - on time submission of AVETMISS data
- Participant Eligibility - ensure all participants meet the eligibility criteria
- Collection of all documentation to satisfy eligibility
- CSQ subsidised amount
  - Participants are to be advised upon enrolment
  - Subsidy is to be passed on in full

- Meeting all contract KPIs
- Written Consent – obtaining written consent from the Participant for the purpose of the CSQ contract
- Subject to CSQ’s compliance audit process
- Subcontracting – subcontracting arrangements are strictly prohibited (excluding independent assessors and trainers)
- Compliance with the Branding Guidelines, RTOs are responsible for the marketing of the program/s
Relationship between CSQ and RTOs

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

It is expected RTOS will:
• Discuss any issues or concerns with CSQ
• Provide updated contact details to CSQ
• Respond to requests
• Participate in education sessions – at contract commencement and throughout contract term
Key highlights for 2021/22
What you can expect for 21/22

• Streamlined, contracts, eligibility and documentation requirements
  ◦ including providing RTOs with an evidence guide
• Updates to the CSQ subsidy in accordance with 20/21 Price Review
• Audit Activity –
  ◦ targeted including variation requests and/or
  ◦ scheduled
  ◦ adhoc
  ◦ RTO delivery and compliance profile
• Continuation of education/information sessions
  ◦ RTO participation will be monitored
Summary

• All RTOs who have RTS status will receive Invitations-to-Offer – regardless of CSQ Pre-Approved Provider status.

• Responsibility rests with all RTOS to ensure eProcure account is kept up to date.

• Work instructions and program guidelines are available.

• Complete and submit application/s in accordance with the instructions and guidelines.
  ◦ Ensure all sections including the declaration is completed
  ◦ Attach mandatory documentation.

• Once submitted you will receive an email – check junk email.

• Don’t leave it to the last minute.

• No late submissions will be accepted.
Summary (cont.)

- Delivery to occur across all qualifications and/or units of competencies/regions.
- CSQ may request additional evidence to demonstrate an RTOs 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) based on evidence – AVETMISS data submitted.
Thank you for participating