Request For Tender

for

Trade Training Centre Work Placement

Catholic Education Diocese of Parramatta
Vocational Education and Training

Contact Officer: Karen Ruppert
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EXPLANATION OF DOCUMENTS

1. CONDITIONS OF TENDER (PART A)

The Conditions of Tender (“Conditions”) are the conditions upon which Catholic Education Diocese of Parramatta will receive and evaluate Tenders. Failure to strictly observe these conditions may result in a Tender being excluded from further consideration.

2. CATHOLIC EDUCATION DIOCESE OF PARRAMATTA REQUIREMENTS (PART B)

The Catholic Education Diocese of Parramatta’s Requirements contain some general information for tenderers together with details of the Catholic Education Diocese of Parramatta’s requirements to enable the Catholic Education Diocese of Parramatta’s Tender Panel to assess each Tender.

3. CONTRACT FOR PROFESSIONAL SERVICES (PART C)

The Contract contains the terms of the contract that the successful Tenderer is required to sign. It may be varied by agreement between the successful Tenderer and Catholic Education Diocese of Parramatta during the Tender evaluation and negotiation process.

A contract for undertaking Trade Training Centre Work Placement is not formed until counterparts of the Contract have been signed and exchanged between Catholic Education Diocese of Parramatta and the successful Tenderer.

4. COVER SHEET FOR TENDERERS (PART D)

The Cover Sheet for Tenderers is a required form that must be returned as part of the Tender. A Tender may be excluded from further consideration if this form is not used.
PART A
CONDITIONS OF TENDER

1. INTERPRETATION

Unless expressly indicated otherwise, the terms of this Request For Tender shall be interpreted in accordance with the Dictionary annexed to these Conditions.

2. TENDER CLOSING TIME

Tenders conforming to this Request For Tender must be lodged in accordance with these Conditions no later than 4.00 p.m. AEST on Friday 19 December 2014.

3. LODGEMENT

3.1 The original Tender (marked "Original"), must be placed in an envelope clearly marked with the Tender Title, Closing Time and Tenderer’s name, and lodged prior to Closing Time by:

(a) Delivering to 12 Victoria Rd Parramatta; or

(b) Posting it to Locked Bag 4 Parramatta North 1750 so that it is received by Catholic Education Diocese of Parramatta before the Closing Time.

3.2 A Tender may be lodged by facsimile or email using the Contact Officer’s facsimile number or email address as provided in this Request For Tender.

3.3 A Tender submitted by facsimile or email before the Closing Time will be considered only if an identical tender, complying with this Request For Tender, is despatched on the same day and is delivered to Catholic Education Diocese of Parramatta by hand, or by mail, within two Business Days after the Closing Time.

3.4 Oral Tenders will not be considered.

3.5 No responsibility will be accepted for any Tender lodged at an incorrect location or failed electronic communication.

4. UNAUTHORISED COMMUNICATION

4.1 Tenderers must direct all communications concerning this Request For Tender through the Contact Officer unless directed otherwise by the Contact Officer. Unauthorised communication by a Tenderer with other staff of Catholic Education Diocese of Parramatta may lead to the exclusion from consideration of a Tender lodged by that Tenderer.

4.2 Catholic Education Diocese of Parramatta reserves the right to:

(a) not answer a question asked by a Tenderer; and

(b) provide any answers to questions raised by a Tenderer to any other Tenderer, on a non-attributable basis.

5. CONTACT OFFICER

For the purposes of this tender, the Contact Officer is:

Karen Ruppert
Manager RTO
Catholic Education Diocese of Parramatta
6. REQUEST FOR TENDER TIMETABLE

The Catholic Education Diocese of Parramatta’s intended timetable for this Request For Tender is as follows:

- **Issue date of tender:** Wednesday 10 December 2014
- **Closing Time:** 4pm AEST
  - Friday 19 December 2014
- **Conclusion of tender evaluation:** 4pm AEST
  - Wednesday 24 December 2014
- **Finalisation and signature of Contract:** 4pm AEST
  - Friday 23 January 2015
- **Finalisation of [Services including submission of final report:]**
  - 31 December 2015

7. VARIATION OF Request For Tender

Catholic Education Diocese of Parramatta may, in its absolute discretion, amend this Request For Tender or provide additional information at any time by giving written notice:

(a) prior to the Closing Time, all persons who have been issued with the Request For Tender by Catholic Education Diocese of Parramatta and who have provided sufficient address details to enable Catholic Education Diocese of Parramatta to contact them; and

(b) after the Closing Time, to all Tenderers who have lodged Tenders.

8. LATE TENDERS

8.1 Subject to sub-clause 3.2 above, Tenders received after the Closing Time (“Late Tenders”) will not be accepted into the Tender Process unless the Catholic Education Diocese of Parramatta, in its absolute discretion, resolves that accepting a Late Tender will not compromise the integrity of the tendering process or provide any unfair advantage to the Tenderer lodging the Late Tender.

8.2 Late Tenders which are not accepted, will be marked on the envelope with the time and date of receipt, and returned unopened to the Tenderer.

8.3 Catholic Education Diocese of Parramatta may request a Tenderer to provide evidence to assist it in making its decision as to whether to accept or exclude a Late Tender from the Tender Process.

9. ALTERATION OR ILLEGIBILITY

9.1 A Tenderer must initial any alteration made to a Tender.
9.2 A Tender containing alterations that are not initialled, erasures or illegible information may be excluded from consideration.

9.3 A Tenderer should immediately notify the Contact Officer in writing if it reasonably believes there is a discrepancy, error, ambiguity, inconsistency or omission in this Request For Tender.

10. SUSPENSION OR CESSATION
Catholic Education Diocese of Parramatta may cease to proceed with, or suspend the process, or any stage of it, outlined in the Request For Tender or any negotiations being conducted at that time with any Tenderer.

11. REJECTION OF TENDER
Catholic Education Diocese of Parramatta may reject a Tender that does not fully comply with the terms of the Request For Tender.

12. PARTIAL ACCEPTANCE
Catholic Education Diocese of Parramatta reserves the right to accept all or part of a Tender at the price or prices tendered unless the Tender states specifically to the contrary.

13. CONFIDENTIALITY AND INTELLECTUAL PROPERTY
13.1 The Request For Tender and such intellectual property rights as may exist in the information contained in the Request For Tender shall remain the property of the Catholic Education Diocese of Parramatta. A Tenderer is only permitted to use the Request For Tender for the purpose of preparing a Tender in response and for the purpose of conducting any contract negotiations with the Catholic Education Diocese of Parramatta.

13.2 The Tenderer must keep confidential all information concerning the Catholic Education Diocese of Parramatta, received as a result of, or in connection with, the submission of a Tender which Catholic Education Diocese of Parramatta has indicated to Tenderers is confidential or which Tenderers know or ought to know is confidential.

13.3 All Tenders and accompanying documents become the property of Catholic Education Diocese of Parramatta and the Tenderer authorises the Catholic Education Diocese of Parramatta, its officers, employees, agents and advisers to adapt, modify, disclose, reproduce or do anything else necessary (in the Catholic Education Diocese of Parramatta’s sole opinion) to the whole or any portion of the Tender for the purposes:

(a) Tender evaluation;

(b) negotiating and/or entering into a contract with any party for the delivery of the Catholic Education Diocese of Parramatta’s Requirements or similar requirements;

(c) managing a contract with a successful Tenderer (if any); or

(d) anything else related to the above purposes, including governmental and parliamentary auditing and reporting requirements.

13.4 Catholic Education Diocese of Parramatta reserves the right to require that information concerning the Catholic Education Diocese of Parramatta, received by a Tenderer as a result of, or in connection with, the submission of a Tender (and copies of such information) be either destroyed by the Tenderer or alternatively returned to Catholic Education Diocese of Parramatta at any time. Catholic Education Diocese of Parramatta may also require that the Tenderer provide evidence (in a form satisfactory to the Catholic Education Diocese of Parramatta) that any Catholic Education Diocese of Parramatta requirements in this respect have been fully complied with.
14. **CONTENT AND FORMAT OF TENDER**

14.1 Tenders must include all the information requested in the Request For Tender unless expressly specified otherwise.

14.2 All items, features and functions specified in the Request For Tender are the minimum information requirements for a Tender unless expressly stated otherwise.

14.3 The Tenderer must submit the Tender under cover of the Cover Sheet. The Cover Sheet must be completely filled in, and be accompanied by any other supplemental documents necessary to make the Tender complete. A Tenderer may reproduce the Cover Sheet in an expanded format to provide additional space for response.

14.4 Where a Tenderer intends to utilise a subcontractor, all of the information requested in the Request For Tender must be provided in full for each subcontractor.

15. **PRICE**

15.1 All monetary amounts are to be expressed in Australian Dollars.

15.2 The Tenderer must quote all prices without the addition of GST.

15.3 The Tenderer must provide all the details for the costing submitted.

16. **CONFLICT OF INTEREST**

16.1 Tenderers must not place themselves in a position which may, or does give rise to a conflict of interest between themselves and Catholic Education Diocese of Parramatta during the Tender Process.

16.2 If any actual or potential conflict of interest with Catholic Education Diocese of Parramatta arises at any time during the Tender Process, the Tenderer is to immediately notify Catholic Education Diocese of Parramatta in writing.

16.3 In the event of an actual or potential conflict of interest Catholic Education Diocese of Parramatta may, in its absolute discretion:

   (a) resolve any actual or potential conflict of interest with a Tenderer; or

   (b) reject the Tender lodged by such a Tenderer; or

   (c) take any other action it considers appropriate.

17. **ALTERNATIVE TENDER**

17.1 Tenderers are encouraged to offer options or solutions, which in a novel or innovative way, contribute to the Catholic Education Diocese of Parramatta’s ability to carry out its business in a more cost-effective manner. These may be related to the functional, performance and technical aspects of the requirements or to opportunities for more advantageous commercial arrangements. These options will be considered commercial in confidence.

17.2 The Tenderer may submit a Tender that does comply with the Catholic Education Diocese of Parramatta’s Requirements if

   (a) the Tenderer also lodges a Tender conforming with the Catholic Education Diocese of Parramatta’s Requirements; and

   (b) the Tender not complying with the Catholic Education Diocese of Parramatta’s Requirements
A. is identified as an “Alternative Tender”;  
B. clearly specifies wherever it fails to comply with the Catholic Education Diocese of Parramatta’s Requirements;  
C. states the reasons for each non-compliance and demonstrates, in detail, how the alternative will benefit the Catholic Education Diocese of Parramatta; and  
D. is accompanied with any supplementary material, together with associated prices.  

17.3 Catholic Education Diocese of Parramatta reserves the right either to consider Alternative Tenders on their merits or not to consider them further.  

18. TENDER CONSTITUTES BINDING OFFER  

A Tender constitutes an irrevocable, unalterable offer by the Tenderer to Catholic Education Diocese of Parramatta which must remain valid and open to be accepted for a period of no less than 90 days from the Closing Time and may be extended by written agreement. Tenderers may state in their Tender a period of more than 90 days from the Closing Time for which their Tender remains valid for acceptance.  

19. EVALUATION OF TENDERS  

19.1 The evaluation process will be undertaken with the aim of determining which Tender represents best value for money to the Catholic Education Diocese of Parramatta. In determining value for money, Tenders will be assessed against the following evaluation criteria:  

Compliance Criteria  

Compliance with:  

Conditions of Tender;  

Contract, including insurance requirements; and  

Catholic Education Diocese of Parramatta Requirements.  

Qualitative Criteria  

Capability of the Tenderer to fulfil the Catholic Education Diocese of Parramatta’s Requirements, including technical and management competence, financial viability, relevant skills, experience and availability of personnel;  

The extent to which the Fees represent value for money; and  

The degree to which the services meet the Catholic Education Diocese of Parramatta’s Requirements.  

19.2 Following the receipt of Tenders, the Catholic Education Diocese of Parramatta, in its absolute discretion, may:  

(a) use any relevant information obtained in relation to a Tender (through this Request For Tender or by independent inquiry) in the evaluation of Tenders;  

(b) enter into discussions or negotiations with any one or more Tenderers; and  

(c) seek clarification or additional information from any Tenderer.
19.3 Tenderers must comply with any requests to provide additional information or clarification in relation to their Tender within the timeframe specified.

19.4 Catholic Education Diocese of Parramatta may exclude from consideration in the evaluation of Tenders additional information provided by Tenderers, whether received in response to a request or otherwise.

19.5 Catholic Education Diocese of Parramatta is not obliged to accept the lowest priced or any other Tender.

20. **FORMATION OF CONTRACT**

20.1 The successful Tenderer will be required to sign the Contract supplemented by the addition of relevant information, requirements, or variations:

(a) contained in the successful Tender;

(b) arising during the Tender evaluation; and

(c) arising out of discussions and negotiations.

20.2 No contractual relationship or other obligation arises between Catholic Education Diocese of Parramatta and a Tenderer, for the supply of the Catholic Education Diocese of Parramatta’s Requirements, until Catholic Education Diocese of Parramatta and the successful Tenderer formally exchange signed counterparts of the Contract. This clause applies despite any oral or written advice to the Tenderer that a Tender is successful or has been, or will be, accepted.

21. **TAXATION**

The Tenderer must provide its Australian Business Number (ABN). If the Tenderer holds no ABN, the reason for not having an ABN must be stated. Should Tenderers choose not to register or disclose details of their ABN, PAYG withholding tax may apply and Catholic Education Diocese of Parramatta is required by law to deduct the relevant amount from any payment under the Contract and to remit the relevant amount to the Australian Taxation Office.

22. **TENDERERS TO INFORM THEMSELVES**

22.1 Tenderers are considered to have:

(a) examined this Request For Tender, any documents referenced in this Request For Tender and any other information made available by Catholic Education Diocese of Parramatta to Tenderers for the purpose of tendering;

(b) examined all further information which is obtainable by the making of reasonable inquiries relevant to the risks, contingencies, and other circumstances having an effect on their Tender;

(c) satisfied themselves as to the correctness and sufficiency of their Tenders including Fees; and

(d) satisfied itself as to the terms and conditions of the Contract and its ability to comply with the Contract.

22.2 Tenders are submitted on the basis that Tenderers acknowledge that:

(a) they do not rely on any representation, letter, document or arrangement, whether oral or in writing, or other conduct as adding to or amending these Conditions other than amendments in accordance with clause 7;

(b) they do not rely upon any warranty or representation made by or on behalf of the Catholic Education Diocese of Parramatta, its officers, employees, agents or advisers except as are
expressly provided for in this Request For Tender, but they have relied entirely upon their
own inquiries and inspection in respect of the subject of their Tender;
(c) Catholic Education Diocese of Parramatta will not be responsible for any costs or expenses
incurred by Tenderers in complying with the requirements of this Request For Tender; and
(d) neither this Request For Tender nor the Tender give rise to contractual obligations between
Catholic Education Diocese of Parramatta and the Tenderer.

22.3 Catholic Education Diocese of Parramatta will not be liable to any Tenderer on the basis of any
promissory estoppel, quantum meruit or other contractual, quasi contractual or restitutionary
grounds whatsoever or in negligence as a consequence of any matter relating or incidental to a
Tenderer’s participation in this Tender Process including instances where:
(a) a tenderer is not invited to participate in any subsequent process following completion of this
Tender Process;
(b) Catholic Education Diocese of Parramatta varies or terminates the Tender Process;
(c) Catholic Education Diocese of Parramatta decides not to contract for all or any of the
requirements; or
(d) Catholic Education Diocese of Parramatta exercises or fails to exercise any of its other rights
under or in relation to this Request For Tender.

23. CATHOLIC EDUCATION DIOCESE OF PARRAMATTA’S RIGHTS

Without limiting its rights at law or otherwise, Catholic Education Diocese of Parramatta reserves
the right in its absolute discretion at any time to:
(a) cease to proceed with the process outlined in this Request For Tender, including the right
not to proceed with the Request For Tender, and not to enter into a Contract;
(b) allow any Tenderer to change its Tender;
(c) call for new Tenders;
(d) accept or reject any Tender that does not comply with this Request For Tender;
(e) waive or vary any obligation of any Tenderer under this Request For Tender;
(f) negotiate with any person who is not a Tenderer and enter into a Contract in relation to this
exercise with that person on such terms as Catholic Education Diocese of Parramatta in its
absolute discretion accepts;
(g) add to, alter, delete or exclude any requirement including the inclusion of any additional
requirements;
(h) publish the names of the successful Tenderers; and
(i) to forward to any other Tenderer on a non-attributable basis the Catholic Education Diocese
of Parramatta’s response to any Tenderer’s request for clarification on any aspect of the
Request For Tender.

25. APPLICABLE LAW

25.1 The law applying to the State of New South Wales applies to the Request For Tender, and the
tendering process.
25.2 Tenderers should familiarise themselves with all relevant legislation and policies relating to the provision of the Catholic Education Diocese of Parramatta’s Requirements including the Government Information (Public Access) Act 2009 (NSW) (which gives members of the public rights or access to certain documents of the Catholic Education Diocese of Parramatta’s documents).

25.3 Where a Tenderer is currently named as not complying with the Workplace Gender Equality Act 2012, Catholic Education Diocese of Parramatta may exclude its Tender from further consideration.
1. In this Request For Tender, unless a contrary intention appears, the following definitions and rules of interpretation shall apply:

“Agreement” means the Contract. These terms are used interchangeably throughout this Request For Tender.

“Alternative Tender” means a Tender submitted pursuant to clause 17 of the Conditions;

“Business Day” means a day that is not a Saturday, a Sunday, Anzac Day or a public holiday under the Statutory Holidays Act 2000.

“Consultant” means the Person with whom Catholic Education Diocese of Parramatta enters into a contract to provide the Catholic Education Diocese of Parramatta’s Requirements;

“Contract” means the draft agreement forming Part C of this Request For Tender.

“Closing Time” means the closing time and date for submission of Tenders pursuant to clause 2 of the Conditions;

“Contact Officer” means the person identified as Contact Officer in the Conditions;

“Cover Sheet” means the tender cover sheet forming Part D of this Request For Tender;

“Fees” means the fees payable for services rendered by the Consultant calculated in accordance with clause 2 of the Contract;

“GST” means any tax imposed under any GST law and includes GST within the meaning of the GST Act;

“GST Act” means the A New Tax System (Goods and Services Tax) Act 1999 (Commonwealth) as amended;

“GST Law” means the GST law as defined in the GST Act and includes any Act of the Parliament of Australia that imposes or deals with GST;

“Legislative Requirement” means any Act or subordinate legislation of the Commonwealth or Tasmanian legislature or the Catholic Education Diocese of Parramatta’s governing body.

“Person” includes a natural person, a corporation, a partnership, a board, a joint venture, an incorporated association, a government, a local government authority and an agency;

“Request For Tender” or “Request For Tender” means this document inviting Tenderers to offer to deliver the Catholic Education Diocese of Parramatta’s Requirements by submitting a Tender as provided in this document;

“Services” or “Catholic Education Diocese of Parramatta’s requirements” means the services described in Part B of this Request For Tender.

“Tender” means the documents constituting an offer by the Tenderer to deliver the Catholic Education Diocese of Parramatta’s Requirements;

“Tender Process” means the tendering process outlined in this Request For Tender;

“Tender Title” means the Tender Title shown on the cover page of this Request For Tender;
"Tenderer" means a Person who offers to deliver the Catholic Education Diocese of Parramatta’s Requirements;

"Catholic Education Diocese of Parramatta’s Requirements" or "Services" means the services described in Part B of this Request For Tender;

2. In this Request For Tender, unless the contrary intention appears:

(a) a reference to a clause or schedule is a reference to a clause of, or schedule to, this Request For Tender and a reference to this Request For Tender includes an annexure, attachment or schedule;

(b) a reference to this Request For Tender is a reference to this Request For Tender as amended, varied, notated or substituted from time to time;

(c) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;

(d) a word importing the singular includes the plural and vice versa; a word importing a gender includes each other gender and a reference to a person includes an individual, firm, body corporate, association (whether incorporated or not), government, governmental or semi-governmental body, local authority or agency;

(e) a reference to a person includes the person’s executors, administrators, successors, substitutes (including persons taking by novation), transferees and assigns;

(f) a reference to an act matter or thing includes the whole, or any part of, that act matter or thing and a reference to a group of acts, matters, things or persons includes each act, matter, thing or person in that group;

(g) where, under this Request For Tender, or anything done under it, the day on, or by which, any act, matter or thing is to be done, is not a Business Day, that act matter or thing may be done on the immediately following Business Day;

(h) where any terms and conditions are added to the Request For Tender, it is agreed that those terms and conditions will form part of the Request For Tender;

(i) the use of inclusive terms such as “including” or “includes” will be read as “including, without limitation” or “includes, without limitation”; and

(j) headings are inserted for convenience and do not affect the interpretation of this Request For Tender.
PART B
CATHOLIC EDUCATION DIOCESE OF PARRAMATTA’S REQUIREMENTS

1. This Request for Tender ("RFT") is made by the Catholic Education Diocese of Parramatta for the supply of coordination services for extended Vocational Education and Training Work Placements in our Catholic Trade Training Centres for 2015 with possible extensions.

2. Work placement is a mandatory requirement of the Board of Studies, Teaching and Educational Standards NSW for Higher School Certificate (HSC) vocational education and training courses. The Structured Workplace Learning providers contracted by the NSW Department of Education and Communities provide mandatory work placement.

3. Catholic Education Diocese of Parramatta operates two Trade Training Centres. McCarthy Catholic College at Mackeller St Emu Plains and Loyola Senior High School at North Parade Mt Druitt. The structure of the Trade Training Centres is that students select a trade area to study and complete approximately seventeen weeks of work placement over the two years of their enrolment. These trade areas are in, but not limited to, the following areas: light vehicle automotive, carpentry, hospitality, engineering – fabrication, hairdressing, electrotechnology, brick and block laying, shopfitting, beauty services and child care. Other areas may include plumbing, landscaping, business services, retail services, financial services, sports coaching, auto electrical and locksmith services.

4. The goal for the students in the Catholic Trade Training Centres is to obtain a school based apprenticeship or traineeship. Catholic Education Diocese of Parramatta understands that securing employment for our students will reduce the work placement opportunities for students. The complexity of providing extended work placements and school based apprenticeship and traineeship management is to be reflected in the fee structure provided by the Tenderer.

5. The activities and responsibilities include:
   a. selecting suitable host employers; outlining the aims and objectives of the Catholic Trade Training Centre workplace learning program to employers; liaising with the Trade Training Centres regarding students needs, including adjustments and accommodations for students with disabilities; and clarifying lines of communication ahead of the placement;
   b. ensuring employers are aware of the purpose, process and outcomes of the placement so they are better able to deliver a positive learning experience for the student;
   c. promoting the benefits to the employer of offering workplace learning placements and school based apprenticeships and traineeships;
   d. clarifying and documenting lines of communication between the employer, the workplace supervisor and the Trade Training Centre staff and workplace service provider;
   e. exercising their duty of care under common law to take reasonable steps to minimise the risks to students in workplace learning; and
   f. managing school based traineeship and apprenticeship duty of care obligations and contractual arrangements.

6. To be eligible to apply for the tender organisations must:
   a. be an incorporated body with financial viability for 2015 and beyond and have Catholic Education Diocese of Parramatta Board representation;
   b. demonstrate a proven ability to provide extended work placement opportunities of up to five weeks in a block with the same employer;
c. demonstrate a proven ability to secure school based apprenticeships or traineeships;

d. demonstrate innovation in providing pathways for students;

e. establish a strategic plan for providing employment opportunities for the subjects delivered in our Catholic Trade Training Centres within the Parramatta Diocese region;

f. establish a strategic plan to provide work placement opportunities for students from Monday 19 January 2015; and

g. demonstrate a proven ability to be flexible, innovative and problem solve.

7. Payments will be made through an invoice after each work placement block.

8. Catholic Education Diocese of Parramatta will require the successful tenderer to enter into a Contract a draft of which is attached to this Tender.
9. **FORM OF TENDER**

Tenderers must provide their tender as:

- original hard copy; and
- 1 electronic copy compatible with the Microsoft® Word or PDF format.

8. **CONTENTS OF TENDER**

The Tender must contain:

(a) Cover Sheet completed and signed by the Tenderer or for and on behalf of the Tenderer by a person who warrants their authority to sign for the Tenderer;

(b) Executive Summary;

(c) Business Information;

(d) Work placement expertise in terms of:
   - providing quality extended placements;
   - meeting all the obligations of other work placement contracts;
   - meeting the employment needs of the Parramatta Diocese region in conjunction with those of the Catholic Trade Training Centre requirements; and
   - school based apprenticeships and traineeships;

(e) Staff resources who will deliver the services to Catholic Education Diocese of Parramatta including:
   - the person who will be primary contact with the Catholic Education Diocese of Parramatta;
   - the key personnel and their relevant experience or alternatively, their *Curricula Vitae* to be attached to the Tender;

(f) A description of the Tenderer’s system for disclosure and management of conflicts of interest;

(g) Schedule of fees illustrating the makeup of costs required to provide work placement and school based apprenticeship opportunities for students;

(h) Proposal outlining:
   - process and methodology to be employed in meeting the needs of the Trade Training Centres outlined above; and
   - details of Catholic Education Diocese of Parramatta resources which may be required to assist in undertaking the review;

(i) Outline of final report structure and presentation;

9. **ADDITIONAL MATERIAL**
The Tender *may* contain

(a) written references;

(b) names of past or existing clients who Catholic Education Diocese of Parramatta may contact for a reference as to the Tenderer’s ability to work with Catholic Education Diocese of Parramatta and to deliver high quality work placement services;

(c) any other information the Tenderer considers appropriate.