NGO Registration Scheme – human services: Registration Information

What is the Scheme trying to achieve?

The Scheme is an information repository for standard organisational information (e.g. ABN, registered address, responsible persons and insurance certificates). It captures information that is publicly available or commonly collected by NSW government agencies.

The Scheme is designed to remove the administrative burden placed on non-government organisations (NGOs) to provide the same information to multiple agencies. It is not a prequalification Scheme and should not be used to shortlist applicants for procurement activities.

Benefits of the Scheme

For NGOs:

- only need to maintain its standard information in the Scheme.
- no longer required to provide the same information to agencies multiple times.
- can direct agencies to the Scheme if they request information that is held there.

For agencies:

- immediate access to NGO information
- greater certainty that the information provided is correct.

Who can register?

The Scheme is open to all NGOs which are delivering, or are seeking to deliver, human services on behalf of the NSW government.

An NGO is a non-profit organisation that is independent from government. A non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

Human services are defined as 'the programs, facilities or services provided to meet the health welfare and social needs of individuals, families and communities. This may include, for example health, education and community services provided across NSW' (defined by the Human Services Data Hub Taxonomy).

Is the Scheme voluntary?

The Scheme is voluntary for NGOs, however it is likely that it will be mandated in 2017 for all NGOs contracted to provide human services on behalf of NSW Government.

How will NGO information be used?

From 1 August 2016 the Procurement Board requires agencies to use the Scheme to source information about NGOs registered on the Scheme for procurement, funding or contract management processes.

Who can access the information?

The Scheme will be hosted on the [eTendering](#) website. It is recommended that each agency review its eTendering authorisation levels to ensure the relevant employees have access.

Employees of NSW government agencies that will be utilising the registration list should approach their eTendering administrator in the first instance to gain access to the system (if not already held).

Limited NGO information will be shown through the public website. This includes information such as business name, ABN, office location, organisational size, service areas, and service type(s).

Eligible NSW Government Agencies will be able to view more detailed information. This includes: contact officer names, registered email, phone numbers and office addresses. Organisational specific documentation will also be viewable (e.g. insurance certificates). This information is restricted to users who hold the relevant access.

What is required of NGOs?

Registered NGOs are required to:

- maintain the currency of the information contained in its profile.
- Contact the NSW Procurement Service Centre to advise if your organisation no longer exists.

What is required of agencies?

- Use the Scheme to source information about NGOs registered on the Scheme for procurement, funding or contract management processes. An agency may approach an NGO is they believe the information contained in the NGOs Scheme profile is incorrect.
- Notify the NSW Procurement Service Centre if the agency believes an organisation no longer exists.

Registration Process

NGOs must submit their registration through the [eTendering](#) website. All mandatory fields need to be completed.

NGOs may undertake a new registration process or modify their existing registration information. Modification of information may include registration for additional service(s) or removal of service(s). NGOs are also able to ensure their business documentation is up to date (for example, valid insurance certificates).

Registrations will be reviewed and finalised periodically. Submissions may be accepted, accepted with limitations or rejected entirely. DFSI will notify NGOs of the outcome of the registration process via its nominated email.

During a registration process, DFSI may request additional information from the NGO.

Evaluation criteria

Open to all non-profit NGOs who deliver human services. This includes NGOs who:

- are registered with the Australian Charities and Not-for-profit Commission
- are an association incorporated under the *Associations Incorporation Act 2009*
- have constituent or governing documents that include a clause(s) that prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up (as required by the Australian Taxation Office).

Removal from the Scheme

NGOs will be removed from the Scheme if their Australian Business Number is no longer active.

It profile is inactive for 12 months and no contact can be made with NGO via contact details provided then the NGO's profile may be suspended.

Review and development of the Scheme

The Scheme commences on 1 August 2016 and will for a period of three years.

The Scheme will be monitored by the Department of Finance, Services and Innovation (DFSI) to assess whether the objectives and intent of the Scheme are being met. Modifications may be made at DFSI's discretion during the life of the Scheme.

Contact details

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