



New South Wales Government

Office of Finance and Services

**Prequalification Scheme:
Performance and Management Services**

Guidelines for Applicants Easy Access Registration List (EARL)

Engagements up to \$50,000 Incl. GST

June 2014

CONTACT DETAILS

For matters related to the operation of the EARL contact:

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This Guideline should be read in conjunction with the **Easy Access Registration List Rules** - Engagements up to \$50,000 Incl. GST and its 'Definitions'.

Both documents available at:

<http://www.procurepoint.nsw.gov.au/performance-and-management-services-scheme>

INTRODUCTION

In July 2012, the NSW Office of Finance and Services established the Easy Access Registration List (EARL) to enable Applicants to register as EARL Service Providers for the provision of performance and management services valued at up to \$50,000 (inclusive of GST), to NSW Government Agencies (Agencies). EARL Service Providers are not required to submit referee reports during the application process.

The Office of Finance and Services (OFS) maintains a list of individuals and companies which offer services in one or more capability areas. Agencies may engage EARL Service Providers in the capability areas listed. This list is available on the NSW Governments ProcurePoint website and via the eQuote system.

The EARL aims to:

- streamline the registration process for Service Providers to enable the provision of service engagements for up to \$50,000 Incl. GST (and in certain limited circumstances through flow-on engagements up to \$75,000 Incl. GST)
- streamline Agency procurement of those services
- enhance probity standards and quality assurance for Agencies by allowing for performance reporting on Service Providers.

The NSW Government *Goods and Services Procurement Policy Framework for NSW Government Agencies* (the 'Procurement Policy') outlines the responsibilities and standards of behaviour expected of Service Providers involved in procurement activities. EARL Service Providers must adhere to the standards established under the Procurement Policy to ensure that procedural fairness is observed during the procurement process.

These guidelines have been prepared to assist Applicants and EARL Service Providers and should be read in conjunction with the Easy Access Registration List – RULES - Engagements up to \$50,000 and its 'Definitions'.

What services does the EARL cover?

The EARL covers 28 capability areas set out in the "Description of Capabilities" at <http://www.procurepoint.nsw.gov.au/performance-and-management-services-scheme>.

EARL Service Providers may also seek full prequalification under the OFS Performance Management and Services Scheme, by applying separately.

What does the EARL not cover?

The EARL will not cover areas of procurement already addressed by other NSW Government schemes or panel contracts, including (but not limited to):

- NSW Procurement (period) contracts
- Construction-related consultant prequalification schemes
- Contingent Workforce Prequalification Scheme
- ICT Services Prequalification Scheme
- Other NSW Prequalification schemes

How do I become a registered EARL Service Provider?

The entire registration/application/assessment/approval process for the Scheme is undertaken online via the NSW Governments eTendering application.

The process will allow applicants to select either EARL registration or apply for full pre-qualification.

In the first instance, applicants need to set up an eTendering account.

Account set up is via the following URL:

<https://tenders.nsw.gov.au/dfs/?event=public.registereduser.new>

Applicants must complete and submit their registration using the online application form available at:

<https://tenders.nsw.gov.au/dfs/?event=public.scheme.show&RFTUUID=5AE7B95E-A020-7139-29B891589FA4E2E2>

Once applicants are registered correctly, the organisation will be added to the Scheme as an EARL Service Provider and may be engaged by Agencies to perform work within registered capabilities.

Note: As set out in the Easy Access Registration List – Rules (EARL Rules), the registration of a Service Provider to the EARL does not guarantee:

- a. continuity of registration for the duration of the EARL;
- b. receipt of opportunities to quote or work; or
- c. that engagements or work of any kind or quantity will be offered.

Information submitted with an application will be treated as confidential by Agencies unless otherwise required by law, and may be subject to reference checking and other enquiries.

Can Service Providers from other jurisdictions be recognised and registered for the EARL?

Service Providers already in consultancy panels, multi-use lists or any form of contract arrangements in other jurisdictions can be recognised and registered for membership on the EARL subject to the conditions that the Service Provider:

- remains registered in the arrangement at the original jurisdiction;
- submits an application using the online application form; and
- signs an agreement to provide services for NSW Agencies in accordance with the Easy Access Registration List – RULES - Engagements up to \$50,000.

On what terms are EARL Service Providers to be engaged?

A Service Provider registered on the EARL is available to be engaged by an Agency for engagements of up to \$50,000 (Incl. GST).

Applicants agree that, when registered under the Scheme, the terms and conditions of any engagement made under the Scheme will be those of the EARL Standard Form of Agreement – terms and conditions attached to the Easy Access Registration List Rules and agree that it is not necessary to sign the EARL Standard Form of Agreement – terms and conditions for each or any engagement, instead parties will complete a form of EARL Agreement Details in respect to each engagement.

The Service Provider agrees not to seek any amendment to the EARL Standard Form Agreement - terms and conditions.

The details of scope of work, fees and other requirements for the engagement will be set out the EARL - Agreement Details between the parties.

How is performance monitored and reported on?

Quality assurance, value for money, and performance improvement are key objectives of the EARL. To help meet these objectives, Agencies are required to submit a Performance Report in circumstances where, a Service Provider's performance is considered unsatisfactory.

Where an Agency considers that a Service Provider's performance has been unsatisfactory, the Service Provider will be kept informed and afforded an opportunity to show cause as to why it should not be rated 'unsatisfactory'.

How long will the EARL operate for?

The EARL commenced in July 2012 for a period up to 19 February 2015.

SERVICE PROVIDER FEEDBACK FORM

The feedback of Service Providers is sought on the guidance provided by the Office of Finance and Services for the use of the Prequalification Scheme: Performance and Management Services. Feedback may be provided by a Service Provider at any time as well as following each engagement.

	< Poor-Good-Excellent >				
1. How do you rate the following aspects of the Scheme:					
a) Clarity of Scheme Guidelines and documentation.	1	2	3	4	5
b) Application process (Easy Access Registration List)	1	2	3	4	5
c) Application process (Full prequalification)	1	2	3	4	5
d) Timeliness of processing applications and notification of outcome.	1	2	3	4	5
e) Adequacy of training documentation: Supplier - Responding to RFX	1	2	3	4	5
f) Responding to an RFX	1	2	3	4	5
g) Clarification and resolution of any issues raised.	1	2	3	4	5
2. How do you rate the overall benefits provided to your organisation from being prequalified under the Scheme.	1	2	3	4	5
3. How do you rate the efficiency in the tendering process from being prequalified under the Scheme.	1	2	3	4	5
4. Do you think that using the Scheme has saved you time in the procurement process: Yes / No. Comments:					
5. Will you retain and continue your membership under the Scheme: Yes / No. Comments:					
6. How do you think the Scheme process can be further improved. Comments:					
7. Overall, how would you rate the operations of the Scheme?	1	2	3	4	5
Supplier Name: _____ Contact: _____ Date: _____					

Upon completion, this Form should be e-mailed to NSWBuy@finance.nsw.gov.au