



EXPRESSION OF INTEREST (EOI)

2020-0057 – FLETCHER STREET HUB, BYRON BAY

Deadline for lodgement of quotations	5:00pm on Friday, 23 October 2020	
Submit Quotations to	https://www.vendorpanel.com.au	
Council's nominated contact person	Name	Nick Carlile Project Officer (Rough Sleeping)
	Email	roughsleeping@byron.nsw.gov.au
Details of tender briefing/site visit	Date	Site Visits: Wednesday, 7 October 2020 12:00-2:00pm Tuesday, 13 October 2020 12:00-2:00pm
	Location	18 Fletcher Street, Byron Bay
	Mandatory	Yes
	RSVP	To roughsleeping@byron.nsw.gov.au with preferred date

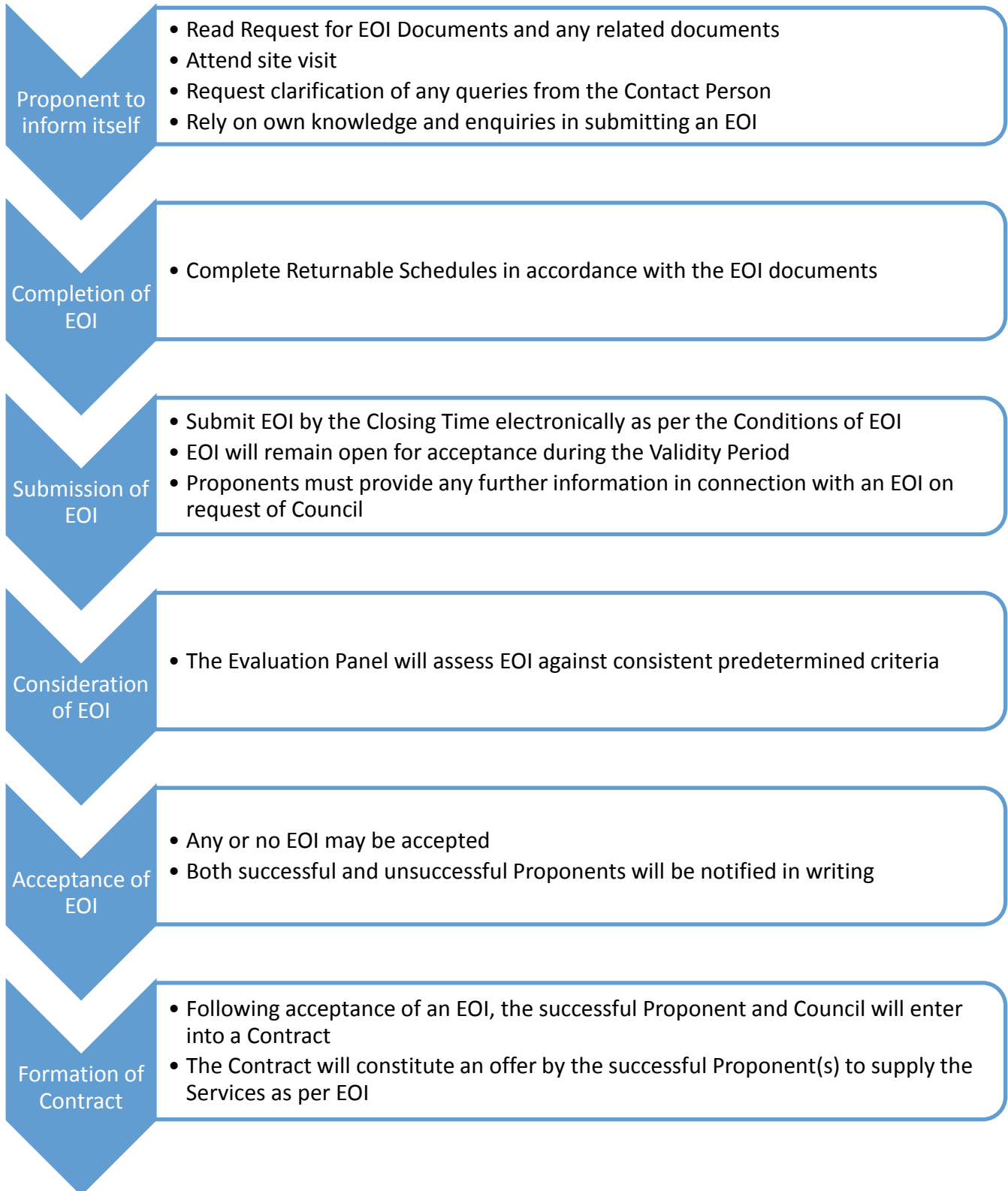
PART A – INFORMATION FOR PROPONENTS (READ AND KEEP THIS PART)

PART A1 – OVERVIEW OF EOI

1. KEY INFORMATION ABOUT THIS EOI

Name of Project	Fletcher Street Hub, Byron Bay
EOI Number	2020-0057
EOI Validity Period	90 days
How to Submit EOI	<p>Electronic lodgement via Vendor Panel</p> <ul style="list-style-type: none"> • All attachments to be in separate files • Each file uploaded should be clearly labelled as to its contents
EOI Documents	<p>Part A – Information for Proponents (read and keep this Part)</p> <ol style="list-style-type: none"> 1 Overview of EOI 2 Invitation to submit an EOI 3 Standard Conditions of EOI 4 Services Specification <p>Part B – Returnable Schedules</p> <ol style="list-style-type: none"> 1 Compliance Assessment 2 Capability Assessment

2. OVERVIEW OF EOI



PART A2 - INVITATION TO SUBMIT AN EOI

1. INTRODUCTION

Byron Shire Council invites you to submit an EOI. The services involved include the management and day-to-day operations of the Fletcher Street Hub (located at 18 Fletcher Street, Byron Bay) as set out in Part A4.

The Fletcher Street Hub is intended to provide structured homelessness and related services with the option of a limited, well-managed drop-in centre capacity. As a space to promote collaboration, it will allow local services to co-locate and improve service access for people sleeping rough.

Service design and delivery must be trauma informed, culturally sensitive and person-centred, ensuring that everybody feels safe and has the opportunity to access support. Hub and service design needs to be informed by people with lived experience of homelessness.

The Fletcher Street Hub can further enable the services in our community that are working hard to respond to the increasing volume and complexities of issues for people sleeping rough.

An evidence-based outcomes framework is required to measure the impact of the hub for people sleeping rough, the local service system and community.

The Conditions of EOI set out the details of how you may submit your EOI. You must complete the returnable schedules in Part B and submit them.

The anticipated start date for the lease/contract is January 2021.

2. CONTRACT ARRANGEMENTS

On selection, the successful Proponent will be required to execute a Contract with Byron Shire Council. This will be provided subsequent to EOI evaluation and will incorporate standard Conditions of Contract with some modifications based on the service delivery model proposed by the successful Proponent. In addition, it will include aspects of Contract Management and Performance Measures as outlined throughout this EOI.

PART A3 – STANDARD CONDITIONS OF EOI

1. AGREEMENT TO THESE CONDITIONS OF EOI

By submitting an EOI, Proponents are indicating their acceptance to be bound by the conditions set out in this section.

2. PROPONENTS NOT TO SOLICIT COUNCIL PERSONNEL

Proponents must not at any time before Council makes a final decision to accept an EOI, interview or attempt to interview or discuss or attempt to discuss any matter about the EOI with Council's officials or personnel other than Council's Contact named in this EOI. Any EOI submitted by a Proponent that contravenes this clause 2 may be rejected.

3. PROPONENT WARRANTIES

The Proponent warrants to Council that by submitting an EOI:

- a) It has carefully examined the contents of the EOI documents and any other information made available by or on behalf of Council for the purposes of submitting an EOI;
- b) It has examined all information relevant to the risks, contingencies, and other circumstances having an effect on the EOI;
- c) It has informed itself of the nature of the obligations to be performed under the Contract, including the labour, plant, materials, mechanical plant and other resources necessary, suitable or desirable to perform these obligations;
- d) It has satisfied itself to the sufficiency of its EOI for the supply of the Goods and/or Services and obligations in the EOI documents and that it includes compliance with all of its obligations under the Contract and all things necessary for the proper performance and completion of the Contract;
- e) It has not relied on information provided, or represented to be provided, by or on behalf of Council without independently verifying that information and independently satisfying itself of the adequacy, accuracy, and correctness of the information;
- f) It has not approached Council officials or personnel, other than the Contact in respect of this EOI; and
- g) Information included in the EOI is accurate and that the delivery of the proposed Goods and/or Services will comply with all applicable laws.

The Proponent acknowledges that Council will rely on the warranties given in this clause 3 in considering the EOI. Failure by the Proponent to do any or all of the things it warrants to have done will not relieve the Proponent (if its EOI is successful) of its liability to perform and complete the Contract in accordance with its terms.

4. SUBMISSION OF EOI

a. LODGEMENT OF EOI

EOI must be submitted in writing:

1. By the Closing Time; and
2. Electronically at <http://www.vendorpanel.com.au>

Proponents must familiarise themselves with, and ensure they understand, the processes for lodgement, including any terms of use of the Nominated Website. It is the Proponent's responsibility to submit an EOI in accordance with the conditions of EOI, in a legible form and, in the case of electronic submission, in an uncorrupted format and by secure means.

All EOI lodged will become the property of Council and on no account will they be returned to the Proponent.

b. ELECTRONIC LODGEMENT

The following conditions apply to EOI lodged electronically:

- a) Each file submitted should be no greater than 8 megabytes in size.
- b) Proponents must ensure that transmission of all files is completed and receipted before the Closing Time.
- c) The time displayed on the Nominated Website is deemed to be the correct time and will be the means by which the EOI Panel will determine that the EOI has been lodged by the Closing Time.
- d) EOI received after the Closing Time will not be accepted unless the delay in receipt is caused by an error with the Nominated Website (eg. a system outage).
- e) The judgement of the EOI Panel as to the time an EOI has been lodged will be final.
- f) Late EOI, incomplete EOI, including those with electronic files that cannot be read or decrypted or otherwise in an incompatible format, EOI which the EOI Panel believes to potentially contain any virus, malicious code or anything else that might compromise the integrity or security of the Nominated Website and/or the recipient's computing environment, will be excluded from evaluation.

c. EOI VALIDITY PERIOD

All EOI submitted will remain open for acceptance during the EOI Validity Period. The Proponent may not withdraw or amend an EOI during the EOI Validity Period.

5. ASSESSMENT CRITERIA

The EOI Panel will assess EOI against consistent predetermined criteria. The following assessment criteria apply.

Mandatory Criteria

- a) Proponent must have a valid Australian Business Number (ABN)
- b) Applicant must be registered with Deductible Gift Recipient (DGR) status
- c) Substantial conformance with Conditions of Contract and Statement of Requirements
- d) Workers compensation insurance for all employees
- e) Holds, or is able to obtain, the insurances as specified in the Statement of Requirements
- f) Satisfactory work health and safety practices
- g) Satisfactory environmental management practices
- h) Proponent confirms it gains no financial benefit from Australia's offshore detention centres
- i) Proponent confirms no involvement with the construction or operation of the Carmichael mine or otherwise have ties to Adani

Qualitative Criteria

- a) Proponent Profile
- b) Design
- c) Previous Relevant Experience
- d) Suitability
- e) Accountability
- f) Trauma Informed Practice
- g) Cultural Safety
- h) Environmental Practices
- i) Referees

The qualitative criteria are not necessarily of equal weighting or presented in any particular order.

The Evaluation Panel will evaluate EOI in accordance with a pre-determined EOI evaluation plan.

Any EOI which does not comply with the mandatory evaluation criteria may be rejected, or at the discretion of the Evaluation Panel, be considered as a “non-conforming” EOI.

Council is entitled to consider and accept a non-conforming EOI at its sole discretion and where this occurs, any unsuccessful Proponent will not be entitled to any redress whatsoever.

6. ACCEPTANCE OF EOI

a. COUNCIL’S RIGHTS

Without limiting its rights at law or otherwise, Council may, in its absolute discretion, accept any or no EOI and reject any EOI.

b. METHOD OF ACCEPTANCE

An EOI will be accepted only when the Proponent receives a notice in writing from Council that the EOI is accepted.

c. NOTIFICATION OF PROPONENTS

All unsuccessful Proponents will be notified in writing by Council as soon as practicable after a Contract is entered into with the successful Proponent or a decision is made not to accept any of the EOI.

7. FORMATION OF CONTRACT

Following notification of acceptance, Council and the successful Proponent will enter into a Contract. This will be provided subsequent to EOI evaluation and will incorporate standard Conditions of Contract with some modifications based on the service delivery model proposed by the successful Proponent. In addition, it will include aspects of Contract Management and Performance Measures as outlined throughout this EOI.

8. RELEASE OF INFORMATION

By submitting an EOI, the Proponent acknowledges that:

- a) Council is under statutory obligations concerning the management and public release of information held by it; and
- b) The Proponent will not object to the release of any information contained in an EOI in accordance with those statutory requirements or claim damages from Council arising from the release of such information.

9. COLLUSIVE CONDUCT

In consideration of being invited to submit an EOI, the Proponent promises as a fundamental condition that it will not engage in any uncompetitive behaviour or other practice which denies legitimate business opportunities to other Proponents or other participants in the EOI process. In particular, the Proponent promises that:

- a) It has, at the time of submission of its EOI:
 - i. No knowledge of the EOI of any other Proponent;
 - ii. Not entered into any agreement with other Proponents as to who should be the successful Proponent;
 - iii. Not been involved in any meetings of Proponents to discuss EOI prior to the submission of the EOI, if a representative of Council is not present;
 - iv. Not been involved in the exchange of information with other Proponents about the EOI.
- b) Is not, at the time of submission of its EOI, a party to any contract arrangement or understanding:
 - i. Pursuant to which there is or will be a payment or allowance of money or the securing of reward or benefit for unsuccessful Proponents by the successful Proponent;

- ii. Between it and any other Proponent pursuant to which prices or conditions relating to the EOI or the Services or any contract for the Services are fixed;
- iii. To pay or allow any money or secure any reward or benefit directly or indirectly to a trade or industry association (above the standard fees) in relation to this EOI (except as disclosed in the EOI).

If a Proponent is in breach of this clause 9, Council may:

- a) Refuse to consider its EOI; and
- b) Take such other action as it is entitled to take at law, including referring any evidence of collusive Quoting to the Australian Competition and Consumer Commission.

10. NO BUSINESS IN ABUSE

Byron Shire Council is committed to not supporting and/or contracting with companies, institutions and organisations that profit from practices which abuse the human rights of asylum seekers. Council will only contract with organisations that:

- a) Have zero tolerance for child abuse, in policy and practice;
- b) Respect people's fundamental rights to freedom from arbitrary and indefinite detention;
- c) Don't treat people in a cruel, inhumane or degrading manner; and
- d) Commit to transparency and independent monitoring to ensure these principles are upheld.

PART A4 – SERVICES SPECIFICATION

1. INTRODUCTION

There is a demonstrated urgent need for additional services and supports to decrease rough sleeping and its impact in the Byron Shire. Establishing the Fletcher Street Hub in Byron Bay would allow local services to co-locate, making it easier for individuals to access them, and would also create space for additional service delivery.

2. BACKGROUND INFORMATION

Statistics show that local numbers and rates of people sleeping rough are disproportionately high. The impact on both individuals and communities is growing quickly, and despite the fact that local services and the community are working hard to respond, supports are limited in availability and type and cannot respond to the volume and complexity required to effectively reduce the number of people sleeping rough.

Proposed collaborative responses include assertive outreach, local service hubs and supported permanent housing. These responses are evidence-based and can contribute to social and economic benefits at the local level by reducing the impact and prevalence of people sleeping rough.

Collaborative discussions with local services and community groups have highlighted the value of establishing a homelessness and related services hub in Byron Bay at the site formerly known as Fletcher Street Cottage (18 Fletcher Street). Historically, this site was used as a homelessness service hub and drop-in centre.

3. OBJECTIVES/OUTCOMES

The primary objective of the Fletcher Street Hub is to provide structured homelessness and related service access with the option of a limited, well managed drop-in centre capacity. The hub would see local services co-locating to improve access to services and create space for additional service delivery opportunities.

The main outcomes sought are to improve wellbeing for people sleeping rough and reduce rough sleeping in Byron Shire. This would be demonstrated by measurable outcomes including, but not limited to; housing, health (both physical and mental health), social and emotional wellbeing, and safety.

An evidence-based outcomes framework is required to measure the impact of the hub for people sleeping rough, the local service system and community.

4. SCOPE OF WORKS

a. CONTRACT PERIOD

The contract period for the Fletcher Street Hub will be an initial 3 years. Upon the completion of this period there will be an option of a 2 year extension to this contract at the discretion of Byron Shire Council.

b. DESIGN/CONSTRUCTION

The Proponent will need to ensure that the building is fitted-out in a way that is trauma informed, culturally sensitive and informed by people with lived experience of homelessness.

5. INSURANCE REQUIREMENTS

Insurance Type	Insurance Amount Required	Specific Insurance Requirements
Public Liability	\$20,000,000	
Professional Indemnity	\$5,000,000	
Workers Compensation	As legally required	For all employees

6. SERVICE LEVELS AND KEY PERFORMANCE INDICATORS (KPIs)

Byron Shire Council will use the following general key performance indicators to evaluate performance of the successful proponent.

Performance will be evaluated in quarterly Contract Management meetings and upon completion of the contract.

Should one or more of the KPIs be considered irrelevant or unworkable, the parties must meet in good faith and agree on alternative KPIs, in writing, as may be required under the Contract.

General Key Performance Indicator Score Rating Scale

- A. Unacceptable/deficient
- B. Limited/flawed
- C. Adequate/satisfactory/appropriate
- D. Competent/proficient
- E. Strong/superior/exceeds expectations

Key Performance Indicator	Rating					Comments
	A	B	C	D	E	
1 Objectives & outcomes*						
3 Quality of work						
4 Timeliness						
5 Reporting						
6 Communication						
7 WH&S compliance						

*Objectives and outcomes have been referenced in this Expression of Interest (EOI) and will be detailed further in the subsequent contract with the successful proponent. These are the results that the Supplier is expected to deliver.

PART B – RETURNABLE SCHEDULES

Proponents must complete the following Returnable Schedules and include them with their EOI.

The Proponent, having read, understood and fully informed itself of the contents, requirements and obligations of the Expression of Interest, submits this EOI to supply the Goods and/or Services to Byron Shire Council for the EOI Documents and the Contract and confirms that each of the following documents which are required to be delivered as part of the EOI are attached.

Schedule	Description of Document	Complete (please initial)
B1	Compliance Assessment A. Particulars of Proponent B. Conflicts of Interest Declaration C. Statement of Conformance D. Proponent's and Proposed Subcontractor's Insurance E. Work Health and Safety and Environmental Compliance F. Ethical Business Practices	
B2	Capability Assessment A. Profile and Relevant Experience B. Resources C. Delivery Plan	

This EOI remains open for acceptance for the Validity Period.

Signed by or on behalf of the Proponent:

Signature of authorised signatory

Name of authorised signatory

Position of authorised signatory

Date

PART B1 – COMPLIANCE ASSESSMENT

A. PARTICULARS OF PROPONENT

Details of Proponent and EOI	
Legal Name of Proponent	<i>(Include full legal name)</i> <i>Note: if the EOI is on behalf of a trust, include the trustee's name as the Proponent with the words "as trustee for" in front of the name of the trust The trustee must execute this EOI as trustee for the trust in accordance with the trust documents.</i>
Trading Name(s)	<i>(Include details of any trading name of the Proponent)</i>
Legal capacity of Proponent	<i>(Company/Partnership/Trust/Individual)</i>
ABN	
Street Address	
Postal Address	
Email	
Phone	
Contact	Name: Phone: Email:
License details/details of membership of professional bodies	<i>(Include current details of any license numbers or membership details which you are required to have by law or by the EOI Documents to provide the Goods and/or Services or which you propose to use to provide the Goods/Services)</i>

B. CONFLICTS OF INTEREST DECLARATION

Byron Shire Council’s employees, suppliers and customers are bound by Council’s **Business Ethics Policy** when conducting all interaction. A copy of Council’s Business Ethics Policy is available from its website at www.byron.nsw.gov.au/files/publications/business_ethics_policy.pdf. This requires probity in all dealings including those conducted with prospective or successful suppliers. Council has adopted the Business Ethics Policy to ensure that functions are undertaken efficiently, impartially and with integrity. Conniving or inducing a breach of the Business Ethics Policy may constitute grounds for termination of the Contract.

Proponents must

- (a) Disclose any affiliation or associated with Byron Shire Council that could be deemed to constitute a conflict of interest; and
- (b) Include any other circumstances or relationships that will constitute a conflict, potential conflict or perceived conflict of interest if their EOI is accepted:

If any conflict, whether actual, potential or perceived, exists, the EOI should advise how it proposed to address and eliminate this conflict.

Council may terminate the Contract if it is shown that a successful Proponent has failed to disclose as part of its EOI any conflict of interest Council may reject any future EOI from a Proponent who fails to disclose details of actual, potential or perceived conflicts of interest

Provide answer here:

C. STATEMENT OF CONFORMANCE

Compliance with this EOI refers to all clauses in all Parts and means that, where applicable:

- i. The Proponent has noted and understood the clause;
 - ii. The EOI complies fully with the clause;
 - iii. The Proponent has provided all information requested in the Clause.
- (a) List in the table below all areas of non-conformance with the Specification and the reason(s) for the non-conformance:

Area of non-conformance	Reason(s) for non-conformance

- (b) List in the table below all areas of non-conformance with the Conditions of Contract as set out in Part A5.

Area of non-conformance	Reason(s) for non-conformance

- (c) List in the table below any other non-conformances with this EOI not mentioned above:

Area of non-conformance	Reason(s) for non-conformance

D. PROPONENT’S AND PROPOSED SUBCONTRACTOR’S INSURANCES

- (a) Proponents must complete the following table setting out the details of current insurance held by the Proponent and any proposed subcontractor, applicable to the provision of the Goods and/or Services under the Contract. Proponents must include copies of all related insurance certificates. Successful Proponents will be required to amend their public liability insurance policy to include Byron Shire Council as named insureds for their respective rights, interest and liabilities in connection with the Contract. Replicate table as required for each proposed subcontractor.

Insurance Type	Policy Number	Extent of Cover		Expiry Date	Name of Insurer
		Per Claim	Aggregate		
Workers Compensation					
Public Liability (\$20 Million)					
Professional Indemnity					
Other					

- (b) If you do not currently hold the required levels of insurance, please indicate below your willingness and ability to obtain the required insurances should you be awarded the contract.

<i>Provide answer here</i>

E. WORK HEALTH AND SAFETY AND ENVIRONMENTAL COMPLIANCE

Proponents must complete the following table setting out the details of its work health and safety system and record. Replicate table as required for each proposed subcontractor

Company WH&S Record	Proponent’s Response
Provide the name and position of the person in your organisation who is responsible for Work Health and Safety within your organisation.	
What level of WH&S training has the person responsible for WH&S obtained?	
Has the company had any workers compensation claims in the past three years? How many?	
Has the company had any incidents or near-miss incidents that were required to be reported to SafeWork (WorkCover) in the past three years?	
Has the company received any fine, prosecution, or improvement notice under the WHS Act or related legislation within the last 5 years?	

Does your organisation have a Work Health and Safety Policy? If yes, please attach.	
Does your organisation have a documented Work Health and Safety Management System? If yes, please attach a table of contents of the system.	
Does the WHS Management System comply with AS/NZS4801:2001?	
Is the WHS Management System audited or reviewed on a regular basis? Provide details.	
Is there a company WHS organisation chart?	
Are Work Health and Safety responsibilities documented for all levels of staff?	
How are line managers held accountable for health and safety performances?	
Does your company have safe work procedures relevant to its operations? Please provide a list of safe work procedures.	
How do you record which of your employees are issued with safe work procedures or a Safe Work Method Statement (SWMS)?	
What are your procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?	
What are your procedures for storing and handling hazardous substances?	
What are your procedures for assessing and controlling risks associated with manual handling?	
Will the company provide required work equipment and personal protective equipment suitable for the work being performed? Please attach a list of personal protective equipment provided to employees.	
How do you keep a record of employees that hold authorisations, permits, competency certificates and licenses required to perform their work?	
ENVIRONMENTAL MANAGEMENT	
Does your organisation have current and documented procedures to be followed in the event of an environmental accident/incident? If yes, when were staff last trained in the procedures?	

Has your organisation ever been found guilty of a breach of NSW environmental legislation? If yes, please provide details.	
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F. ETHICAL BUSINESS PRACTICES

- (a) Does the proponent gain any financial benefit from Australia's offshore detention centres?

<i>Provide answer here</i> <i>If yes, please state nature of involvement</i>

- (b) Does the proponent have any involvement with the construction of the Carmichael mine or otherwise have ties to Adani?

<i>Provide answer here</i> <i>If yes, describe nature of involvement with Adani or the Carmichael mine.</i>
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PART B2 – CAPABILITY ASSESSMENT

A. PROFILE AND RELEVANT EXPERIENCE

1. PROPONENT PROFILE **(WEIGHTING 10%)**

Proponents must provide the following information:

- (a) Details of the size and structure of their organisation
- (b) Brief history of their organisation
- (c) Brief summary of level of relevant expertise

(Please limit answer to no more than ½ page)

Please answer here

2. DESIGN **(WEIGHTING 15%)**

Proponents must outline a detailed explanation of the hub delivery model including service access, staffing, hours of operation, security, out-of-hours procedures and WH&S measures to be implemented. Please also outline the physical features to be included in the space along with a floor plan of the Fletcher Street Hub with the aim of providing a space that is secure and accessible.

(Please limit answer to no more than 1 page)

Please answer here

3. PREVIOUS RELEVANT EXPERIENCE **(WEIGHTING 15%)**

Proponents must provide details of any services/programs undertaken with people sleeping rough. In addition, outline any current or previous contracts or initiatives that demonstrate expertise applicable to the management and day-to-day operation of the Fletcher Street Hub.

(Please limit answer to no more than 1 page)

Please answer here

4. SUITABILITY **(WEIGHTING 15%)**

Proponents must demonstrate how they will promote collaborative practice to best support people accessing services from the Fletcher Street Hub. This will include collaboration with people with a lived experience of homelessness in the development and operation of the Fletcher Street Hub.

(Please limit answer to no more than 1 page)

Please answer here

5. ACCOUNTABILITY **(WEIGHTING 15%)**

Proponents must outline an evidence-based evaluation framework, including outcome types, that will be used to measure the impact of the Hub for people sleeping rough, the local service system and community. Also, please advise how feedback/evaluation will be collected with and from people sleeping rough.

(Please limit answer to no more than 1 page)

Please answer here

6. TRAUMA INFORMED PRACTICE **(WEIGHTING 10%)**

Proponents will be required to provide a space where people sleeping rough can access services in an appropriate manner and feel safe in doing so. Can you please demonstrate how you will incorporate the principles of Trauma Informed Practice to ensure that everyone feels safe to access the Fletcher Street Hub.

(Please limit answer to no more than ½ page)

Please answer here

7. CULTURAL SAFETY **(WEIGHTING 10%)**

Proponents will be required to provide a space where people sleeping rough can access services in an appropriate manner and feel safe in doing so. Demonstrate how you will incorporate the principles of Cultural Safety to ensure the environment at the Fletcher Street Hub is safe for Aboriginal and Torres Strait Islander people.

(Please limit answer to no more than ½ page)

Please answer here

8. ENVIRONMENTAL PRACTICES **(WEIGHTING 10%)**

Describe any environmental practices your organisation has implemented such as environmental policy, ISO accreditation, water/energy efficiencies, reduction in greenhouse gas emissions, and audit programs. Describe the beneficial outcomes your business has derived from the implementation of these initiatives.

(Please limit answer to no more than ½ page)

Please answer here

9. REFEREES

Please provide no fewer than three client referees:

Company name	
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Contact name	
Phone	
Email	

Company name	
Contact name	
Phone	
Email	

Company name	
Contact name	
Phone	
Email	

B. RESOURCES

1. PROPOSED KEY PERSONNEL

Council assumes the successful proponent will deploy key personnel as per its EOI.

Provide the following details of the personnel who will have prime responsibility and accountability for the performance of the contract (replicate table as required):

Name:	
Organisation position and responsibilities:	
Proposed project roles and responsibilities:	
Qualifications:	
Industry experience:	
Experience with similar projects:	
Contact details:	

* Attach a resume for each of the people nominated above.

2. FINANCIAL STATEMENTS

Proponents must provide details of their most recent audited financial statements and a budget detailing proposed financial resourcing for the management and operation of the Fletcher Street Hub.

3. DETAILS OF SUBCONTRACTORS

If you plan to engage some subcontractors, estimate the total percentage of work under this Contract that will be undertaken by subcontractors:

_____ %

Provide the following information for all subcontractors that you intend to use to service all or part of the Contract (replicate table as necessary to provide information for all subcontractors to be used).

Subcontractor Name	
ABN	
Address	
Contact Name	
Telephone	
Type of work	
% of this type of work to be undertaken by this subcontractor	

Please describe any formal contractual arrangements you have in place with any of the above-named subcontractors.

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Describe the procedures you have in place to ensure any subcontractors obtain and maintain the required insurances:

C. DELIVERY PLAN

1. SERVICES STANDARDS AND METHODOLOGY

Proponents must describe the following elements of their proposed Service:

- (a) The systems and processes you have in place to ensure that you meet all of Council’s reporting requirements.
- (b) What technology support to your operations do you propose? For example, scheduling systems, data collection tools, client portals)

(Please limit answer to no more than ½ page)

Provide answer here:

2. IMPLEMENTATION PLAN

Provide a detailed plan outlining how you intend to set up the service provision for Council including tasks that will need to be completed and the time it will take before the service is fully operational.

Provide answer here:

3. SUPPORTING LOCAL BUSINESS, SOCIAL ENTERPRISES AND INDIGENOUS BUSINESS

Will you be purchasing any goods/services for the contract from indigenous-owned business, social enterprises, or businesses whose primary location is in the Northern Rivers region? If yes, please complete the following table:

Goods/services to be purchased	Supplier to be purchased from	Supplier location	Estimated value of the goods to be purchased	Type of business (indigenous, social enterprise, local)

4. LOCAL EMPLOYMENT

How many of the staff nominated in questions 3.B1 and 3.B2 above currently reside within the NRJO region?

Provide answer here

5. OPPORTUNITIES FOR PEOPLE EXPERIENCING DISADVANTAGE

Do you have existing programs in place to provide employment or training opportunities for people experiencing disadvantage? If yes, how many people are currently employed under these programs and what has been the impact of the program on your business?

Provide answer here

END OF RETURNABLE SCHEDULES