2014 Approved Projects Overview

- Next Steps
- Procurement
- Commitment
- Reporting
- Variations
- Visits
- Acquittal
- Recognition
Next Steps Checklist (included with Agreement package)

1. Issue of BGA Participant (Capital Funding) Agreement
2. Monthly Progress Report
3. Tender Summary/Results of Tender
4. BGA Approval of Tender
5. Confirmation of Commitment
6. Monthly Expenditure Report
7. Acquittal
8. Recognition
Procurement

- BGA must approve all tendering procedures
- Commonwealth preference for Lump sum vs other
- Value for money vs lowest price
- Effective competition
- Open - transparent – ethical
- Conflict of interest
- Record keeping
Australian Standard Code of Tendering AS4120 – Guiding Principles (1)

- Project funding must be adequate and assured prior to tender
- All aspects of the tendering process must be conducted with honesty and fairness at all levels of the industry
- Parties must conform to all legal obligations
- Parties must clearly identify ownership of intellectual property used or created in the tender process and ensure that those rights are not infringed
- Parties must not seek or submit tenders without a firm intention to proceed
- Parties must not engage in any practice which gives one party an improper advantage over another
Australian Standard Code of Tendering
AS4120 – Guiding Principles (2)

- Tenderers must not engage in any form of collusive practice and must be prepared to attest to their probity
- Conditions of tendering must be the same for each tenderer on any particular project
- Clients must clearly specify their requirements in the tender documents and indicate criteria for evaluation
- Evaluation of tenders must be based on the conditions of tendering and selection criteria defined in the tender documents
- The confidentiality of all information provided in the course of tendering must be preserved
- Any party with a conflict of interest must declare that interest as soon as the conflict is known to that party.
# The Tender Process

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* Incl notice to tenderers, conditions of tendering, forms and schedules, conditions of contract, specification, drawings, additional information
# The Tender Process

## 2. Tendering

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The Tender Process

3. Tender Evaluation

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*Typical criteria for consideration by evaluation group include conformity, capability (previous experience, resources – financial, technical and personnel, current workload, dispute resolution, QA system, IR & OHS record), price, timeframe.

Weightings or priority should be determined prior to opening and evaluation of submissions.
Commitment

- Commonwealth/State requirements
- What is Commitment?
  - Year
  - Legally binding contract
- After BGA written approval of tender/method
- Extensions – by exception
Regular Reporting

- Due - 10\textsuperscript{th} of each month
- Monthly Progress Report (MPR)
  - After Capital Funding Agreement executed
  - Until project commitment
- Monthly Expenditure Statement (MES)
  - After Commitment
  - Until acquittal
  - Informs project payment schedule
    - Payments and projects over tender budget
Variations

- For:
  - Extension to commitment
  - Project scope
  - Approved cost
  - Savings

- Cost increases and impact on BGA payments

- Requests and justification
Visits

- Prior to Practical Completion
- After acquittal

Documentation
- “As Constructed” Plans
- Contract (if not already provided)
- Invoices ($10K+)
- Post Occupation Evaluation
Acquittal

- Certificate by Independent Qualified Accountant
- Architect’s Statement of Final Costs
  - Principal’s acknowledgement of Recognition Procedure
- Interim/Final Occupation Certificate
- Plans marked “As Constructed”
Recognition – Commonwealth Grants

- Acknowledge of Commonwealth funding support – publicity, announcements
- Plaques for all projects
- Recognition ceremony mandatory for grants $100K+
  - Within 7 months of physical completion
  - Exemption considered – refurb, intangible improvements
- Contact schoolopenings@education.gov.au at least 2 months prior to proposed date
- Fact sheet on education.gov.au website
Recognition – State Grants

- “NSW NOW” branding if project value $500K+
- Recognition not mandatory but if held the NSW Minister should be invited
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