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Professional Services Pre- Qualification List

Specification and Guide to Becoming a Pre-qualified
Supplier



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1 Overview

1.1 Purpose

To provide potential applicants with information on the SA Housing Authority pre-qualification list for construction related professional services (“Professional Services List”) including the requirements and process to become a pre-qualified supplier.

1.2 Background

The SA Housing Authority (“the Authority”) is committed to maintaining an effective relationship with the building and construction services industry and enhancing its opportunities whilst improving the outcome of the Authority’s projects.

In 2020 the Authority established a pre-qualification supplier list to help reduce red-tape and ensure that all suppliers who have membership, have the appropriate skills, capacity, capability and accreditation to undertake the work in accordance with the requirements of the Authority. The Authority has incorporated a more efficient and discerning application and assessment process, improved transparency and a robust supplier performance procedure.

2 Specification

2.1 Objectives

The objectives are to:

- attract a pool of capable suppliers to undertake a variety of small to large new construction contract work
- minimise unnecessary tender preparation costs for the Authority and builders
- provide the Authority a streamlined process for the engagement of suppliers to deliver contracted services
- provide objective, quantifiable data to support the decision-making processes in selecting suppliers
- ensure suppliers have the appropriate licences, insurances, skills, capacity and capability to undertake work required and in accordance with the Authority’s requirements
- provide a mechanism where the performance and reliability of suppliers can be assessed.

2.2 In-Scope Services

The categories of services in-scope of the Professional Services List include:

- Engineering Services – Civil and Structural
- Architectural and Design Services

Expanded information on the categories is provided in Form A – Pre-qualified Supplier List Application Form. Suppliers must be able to provide services in at least one of the categories in the Professional Services List they are applying to join.

2.3 Mandatory Requirements

Applicants must:

- complete and submit Form B – Statement of Intent (architects only) to HousingProcurement@sa.gov.au
- confirm it is a South Australian Business:

“A business is a South Australian business in relation to a procurement if the business operates in South Australia and more than 50% of the workforce delivering the contract resulting from the procurement on behalf of the business are residents of South Australia.”

- confirm use of only South Australian based contractors and sub-contractors.

2.4 Requirements – Evaluation Criteria

2.4.1 Insurance

Applicants for the Professional Services List are required to maintain the following minimum insurances:

- Public and Product Liability: \$20 million
- Professional Indemnity Insurance: no less than \$1 million

Higher levels of insurances will be viewed more favourably and the Authority may select suppliers with higher insurance levels for certain types of projects.

Professional Indemnity Insurance for each category will be determined by the scope of works as part of the secondary procurement process.

2.4.2 Technical Ability and Experience

Organisational Structure

Applicants will be asked to provide details of their organisational structure and the business units (including any necessary diagrams).

Capacity

Applicants will be asked to provide relevant company information regarding the scale and scope of their current operations, presence and operations in South Australia. Accompanying this will be a description of the applicant’s current pipeline of work.

The Authority will use this information to determine the applicant’s capacity to undertake different sized projects for the Authority at a given time.

Past Experience

Applicants will be asked to provide details about their specific capabilities and experience in the delivery of services. This should include details of previous or current work, including work with the public sector, related to meeting the Authority’s requirements.

At least three (3) examples should be given for each category the applicant is applying for. Where you have provided work for the Authority (South Australian Housing Trust) before, this should be noted.

Applicants are encouraged to sufficient details in order for the Authority to make an informed assessment of their past experience. Applications with insufficient detail may be viewed less favourably.

The following information should be included where appropriate and applicable:

- client and client details
- description of construction and quality standards required for the project
- outcomes required to target performance levels (form of contract, specification, standards, special requirements, etc)
- contract price, variations and final cost
- timeframes
- projects completed within contracted timeframe and including approved extension of time
- provide reason/s for not meeting the required completion date (not including approved extensions of time)
- OHS&W records - issues on project
- any awards, recognitions etc.

In addition to the information provided by applicants, the Authority reserves the right to consider other information available to it in relation to the applicant's previous experience, which may include previous experience it has with work they have performed for the Authority.

Applicants deemed to have an unsatisfactory track-record in relation to timeliness of work, adhering to agreed contract prices, quality of work, defects and defect rectification, safety, and customer satisfaction may be excluded from the Professional Services List.

2.4.3 Innovation

Applicants will be asked to provide details of any innovative solutions, systems or processes that may add value to the delivery of the Authority's requirements.

2.4.4 Financial Capability

Applicants are required to have the financial capability to meet all the requirements that will be specified for contracts under the pre-qualified list.

The Authority reserves the right, at any time during the evaluation of applications and during the operation of the Professional Services List, to request or seek from others, additional financial information on the applicant's company, as required regarding the financial capacity of entities assessed.

Despite the response to the statements below, during the evaluation period and prior to acceptance, applicants may be required to submit relevant financial information, including, but not limited to:

- annual audited accounts or report, balance sheets
- profit and loss statements
- cash flow statements for the last three financial years), and / or the Authority may request an independent financial and credit risk assessment analytical report.

This does not preclude the Authority making additional requests prior to any contracts being awarded under the Professional Services List. Applicants will be required to indicate whether they have the financial capacity to meet all the requirements specified under any contract you submit a response to under this pre-qualification as well as indicate whether there are any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect their operations.

2.4.5 Quality Assurance

Quality Systems

Applicants will be required to provide details on their quality system and/or describe how they propose to monitor the quality of their performance if selected onto the Professional Services List.

WHS Systems

Applicants will be required to provide details on their Workforce Health and Safety System (WHS) (including safe work method statement – if applicable) and/or describe how they propose to monitor WHS if selected onto the Professional Services List.

2.4.6 Legal and Litigation

Applicants deemed as having an adverse litigation history may be excluded from the Professional Services List.

This does not mean that applicants with some history of litigation and disputes will be automatically excluded. This will be evaluated on a case by case basis based upon the information provided by applicants and external sources and checks.

In this section of Form A, applicants will be required to provide details of any legal actions taken by or against their organisation within the past 5 years. Applicants will also be required to provide details of any adverse findings made against their organisation by any regulatory body, including but not limited to ASIC, ICAC, or the Fair Work Ombudsman.

This includes any actions taken against the applicant's organisation for breaches of contract and defective building work.

Applicants will also be asked to provide details of any investigation into their organisation or any subsidiary or affiliated body, whether in Australia or overseas, by ASIC or any other government authority.

This includes where a complaint has been raised to the Commissioner for Consumer Affairs against the applicant's organisation that has resulted in sanctions or adverse findings.

In addition to this, applicants will be asked to provide a summary of any recorded breaches and/or current investigations in relation to the industrial relations record and the work health and safety record of them over the past 5 years.

Throughout the operation of the Professional Services List, applicants will be required to notify the Authority of any change in circumstances that may be material to their pre-qualification status, including any convictions or breaches of legislation or statutory regulations, as well as defect notices, adverse findings by regulatory bodies and changes in management and ownership.

The Authority may require successful applicants to update these disclosures on a regular basis, including at the time of responding to any tenders.

The Authority also reserves the right to request police checks from applicants or pre-qualified suppliers.

Applicants will also be required to complete a probity and conflict of interest declaration, and may be required to make further declarations, including statutory declarations, throughout the operation of the Professional Services List.

2.4.7 Technology systems and management techniques

Applicants are requested to provide details of any innovative solutions, systems or processes that may add value to the delivery of the Authority's requirements in Form A, section 1.10.

2.4.8 Draft Agreement/s Acceptance

The Procurement Services SA Standard Goods and Services Agreement with Authority Special Condition (“Proposed Contract”) is provided with the application pack. Acceptance of the terms of the Proposed Contract is mandatory. There may be revisions to the Proposed Contract over the term of the Professional Services List.

3 Guide to Becoming a Pre-qualified Supplier

3.1 Dealing with the Authority

To apply to become a pre-qualified supplier the Authority requires specific information to be provided.

All information and statements provided by an applicant must be true and correct. The Authority reserves the right to ask for evidence supporting any statements made by an applicant. The Authority may at its option exclude or remove a supplier from the Professional Services List if there are unsupported statements.

Applicants and the Authority may disclose information to any relevant party engaged for the purpose of this Professional Services List application process providing that third party is required to preserve the confidentiality of that information. Information supplied by or on behalf of the Authority is confidential to the Authority and applicants are obliged to maintain its confidentiality.

The Authority accepts the need to keep commercial matters confidential in appropriate circumstances, however the Authority reserves the right to disclose some or all of the contents of the application if required to do so by a constitutional convention or in order that the relevant Minister may discharge their duties and obligations to the South Australian parliament and the State.

3.2 Contacting the Authority

Please contact the Authority if you have any questions or require clarification of any matters relating to this application process.

Formal communication must be in writing and addressed to HousingProcurement@sa.gov.au and clearly identified as relating to the Professional Services List.

3.3 How Do You Apply to Become a Pre-qualified Supplier?

There is a link to the application package at: www.housing.sa.gov.au/other_services/prequalified-builders-and-suppliers-list

The following documents are included in the package:

Name	Description
Specification and Guide to Becoming a Pre-qualified Supplier	This document
Form A – Pre-qualified Supplier List Application Form	To be completed by all applicants
Form B – Statement of Intent (Builders List)	To be completed by all applicants
Standard Goods and Services Agreements (with Special Conditions)	This is applicable to all pre-qualified suppliers.

3.4 Lodging an Application

Electronic copies of the following documents must be sent to the Authority:

- signed Form A – Pre-qualified Supplier List Application Form
- signed Form B – Statement of Intent (Architects).

Please forward the above documents to HousingProcurement@sa.gov.au.

3.5 Assessment of Applications

Following assessment of the criteria for conformance and compliance, there will be an assessment of the threshold evaluation criteria to confirm that applicants have the appropriate organisational capability, capacity and experience to provide in-scope services to the Authority.

Refer to application Forms A and B as applicable. Information that will be assessed includes:

- identity of the applicant
- compliance with mandatory requirements
- financial capability, viability, stability and insurance
- quality assurance
- legal and litigation
- risk management
- all other relevant information in the application regarding general organisational capability, capacity, qualifications, past experience and innovation.

The Authority will advise applicants if their application has been approved or declined. The Authority is not obliged to provide any reasons for its decision.

Note: If unsuccessful in your application to be registered on the Professional Services List, this does not preclude you from re-applying in the future, nor participating in open call tenders, released by the Authority via the [SA Tenders & Contracts](#) website.

3.6 Conditions of Submitting an Application

This application process does not give rise to or amount to a process contract. Entities with an Australian Business Number that can demonstrate appropriate levels of capability, capacity, qualifications and experience in providing the in-scope services can apply to become a pre-qualified supplier.

Applicants must ensure that the information they provide to the Authority is true, correct and accurate. If there are material changes to a supplier's capability, capacity, qualifications, experience, or any other relevant information, they must, at the earliest possible opportunity, advise the Authority to ensure their profile is promptly updated on the Professional Services List.

The Authority reserves the right to:

- invite an applicant to clarify any aspect of an application after receipt of the application
- invite an entity to submit an application to become a pre-qualified supplier
- make enquiries of any person, company or organisation to ascertain information in relation to the applicant and its application
- consider an application submitted otherwise that in accordance with these rules.

The Authority expects that the applicant will:

- declare any actual or potential conflict of interest
- not seek to employ or engage the services of any person who has a duty to the Authority as an adviser, consultant or employee in relation to this application process
- not collude with any other applicant or potential applicant, or existing pre-qualified supplier
- comply with all laws in force in South Australia applicable to the process including the Competition and Consumer Act 2010 (Cth) and other Commonwealth legislation
- disclose whether acting as agent, nominee or jointly with another person and disclose the identity of the other person
- not offer any incentive to or otherwise attempt to influence, any employee of the Authority
- not make any news releases or responses to media enquiries or questions pertaining to this process without the Authority's written approval.

By submitting an application the applicant will be taken to:

- license the Authority to reproduce for the purposes of this process the whole or any portion of the application despite any copyright or other intellectual property right that may subsist in the application
- transfer ownership of the documents and any other materials constituting the application to the Authority
- accept that information provided by the Authority is done so in good faith.

Applicants are responsible for the cost of preparing and submitting an application and all other costs arising out of the process.

APPENDIX A

Secondary Procurement Processes – Utilising the Professional Services List

The SA Housing Authority (the Authority) is committed to delivering value for money procurement outcomes in line with its frameworks which align with the requirements of the *South Australian Government Procurement Framework* comprising of Treasurer's Instruction 18 and the supporting policies issued by Procurement Services SA.

Having a Professional Supplier List enables the Authority to undertake more streamlined and consistent tender processes for the acquisition of construction related professional services .

All approaches to the Professional Services List will be released for a period that is sufficient for pre-qualified suppliers to prepare and electronically submit a high-quality offer. The closing date and time will be clearly specified on the tender documentation. Specifically:

- for procurements up to and including \$55k, a request for a written quote will be issued to one (1) pre-qualified supplier via email for a minimum of 7 calendar days
- for procurements over \$55k and up to and including \$250k, an RFQ will be released to two (2) pre-qualified suppliers via email or the [SA Tenders & Contracts](#) website for a minimum of 14 calendar days
- for procurements over \$250k and up to and including \$550k, an RFQ will be released to three (3) pre-qualified suppliers via email or the [SA Tenders & Contracts](#) website for a minimum of 14 calendar days
- for procurement in excess of \$550k, a selective ITS will be released to five (5) pre-qualified suppliers in electronic form on the [SA Tenders & Contracts](#) website for a minimum period of 25 calendar days (in accordance with the government's international obligations for all covered procurements).

The tender documentation framework is set out below:

One (1) Written Quote

- Written Quote from Supplier
- Draft Contract with Special Conditions

Request for Quote (RFQ)

- Part A – RFQ Summary
- Part B – Draft Contract with Special Conditions
- Part C – Supplier Response Form

Invitation to Supply (ITS)

- Part A – ITS – Tendering Process Guidelines
- Part B – ITS – Specification
- Part C – Draft Contract with Special Conditions
- Part D – Supplier Response Form

Tender Evaluation

Tender evaluation will be carried out in accordance with the Authority's procurement framework and the approved evaluation plan. Clarifications may be sought at any stage of the evaluation process as required to obtain required comparative information relating to the evaluation criteria and or requirements.

Invitation to enter into negotiations will only be sent to the preferred and/or shortlisted supplier(s) to obtain value for money where it is identified.

Following evaluation and purchase recommendation approval by the Authority's delegate, the successful supplier will be notified and the proposed contract will be populated with the supplier's tender details and agreed price, and sent to the supplier for signature by the company's authorised delegate.

The supplier signed contract will be then forwarded to the Authority's delegate for execution and dating in accordance with the Authority's procurement framework.

The Authority will send a copy of the executed contract to the supplier and will disclose the contract (if applicable) on [SA Tenders & Contracts](#) website in accordance with *Premier and Cabinet Circular PC 027 - Disclosure of Government Contracts*.