Expression of interest: To become an Approved Recruitment services Supplier to PerfORm Zone

Overview

Perform Zone is a Vendor Manager for recruitment services to a range of Government and Corporate entities.

This enables these entities to efficiently source recruitment services from a panel of recruitment agencies (vendors).

Recruitment agencies express their interest in becoming a vendor by completing this document.

Perform Zone reviews the Recruitment agencies submission and evaluates whether the Recruitment Agency is suitable as becoming an Approved Supplier to Perform Zone.

Perform Zone invites specific Approved Suppliers to become vendors to specific Perform Zone clients. These invitations are provided based on the information provided by the Recruitment Agency within this submission

Agencies have the option of becoming a supplier to specific Perform Zone clients. Accompanying each invitation will be a Deed of Standing offer. This deed contains the rates for skill set sought, and the service delivery required.

## Submission

Please return this completed file by email with subject heading:
“EXPRESSION OF INTEREST: RECRUITMENT SERVICES SUPPLIER TO PERFORM ZONE” to vms@performzone.com

## Questions

Please direct questions by email to vms@performzone.com

## Invitee information

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| **Trading name:** |  |
| **Registered name:** |  |
| **Australian Company Number:** |  |
| **Australian Business Number:** |  |
| **Address of registered office:** |  |

## Contact details

|  |  |
| --- | --- |
| **Name of contact person:** |  |
| **Position title:** |  |
| **Address:** |  |
| **Postal address (if different to above):** |  |
| **Email:** |  |
| **Website:** |  |
| **Office telephone number:** |  |
| **Mobile:** |  |

## Signed for and on behalf of the invitee

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| **Invitee:** |  |
| **Name:** |  |
| **Position:** |  |
| **Address:** |  |
| **Email:** |  |
| **Signature of Invitee’s authorised officer:** |  |
| **Date of signing:** |  |

## Executive summary

Provide an overview of your business and its strengths

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## Methodology

Provide details of the methodology proposed to be used in the provision of the services.

[word limit – 2000 words]

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## Capabilities

### Baseline company ownership identification

Identify your current board membership (including the nationality of personnel on the board) and also identify your corporate ownership including the nationality of your corporate ownership.

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Infrastructure and other support

Provide details of your business structure and the business units relevant to the delivery of the labour hire services [word limit – 500 words]

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### Staff resources

Detail the experience and expertise of each key staff member and their role in the delivery of the labour hire services. [word limit – 2000 words]

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## Capacity

Outline your specialisations and number of placements that you have made in each over the past 3 years.

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## Customer service

### Business structure

Attach a diagram of your business structure. [Cross reference and attach at the end of the document]

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### Customer Service Plan

Provide details of the Customer Service Plan you intend to implement for the provision of labour hire services. Include search and screening methodology and how your assigned representative will be supported to deliver the labour hire services. [Word limit – [1000] words]

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### Benchmarking

Provide details of what you consider to be appropriate performance measures and benchmarks. [word limit – [Word limit – [500] words]

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### Quality system for deliverables

Describe how you propose to monitor the quality of your performance and whether you are accredited for any Quality Assurance certification. [Word limit – [500] words]

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### Risk management

Provide details of your project delivery risk management strategies and practices that would be applicable in the context of this panel. [Word limit – [500] words]

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### Innovation and value adding

Provide details of any innovative solutions, systems or processes that may add value to the delivery of the panel outcomes. [Word limit – [500] words]

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### Past performance and current work

Detail previous work, including work with the public and/or corporate sector, related to meeting the requirements of this panel. Also where applicable include the scope and value of the work undertaken.

Specifically please list the number of placements that you have made with Government. [Word limit – [500] words]

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### Quality Accreditation/Awards

[Word limit – [500] words]

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### References

Provide three referees to support your ability to provide to the procurement. Note: The organisation reserves the right to contact any of the invitee’s previous customers.

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| **Referee name 1:** |  |
| **Contact details:** |  |
| **Description of services:** |  |
| **Time:** |  |
|  |  |
| **Referee name 2:** |  |
| **Contact details:** |  |
| **Description of services:** |  |
| **Time:** |  |
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| **Referee name 3:** |  |
| **Contact details:** |  |
| **Description of services:** |  |
| **Time:** |  |

### Social benefits

It is an objective of Perform Zone to facilitate the employment of disadvantaged community members. Invitees are requested to address or demonstrate their commitment to undertaking work to create social benefit for local communities and disadvantaged community members. [word limit – [500] words]

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## Financial capability

If the answer to any of the following questions is ‘yes’, provide an explanation.

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| **Are there any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect the operations of the Invitee?** |  |
| **Are there or have there been any:*** **bankruptcy and/or de registration actions;**
* **insolvency proceedings (including voluntary administration, application to wind up;**
* **other like action, either actual or threatened, against the Invitee in the past three years? If so, what (if any) remedial action has been taken?**
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| **Is the Invitee currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the Invitee to meet the requirements of an Invitation to Supply?** |  |
| **Are there any other factors which could adversely impact on the financial ability of the Invitee to successfully perform the obligations contemplated by an Invitation to Supply?** |  |

## Insurance

Evidence of current workcover, professional indemnity and public liability policies will be sought prior to the execution of the Panel Provider contract

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## Conflict of Interest

Provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest to being a vendor supplier and actions to prevent or manage the conflicts of interest.

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