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

Overview

Perform Zone is a Vendor Manager for recruitment related 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 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

Recruitment services sought at the moment includes;

* **Provision of contractors and temporary agency staff**
* **Permanent recruitment**

Interested suppliers may express interest in providing either or both of these services.

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

Perform Zone’s client have a large range of requirements for the provision of skilled professionals. These include;

* **Science and Research professionals**
* **ICT professionals**
* **Healthcare professionals**

Services are required throughout Australia.

Perform Zone would like your organisation to identify their target market niche and locations they can provide contractors and permanent recruitment services to. Perform Zone will then select the most appropriate clients for your organisation to service. Upon invitation, your agency will 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 the specific 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

|  |  |
| --- | --- |
| **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:** |  |

## Executive summary

Provide an overview of your business and its strengths

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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 contractor hire services [Word limit– 500 words]

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### Staff resources – Recruitment services

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

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## Capacity

Provide an estimate of the number of agency and permanent placements that you have made in each of the following nurses categories:

|  |  |  |
| --- | --- | --- |
|  | Permanent | Contract / temporary |
| Healthcare |
| AiN |  |  |
| EN |  |  |
| RN |  |  |
| RM |  |  |
| Dual Grade RM/RN |  |  |
| Speciality nursing |  |  |
| ICT professionals |
| NV1 security cleared  |  |  |
| Baseline security cleared |  |  |
| Cyber Security |  |  |
| Science and Research professionals |
| Chemists |  |  |
| Aeronautical Engineers |  |  |
| Energetic Materials |  |  |
| Electrical/electronic Engineers |  |  |

Provide an estimate of the number of agency staff available in each of the following categories

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| Healthcare (nurses) |
| AiN |  |
| EN |  |
| RN |  |
| RM |  |
| Dual Grade RM/RN |  |
| Speciality nursing |  |
| ICT professionals |
| NV1 security cleared  |  |
| Baseline security cleared |  |
| Cyber Security |  |
| Science and Research professionals |
| Chemists |  |
| Aeronautical Engineers |  |
| Energetic Materials |  |
| Electrical/electronic Engineers |  |

Evidence of fill rates (vacancies placed per vacancies attempted to fill)

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Evidence of locations serviced

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## Customer service

### 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– [1500] 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.

[Word limit– [1500] 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:** |  |
|  |  |
| **Referee name 3:** |  |
| **Contact details:** |  |
| **Description of services:** |  |
| **Time:** |  |

## Social benefits

### Disadvantaged community

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– [1000] words]

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### **Indigenous Procurement Policy**

Briefly detail your organisation’s proposed approach to using Indigenous enterprises and employment of Indigenous Australians in the delivery of the Goods and/or Services (Aboriginal Participation Plan) [Word limit– 1000 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

Please list your current level of liability for Workcover, Professional Indemnity and Public Liability. Policies will be sought prior to the execution of the supplier 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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