

Perform Zone Expression of Interest

Reference ID: 21/245

This Expression of Interest (EOI) is for the provision of Assessment Centre Services

Key Dates and Times

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| Event | Details | | |
| EOI Closing Date: | Wednesday, 1 September 2021 | | |
| EOI Closing Time: | 14:00 Vic local time | | |
| Expected Contract Execution Date: | Friday, 1 November 2021 | | |
| Expected Contract End Date: | The Contract will terminate on 1 November 2022 | | |
| Contract Extension Option: | The Contract will include the following extension option(s): 3 periods each of 1 year in duration. | | |

Lodgement

Responses must be lodged electronically via email to [vms@performzone.com](mailto:vms@performzone.com) before the Closing Date and Time.

**Response File Format, Naming Convention and Size**

Perform Zone will accept Responses lodged in the following formats:

* Word Doc (.docx)
* Word 97-2003 Doc (.doc)

Please return this completed file by email with subject heading:

Expression of Interest: Assessment Services Supplier to Perform Zone to vms@performzone.com

The Response file name/s should incorporate the Potential Supplier’s full legal organisation name; and the EOI reference number, for example:

<your company name> EOI 245.docx

Response files must not exceed a combined file size of 50 megabytes

Responses must be completely self-contained. No hyperlinked or other material may be incorporated by reference.

Customer’s Contact Officer

For all matters relating to this EOI, the Contact Officer is:

Name/Position: EOI 21/235 Contact Officer

Email Address: vms@performzone.com

Questions raised will responded to via email and posted as an addendum on https://www.performzone.com/recruiters/tenders/

Background

Perform Zone provide recruitment Vendor Manager services to large Corporate and Government Departments throughout Australia. Recruitment agencies are registered as panel suppliers and notified when a requirement is issued by the Client. Perform Zone manages the procurement process on behalf of the client.

Perform Zone is seeking to partner with Recruitment Agencies open to providing Assessment Center services.

Perform Zone’s clients are large corporate and Government departments that hire a diverse range of roles. These are predominately trades and STEM professionals. The majority of the recruitment process is managed online by Perform Zone’s head office in Victoria.  
From time-to-time there is a need for Perform Zone’s clients to meet and assess candidates face-to-face.

Scope

Key considerations of the Assessment Centres include:

* 1. Coordination of Assessment Centres including arranging facilities and preparation of materials and documentation.
  2. Delivery and facilitation of the Assessment Centre, in a partnership model, whereby at least two Perform Zone client panel members and a representative of your agency are present along with the candidate
  3. Ensuring a modern and professional in-person experience, whilst providing a realistic job preview for candidates.
  4. Assessment of candidates against the Perform Zone Personal Qualities checklist in conjunction with panel members, and
  5. entering the scores and comments into Perform Zone’s CRM

Note, candidate travel and accommodation requirements will be managed by Perform Zone

Requirements

Perform Zone envisages that the ideal supplier will have

1. Interview room space
   1. Sufficient to comfortably house a minimum of 4 people.
   2. With video viewing and internet facilities
2. A modern and clean waiting room space available
3. Staff with past experience in delivering face-to-face interviews with job seekers

Potential Supplier’s Details

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|  |  |
| Full Legal Name: |  |
| Postal Address: |  |
| ABN / ACN / ARBN: |  |
| Web address: |  |
| If your organisation is **50% or more Indigenous owned**, is your organisation registered on Supply Nation? |  |
|  |  |

Contact Officer

For matters relating to this Response contact:

|  |  |
| --- | --- |
| Name: |  |
| Position Title: |  |
| Telephone: |  |
| Mobile: |  |
| Email Address: |  |
| Postal Address: |  |

Executive Summary

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| Please provide a brief (less than one page) summary of your Response highlighting its key features.  Specifically addressing:   * Capacity and past experience related to delivering the services sought in the Requirements section. * Address where services will be provided * The specialisations that your agency has recruited for. |

Specified Key Personnel

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| Please outline the name(s) and relevant experience of Key Personnel that you envisage will provide the services.  This may include a summary of their demonstratable experience with   * Assessing personal qualities of job seekers * Face-to-face interviewing * Interviewing techniques trained in * Skills sets and/or industries recruited for * Experience recruiting for Corporates and/or Government entities |

Referees

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| Provide daytime contact details for three (3) referees who can attest to your capacity to meet the Requirement. A reference is stronger if your organisation and/or Specified Personnel has recently provided the referee with similar goods/services. It is good practice to ensure that nominated referees are aware they may be contacted.  Please note, Perform Zone reserves the right to contact any referees, or any other person, directly and without notifying the Potential Supplier. |

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| Referee Name | Position | Organisation | Phone Number | | Email Address |
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**Pricing** (including all expenses)

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| Perform Zone is seeking a per-assessment pricing model. To assist in quotations, Perform Zone envisages that each Assessment will take a maximum of two hours.  The supplier should allow 2 hours additional hours for administration related tasks as listed in the Requirements section.  Fixed prices must include taxes, duties and other government charges which may be imposed or levied in Australia and overseas, and all other costs associated with providing the services, including delivery fees where applicable.  Make sure you include, costs of any reporting and attending necessary meeting as well as any travel, accommodation and associated costs. |

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| Description | Total Price GST Exclusive | GST Component | Total Price  GST Inclusive |
| Assessment centre services for 1 (one) candidate |  |  |  |
| Assessment centre services for 10 (ten) candidates provided within 30 days |  |  |  |
| Assessment centre services for 50 (fifty) candidates provided within 30 days |  |  |  |