



Attachment E

Evaluation Criterion 1 - Capability

People Panel – Phase 2: Labour Hire Services

Note to Respondents:

The Tender Response Questionnaire, in the 360 Providers' Portal, contains a series of questions that once completed and submitted will form the Respondent's Tender.

The Tender Response Questionnaire contains a number of sections that are represented by tabs on top of each page. The information required in the section (tab) on Evaluation Criteria 1 – Capability is summarised below. Further information is available through guidance notes in the Tender Response Questionnaire and in the 360 Tender System Respondent's User Guide.

1. The Respondent must provide a response with a maximum of five (5) A4 pages in Calibri 11 Font, including the information on the Respondent's capability as outlined below.
2. The Respondent should demonstrate its capability to provide the services in accordance with the Statement of Requirement.
3. The Respondent should provide:
 - (a) information on whether the Respondent can meet all of the requirements in the Statement of Requirement
 - (b) information on how it proposes to provide the services including:
 - (i) the Respondent's method for attracting, sourcing and assessing candidates
 - (ii) the Respondent's approach to verifying candidate's skills, qualifications and experience
 - (iii) the Respondent's approach to completing the on-boarding process including security clearances and employment suitability assessments.
 - (c) information on how the Respondent will manage and control the provision of the labour hire services including:
 - (i) the Respondent's approach to providing candidate's support once placed in an Entity
 - (ii) the Respondent's approach to managing a candidate's performance
 - (iii) the Respondent's approach to maintaining retention of candidates through the contracted term and replacement of candidates when required.
 - (d) information on the Respondent's corporate management approach including:
 - (i) the Respondent's approach to managing the agreement (panel) relationship with Finance
 - (ii) the Respondent's approach to managing the individual contractual (work order) relationship with Entities

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