Government Architect's Strategy and Design Excellence [1]

Scheme overview

Scheme number: SCM0801
Scheme date: 26 August 2014 to 26 August 2021
This scheme is: Whole of government

Use of this scheme is: Recommended

Scheme managed by

NSW Department of Planning and Environment.

About the scheme

General information

The Government Architect's Strategy and Design Excellence Prequalification Scheme is focused on the delivery of strategic planning advice and design excellence, quality and innovation in the built environment.

The scheme offers a pool of prequalified service providers to assist NSW Government agencies and statutory corporations in engaging external expertise to assist in delivering quality outcomes in the built environment.

The scheme offers a streamlined approach for both suppliers and government that is structured to meet the requirements of the NSW Treasury Gateway Review process.

View the scheme's fact sheet [2] (PDF,142.94KB).

Range of products/services

Information for buyers

How to buy from this scheme

Under the scheme, the following minimum levels of competition apply:

- For projects valued at less than or equal to $150,000 (incl. GST), an agency needs to invite one written quotation.
- For projects valued at more than $150,000 (incl. GST), an agency needs to invite a minimum

of three quotations. Open invitations to tender are not required.

Accessing the scheme through eQuote

Buyers are able to access the scheme through eQuote [5], an online system that makes it easy for buyers to obtain quotes and streamline administrative requirements. The eQuote system allows buyers to download supplier listings, create and issue requests for quotes/proposals and award contracts online.

If your organisation does not have access to the eQuote system and your requirement for a supplier listing is urgent, please contact the NSW Procurement Service Centre [6].

Prequalified suppliers/participants/members

Performance evaluation

Tools, templates and resources

- View the scheme conditions [11] (PDF,221.09KB).
- View the standard form of agreement - agreement details [12] (editable) (DOCX,289.51KB)

Information for suppliers / participants

How to apply

The scheme is currently open and suppliers may only submit applications through the eTendering [13] website. Applications are assessed quarterly.

Updating supplier information

To ensure that all service providers maximise their supply opportunities across government agencies, current suppliers are encouraged to check and, if required, update their registered details, including: number of employees, contact person, service areas, company profile, insurance expiry dates, rates and their organisational experience template.

- View the instructions for updating your eTendering profile [14] (PDF,163.56KB).
- Updates can be made through the NSW Government eTendering website [15]

Managing scheme requests

Suppliers on the scheme may receive a request for services (RFx) from potential buyers through the eQuote system. Suppliers will be able to view requests, send intent to respond, respond to a request, ask questions, withdraw a response or decline an invitation online. Buyers will evaluate the responses they receive from selected vendors and notify suppliers accordingly.

eQuote training [16] is available for suppliers in responding to requests for quotation.

Guidelines and conditions

Suppliers can apply for prequalification under the scheme. The scheme offers a framework for prequalification of organisations with the capability to provide services to NSW Government agencies and statutory corporations.

View or download the scheme's conditions [11] (PDF,221.09KB).

Performance evaluation

FAQs for suppliers

Frequently asked questions

If I am already prequalified under other NSW Government schemes am I automatically eligible for this scheme?

No. You will need to submit an application addressing the requirements of this scheme.

Can I use existing client referees for my application?

Yes. If you have existing client referees that meet the criteria, and they are relevant to the category you are applying for, you may utilise the scheme template as a cover page for you existing client referees.

Can I register for more than one category with one application?

Yes, you can nominate for multiple categories within one application providing you can meet the evaluation criteria for each category.

Can I use one reference across multiple capabilites?

No, you must provide separate references with each capability applied for however they may relate to different project examples to those supplied with work experience report.

Can I use one project across multiple capabilites?

Yes, however each capability must be listed alone (not grouped) so that it is clear how this project meets the capability applied for. Please note that three (3) different projects are required with each capability applied for.

Can I use projects completed whilst I was an employee as part of my application?

Projects completed whilst an employee with another practice are accepted in the Emerging Design Practice capability area only. We recommend that you clarify your role in delivery of the project in the relevant project description section.

Can I use projects not yet completed as part of my application?

Projects not yet complete are accepted in the Emerging Design Practice capability area only. However at least one of the three project examples is required to have been completed.

Can I use references for projects completed whilst I was an employee as part of my application?

Only in the Emerging Design Practice capability area. References must be from clients.

How long will it take for the review of my application?

The scheme is always open for applications and reviews are conducted on a demand basis. As a minimum reviews will take place twice a year.

I practice interior architecture or heritage architecture. Am I eligible to apply?

Yes, however you must meet the requirements described within the architecture capability located on the scheme website under: About this Scheme / Products and Services / Description of Categories and Capabilities. Your practice must also have at least one staff member registered with the NSW Architects Registration Board to be eligible.

What is Gateway Review?

As required by Treasury Circular 10/13 [19], NSW government agencies are required to submit all procurement proposals for projects for a Gateway Review that meet the following criteria:

Strategic review

- estimated total cost over $10 million, and
- commencing in years 2 – 4 of the upcoming forward estimates period, or
- proposed for State Infrastructure Strategy publication or other public statement.

Business case review

- estimated total cost over $1 million, if requested by Treasury
- all projects with an estimated total cost over $10 million and commencing in the upcoming budget year.

For more information please visit the Gateway review system [20] page.

Who can I contact for further information?

For more information or queries, please email to GAprequalscheme@planning.nsw.gov.au [21]

Contact details

For further assistance, please contact GAprequalscheme@planning.nsw.gov.au [22]

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[13] https://tenders.nsw.gov.au/dfs/?event=public.scheme.showArchived&RFTUUID=10CF5ABF-F92A-47E8-AC0F23163A0E7D59
[14] https://www.procurepoint.nsw.gov.au/documents/updating-etendering-profile-instructions.pdf
[15] https://tenders.nsw.gov.au/dfs/?event=public.vendor.schemes
[16] http://ccsu.e-newsletter.com.au/link/id/zzzz50f5e4c752aac224/page.html
[17] https://www.procurepoint.nsw.gov.au/documents/feedback-form-suppliers-government-architects-strategy-and-design-excellence.docx
[18] https://www.procurepoint.nsw.gov.au/print/10795?section=field_sch_supply_perf_evaluation
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