

Performance and Management Services [1]

Scheme overview

Scheme number: SCM0005

Scheme date: 20 February 2012 to 19 February 2020

This scheme is: Whole of government

Use of this scheme is: Recommended

Scheme managed by

NSW Procurement

About the scheme

General information

The Performance and Management Services Scheme (PMS Scheme) has a pool of over 2000 suppliers that are prequalified to supply professional services, including consultancy, to NSW Government.

Range of products/services

Key benefits

Benefits for buyers

- Access to a range of suppliers including regional and small and medium sized enterprises.
- Leverage niche and high-end consulting organisations.
- Access to a supplier performance management framework, including reporting and management.
- Linked with eQuote [6] to enable supplier selection and quoting via a secure site.

Benefits for suppliers

- Easier to do business with government buyers.
- Increased visibility to buyers.
- Join the scheme at any time through a self-service, online application process.
- Request prequalification for additional engagement types.
- Base level prequalification – streamlined access for newly created businesses.

Tools, templates and resources

Access resources for buying professional services [7], including templates and support.

Information for buyers

How to buy from this scheme

View How to buy from the PMS Scheme [8] for guidance, including a step-by-step process.

Procurement system

Agencies can use their own internal procurement systems or use eQuote [6].

eQuote allows government buyers to download supplier lists, create and issue requests for quotes/proposals and award contracts online.

eQuote training [9] is required for new users. After completing eQuote training, register to use eQuote [6] by contacting your agency's eTendering administrator and having the 'agency buyer' role added to your eTendering profile.

If you are unsure who your agency administrator is, please contact the NSW Procurement Service Centre [10].

Requirements for buyers

Before engaging a supplier from the scheme, learn about your obligations when buying from the scheme, including:

- the PMS Scheme rules [11] (DOCX, 273KB) and the PMS Scheme guidelines for agencies [12] (DOCX, 219KB)
- PBD-2019-01-Engagement of professional services suppliers [13] which mandates the use of the standard commercial framework [3] when buying engagement types 1 to 13
- other policy requirements, including the Small and Medium Enterprises (SME) and Regional Procurement Policy [14] and the Aboriginal Procurement Policy [15].

Governance arrangements for non-compliant engagements

A more stringent approval process applies for engagements that do not comply with the standard commercial framework, including the following scenarios:

- Where the supplier has not accepted the standard commercial framework.
- Where the proposal is not compliant with the standard commercial framework.

You must complete the following actions for each non-compliant engagement:

- Get approval from your Secretary, Executive Agency Head or cluster Chief Financial Officer, but only once satisfied that the work cannot be undertaken under the standard commercial framework.
- Ensure engagements are competitively bid with at least three quotes to ensure value for money.
- Report the engagement via the Major Suppliers' Portal [16] following the Reporting non-compliant engagements guide [17] (DOCX, 722KB).

Insurance

Suppliers must maintain insurance policies for public liability and workers' compensation as per the PMS Scheme rules [11] and where required by law.

Professional indemnity insurance is not mandatory but may be required for some engagements. As buyers, you should determine the level of cover and monetary limit required based on the level of risk and type of engagement.

Before engaging a supplier, you should check the currency of suppliers' insurance by requesting copies of their certificates.

Prequalified suppliers/participants/members

Rate cards / fees

Performance evaluation

Tools, templates and resources

View Resources for buying professional services [7] for a range of resources and support to help you buy professional services using the PMS Scheme.

Standard form of agreement - Agreement Details - advanced/full suppliers - PMS Scheme [30] (DOCX, 35KB)

Standard form of agreement - Agreement Details - base suppliers - PMS Scheme [31] (DOCX, 86KB)

Supplier engagement compliance checklist for standard commercial framework - recommended [32] (XLSM, 82KB)

Supplier engagement compliance checklist for standard commercial framework [33] (DOCX, 55KB)

Information for suppliers / participants

How to apply

Before applying, review the PMS Scheme rules [11] (terms and conditions) (DOCX, 273KB) and the PMS Scheme guidelines for applicants [34] (DOCX, 248KB).

There are 2 types of prequalification for the PMS Scheme:

- **Full/advanced** - For established suppliers; can be engaged with no value limit.
- **Base level** - For newly established businesses; for low-risk engagements valued up to \$50,000 excluding GST.

As part of the application, suppliers select the engagement types they wish to offer and provide evidence of their organisation's or principle consultants' capabilities.

Experience within or outside of Australia is relevant, but the resources must be available to provide services in NSW.

Note: Completing your application on a large screen is easier.

The application process

To apply:

1. Register [35] to create an account on NSW eTendering [36].
2. Start an application [37] by logging in with your user account.
3. Select the prequalification type you wish to apply for – Base level or Full prequalification.
4. Answer the questions and upload the required documentation. Note: It will take some time to prepare your answers and documents for upload. Please provide all information requested before submitting your application, or your application may be rejected.
5. After submitting your application, the NSW Treasury will conduct:
 - an eligibility assessment for Base level applications
 - a detailed evaluation for Full prequalification applications.
6. You will be notified of the outcome via email within 4 weeks.

Updating supplier information

To maximise supply opportunities, prequalified suppliers should check their information in eTendering [38] is current and correct, including:

- contact person
- email address
- locations that you service
- company profile
- organisational experience
- number of employees.

View instructions on how to update your registered email address [39] (PDF, 214KB) and how to edit your company information [40] (PDF, 548KB), including company details, office details, questionnaire.

Managing scheme requests

Suppliers may receive a request for services (RFx) from potential buyers through the eQuote system. Suppliers can:

- view requests
- send intent to respond
- respond to a request
- ask questions
- withdraw a response or decline an invitation online.

View eQuote training materials [9], including simulations, on how to respond to a RFx.

Rate cards / fees

Guidelines and conditions

- View the PMS Scheme rules [11] (DOCX, 273KB)
- View the PMS Scheme guidelines for applicants [34] (DOCX, 246KB)
- View the Overview of standard commercial framework [43] (PDF, 306KB)

Insurance

Suppliers must maintain insurance policies for public liability and workers' compensation as per the PMS Scheme rules [11] and where required by law.

Professional indemnity insurance is not mandatory but may be required for some engagements. NSW Government buyers determine the level of cover and monetary limit required based on the level of risk and type of engagement.

Prior to engagement, buyers may request you provide proof of valid insurance.

Access the standard commercial framework

The standard commercial framework includes commercial-in-confidence information that is not publicly available. This includes:

- capped resource rates
- discount structure
- capped expenses
- resource mix targets.

Prequalified suppliers can find this information by logging into the eTendering [44] website, clicking on their name in the top right and selecting 'Scheme applications'. The details are available under the questionnaire section within the 'standard commercial framework' heading.

For suppliers applying to the PMS Scheme, this information will form part of the online application process in the scheme documents.

Confirm your proposals comply with the standard commercial framework

From January 2019, when a prequalified PMS Scheme supplier submits a proposal to an agency for engagement types 1 to 13, the supplier will be asked to complete and submit a

Supplier engagement compliance checklist for standard commercial framework - recommended [32] (XLSM, 82KB),

or the Word version: Supplier engagement compliance checklist for standard commercial framework [33] (DOCX, 55KB) with their proposal.

Data reporting for major suppliers

Suppliers that account for major spend in this scheme are required to complete monthly compliance reporting on all professional services engagements.

Download the suppliers' data collection template [45] (XLSX, 266KB).

Performance evaluation

Feedback

To send feedback on the PMS Scheme, please complete the feedback form for su [47]ppliers [47] (DOCX, 139KB) and email to nswbuy@treasury.nsw.gov.au [28].

FAQs for suppliers

Where can I find out the full details of the standard commercial framework?

Pre-qualified PMS suppliers can find this information by logging in to the eTendering [44] website, clicking on their name on the top right and selecting scheme applications. The details are available under the questionnaire section within the 'standard commercial framework' heading.

Contact details

NSW Procurement Service Centre
McKell Building
2-24 Rawson Place
Sydney NSW 2000

Telephone: 1800 679 289 [48]
Email: nswbuy@treasury.nsw.gov.au [28]
Web: www.procurepoint.nsw.gov.au [49]

Source URL (modified on 12/08/2019 - 9:45am):
<https://www.procurepoint.nsw.gov.au/scm0005>

Links

- [1] <https://www.procurepoint.nsw.gov.au/scm0005>
- [2] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-engagement-types.docx>
- [3] <https://www.majorsuppliersportal.nsw.gov.au/0680I00000Cz6ZZ>
- [4] <https://www.procurepoint.nsw.gov.au/buying/professional-services>
- [5] https://www.procurepoint.nsw.gov.au/print/10798?section=field_contract_product_range
- [6] <https://tenders.nsw.gov.au/?event=admin.login>
- [7] <https://www.procurepoint.nsw.gov.au/buying/professional-services/resources-buying-professional-services>
- [8] <https://www.procurepoint.nsw.gov.au/buying/professional-services/how-buy-pms-scheme>
- [9] <https://www.procurepoint.nsw.gov.au/support-and-self-help/training/procurement-systems-training/nsw-equote>
- [10] <https://www.procurepoint.nsw.gov.au/support-and-self-help/nsw-procurement-service-centre>
- [11] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-scheme-rules.docx>
- [12] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-guidelines-agencies.docx>
- [13] <https://arp.nsw.gov.au/pbd-2019-01-engagement-professional-services-suppliers>
- [14] <https://www.procurepoint.nsw.gov.au/policy-and-reform/goods-and-services-procurement-policies/nsw-government-small-and-medium-enterprise>
- [15] <https://www.procurepoint.nsw.gov.au/policy-and-reform/goods-and-services-procurement-policies/aboriginal-procurement-policy>
- [16] <http://www.majorsuppliersportal.nsw.gov.au/login>
- [17] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-major-suppliers-portal-reporting-non-compliant-engagements.docx>
- [18] <https://www.procurepoint.nsw.gov.au/documents/performance-and-management-services-pms-scheme-supplier-list.xlsx>
- [19] <http://tenders.nsw.gov.au/?event=admin.login>
- [20] https://www.procurepoint.nsw.gov.au/print/10798?section=field_sch_buy_preq_suppliers
- [21] <https://www.procurepoint.nsw.gov.au/buying/professional-services/what-standard-commercial-framework>
- [22] <http://www.majorsuppliersportal.nsw.gov.au/>
- [23] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-new-user-self-registration-major-suppliers-portal.docx>
- [24] https://www.procurepoint.nsw.gov.au/print/10798?section=field_sch_buy_rate_card
- [25] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-performance-report-template.docx>
- [26] <mailto:pms@finance.nsw.gov.au>
- [27] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-feedback-form-agencies.docx>
- [28] <mailto:nswbuy@treasury.nsw.gov.au>
- [29] https://www.procurepoint.nsw.gov.au/print/10798?section=field_sch_buy_perf_evaluation
- [30] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-standard-form-agreement-agreement-details-advanced-full-suppliers.docx>
- [31] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-standard-form-agreement-agreement-details-base-suppliers.docx>
- [32] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-supplier-engagement-compliance-checklist-standard-commercial-framework.xlsm>
- [33] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-supplier-engagement-compliance-checklist-standard-commercial-framework.docx>
- [34] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-guidelines-applicants.docx>
- [35] <https://tenders.nsw.gov.au/?event=public.registereduser.new>
- [36] <http://tenders.nsw.gov.au/dfs/?event=public.scheme.show&RFTUID=5AE7B95E-A020-7139-29B891589FA4E2E2>
- [37] <https://tenders.nsw.gov.au/dfs/?event=public.vendorApply.new&RFTUID=5AE7B95E-A020-7139-29B891589FA4E2E2&link=SubmitApp>
- [38] <https://tenders.nsw.gov.au/>
- [39] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-supplier-update-your-registered-email-address.pdf>
- [40] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-supplier-update-supplier->

information.pdf

[41] <https://tenders.nsw.gov.au/dfs/?event=public.login>

[42] https://www.procurepoint.nsw.gov.au/print/10798?section=field_sch_supply_rate_card

[43] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-supplier-guidance-standard-commercial-framework.pptx>

[44] <https://tenders.nsw.gov.au/?event=public.login.form>

[45] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-supplier-data-request-template.xlsx>

[46] https://www.procurepoint.nsw.gov.au/print/10798?section=field_sch_supply_perf_evaluation

[47] <https://www.procurepoint.nsw.gov.au/documents/pms-scheme-supplier-feedback-form.docx>

[48] tel:1800679289

[49] <http://www.procurepoint.nsw.gov.au>