



**Finance
& Services**

GUIDELINES FOR APPLICANTS: PREQUALIFICATION

**CONTRACTOR PREQUALIFICATION
AND BEST PRACTICE ACCREDITATION SCHEME
2015-2019
FOR CONSTRUCTION AND RELATED WORKS
VALUED \$1M AND OVER**

April 2017

GENERAL ENQUIRY INFORMATION

Contractors are to have read and be familiar with the following Scheme documents before making enquiries:

1. Guidelines for Applicants
2. Scheme Conditions
3. Link to the application:

<https://tenders.nsw.gov.au/dfs/?event=public.scheme.show&RFTUUID=BF842AD6-BCF9-5768-2D5427E47C7328B9>

Above documents are available on: <https://www.procurepoint.nsw.gov.au/scm1461>

Enquiries:

For enquiries please contact: ConstructionSuppliers@finance.nsw.gov.au

SCHEDULE OF DOCUMENT AMENDMENTS

Revision Number	Date	Update Description
0.	11 November 2014	Document Original
1.	10 April 2017	Scheme rollover to 30 June 2019

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DEFINITIONS, REFERENCES & LINKS

Accreditation or Prequalification Schemes

National Prequalification System (NPS)

National Prequalification System for Non-residential Building for projects \$50 million and over.

<http://www.apcc.gov.au/Home/NPS/tabid/227/Default.aspx>

Scheme (or “the Scheme”)

Contractor Prequalification and Best Practice Accreditation Scheme 2015 – 2017 for Construction and related works

<http://www.procurepoint.nsw.gov.au>

Contract Systems

D&C

Design and Construction (Contract System)

DD&C

Design Development & Construct

MC

Managing Contractor (Contract System)

Management Systems & Guidelines

NSW Government Procurement System for Construction

<http://www.procurepoint.nsw.gov.au>

NSW Legislation

NSW Legislation web site www.legislation.nsw.gov.au/

Organisations

DFSI

Department of Finance, Services & Innovation

NSWP

NSW Procurement

NSW Treasury circulars

www.treasury.nsw.gov.au/NSW_Treasury_Circulars

1.0 IMPORTANT SCHEME TRANSITION ADVICE

Automatic recognition of contractors prequalified under 2011-2014 scheme

Contractors Prequalified for works over \$1m under the previous scheme (the Office of Finance and Services Contractor Prequalification and Best Practice Accreditation Scheme 2011 – 2014) are automatically recognised as prequalified under the Department of Finance, Services and Innovation Contractor Prequalification and Best Practice Accreditation Scheme 2015 – 2019 for Construction and related works valued \$1m and over (“the Scheme”).

Contractors Prequalified for works over \$1m under the previous 2011-2014 scheme are not required to take action to apply for or transfer prequalification. Prequalification will remain current during the life of the 2015-2019 scheme while the firm continues to meet the Scheme conditions and requirements.

Recognition of Applications under 2011-2014 Scheme

An application seeking prequalification including upgrade to prequalification which has been submitted under the previous 2011-2014 scheme for works over \$1m will be recognised and accepted as an application under the 2015-2019 scheme.

Written advice Equivalence/recognition: 2011-2014 and 2015-2019 Scheme

The most recent previous correspondence forwarded to a contractor advising of their prequalification status under the 2011-2014 scheme will remain in effect and be deemed to constitute recognition of prequalification under the Contractor Prequalification and Best Practice Accreditation Scheme 2015 – 2019 for Construction and related works valued \$1m and over.

Scheme Timeline

The scheme is subject to continuous review and any aspect of the scheme is subject to change based on the requirements of NSW Government and the Department.

Application acceptance	Prior to and during the life of the Scheme
Scheme commences	1 January 2015
Scheme concludes	30 June 2019 (subject to review)
Scheme extension	Subject to Department requirements
Scheme content update	Subject to Department requirements

2.0 INTRODUCTION

This document provides guidance for Contractors seeking prequalification under the Department of Finance, Services and Innovation *2015-2019 Contractor Prequalification and Best Practice Accreditation Scheme for Construction and related works* (“The Scheme”).

- The Scheme is used to support the selection of suitable Contractors for future work by NSW Government Agencies which are not accredited to the Agency Accreditation Scheme for Construction.
- Additionally, the Scheme is used to support NSW Government Agencies which are accredited to the Accreditation Scheme for Construction as well as State Owned Corporations, Public Institutions (such as Universities) and NSW Local Government Councils.
- The *2015-2019 Contractor Prequalification and Best Practice Accreditation Scheme* (“The Scheme”) caters for two levels of Contractor capability including Prequalified Contractors as well as a higher level of capability of Best Practice Accredited Contractors.
- Prequalified Contractors are represented by firm’s demonstrating a sound business structure, financial capability, resources, management systems, recent experience and good performance history.
- Best Practice Accredited Contractors are represented by firms which are prequalified as well as being able to demonstrate a significantly higher level of capability.
- For procurement by agencies of non-residential building contracts valued at \$50 million and above, the Scheme incorporates the National Prequalification System.

3.0 WORK CATEGORIES

Applicants are to identify the work categories for which they are seeking prequalification based their demonstrated recent experience and capabilities. NSW Government Agencies may access firms prequalified under the Scheme within the following work categories.

- **Building Works:** For multi-trade building works for new buildings and additions to existing buildings. Includes some design coordination and design management and may also involve minor heritage works, associated civil works and elements of fitout and refurbishment work, as well as the final preparation of internal areas for occupation by the client in new and existing buildings.

Specialisation categories within Building Works include:

- **Heritage** - Heritage speciality including restoration and conservation works and or associated stonemasonry, carving & fixing, roofing, carpentry, plastering and painting.
 - **Modular Building** - Modular building speciality including portable buildings, prefabricated buildings, modules or sections manufactured off-site and amenable to on-site expedited delivery or modular assembly.
- **Fitout and Refurbishment:** Fitout and refurbishment work, as well as the final preparation of internal areas for occupation by the client in new and existing buildings.
- **Civil Works:** For civil engineering works including excavation and bulk earth works, minor roads and related works, water and wastewater infrastructure and drainage works.

Specialisation categories within Civil Works include:

- **Water Infrastructure** - Water supply infrastructure speciality including reservoirs, dams and or associated pipelines, pumping stations, balance tanks, surge tanks, storage tanks and discharge structures.
- **Wastewater Treatment** - Wastewater treatment infrastructure speciality including sewage treatment plants and or associated pipelines and pumping stations.

4.0 CONTRACT SYSTEMS

Applicants are to identify the contract systems for which they are seeking prequalification based on their demonstrated recent experience and capabilities. NSW Government Agencies may access firms prequalified under the Scheme within the following contract systems.

- **Construction (C):** The contractor may be responsible for completing the Principal's design, and carrying out design documentation and design coordination to the extent specified and for construction using designs and documentation prepared by the Principal. The contractor's design obligation may include

preparation of fabrication drawings and may include completion of other design details. This includes the contract system often called Design Development and Construct.

- **Design and Construct (DC):** The contractor is responsible for a significant part of the design, design development, and documentation and design coordination, as well as construction.
- **Managing Contractor (MC):** The managing contractor may be engaged on a project brief, to commission, manage and accept responsibility for consultants that design the works and subcontractors that construct the works. The Principal may also engage a Project Manager or Project Director to manage the Managing Contractor Contract and to support and advise the Principal. A Managing Contractor Contract usually involves the payment of actual reasonable costs (up to a Guaranteed Construction Sum(s), where agreed for construction work, or a Guaranteed Price for all the work) plus fees. These are only for contracts where the Target Construction Sum is valued \$10M and above.

5.0 FINANCIAL RANGES

Applicants are to identify the financial ranges for which they are seeking prequalification based on their demonstrated recent experience and capabilities.

- These values correspond to the size of individual contracts for which an applicant is seeking opportunities to tender from NSW Government Agencies.
- NSW Government Agencies may access firms prequalified under the following contract value financial ranges:
 - \$1,000,000 up to \$10,000,000
 - \$10,000,000 and above

Note that for procurement by agencies of non-residential building contracts valued at \$50 million and above, the Scheme incorporates the National Prequalification System.

6.0 PREQUALIFICATION ELEGIBILITY CHECKLIST

The Prequalification Eligibility Checklist (Table 1) should be completed by a firm before submitting an application for prequalification.

- The checklist provides an indication as to whether the firm may be eligible for consideration for prequalification.
- A positive outcome does not guarantee that the firm will be successful in its application for prequalification.
- A negative outcome in any criteria will provide an indication as to areas where a firm will be unable to meet prequalification requirements. Where the firm is not eligible for Prequalification, the firm may then implement actions to address eligibility before applying for prequalification.
- Note that the Department may consider further additional information where relevant to minimise risk to NSW Government and its clients. For example, the Department may consider additional information on financial capability based on contemporary, prudent, financial assessment advice including the consideration of current economic conditions and related risk.

Table 1: Prequalification Eligibility Checklist

	Eligibility Criteria	Compliant: (Yes or No)
1.	<p>Legal Entity</p> <p>The firm constitutes an acceptable business entity to the Department including:</p> <ul style="list-style-type: none"> • The firm must not be a Business name, Trust or an entity under External Administration. • The firm must be able to provide evidence of their legal entity by providing copy of ASIC company registration papers. • Note that the Prequalification sought would not extend to related, associated or subsidiary business entities owned or controlled by the contractor or joint ventures to which the contractor is a party. (Such business entities and joint ventures must apply for prequalification in their own right). • Note that related, associated or subsidiary business entities will not be considered for prequalification for the same category of work and financial range unless the business relationships between the applicant entities and any already prequalified entity or entities satisfy the NSW Government Code of Practice for Procurement – Standards of Behaviour. • Note that a joint venture will not be considered for prequalification for the same category of work and financial range as any of the parties to the joint venture. • Ability to demonstrate that the firm has traded successfully for three (3) years prior to the date of the application. 	

	Eligibility Criteria	Compliant: (Yes or No)
2.	<p>Personnel (\$1M - \$10M)</p> <p>Applicants seeking prequalification in the financial range of \$1,000,000 up to \$10,000,000 must employ personnel who have undertaken formal training in and have relevant contract experience including:</p> <ul style="list-style-type: none"> • Cooperative based contracting such as the GC21 General Conditions of Contract. • Conflict Resolution. • Alternative Dispute Resolution. <p>Personnel (\$10M or above)</p> <p>Applicants seeking prequalification in the financial range of \$10 million or more must employ personnel who have undertaken formal training in and have relevant contract experience including:</p> <ul style="list-style-type: none"> • Cooperative based contracting such as the GC21 General Conditions of Contract. • Conflict Resolution. • Alternative Dispute Resolution. • Project Management Training, Development and Experience including either: <ul style="list-style-type: none"> a) Qualification and Experience and Project Plans including all of the following: <ul style="list-style-type: none"> • BSB51407 Diploma of Project Management or an equivalent qualification or a higher qualification level specific to Project Management • Contract experience as a Project Manager on a Construction Project within the last 5 years • Examples of Project Management Plans for two (2) separate construction contracts for at least each phase of Planning, Execution and Completion or equivalent and which detail Project Management Body of Knowledge (PMBOK) criteria or equivalent. <p style="text-align: center;">OR</p> b) Professional PM Registration and Experience including all of the following: <ul style="list-style-type: none"> • Certified Practising Project Practitioner (CPPP) with the Australian Institute of Project Management (AIPM) or similar. • Contract experience as a Project Manager on a Construction Project within the last 5 years 	
3.	<p>Experience</p> <p>The firm must provide a list of projects currently under construction and completed within the previous two (2) years.</p>	

	Eligibility Criteria	Compliant: (Yes or No)
4.	<p>Performance</p> <p>The firm must provide Performance Reports demonstrating satisfactory or better performance, on contracts the firm has completed within the last three (3) years in the same work type, financial range and contract system for which the firm is seeking prequalification.</p> <p>These may be Client Referee Reports (based in the Department's standardised template) or a Contractor Performance Reports from the Client (which rates several key performance criteria). The number of reports required are indicated as follows:</p> <ul style="list-style-type: none"> • Where prequalification is sought in only one financial range (whether up to \$10M or above \$10M) then at least 2 Reports will be required for that one financial range. • Where prequalification is sought in more than one financial range then at least 4 Reports will be required of which 2 reports will be required from each of the highest financial ranges. • Where a prequalification is sought for the MC contract systems then at least 2 <i>additional</i> Reports will be required. (Refer to table and example provided in the FAQs section at the end of this document for additional guidance) 	
5.	<p>Financial Capacity</p> <p>The applicant must have all of the following:</p> <ul style="list-style-type: none"> • Net Tangible Assets (Total Assets less Total Liabilities less intangibles) of not less than 5% of the upper limit of the financial range sought for prequalification. • Current Ratio (ratio of current assets to current liabilities) in excess of 1. • Working Capital in excess of 10% of the maximum financial range sought for prequalification. • a minimum annual turnover of \$1 million. 	
6.	<p>Project Management Systems</p> <p>Applicant seeking prequalification for \$10M or more:</p> <p>Applicants must provide Project Management Plans on 2 contracts completed by the applicant detailing coverage of all nine PMBOK functions or equivalent.</p>	
7.	<p>Quality Management Systems</p> <ul style="list-style-type: none"> ○ Applicants must provide a minimum of three (3) samples of Inspection and Test Plans developed and implemented on recent projects in accordance with the NSW Government Quality 	

	Eligibility Criteria	Compliant: (Yes or No)
	<p>Management Systems Guidelines (QMS Guidelines).</p> <ul style="list-style-type: none"> ○ In addition, the applicant must also provide evidence documenting the actual implementation of the Inspection and Test Plans on actual contracts. ○ Applicants must in addition to the above requirements, meet the current AS/NZS ISO 9001 quality management systems requirements and be able to provide evidence of full certification at the time of their application. 	
8.	<p>WHS Management System</p> <p>Contractors must meet WHS Management System requirements as follows:</p> <p>a) Provide evidence of one of the following:</p> <ul style="list-style-type: none"> • current accreditation with the Office of the Federal Safety Commissioner; or • current certification to NSW Government Work Health and Safety Management Systems and Auditing Guidelines Edition 5; or • accreditation with a NSW Government Construction Agency within the last 3 years to the NSW Government OHS Management Systems Guidelines Edition 4. <p>b) In addition, provide for <u>three (3) separate contracts</u> completed in the last 2 years, evidence of one of the following site specific WHS documents:</p> <ul style="list-style-type: none"> • third party WHS Audit Report • internal WHS Audit Report • site Safety Inspection Report • site Safety Review Report • other similar evidence 	
9.	<p>WHS related Fines, Prosecutions and Convictions</p> <p>All applicants (regardless of the type of WHS accreditation) must:</p> <ul style="list-style-type: none"> • advise of the number of fines, prosecutions and convictions recorded against their company in the 3-year period preceding the date of application. • provide details of these matters. • advise of details of the action taken by the applicant in response to the fines, prosecutions or convictions. 	
10.	<p>Environmental Management Systems</p> <p>Applicant seeking prequalification for \$10M or more:</p>	

	Eligibility Criteria	Compliant: (Yes or No)
	<p>provide evidence of one of the following :</p> <ul style="list-style-type: none"> • current certification to AS/NZS 14001; or • current certification to NSW Government Environmental Management Systems Guidelines Edition 3; or • Certificate confirming Corporate EMS Management System accredited by a NSW Government construction agency within the last 3 years as conforming to the NSW Government Environmental Management Systems Guidelines Edition 2. <p>and</p> <ul style="list-style-type: none"> • 2 Environmental Management Plans used on 2 separate completed projects that comply with current AS/NZS 14001 or the current NSW Government Environmental Management Systems Guidelines 	
11.	<p>EMS related Fines, Prosecutions and Convictions</p> <p>All applicants (regardless of the type of EMS accreditation) must:</p> <ul style="list-style-type: none"> • advise of the number of fines, prosecutions and convictions recorded against their company in the NSW Land and Environment Court in the 3-year period preceding the date of application. • provide details of these matters. • advise of details of the action taken by the applicant in response to the fines, prosecutions or convictions. 	
12.	<p>Applicant Statement</p> <p>Applicants must be willing to become a signatory to a statement regarding the truthfulness and accuracy of the information provided in the firm's application and the firm's agreement to comply with NSW Government requirements. (Refer to Application Form).</p>	

7.0 PREQUALIFICATION LEVEL

A firm which has been assessed by the Department as being eligible for prequalification will have a 'Prequalification Level' determined based on the firm's demonstrated financial capability and contract performance capability.

The Prequalification Level represents the potential value of the largest single contract, or the total value of smaller contracts for which a firm may be considered for tendering opportunities on an annualised basis.

The Prequalification Level will consist of the smallest of:

- Financial Capability
- Contract Performance Capability

Financial Capability

A firm's financial capability will be determined based on the financial ratios (as provided in the table above) and a detailed Financial Assessment of the firm.

Contract Performance Capability

A firm's Contract Performance Capability will be determined based on two Contractor Performance Reports (CPR) and or Client Referee Reports (CRR) using the Departments standardised templates and or Performance Reports from the Client (which rates several key performance criteria).

- The reports are to cover the two (2) largest fully completed contracts which the firm has successfully delivered within the last three (3) years, for the same work type and contract system for which the firm is seeking prequalification.
- In addition, the Department will consider instances of adverse performance during the progressive delivery of any work including work delivered external to the Department.

Prequalification Level Assessment

A firm may be eligible for prequalification up to the value of the largest of two (2) contracts within the firm's assessed Contract Performance Capability provided this remains within the firm's assessed Financial Capability.

Example

Financial capability = \$10m

CPR 1 on contract valued at \$8m

CPR 2 on contract valued at \$6m

The firm may be eligible for prequalification to \$8m (Prequalification Level)

8.0 THE APPLICATION PROCESS

The actions required by a firm seeking Prequalification are provided in Table 2: The Application Process, to assist the firm in progressing its application. The response by the Department is also indicated to enable the firm to understand the issues to be addressed.

Table 2: The Application Process

	Action by the firm	Response by the Department
1	<p>The firm confirms its eligibility to be considered for Prequalification by completing the Prequalification Eligibility Checklist (Refer Table 1).</p> <p>Where not eligible, the firm takes the necessary actions required to become eligible.</p> <p>The firm submits an Application for Prequalification to the Department on the following link:</p> <p>https://tenders.nsw.gov.au/dfs/?event=public.scheme.show&RFTUID=BF842AD6-BCF9-5768-2D5427E47C7328B9</p>	<p>The Department may request additional information provided that the quality of the firm's initial application indicates significant potential for meeting the requirements.</p>
2	<p>The firm submits a response to the Department's request for additional information including taking action to meet prequalification requirements (where applicable).</p>	<p>The Department assesses the response to any requests for additional information.</p> <p>The Department determines whether the firm has met requirements.</p> <p>The Department will advise the firm in writing as to the outcome of its application, including whether the firm has either:</p> <ul style="list-style-type: none"> • achieved Prequalification. • not yet achieved Prequalification (reasons will also be provided and actions suggested for any future application by the firm).

9.0 FREQUENTLY ASKED QUESTIONS

(1) My firm is prequalified under the previous Scheme. Do we have to complete a whole new application for this new Scheme?

This will not be required. Firms will have their Prequalification automatically rolled over onto the new Scheme provided they are able to meet the new Scheme requirements. Firms may be requested to provide an update of some information and will be contacted to advise of the information where required.

(2) My firm only undertakes work in a specific field e.g. engineering, roofing etc. How can I become prequalified?

The Scheme covers major works as well as minor works valued from \$1M but does not cover trades. Please refer to the Scheme for works under \$1m SCM0256 scheme on [Procurepoint](#) web site for details.

(3) What type of WHS Management system do I need for prequalification?

A WHS Management System:

- accredited with the Office of the Federal Safety Commissioner; or
- currently certified to NSW Government Work Health and Safety Management Systems and Auditing Guidelines Edition 5; or
- accredited with a NSW Government Construction Agency within the last 3 years to the NSW Government OHS Management Systems Guidelines Edition 4.

(4) Do I need a Quality Management System to become prequalified?

A Quality management system with current certification to the requirements of AS/NZS ISO 9001 is required.

(5) Do I need an Environmental Management System?

An Environmental Management system meeting the requirements below is required for a firm seeking prequalification for works over \$10 million:

- current certification to AS/NZS 14001; or
- current certification to NSW Government Environmental Management Systems Guidelines Edition 3; or
- accredited by a NSW Government construction agency within the last 3 years as conforming to the NSW Government Environmental Management Systems Guidelines Edition 2.

(6) Do I need a Project Management System?

A Project Management system which addresses the ten (10) elements of the Project Management Body of Knowledge (PMBOK) is required for a firm seeking prequalification for works over \$10 million.

Refer: Australian Institute of Project Management (AIPM)

(7) Do I need a third party audit of my WHS and EMS systems?

- Third party accreditation of WHS Management Systems is required for firm's seeking prequalification for works valued over \$1M and this will involve the audit of the firm's system (Refer to FAQ Number 3).
- Third party accreditation of Environmental Management Systems is required for firm's seeking prequalification for works valued over \$10M and this will involve a audit of the firm's system.

(8) What type and how many referee reports do I need?

- Two (2) per category of work for each financial range for which the firm seeks to submit an application.
- The referee reports must be for projects completed within the last three (3) years.
- The reports must be: based on the standardised templates included in the application form and is to include the client's letterhead and must be signed by the client.

The table below specifies further detail:

Financial Ranges sought for Prequal	Fin Range	Value of Financial ranges	NUMBER OF REPORTS required for each work type based on the Contract Systems and Financial Ranges sought for prequalification		
			Contract System		
			C	DC	MC
B	B	\$1M - \$10M	2	2	n/a
BC	B	\$1M - \$10M	2	2	n/a
	C	\$10M & over	2	2	2
C	C	\$10M & over	2	2	2

EXAMPLE

A contractor is seeking prequalification in the following areas:

- *Building Work in financial categories BC with contract systems Construct Only (C) and Design and Construct (DC).*
- *Fitout and Refurbishment in financial categories BC with contract systems Construct Only (C).*
- *Managing Contractor (MC) Contract System.*

The number of external Performance Reports that will be required includes:

- *8 reports for Building Work projects:
2 reports for Construct Only projects, 2 reports for Design and Construct projects of value*

*within Financial Category B and
2 reports for Construct Only projects, 2 reports for Design and Construct projects within
Financial Category C.*

- 4 reports for Fitout and Refurbishment projects:
*2 reports for Construct Only projects within Financial Category B and
2 reports for Construct Only projects within Financial Category C.*
- 2 additional reports are to be for MC projects

Total number of reports required is 14

(9) Can I use referee reports for partially completed jobs in my application?

Only referee reports for completed works are acceptable

(10) Can I use referee reports for work that was completed when I was working in or managing another firm?

Only referee reports for the current business are acceptable

(11) I only want to undertake work in a certain geographical areas. How do I indicate this?

Complete the work preferences schedule in the application and indicate the regions for which you are seeking prequalification.

(12) Once I am prequalified – am I guaranteed work?

The firm is eligible to be considered for government work as it arises, based on agency needs. There is no guarantee of work.

(13) Is the Department the Client on work that is offered?

The Client is almost always another NSW Government agency rather than the Department. The Department only very rarely initiates construction work for its own limited needs. The Department does have a role to operate the Scheme to support the project delivery needs of NSW Government agencies.

(14) To what value of work can I become prequalified?

To begin with, a firm may consider seeking prequalification to a level that is reflected by the value of its largest contracts completed within the last 3 years. The firm will need to substantiate this with Contractor Performance Reports from a Government agency, or with Client Referee Reports based on the Department's standardised template. The firm will also need to check its financial capability against the Financial Capability requirements in the GUIDELINES FOR APPLICANTS and SCHEME CONDITIONS. There are

other requirements described in the GUIDELINES FOR APPLICANTS and SCHEME CONDITIONS including the need for a number of management systems.

(15) What do I need to do to remain prequalified?

The firm will need to continue to meet the requirements of the Scheme on an ongoing basis including retaining certifications and accreditations of Management Systems, meeting financial assessment requirements as well as meeting performance score benchmarks on Contractor Performance Reports. The firm will need to continually monitor its ability to remain prequalified and contact the Department should any significant aspect of its capability change.

(16) Can the scheme cater for the firms changing business needs if we decide to open up a new regional office?

Yes, the Scheme has built in flexibility. Simply complete the relevant application schedule for the new regional areas sought and your prequalification will be quickly updated.

(17) Our firm works mostly on large projects and at times we would like to work on smaller projects to service a valued client especially where this may lead to further work on larger jobs. We might also want to work on lower valued projects if economic conditions are more difficult as this may help us retain staff until conditions get better. How readily will the Scheme cater for our changing needs?

Very readily, just let us know in writing what lower value threshold you would like and this can be easily arranged. If you need to change this back again at a later stage, this can also be easily arranged.

(18) How can our firm become eligible for larger valued works?

Firms that are currently prequalified must demonstrate both financial capability and relevant recent experience in work to the value sought. The firm is to submit an application for an increase to the specific work type and contract system of interest. A further financial assessment of the firm will be undertaken to this level. The firm will also need to provide either two (2) Contractor Performance Reports from a Government Agency or provide Client Referee reports for contracts completed within the last three (3) years at or above the value of the prequalification sought for each work type and contract system combination sought for the upgrade. Client Referee Reports from private sector clients are acceptable.

(19) Do I apply for Best Practice Accreditation at the same time as I submit my application for prequalification?

The firm will first need to be prequalified for works valued \$2.5 million or over in any of the main work categories, i.e. building work, fitout or refurbishment or civil works. Once prequalified, the firm will need to conduct a self-assessment to determine whether it is able to meet the requirements for Best Practice Accreditation. Where the firm considers it is able to meet these requirements, the firm may then submit an application for Best Practice Accreditation.

END OF DOCUMENT