

ICT SERVICES SCHEME

ON-LINE APPLICATION FORM QUICK REFERENCE GUIDE

From your web browser

- Type in <https://tenders.nsw.gov.au>
- Under menu option **Tenders & Schemes**
- Select **> Current** on left hand side of the screen.

The *Current Tender List* screen displays. Search for the ICT Service Scheme “**SCM0020**”

- Click **Full Details**, then

The *View Scheme - <Scheme Identifier>* displays. Read the details about the Scheme before proceeding.

- Click **Submit Application**

The *Login* screen displays


- Enter <your email address>
- Enter <your password>

Note: If you do not have a login and password, you will need to register your details. Click **register** and complete relevant fields.

The *Submit Scheme Application* screen displays

The system will guide you through the application form step by step.

Step 1: Entity Details

- Click  against each field displays help text to guide you.
 - Click [copy details](#) to copy information from your Personal Profile or a previous lodgment
 - Fields marked with an * are mandatory




- Complete the following:

Field	Instruction
Business Name*	Enter <Business Name> Note: For all applications on the ICT Services Scheme, applicants ABNs are checked using the ABR Lookup website at www.abr.business.gov.au The business name on your application must match the entity name on the ABR Lookup website.
Trading Name	Enter <Trading Name>
ABN*	Enter <ABN> NB: must be a valid ABN
ACN	Enter <ACN>
Number of Employees*	Select option from the drop down box

- Click the relevant option after each step:

Option	To
<input type="button" value="Continue"/>	Continue to next step
<input type="button" value="Save as Draft"/>	Save as Draft prior to continuing
<input type="button" value="Save & Exit"/>	Save & Exit to complete later. Note: (To access your application if you have exited, go to Home, Action Centre, and click on relevant link.)
<input type="button" value="Cancel"/>	Cancel application

Step 2 - Office Detail

- Click  against each field displays help text to guide you.
- Click [copy details](#) to copy details from your Personal Profile or a previous lodgment
- Fields marked with an * are mandatory

- Complete the relevant fields

Note: The **Contact Person** will be the key contact for your organisation in relation to the Scheme. It is preferable that there is one contact person per organization.

Click or other option if relevant

To edit these details at a later stage, go to

- **Action Centre** (left hand side of screen)
From **Scheme Applications** option
- Click [Show/Hide](#)



Under **Draft Applications**

- Click [Amend](#)
Make any relevant changes and save.
-

Step 3 - Prequalification Type

Please select your preferred method of qualification by selecting either:

Registered Supplier List
or

Advanced Registered Supplier List

Separate applications must be made if you want to apply for both Supplier Listings.

- Click or other option if relevant

Step 4 - Questionnaire

Applicants must complete each section.

Note: Click to display details and complete/provide relevant information.

Please ensure your company name is included in the file (document) name of any documents you upload to the system.

Organisation Details

Company Type*

Select against your type of your organization

Date Established*

Click to select the date your organisation was established.

Associated Entities*

Download the template to your computer and save. Complete the details, save a copy, then

click to upload your saved document.

Note: If you do not have any associated entities please insert “Not Applicable” in the template.

Company Profile*

Click to upload your company profile document.

Note: This document will be used by Customers to browse supplier capability. It is recommended to keep this to one page maximum.

Capacity and Capability

Note: Refer to the list of ICT Services Categories on the ICT Services page at www.procurepoint.nsw.gov.au

**Company Capacity and Capability***

Download the template to your computer and save. Complete the details, save a copy, then click to upload your saved document.

Relevant Experience*

Download the template to your computer and save. Complete the details, save a copy, then click to upload your saved document.

Referee Reports (Mandatory for Advanced Registration Supplier List)

Download the template to your computer and save. Obtain a minimum of two (2) referee reports for each high-level category or PTi sub-category you are applying for. For a PTi sub-category, the 2 Referee Reports must demonstrate your experience in delivering the nominated products.

Referee reports:

- must be for deliverables completed within the last three (3) years
- must be completed by the Client referee and include contact details. **Reports completed by the Applicant will not be accepted.**
- may cover more than one category.
- must clearly indicate the category/ies to which it applies.

Once the reports are completed by the client referees, merge all referee reports into one file then upload a single file to the system for all nominated categories.

Note 1: Client referees will be contacted to verify they completed referee reports themselves.

Note 2: Do not apply for categories (“capabilities”) without the required referee reports. Applications for categories that are not supported by uploaded referee reports will not be accepted. Approved suppliers may re-submit for additional categories at any stage during the life of the Scheme.

Financial Solvency (Mandatory for Advanced Registered Supplier List)

You must provide recent independent evidence of financial solvency. Click on to upload relevant document.

This can be a credit risk report from an independent provider in the last 6 months which clearly indicates the credit risk of engaging with your company. For example:

- a “Credit Risk” report from Dunn & Bradstreet; or
- a “Company Credit” report from Veda (Note: a Veda “My Credit File” is not acceptable);
- a similar report from an alternative provider; or
- a letter signed by an independent accountant within the last 6 months on the accountant’s letterhead stating: (or similar) “We act as accountant/s for Company X. We have reviewed the company’s accounts for the period <period must be for the most recent financial year or within last 6 months> and confirm the company is financially solvent and able to pay its debts as and when they become due and payable.” Signed, contact name, position title.

Note: Financial statements, yearly statements, marketing material, or statements from your company’s Director/s are not acceptable forms of a credit report.

**Security-related Certification (Mandatory if providing Security Strategy Services)**

If applying for security-related services under sub-category K01 “Security Strategy”, evidence of supporting and / or maintaining ISO 27001 certification must be uploaded. Click on to upload relevant document.

Cabling Services Registration (Mandatory if providing Telecommunication Cabling Services)

If applying for cabling services under sub-category F02 “Network Management”, you must provide evidence of meeting the cabling provider rules. Click on to upload relevant document. A Help File is provided for additional information.

Quality Management System Certification

Upload relevant documents to demonstrate your quality certification or in-house quality systems. Click on to upload relevant document.

Q01PTa - Accreditation requirement

If applying for category Q01PTa you must be accredited by successfully completing the NSW Government Standard Business Process Foundation Course.

To apply for this course, please send a training request to NSWGovStandards@finance.nsw.gov.au

Q02PTi – Nominated HCM or eRecruitment product(s) requirement (Mandatory if providing implementation support services)

If applying for Q02PTi you must ‘tick’ one or more of the 7 products in the table for which you can provide implementation support.

Please note that you must also provide 2 Referee Reports to demonstrate your experience in delivering the nominated products (see Referee Reports above).

Q03PTa – SaaS requirements (Mandatory if providing an ERP Government Data Centres (GovDC) SaaS solution)

If applying for category Q03PTa you must complete the Requirements Template to provide evidence of meeting the essential SaaS functional and technical requirements. Download the Template to your computer and save. Instructions are provided within the Template. Complete the details, if providing multiple documents merge the documents into one file, save a copy, and then click on to upload your saved document.

Q04PTa – PaaS requirements (Mandatory if providing an ERP GovDC PaaS solution)

If applying for category Q04PTa you must complete the Requirements Template to provide evidence of meeting the essential PaaS requirements. Download the Template to your computer and save. Instructions are provided within the Template. Complete the details, if providing multiple documents merge the documents into one file, save a copy, and then click on to upload your saved document.



Rates/Cost of Services/Price List


Government Price List

Upload your price list to show pricing for deliverables you propose to provide. Click

to upload completed document.

Insurances

Insurances*

Upload your insurance certificates of currency. Click , and click on  to select expiry date.

Insurance Requirement	Registered Supplier List	Advanced Registered Supplier List
Professional Indemnity (if providing professional services)	\$1M	\$1M
Public Liability	\$5M	\$10M
Product Liability (if supplying products such as hardware or software)	\$5M	\$10M
Workers' Compensation	<p>Workers' compensation insurance is required by law, except where the employer pays less than \$7500 annually on wages, does not employ an apprentice or trainee and is not a member of a group for workers compensation purposes.</p> <p>If applicable, upload your workers' compensation certificate of currency.</p> <p>If you are exempt from workers' compensation, upload a letter on your company letterhead stating that your organisation meets the Workers' Comp exemption requirements above.</p>	

Applicant Declaration

Applicant Declaration

By confirming the Applicant Declaration, you are warranting that:

- you are authorised to submit the application on behalf of the applicant organisation;
- the applicant organisation is financially solvent and not subject to legal proceedings or ICAC inquiries; and
- the information provided is true and correct.

Select to confirm the Application Declaration

Authorised Representative

The person authorised to submit the application on behalf of the applicant organisation must provide their name and contact phone number.



- Click or other option, if relevant

Step 5 – Capabilities

You will need to nominate the relevant ICT Services categories (“Capabilities”). **You must upload the required referee reports for each nominated category. Please do not** apply for categories without the required referee reports. Nominated categories that are not supported with the required referee reports will not be approved. Once approved, you can apply for additional categories at any time during the life of the Scheme.

Note: Click to display details.

- Click against relevant category
- Click or other option if relevant

Note: By clicking on a category or sub-category, you are warranting that your organisation meets the requirements for that category.

Step 6 - Review Application

You now have the opportunity to review the entire application. Please read carefully and make amendments as required

Once you are satisfied you have completed all relevant fields, and provided the relevant documentation

- Select to agree to Scheme Term & Conditions

Note: The “Scheme Terms and Conditions” are the Scheme Rules and includes agreement to contract under the provisions of the “Procure IT framework” as appropriate.

- Click

You will receive a system generated Lodgement Receipt and an email confirming your application has been lodged. The email will be sent to the email address you provided as the contact person. The email will be from eTendering_NoReply so make sure you check your junk mail.