Request For Grant Proposal

Service provider for Support Accommodation Facility

RFGP Reference: D22/20742– RFGP Campbell Street

Lodgement Details

Enquiries about this RFGP should be directed to the Contact Officer:

Name: Annie Abbott

Telephone: (03) 6166 3628

Email: [housing.programs@homes.tas.gov.au](mailto:housing.programs@homes.tas.gov.au)

Place to Lodge RFGP

Proposals in response to this RFGP should be transmitted electronically via the above email address, [housing.programs@homes.tas.gov.au](mailto:housing.programs@homes.tas.gov.au) by the Closing Time.

Issue Date

04 February 2023

Closing Time

09 March 2023

Pre-proposal Briefing

11am, Thursday 16 February 2023

Location: virtual meeting via Microsoft Teams

Confirmation of attendance is required by close of business, Wednesday 15 February 2023 at: [housing.programs@homes.tas.gov.au](mailto:housing.programs@homes.tas.gov.au)

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# **Part 1 – Important Information for Proponents**

## **1 Explanation of the RFGP Documentation**

### **1.1 Conditions of Proposal**

The Conditions of Proposal are the conditions on which Homes Tasmania will receive and evaluate responses to the RFGP. The Conditions of Proposal also specify the evaluation criteria against which Proposals will be evaluated.

Homes Tasmania may reject a Proposal that does not comply with all the terms of the RFGP.

### **1.2 Specification**

The Specification (Part Three) contains a comprehensive description of Homes Tasmania's Requirements.

The Specification also details submission requirements to be included in a Proposal.

### **1.3 Proposal form**

The Proposal Form is a required form that must be returned as part of the Proposal. A Proposal is likely to be rejected if this Form is not used. A Proposal must contain all the Information and details required by this RFGP.

## **2 Pre-proposal Briefing**

A briefing is to be provided on:

Thursday, 16 February, 11:00 – 12:00 pm

Location: Virtual Briefing via Microsoft Teams

Proponents must register with the Contact Officer. Registrations are required by close of business Wednesday, 15 February 2023 via email at: [housing.programs@homes.tas.gov.au](mailto:housing.programs@homes.tas.gov.au), reference: RFGP Campbell Street Briefing.

Although not mandatory it is strongly recommended that Proponents attend.

## **3 Contact Officer for Enquiries**

During the RFGP period, Proponents may seek clarification of the technical, commercial, and contractual areas of this document from the Contact Officer. Contact details are on the Cover Page of this RFGP. Unauthorised communication with other staff of Homes Tasmania may lead to disqualification of the Proponent's Proposal.

## **4 Lodging a Proposal**

Details for lodging a Proposal are on page 2 of this RFGP and in clause 13 of the Conditions of Proposal. By lodging a Proposal, a Proponent becomes bound by the Conditions of Proposal.

## **5 Assistance to Prepare a Proposal**

Information on preparing a Proposal is available on the Tasmanian Government's Purchasing website at <https://www.purchasing.tas.gov.au> under "Winning Government Business".

## **6 Conditions about the Professional Standards Act 2005**

Not applicable

## **7 Crown Policy on Confidentiality of Information in Government Contracts**

### **7.1 Crown policy**

Homes Tasmania will comply with Crown policy. The Crown is committed to ensuring that Government contracting is conducted in an open and transparent manner and that unnecessary confidentiality provisions do not fetter scrutiny of contracts. The Crown's Policy on confidentiality of information provides that in any contract between Homes Tasmania and another party, confidentiality requirements in relation to the provisions of the contract are not to be included.

### **7.2 Application for exemption**

Only Homes Tasmania may grant an exemption from the Crown's Policy on confidentiality. Homes Tasmania will determine the need for an exemption, having regard to its own requirements and any request from the preferred Proponent, before entering a contract with the successful Proponent.

If an exemption is refused, or is granted on terms unacceptable to the Proponent, the Proponent will have the option to withdraw from the RFGP process.

### **7.3 Details of the Crown's Policy on confidentiality**

Further details of the Crown's Policy on confidentiality are in clauses 5 and 21.2 of the Conditions of Proposal.

## **8 Probity Adviser**

A Probity Adviser has been appointed to ensure this Request for Grant Proposal is undertaken in a fair and equitable way for all parties. A nominated probity adviser from WLF Account and Advisory will act as Probity Advisor.

# **Part Two – Conditions of Proposal**

## **1 Definitions**

In this RFGP, unless the context precludes it:

"Authority means" Homes Tasmania

"Closing Time" means the closing time (Tasmanian time) and date for submitting Proposals, shown on the cover page of this RFGP or as extended under clause 3.10;

"Conditions of Proposal" means the Conditions of Proposal in Part Two of this RFGP;

"Contact Officer" means the person identified as Contact Officer on page 2 of this RFGP;

"Crown" means the Crown in Right of Tasmania;

"Homes Tasmania Requirements" means the matters set out in the Specification;

"Homes Tasmania" means the Homes Tasmania, constituted a corporation sole by section 6A of the *Homes Tasmania Act 2022*

"RFGP Reference" means the name of the RFGP being 'RFGP – Campbell Street, Hobart

"GST" means any tax imposed under any GST law and includes GST within the meaning of the GST Act;

"GST Act" means the *A New Tax System (Goods and Services Tax) Act 1999 (Cwlth)* as amended;

"GST Law" means the GST law as defined in the GST Act and includes any Act of the Parliament of Australia that imposes or deals with GST;

"Person" includes a natural person, a corporation, a partnership, a board, a joint venture, an incorporated association, a government, a local government authority and an agency;

"Proponent" means a Person who offers to deliver Homes Tasmania's Requirements under this RFGP;

"Proposal" means the documents constituting a Proponent's offer to deliver Homes Tasmania's Requirements under this RFGP;

"Request for Proposal" or "RFGP" means this document inviting Proponents to offer to deliver Homes Tasmania's Requirements by submitting a Proposal;

"Specification" means the Specification in Part Three of this RFGP.

## **2 Rights and Obligations**

Not used.

## **3 Reservations**

### **3.1 No warranty as to accuracy**

Homes Tasmania does not warrant the accuracy of the content of the RFGP and Homes Tasmania is not liable for any omission from the RFGP.

### **3.2 Right to vary**

Homes Tasmania may vary the RFGP at any time by:

(a) informing all Proponents; and

(b) notifying all Persons to whom Homes Tasmania has issued the RFGP at the contact address they have provided to Homes Tasmania.

### **3.3 Indicative quantities only**

Quantities stated in the RFGP are indicative only, unless specifically stated otherwise.

### **3.4 Right to discontinue or suspend**

The Department may discontinue or suspend the RFGP process.

### **3.5 No obligation to enter into any binding contract**

The RFGP is not to be construed as making any express or implied representation, undertaking or commitment by Homes Tasmania that it will enter into a binding contract with any Person to supply Homes Tasmania's Requirements. Homes Tasmania reserves all rights in respect of the RFGP and attachments and any formal agreement will be subject to the granting of all relevant approvals in accordance with the Homes Tasmania Act 2022

### **3.6 Right to reject**

Homes Tasmania may reject a Proposal that does not comply with the terms of the RFGP.

### **3.7 Right to accept all or part of a Proposal**

Homes Tasmania may accept all or part of a Proposal unless the Proposal states specifically to the contrary.

### **3.8 No obligation to accept any Proposal**

Homes Tasmania is not obliged to accept any Proposal.

### **3.9 No representation is to be binding**

No representation made by or on behalf of Homes Tasmania about the RFGP (or their subject matter) binds Homes Tasmania.

### **3.10 Right to extend Closing Time**

Homes Tasmania may extend the Closing Time by issuing an Addendum on the website that will inform all Proponents.

### **3.11 Reference and other information**

The information which is provided with the RFGP and any other information provided by Homes Tasmania or anyone on its behalf to a Proponent or Proponents ("the Information"), is provided for the background information of Proponents only. Homes Tasmania assumes no responsibility for, and makes no representation or warranty with respect to, the Information, including as to its relevance, accuracy, adequacy, currency or content. Accordingly, no Proponent (nor any of its consultants or subcontractors) may in any circumstances rely upon the relevance, accuracy, adequacy, currency or content of the Information. Homes Tasmania does not intend that the Information be used by any Proponent as a means upon which to base its Proposal or satisfy itself about the conditions of the property.

All Proposals submitted must be based solely on the Proponent's own investigations, determinations, assessment, skill and experience.

To the fullest extent permitted by law, Homes Tasmania:

(a) takes no responsibility for the relevance, accuracy, adequacy, currency or content of, and makes no representation or warranty of any kind or assumes any duty of care in respect of, the Information; and

(b) expressly disclaims all liability howsoever arising to any person with respect to the Information and any consequences arising from any use of or reliance on the Information.

### **3.12 Proponent to inform itself**

Each Proponent must acquaint themselves with all conditions relating to the RFGP prior to submitting a Proposal. In submitting a Proposal, a Proponent is deemed to have:

(a) examined carefully and to have acquired full knowledge of the RFGP, the Information and any other information made available in writing by Homes Tasmania to the Proponents for the purpose of the RFGP; and

(b) examined all information relevant to the risks, contingencies and other circumstances having an effect on its Proposal.

## **4 Unauthorised Communication**

The Proponent must direct all communications through the Contact Officer, unless they are directed otherwise. Unauthorised communication with other staff of Homes Tasmania may lead to disqualification of the Proposal.

## **5 Confidentiality and Intellectual Property**

### **5.1 RFGP remains property of Homes Tasmania**

The RFGP remains the property of Homes Tasmania and may be used only to prepare a Proposal.

### **5.2 Use of RFGP is restricted**

Except for information available to the public generally (other than by breach of these Conditions), a person receiving the RFGP must not publish, disclose or copy any of its content, except to prepare a Proposal.

### **5.3 Proponent must not disclose information**

The Proponent must keep confidential all information provided by Homes Tasmania, as part of, or in connection with, the RFGP.

### **5.4 Proposals become property of Homes Tasmania**

All Proposals become property of Homes Tasmania, which may reproduce all or any part of a Proposal for Proposal evaluation.

### **5.5 Homes Tasmania right to use a Proposal**

Despite any confidentiality or intellectual property right of the Proponent in the successful Proposal that gives rise to a binding contract with Homes Tasmania:

(a) Homes Tasmania may reproduce all or any part of that Proposal in a contract awarded to the Proponent, without reference to the Proponent:

(b) subject to paragraph (c) of this subclause, either party may publish all or any part of that Proposal that is included in a contract, without reference to the other; and

(c) neither party may publish any part of that Proposal that Homes Tasmania has determined should be exempt from the Crown's Policy on confidentiality in Government contracts, during the period of exemption.

### **5.6 Confidentiality of Proposal to be preserved**

Subject to the previous subclause, Homes Tasmania and the Proponent must hold the Proposal in confidence, so far as the law allows, except if:

1. the Information is available to the public generally, other than by breach of this obligation;
2. a law requires a party to file, record or register something that includes Information in the Proposal;
3. disclosure is necessary or advisable to get a consent, authorisation, approval or licence from a governmental or public body or authority;
4. it is necessary or advisable to make disclosure to a taxation or fiscal authority;
5. it is necessary to provide the Information in the Proposal in answer to a question asked of a Minister in the Parliament, or otherwise to comply with a Minister's obligations to Parliament; or
6. it is disclosed confidentially to a party's professional advisers:
   * 1. to get professional advice about this RFGP process; or otherwise to consult such professional advisers.

## **6 Content, Format and Lodgement of Proposal**

### **6.1 Content of Proposal**

A Proposal must include all the Information requested in the Specification and other parts of the RFGP.

### **6.2 Mandatory requirements**

All items, features and functions specified in the RFGP are mandatory requirements unless expressly stated otherwise. If a Proposal does not comply with a mandatory requirement, it may still be considered by Homes Tasmania, but Homes Tasmania, in its sole and absolute discretion, may reject it under clause 3.6.

### **6.3 Format of Proposal**

The Proponent must submit the Proposal/s under cover of the Proposal Form in Part Four of this RFGP. The Proposal Form must be completely filled-in and be accompanied by any other supplemental documents necessary to make the Proposal complete. A Proponent may reproduce the Proposal Form in an expanded format to provide additional space for response.

Unnecessarily elaborate responses or other presentations beyond what is sufficient to present a complete and effective proposal are neither required nor desired. Elaborate artwork and bindings, expensive visual and other presentation aids are unnecessary.

## **7 Price**

### **7.1 Currency**

All monetary amounts are to be expressed in Australian Dollars.

### **7.2 GST exclusive**

The Proponent must quote all prices excluding GST.

## **8 Australian Business Number (ABN)**

The Proponent must either provide the Proponent's Australian Business Number (ABN) or state why the Proponent does not have an ABN. If the Proponent does not register or disclose an ABN, then PAYG Withholding Tax may apply and Homes Tasmania is required by law to deduct the relevant amount from each contract payment and to remit that amount to the Australian Taxation Office.

## **9 Compliance**

### **9.1 Implied compliance**

The Proponent is taken to agree with all the Conditions of Proposal and the Specification unless the Proposal states otherwise.

### **9.2 Non-compliance**

If a Proposal does not comply with the Conditions of Proposal and the Specification, the Proponent must provide details using Attachment C Template Departures / Term Sheet in the Proposal specifying each condition or requirement with which the Proponent does not agree or comply and indicating, for each condition or requirement, whether the offer:

Partially Complies

(This means:

- if a clause imposes a contractual condition, that the condition can only be met subject to certain qualifications. Those qualifications must be stated in full; and

- if a clause specifies a characteristic or performance standard, that the condition can only be met subject to certain conditions. If this is the case, and the Proponent is prepared to make good on the condition, characteristic or performance standard, the Proponent must describe how the non-compliance is to be made good.)

Does Not Comply

(This means:

* That the offer does not meet the complete contractual condition, or characteristic or performance standard of the clause. Full details of the non-compliance must be stated.)

OR IS

Alternative

(This means that the Proposal either:

(a) does not require the feature; or

(b) fully complies in a manner different from that described.

In either case a full explanation must be provided.)

### **9.3 Prominence to statements of non-compliance is required**

The Proposal must give prominence to statements of non-compliance (as described in clause 9.2) - it is not sufficient if the statement appears only as part of an attachment to the Proposal or is included in a general statement of the Proponent's usual operating conditions.

## **10 Alternative Proposal**

### **10.1 Identification**

The Proponent may submit an alternative proposal if it is clearly identified as an "Alternative Proposal" wherever it fails to comply with the specified requirements.

### **10.2 Supplementary material to be included**

A Proponent who submits a Proposal that meets Homes Tasmania's Requirements in an alternative and practical manner, taking into account the totality of the requirements, must include any supplementary material and associated prices, that demonstrates, in detail, that the alternative will fully achieve all the requirements.

### **10.3 Novel and innovative offers are encouraged**

Proponents are encouraged to offer options or solutions that, in a novel or innovative way, contribute to Homes Tasmania's ability to carry out its business in a more cost-effective manner. These may relate to the functional, performance and technical aspects of the requirements or to opportunities for more advantageous commercial arrangements.

### **10.4 No obligation to consider Alternative Proposal**

Homes Tasmania reserves the right either to consider Alternative Proposals on their merits or not to consider them further.

## **11 Preparation of Proposals**

Homes Tasmania will neither be responsible for, nor pay for, any expense or loss incurred by a Proponent for:

(a) preparing or lodging a Proposal; or

(b) providing additional Information or clarification during the evaluation of a Proposal.

## **12 Validity**

A Proposal constitutes an irrevocable, unalterable offer by the Proponent to Homes Tasmania which must remain valid and open to be accepted for 90 days from the Closing Time of the RFGP and may be extended by written agreement.

## **13 Lodgement of a Proposal**

### **13.1 Method of lodgement**

A Proponent must lodge the Proposal as follows:

The Proposal, marked accordingly, is to be submitted electronically to the following address: [housing.programs@homes.tas.gov.au](mailto:housing.programs@homes.tas.gov.au) The Proposal is to include the RFGP Reference number and Proponent's name. Proposals are to be lodged before the Closing Time.

Proposals must be submitted as either Microsoft Word, Excel, or PDF files.

The receiving mailbox has 20MB email capacity, files may be zipped for transmittal purposes.

### **13.2 Implied agreements**

By lodging a Proposal complying with clause 13.1 and in consideration of Homes Tasmania starting to evaluate the Proposal, the Proponent agrees to be bound by these Conditions of Proposal.

## **14 Late Proposals**

### **14.1 Homes Tasmania may not accept**

Late Proposals will not be accepted unless the Contact Officer is satisfied that:

(a) circumstances beyond the Proponent's control caused the lateness; and

(b) accepting a late Proposal will not compromise the integrity of the RFGP process or provide an unfair advantage to the Proponent lodging the late Proposal.

## **15 Evaluation of Proposals**

### **15.1 Evaluation criteria**

Proposals will initially be assessed for compliance with:

**Mandatory Criteria**

(a) Submission of the Proposal by the Closing Time and in accordance with the lodgement instructions.

(b) Provision of all the Information requested in the RFGP, including completion of a Proposal Form and all Response documents.

(c) Compliance with the Conditions of Proposal as outlined in RFGP Part Two.

The above mandatory criteria will not be scored. Each Proposal will be assessed on a "Met/Not Met" basis as to whether each mandatory criterion is satisfactorily met. An assessment of 'Not Met' against any criterion may eliminate the Proponent from further consideration.

Compliant Proposals will then be evaluated against qualitative criteria. The evaluation of these criteria will be weighted as outlined below.

**Qualitative Criteria**

Degree to which the Proponent delivers the target outcomes when consideration is given to:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Clear and appropriate **approach** to deliver Homes Tasmania's Requirements. This must include details of service implementation. | 30% |
| Demonstrated **capacity** to deliver long term supported accommodation as defined in Homes Tasmania's Requirements. To include details of future growth of organisation, contingencies for resourcing risks, personnel selection and development / performance and the organisation's approach to sustainability. | 25% |
| Demonstrated **experience** to deliver long term supported accommodation as defined in Homes Tasmania's Requirements. | 20% |
| Compliance with the Tasmanian Government's [Buy Local Policy](https://www.purchasing.tas.gov.au/Documents/Buy-Local-Policy.PDF), including provision of an Economic and Social Impact Statement (refer Part Four (G) of this RFGP) that identifies opportunities for employment and training creation in disadvantaged communities. | 25% |
| Overall Total | 100% |

*\*Note: The 100% weighting applies only to the non‑price selection criteria.*

The scoring of Proposals will be based on the degree of achievement by the Proponent against the requirements outlined in the RFGP. A maximum score for each criterion will be given if the criterion has been deemed to have been fully met with no risks and/or weaknesses identified. The score will be reduced proportionately to the extent of the non-conformities, discrepancies, omissions and risks.

The score that each Proponent receives against each criterion will be multiplied by the relative weighting and totalled to provide a final weighted score.

A Proposal that does not demonstrate at least a minimal achievement to each of the qualitative criteria may be considered non-compliant and excluded from any further consideration at this point of the evaluation.

Compliant Proposals will then proceed to the Value for Money assessment.

**Value for Money**

Following assessment against the qualitative criteria, an assessment to determine the value for money of the Proposal will be undertaken with consideration given to the score achieved during the qualitative assessment and the outcomes to be delivered within the grant amount.

### **15.2 Additional clarification**

During the evaluation process, the Proponent may be required to provide clarification of their Proposal.

### **15.3 Presentations**

Shortlisted Proponents may be invited to present their Proposal to the Assessment Panel. If this is required, Proponents will be given (a minimum) five business days’ notice.

## **16 Right to Negotiate**

### **16.1 Variation of Proposal**

During the evaluation process, the Authority may negotiate with the Proponent to vary their Proposal.

## **17 Formation of Agreement**

### **17.1 Formal Agreement required**

The successful Proponent must sign Grant Deed and Head Lease agreements for separable portion encapsulating the following terms:

1. contained in the Specification;
2. contained in the successful Proposal;
3. arising during the RFGP evaluation; and
4. arising out of negotiations after the RFGP evaluation on terms acceptable to Homes Tasmania (see Specifications).

### **17.2 Exchange of signed counterparts required**

Subject to clause 13.2 no contractual relationship or other obligation arises between Homes Tasmania and a Proponent, for the supply of Homes Tasmania's Requirements, until Homes Tasmania and the successful Proponent formally exchange signed counterparts of the Head Lease and Grant Deed as defined in Homes Tasmania's Requirements. This clause applies despite any oral or written advice to a Proponent that their Proposal is successful or has been, or will be, accepted.

## **18 Government Procurement Policies**

The Tasmanian Government has purchasing policies that form part of these Conditions of Proposal.

### **18.1 Confidentiality in Government contracts**

The Tasmanian Government is committed to ensuring that Government contracting is conducted in an open and transparent manner and that unnecessary confidentiality provisions do not fetter scrutiny of contracts. The Tasmanian Government's Policy in relation to confidentiality provides that in any contract between the Crown and any other party, confidentiality requirements in relation to the provisions of the contract are not to be included. An exemption from this position may be approved by Homes Tasmania if it is determined that confidentiality is in the public interest.

## **19 Debriefing**

### **19.1 Request for debriefing**

Unsuccessful Proponents, who have been notified, are encouraged to request a debriefing from Homes Tasmania to discuss the reasons for their non-selection. A Proponent who would like a debriefing should contact the Contact Officer in writing.

## **20 Complaints Process**

A Proponent may lodge a complaint if the Proponent believes Homes Tasmania's Proposal process has not complied with the Tasmanian Government's procurement policies. Further Information on the formal complaints process is available from the Tasmanian Government website at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au) or may be obtained in hard copy from the Contact Officer.

## **21 Special Conditions**

### **21.1 Provisions about the Professional Standards Act 2005**

Not applicable

### **21.2 Provisions about the Crown's Policy on confidentiality of Information in Government contracts**

(a) **Conditions if application for exemption is made**

Only Homes Tasmania may grant an exemption from the Crown's Policy on confidentiality. Homes Tasmania will only do so (in respect of all or part of a contract) if Homes Tasmania determines it appropriate, whether on the basis of its own requirements or in response to a request from the Proponent.

(b) **Condition if application for exemption is not made**

If Homes Tasmania declines to grant an exemption from the Crown's Policy on confidentiality, in response to a request from the Proponent, then the Proponent must, strictly within the time Homes Tasmania allows, either:

(i) withdraw from the RFGP process; or

(ii) waive all confidentiality requirements in writing.

(c) **Non-Satisfaction of Condition**

If the condition under either clause 21.2(a) or clause 21.2(b)(i) is not satisfied, Homes Tasmania may reject the Proposal and consider other Proposals.

### **21.3 Other special conditions**

Other special conditions applying to this RFGP may be attached as an Annexure to the Conditions of Proposal or the Specification.

## **22 Zero tolerance towards violence against women**

(a) Violence against women is defined by the United Nations as "any act of gender-based violence that results in or is likely to result in physical, sexual or physiological harm or suffering to women".

(b) Homes Tasmania upholds a zero-tolerance policy towards violence against any person in the workplace. The Proponent acknowledges and undertakes to uphold a zero-tolerance policy towards violence against any person in the workplace in its interaction with employees, agents and subcontractors of Homes Tasmania and in delivery of Homes Tasmania's Requirements.

(c) The Proponent must and will ensure that its employees, agents and subcontractors will at all times in delivery of Homes Tasmania's Requirements act in a manner that is non-threatening, courteous and respectful.

(d) If Homes Tasmania reasonably believes that any of the Proponent's employees, agents or subcontractors are failing to comply with the behavioural standards specified in this clause then Homes Tasmania may in its absolute discretion:

(i) prohibit access by the relevant employees, agents or subcontractors to Homes Tasmania's premises; and

(ii) direct the Proponent to withdraw the relevant employees, agents or subcontractors from providing Homes Tasmania's Requirements.

## **23 Conflict of interest**

### **23.1 Avoidance**

Proponents must not place themselves in a position which may, or gives rise, to a conflict of interest between themselves and the Authority.

### **23.2 Notice**

If any actual or perceived conflict of interest with the Authority arises at any time during the RFGP Process, the Proponent is to immediately notify Homes Tasmania in writing.

### **23.3 Management**

In the event of an actual or perceived conflict of interest Homes Tasmania may, in their absolute discretion:

1. resolve any actual or perceived conflict of interest with a Proponent; or
2. reject the Proposal lodged by the Proponent; or
3. take any other action it considers appropriate.

# **Part Three – Specification**

## **1 Introduction and Definitions**

### **1.1 Background and policy context**

The State Government has a ten-year strategy to improve access to affordable, safe and appropriate homes for all Tasmanians. *Tasmania's Affordable Housing Strategy 2015-2025* provides a comprehensive approach to prevent, intervene and respond to housing affordability issues and help those most vulnerable to housing stress and homelessness.

Homes Tasmania is committed to providing supported accommodation facilities for some of the most vulnerable Tasmanians who need integrated housing and support to maintain safe, secure, affordable homes.

The facility at 87-91 Campbell Street, Hobart, was purpose built for the Common Ground supported housing model and one of two properties initially managed by Common Ground Tasmania, with the other property located at 58 Goulburn Street, Hobart. The Salvation Army took over the management of both properties in December 2016.

In 2017, the Goulburn Street supported accommodation facility (SAF) was part of a Request for Proposal, which included the re‑tender of nine SAFs across Tasmania. Anglicare successfully tendered for the package and commenced management of the Goulburn Street site in July 2018.

With the Campbell Street agreement with Salvation Army ending on 30 June 2023, Homes Tasmania is re-tendering the management of the property to ensure the best service delivery and value for money.

This RFGP will allow experienced providers to submit Proposals to manage the Campbell Street property and provide long term accommodation and support arrangements. The successful service provider will be contracted for five years with an option to extend another five under a Grand Deed and Head lease. The delivery of services at the Campbell Street SAF will be consistent with the Long Term Supported Accommodation Policy.

### **1.2 Definitions**

"Campbell Street" means premises located at 87-91 Campbell Street, Hobart Tasmania provided for the purposes of responding to men and women aged 18 and over without accompanying children, who are experiencing (or at risk of) homelessness, as set out in the Policy for Long Term Supported Accommodation;

"Grant Deed" means the terms set out in Attachment A: Grant Deed, which may be amended as required by the Homes Tasmania;

"Head Lease" means the terms set out in Attachment B: Head Lease, which may be amended as required by the Homes Tasmania;

"Policy", or "Policy for Long Term Supported Accommodation" means the Policy applicable to the management of the Campbell Street Supported Accommodation Facility as set out in Attachment A: Grant Deed, Schedule 6 Policy for Long Term Supported Accommodation;

"Premises" means the site of the Campbell Street Supported Accommodation Facility at 87-91 Campbell Street, Hobart Tasmania for which management of the premises will be transferred to the successful Proponent and managed in accordance with the terms and conditions of the Grant Deed and Head Lease.

## **2 Scope**

### **2.1 Campbell Street – Supported Accommodation Facility**

Suitably experienced non-government organisations are invited to respond to this RFGP to operate the existing Campbell Street Supported Accommodation Facility as long term supported accommodation for vulnerable men and women aged 18 years of age or older who are homeless or at risk of homelessness.

Homes Tasmania seeks to enter into a Grant Deed and Head Lease with the successful Proponent to operate the Premises in Hobart.

### **2.2 Funding Agreement**

A Grant Deed will apply to the Premises to be managed by the successful Proponent in alignment with the Long Term Supported Accommodation Policy for 1 July 2023 until 30 June 2028, with an option to extend for a further 5 years to 2032.

**This RFGP is to select a Proponent to enter into the Grant Deed with Homes Tasmania.**

### **2.3 Lease Agreement**

A Head Lease will apply to the Premises to be managed by the successful Proponent until 30 June 2028 with an option to extend to for a further 5 years to 2032.

The Head Lease sets out the tenancy and property management obligations of the successful Proponent and Homes Tasmania.

**This RFGP is to select a Proponent to enter into the Head Lease with Homes Tasmania.**

### **2.4** **Description of Campbell Street**

The premises is located at 87-91 Campbell Street, Hobart and consists of four levels, with two elevators to each floor that are wheelchair accessible.

The facility is designed to offer a community environment with office space, communal areas, 50 self-contained residential units for adult males and females and a basement carpark.

The Premises has surveillance and security installed, including CCTV in internal and external common areas.

Indicative floor plans for the Premises can be found in the Head Lease – Attachment 1.

### **2.4.1 Amenities**

Ground Floor:

* + - Office accommodation for approximately five staff
    - Communal training/meeting room with internet access
    - Communal kitchen and laundry
    - Outdoor terrace recreation area
    - Four studio independent living units, with ensuite, kitchenette
    - Four one-bedroom independent living units, with ensuite, kitchenette and separate lounge room

Levels 1 – 3 (identical layout):

* + - Communal laundry with balcony
    - Eight studio independent living units, with ensuite, kitchenette
    - Four one-bedroom independent living units, with ensuite, kitchenette and separate lounge room
    - Two one-bedroom independent disability units, with disability access bathroom, kitchenette and separate long room

### **2.5 Carpark**

The premises previously included 50 car park spaces in the basement level. The construction of the Youth to Independence (Y2I) facility on the same site has reduced the car park spaces to 43 including two with disability access. Of the 43 available car park spaces, there is an estimated 22 that can be leased to the public. This will provide additional revenue to support the service delivery.

## **3 Homes Tasmania Requirements**

Proponents will demonstrate in their Proposal their approach, experience and capacity to meet Homes Tasmania's Requirements.

### **3.1 Mandatory Requirements**

### **3.1.1** **Grant Deed**

It is a mandatory requirement that the Proponent must indicate their acceptance or otherwise of the terms as set out in the Grant Deed, and for the avoidance of doubt, this includes acceptance of all key performance indicators, working with vulnerable children requirements, and the Policy for Long Term Supported Accommodation.

**The Proposal must either:**

* **indicate** the Proponent's **acceptance** of the Grant Deed; or
* **indicate** the Proponent's **non-acceptance**, resulting in submission of a Non-Compliant Proposal. Any terms not accepted by the Proponent must be clearly identified in the Form of the departures/term sheet as set out in *Attachment C: Template Departures/Term-Sheet* including the rationale for non-acceptance.

Homes Tasmania reserves the right either to consider Non-Compliant Proposals on their materiality or not to consider them further.

### **3.1.2 Head Lease**

It is a mandatory requirement that the Proponent must indicate their acceptance or otherwise of the terms as set out in the Head Lease.

**The Proposal must either:**

* **indicate** the Proponent's **acceptance** of the Head Lease; or
* **indicate** the Proponent's **non-acceptance**, resulting in submission of a Non-Compliant Proposal. Any terms not accepted by the Proponent must be clearly identified in the Form of the departures/term sheet as set out in *Attachment C: Template Departures/Term-Sheet* including the rationale for non-acceptance.

Homes Tasmania reserves the right either to consider Non-Compliant Proposals on their materiality or not to consider them further.

### **3.1.3 Working with vulnerable people**

It is a mandatory requirement that the Proponent provides evidence of its employment practices to ensure that all persons engaged to deliver services at the Premises are 'fit and proper' to work with vulnerable people as set out in the Grant Deed.

**The Proposal must include an employment framework that outlines the policies and practices to ensure compliance with the requirements for working with vulnerable people.**

### **3.1.4 Legislative compliance**

The successful Proponent will operate the new service in compliance with relevant legislation as set out in the Grant Deed.

**Evidence must be provided in the Proposal that outlines how the Proponent will comply with relevant legislation including:**

* [*Residential Tenancy Act 1997 (Tas)*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-1997-082)
* [*Homes Tasmania Act 2022*](https://www.legislation.tas.gov.au/view/html/inforce/2022-12-22/act-2022-025) *(Tas)*

### [*Registration to Work with Vulnerable People Act 2013*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-2013-065) *(Tas)*

### [*Disability Services Act 2011*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-2011-027)*(Tas)*

### [*Anti-Discrimination Act 1998*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-1998-046) *(Tas)*

* [*Current Directions*](https://www.coronavirus.tas.gov.au/resources#Current-Directions) by the Tasmanian Government about public health orders, emergency directions and COVID-Safe plans

This Information will be assessed against the Mandatory Criteria.

### **3.1.5 Policies**

The successful Proponent must comply with all policies in accordance with the Grant Deed, including:

* Homes Tasmania Policy for Long Term Supported Accommodation

**For the avoidance of doubt the Proposal must indicate the Proponent's acceptance of each Policy.**

### **3.1.6 Key performance indicators**

The successful Proponent must consistently meet or exceed the Key Performance Indicators (KPIs) over the term of the Grant Deed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE** | | **INDICATOR** | **PERFORMANCE**  **TARGET** | **DATA SOURCE** |
| KPI 1 | **Occupancy Rate** | Proportion (%) of all residential units at the Premises each month that are occupied | ≥ 95% | Housing Support Provider |
| KPI 2 | **Securely housed at exit** | Proportion (%) of Tenants with closed support periods who moved into secure housing | ≥ 75% | SHIP-TAS |
| KPI 3 | **Support Provided and Referred** | Proportion (%) of Tenants who have been provided supported or referred to services in line with identified need. | ≥ 90% | SHIP-TAS |

The successful Proponent must engage in the review, development, and implementation of the program’s Key Performance Indicators.

**For the avoidance of doubt the Proposal must indicate the Proponent's acceptance of the Key Performance Indicators.**

### **3.2 Requirements for Service Delivery Approach**

### **3.2.1 Service delivery plan**

The Campbell Street SAF will be operated in compliance with the Homes Tasmania Policy for Long Term Supported Accommodation, as set out in the Grant Deed. The successful Proponent will operate the established SAF providing safe, affordable and appropriate housing to people who have moderate living skills.

Residents will be over 18 years of age and selected from the Housing Register or existing residents of the Campbell Street SAF who meet the eligibility criteria and require supported accommodation.

**Onsite support**

The Proponent will provide onsite support, tenancy, and property management functions.

Support services will be informed by Advantaged Thinking to focus on each residents' individual capabilities and needs. This may include, but is not limited to:

* ensuring staff have the appropriate skills, qualifications, and experience to work with residents to develop or enhance their knowledge, skills and opportunities
* building on residents’ capabilities
* providing opportunities for residents to participate in their local communities
* providing support to residents to access mainstream and specialist services
* ensuring residents have the support they need to live a safe and happy life
* creating SAF communal spaces that are welcoming of residents’ family and friends
* data collection and reporting in line with the Residential Management Agreement and Grant Deed.

Tenancy and Property Management services will include, but are not limited to:

* preparation of and signing of leases and renewals
* vacancy control
* resident induction, including an overview of rights and responsibilities as a tenant
* income confirmation and monitoring, rent collection and proactive arrears management
* property inspections including at lease commencement and termination, in accordance with the *Residential Tenancy Act 1997*
* management of anti-social behaviour and property damage in collaboration with support services / workers
* ensuring residents have access to a complaints and appeals mechanisms
* data collection and reporting in line with the Residential Management Agreement and Grant Deed.

**Advantaged Thinking**

Support provided to residents in SAFs is guided by Advantaged Thinking practice which combines individual and structural approaches to change, by working with people to develop and invest in their talents and aspirations, enabling them to thrive, rather than focusing only on their immediate needs or issues.

Advantaged Thinking recognises people’s capabilities, talents and potential and creates the opportunities to realise them, while attending to the structural barriers that may be limiting those opportunities. This involves building the skills and talents of people, rather than starting with their deficits and problems, while at the same time investing in sourcing the opportunities, networks, and resources for people to use their skills and talents effectively.

**Provision of meals and laundry service**

Residents are expected to arrange their own meals and be responsible for their own laundry.

Meal preparation

Each resident has access to meal preparation facilities in their unit, consisting of hot plates, microwave, toaster, kettle and sandwich press. If required, support to obtain crockery, cutlery and basic cooking implements can be provided.

A communal kitchen and shared dining space is available for use by residents and provides sufficient space to prepare and share a meal with visiting family or for communal dining if residents choose to do so.

Laundry facilities

Residents have access to communal laundry facilities including washing machines and dryers, these are maintained by the service provider. Residents are required to supply their own laundry detergents.

**Provision of furniture**

Units are unfurnished. Residents are encouraged to furnish their own units, however service providers should support residents to obtain the basic necessities upon commencement of tenancy if required.

Communal areas, such as the dining area and lounge room are equipped with furniture to create a homely and welcoming feel and useable communal spaces. These areas are the responsibility of the service provider.

**Collocation with Y2I facility**

The Campbell Street SAF will be collocated with a new [Youth2Independence (Y2I)](https://www.homestasmania.com.au/housing-and-homelessness/Y21-Program) facility currently under construction and planned to commence operation by mid-2023. The Y2I service provider has been appointed though an RFGP process and the successful Proponent is Anglicare Tasmania.

**Evidence, in the Form of a service delivery plan, must be provided in the Proposal that outlines how the services provided will achieve the objectives and activities below and sustain good outcomes.**

* **operate a service that provides long term supported accommodation** – current residents of the Campbell Street SAF will remain at the service, subject to continuing to meet eligibility requirements.

Proponents should detail how on-site support will be provided, specifically noting how a transition period would be managed in the event of changes to the current model.

Evidence will include staff levels and rosters in addition to outlining how their management strategies will ensure:

* a safe environment for residents and staff, inclusive use of common spaces for all residents,
* support for residents to live a safe and happy life and participate in their local community
* secure and safe access to the site for visitors and other services,
* proactive tenancy management including responses to anti-social behaviour and property damage.

Proponents should also detail how their service practice will support a successful transition should a new service provider be appointed through the RFGP process.

* **be tailored to the strengths of each person** –a long term supported accommodation service will address the individual needs of each resident. Advantaged Thinking will be employed to ensure the individual needs of each resident are considered. Thisapproach will support residents to make positive choices about their own lives by focusing on their capabilities and skills.

Proponents should detail how their service will demonstrate:

* Advantaged Thinking and how their support for residents will be tailored to individuals,
* how they will support residents to participate in decisions that affect them by having a say, being heard and having their opinions valued.
* **provide a coordinated service response** – the successful Proponent will work with key allied and other services to deliver a connected and integrated service system response with a shared vision and collaborative practices. Roles will be clear, effective and focused on building skills and resilience to support the achievement of peoples dreams and aspirations, as well as supporting residents to address any issues that may impact their ability to successfully maintain a residential tenancy.

Proponents should detail how their service practice will:

* integrate with allied and other services, including the consideration for services to visit and provide support to residents.
* **be part of a community** – Campbell Street will build intentional connections within its local community to develop social inclusion and civic participation.

Proponents should detail how their service practice will:

* support community connection and opportunities for civic participation,
* consider a communication strategy for engagement with the neighbourhood and local stakeholders,
* outline management strategies that will be employed to support the successful provision of service at a collocation site with the new Y2I facility.
* **be culturally responsive** – the successful Proponent will demonstrate a culturally appropriate work practice and be inclusive of diversity including Aboriginal and Torres Strait Islander people, other cultures, community identity, religion, age, disability, sexual orientation and differences of thought, ideas and interests.

Proponents should detail how their service practice will

* support cultural and other diversity, ensuring all residents are valued, supported and included.
* **exit planning** – the successful Proponent will work with each resident to plan a safe and appropriate exit from their service should this be required or requested by a resident. Unplanned exits should be avoided, and no person should exit the service into homelessness. Where the exit of a resident from the service is unavoidable, alternative accommodation should be in place before a person is exited.

Proponents should detail how their service practice will

* support residents who choose to make a safe and appropriate exit from the service to alternate housing,
* outline how unplanned exits will be managed.

This Information will be assessed against the Qualitative Criteria.

### **3.2.2 Rent Setting**

The successful Proponent will be required to implement a rent setting model where:

* Resident’s rent will be income-based and set at 25 per cent of assessable income plus 100 per cent of Commonwealth Rent Assistance (CRA)
* Any subsidies or cost of living allowances received by tenants will not be included in rent calculations as assessable income
* Incomes consist of a mix of four main welfare income benefits – Disability Support Pension, Aged Pension, JobSeeker, and Youth Allowance
* Rent settings must maximise the CRA payable to the resident
* CRA maximisation will be achieved by charging a rent amount ensured to qualify for receipt of full CRA through providing a subsidy to the client (less any utilities recharge)
* An additional utilities recharge of $50 for all services (including WiFi, laundry and use of communal areas) is included in the over rental amount
* Current residents who sign a new lease with the successful Proponent will receive a subsidy from Homes Tasmania to cover the for the $50 utilities recharge fee
* New residents from 1 July 2023 will be charged a $50 per fortnight utilities recharge fee.
* 'Rent Payable' cannot exceed the market rent.



Bond consisting of 2 weeks rent will be required at the commencement of new tenancies. Bonds should be lodged through [*MyBond*](https://mybond.justice.tas.gov.au/LoginWithToken.aspx), with all Bonds held by The Rental Deposit Authority, in accordance with the [*Residential Tenancy Act 1997*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-1997-082?query=((PrintType%3D%22act.reprint%22+AND+Amending%3C%3E%22pure%22+AND+PitValid%3D%40pointInTime(20230117000000))+OR+(PrintType%3D%22act.reprint%22+AND+Amending%3D%22pure%22+AND+PitValid%3D%40pointInTime(20230117000000))+OR+(PrintType%3D%22reprint%22+AND+Amending%3C%3E%22pure%22+AND+PitValid%3D%40pointInTime(20230117000000))+OR+(PrintType%3D%22reprint%22+AND+Amending%3D%22pure%22+AND+PitValid%3D%40pointInTime(20230117000000)))+AND+Title%3D(%22tenancy%22)&dQuery=Document+Types%3D%22%3Cspan+class%3D%27dq-highlight%27%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D%27dq-highlight%27%3EAmending+Acts%3C%2Fspan%3E%2C+%3Cspan+class%3D%27dq-highlight%27%3ESRs%3C%2Fspan%3E%2C+%3Cspan+class%3D%27dq-highlight%27%3EAmending+SRs%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D%27dq-highlight%27%3ETitle%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D%27dq-highlight%27%3Etenancy%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D%27dq-highlight%27%3E17%2F01%2F2023%3C%2Fspan%3E%22#GS25@EN).

### **3.2.3 Communications strategy**

The successful Proponent will inform and consult with the local community, residents, and key stakeholders and may publicly promote the new service.

**Evidence, in the Form of a communications strategy, must be provided in the Proposal that outlines how the Proponent will achieve the objectives and activities below and sustain good outcomes.**

* communicate and engage with primary and secondary stakeholders
* make Information publicly available on its website
* respond to complaints about the service or people residing at Campbell Street
* engage with residents and their families to prevent or transition them out of homelessness
* engage with allied support services
* identify media opportunities and community engagement events
* consult with Homes Tasmania about any media opportunities relating to the service
* manage media enquiries, including how Homes Tasmania will be engaged in the process of preparing responses
* manage responses to requests from Homes Tasmania for ministerial and media enquiries received by Homes Tasmania

This Information will be assessed against the Qualitative Criteria.

### **3.3 Requirements for Capacity**

### **3.3.1 Specified personnel**

The successful Proponent will ensure it has the relevant skills, experience and availability of local personnel who are responsive to service delivery requirements over the term of the Grant Deed.

**Evidence must be provided to show that the Proponent is resourced to:**

* **provide a quality and skilled workforce –** Proponents should evidence this by submitting their organisational chart for operating the service, which considers capacity to be responsive to vacancy and leave arrangements
* **work with vulnerable people –** Proponents should evidence this by making available their relevant policies and practices used to ensure compliance with the requirements for working with vulnerable children.
* **deliver ongoing professional development and supervision** **to enhance staff performance** – Proponents should evidence this by making available their relevant policies and procedures for performance management and providing an annual budget for professional development.

This Information will be assessed against the Qualitative Criteria.

### **3.3.2 Sustainable financial model**

The successful Proponent will establish and maintain a sustainable financial model for managing the property over the term of the Grant Deed.

The indexed grant amount as set out in the Grant Deed (including GST) is:

* $76 661 in 2023-24 to be indexed annually for the remaining term.

The indexed utilities subsidy as set out in the Grant Deed (including GST) is

* $72 600 in 2023-24 to be indexed annually for the remaining term.

At the commencement of a further five-year Term, the utility subsidy will be reduced by the total utility charges received from new residents, to be indexed annually over the term.

Car parking revenue is to be sourced via leasing excess car parking spaces, which Homes Tasmania estimates to be 22 car parks at approximately $58 143 (including GST) per annum

Evidence must be provided to show the income and expenditure amounts budgeted by the Proponent including but not limited to staffing costs as per Specified Personnel, operational costs, and tenant damage, in accordance with the permitted expenditure of income as set out in the Grant Deed.

The financial model will apply any surplus cashflows remaining after permitted expenses are met, over the term of the Grant Deed.

**The Proposal must include a financial model in the format set out in *Attachment D: Template for Financial Model*.**

This Information will be assessed against the Quantitative Criteria.

### **3.3.3 Financial viability of organisation**

**Evidence, in the Form of audited financial statements for the past three financial years and copies of insurance certificate/s*,* must be provided to show the financial viability of the organisation does not pose a risk to the delivery of the service.**

This Information will be assessed against the Qualitative Criteria.

### **3.3.4 Governance**

The successful Proponent will have sound organisational governance and financial structures and practices in place, including professional accountability processes where this is appropriate, over the term of the Grant Deed.

**Evidence must be provided to show:**

* the governance arrangements for overseeing the operations and performance of the service
* identified risks and mitigation strategies
* business processes for monitoring quality and safety

This Information will be assessed against the Qualitative Criteria.

### **3.4 Requirements for Experience**

### **3.4.1 Working with vulnerable young people**

**The Proponent should provide a written response at *Part Four (F) Statement of Experience* to demonstrate their experience in, and learnings from, providing supported accommodation services specifically for men and women 18 years and over, who are experiencing or at risk of homelessness.**

Proponents should consider how their practice demonstrates alignment with the Policy for Long Term Supported Accommodation.

### **3.4.2 Working with allied services**

**The Proponent should provide a written response at *Part Four (F) Statement of Experience* to demonstrate their experience in, and learnings from, working with allied services in a supported youth accommodation environment.**

These may include, but is not limited to, alcohol and other drug services, primary health, mental health, financial and personal counselling services and NDIS.

### **3.5 Economic and Social Benefits Statement**

The Tasmanian Government is committed to ensuring expenditure by the Government on goods and services provides a corresponding benefit to the Tasmanian community, where possible.

As part of this commitment, Proponent will provide an Economic and Social Benefits Statement about the potential positive impact on the Tasmanian economy and wider community of being awarded this RFGP. This will include how the Proponent will identify opportunities for job creation, training and apprenticeships, for disadvantaged Tasmanians, and the use of local contractors and manufacturers in the supply chain to support the Tasmanian economy.

For more Information on Tasmania's Buy Local Policy visit <https://www.purchasing.tas.gov.au/Documents/Buy-Local-Policy>

**The Proposal must provide written response at Part Four (G) Economic and Social Benefits Statement.**

## **4 Implementation Timetable**

The implementation timetable is anticipated as follows:

|  |  |
| --- | --- |
| RFGP released | 4 February 2023 |
| Pre-proposal Briefing | 15 February 2023 |
| RFGP closed | 9 March 2023 |
| Presentations Shortlisted Providers (if required) | TBA |
| Evaluations completed | 31 March 2023 |
| Contracts executed | April |
| Public announcement | April |
| Contract start date | TBA |

## **5 Information to be provided by the Proponent**

Proposals must include at a minimum the following information, as set out in Part Four (A) – (G).

* *Part Four (A): Proposal Form*

Completed Proposal Form including Proponent details

* *Part Four (B): Financial Viability and Governance*

Completed Financial Viability and Governance Form including:

* + audited financial statements for the past three financial years and annual reports if available
  + copies of insurance certificate/s
  + evidence as described at 3.3.4
* *Part Four (C): Statement of Compliance*

intention to comply with the Mandatory Criteria:

* + Grant Deed
  + Head Lease
  + Homes Tasmania Requirements including but not limited to Policies and Legislation, and Key Performance Indicators (KPIs)
  + departures to any of the mandatory criteria to be provided using *Attachment C: Template for Departures/Term Sheet*, as applicable
* *Part Four (D): Service Delivery Approach*

A written response to each of the questions listed, plus submission of:

* + service delivery plan
  + communications strategy
* *Part Four (E): Statement of Capacity*

A written response to each of the questions listed, plus submission of:

* + organisation chart
  + duty statements
  + completed pro-forma *Attachment D: Template for Financial Model*
* *Part Four (F): Statement of Experience*

A written response to each of the questions listed.

* + working with men and women 18 years and over who are homeless or at risk of homelessness
  + working with allied services
* *Part Four (G): Economic and Social Benefits Statement*

A written response to each of the questions listed.

# **Part Four (A) – Proposal Form**

**REQUEST FOR GRANT PROPOSAL**

**RFGP Reference: D22/20742**

The Proponent submits this offer, by way of Proposal, to deliver Homes Tasmania's Requirements specified in the above-mentioned Request for Grant Proposal (RFGP).

**The Proponent:**

(a) agrees to the Conditions of Proposal, and in particular clause 13.3; and

(b) declares that the Information and particulars provided as part of this Proposal are accurate and correct.

**Proponent Details**

1. **Organisation Details of the Proponent:**

|  |  |
| --- | --- |
| Proponent's full legal name: |  |
| Individual Details (if applicable) | (Provide details below) |
|  | Title: |
|  | First Name: |
|  | Surname: |
| Street Address: | (Provide details below) |
|  | Street Number/Name: |
|  | Suburb: |
|  | State: |
|  | Postcode: |
| Postal Address: | (If different from above, provide details below) |
|  | Post Office Box: |
|  | City/Suburb: |
|  | State: |
|  | Postcode: |
| ABN *If yes, provide number:* | Yes  No |
| Is your organisation registered for GST?  *Note: Any questions on GST should be addressed  to the Australian Taxation Office* | Yes  No |
| Is your organisation a registered NDIS provider? | Yes  No |
| Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC)? | Yes  No |

1. **Contact person for this Proposal:**

|  |  |
| --- | --- |
| First Name: |  |
| Surname: |  |
| Position: |  |
| Work phone: |  |
| Mobile: |  |
| Email address: |  |

**(If this Proposal is signed by a person for and on behalf of the Proponent)**

Signed for and on behalf of the Proponent

by [Insert Name]

(who by his/her signature duly warrants his/her authority to bind the Proponent) in the presence of:

Signature of Witness

Full Name

Address

Occupation

**(If the Proponent is a natural person)**

Signed by [Insert Name]

in the presence of:

Signature of Witness

Full Name

Address

Occupation

# **Part Four (B) – Financial Viability and Governance**

1. **Please attach the Proponent's most recent audited Financial Statements for the past three financial years and Annual Reports if available.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Please indicate if the Proponent has the following:**   As part of the financial viability verification process you may be asked to provide copies of these documents. | Financial Policy and procedures | Yes  No | |
| Delegations (authorised financial delegates or decision makers) | Yes  No | |
| Business plan | Yes  No | |
| Risk management plan | Yes  No | |
| Minutes of board meetings | Yes  No | |
| 1. **Can the Proponent provide copies of these documents within seven days of a request by the Authority or Homes Tasmania** | Yes  No | | |
| 1. **Do any of the following apply to the Proponent?**   If the Proponent ticks **Yes** to any of these please provide a short explanation below.  Further Information may be requested. | Any form of current or pending litigation. | | Yes  No |
| Any significant financial matter which may impact on the organisation (e.g. insolvency or voluntary administration). | | Yes  No |
| Future commitments or contingent liabilities that might materially affect the organisation. | | Yes  No |
| *Comments:* | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Insurances**   The Proponent must identify insurance details (the figures included are the minimum that Homes Tasmania requires): |  | | |  | |
| Copies of insurance certificates attached.  *Must include Public Liability Insurance.* | | | Yes  No | |
|  | | |  | |
|  | **Insurer** | **Policy No.** | **Sum Insured** | | **Expiry Date** |
| Public Liability Insurance |  |  | $20 million per individual claim or series of claims arising out of a single occurrence. | |  |
| Professional Indemnity/ Negligence Insurance |  |  | $10 million per individual claim or series of claims arising out of a single occurrence. | |  |
| Workers' compensation Insurance |  |  |  | |  |
| Other Insurances (please list): |  |  |  | |  |

# **Part Four (C) – Statement of Compliance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Grant Deed**   If the Proponent answers **No**, please complete and submit *Attachment C: Template Departures / Term-Sheet - section Grant Deed.* | The Proponent accepts all the terms and conditions of the Grant Deed. | | Yes  No | |
| The Proponent accepts the requirements for working with vulnerable young people as set out in the Grant Deed. | | Yes  No | |
| The Proponent accepts the KPIs as set out in the Grant Deed. | | Yes  No | |
| If the Proponent does not accept all the terms and conditions of the Grant Deed, please indicate that the submission is a Non-Compliant Proposal.  *Must complete and submit Attachment C: Template Departures / Term-Sheet - section Grant Deed* | This Proposal is  Non-Compliant | |  |
| 1. **Head Lease**   If the Proponent answers **No**, please complete and submit *Attachment C: Template Departures / Term-Sheet - section Head Lease* | The Proponent accepts all the terms and conditions of the Head Lease. | | Yes  No | |
| If the Proponent does not accept all the terms and conditions of the Head Lease, please indicate that the submission is a Non-Compliant Proposal.  *Must complete and submit Attachment C: Template Departures / Term-Sheet – section Head Lease* | This Proposal is  Non-Compliant | |  |
| 1. **Homes Tasmania Requirements - ALL of RFGP Part Three Specification**   If the Proponent answers **No**, please complete and submit *Attachment C: Template Departures / Term-Sheet - section Homes Tasmania Requirements* | The Proponent is able to meet Homes Tasmania's Requirements as stated in all of Part Three Specification, of the RFGP document. | | Yes  No | |
| If the Proponent does not meet Homes Tasmania's Requirements, please indicate that the submission is a Non-Compliant Proposal.  *Must complete and submit Attachment C: Template Departures / Term-Sheet - section Homes Tasmania Requirements* | This Proposal is  Non-Compliant | |  |

# **Part Four (D) – Service Delivery Approach**

**Service Delivery Plan**

|  |  |  |
| --- | --- | --- |
| 1. **Please indicate if the Proposal includes:**   Format to be determined by Provider. | Service Delivery Plan | Yes  No |

**Legislative compliance**

|  |
| --- |
| 1. **Describe how your proposed approach will comply with relevant legislation:** |

**Communication Strategy**

|  |  |  |
| --- | --- | --- |
| 1. **Please indicate if the Proposal includes:**   Format to be determined by Provider. | Communications Strategy | Yes  No |

# **Part Four (E) – Statement of Capacity**

**Specified Personnel**

|  |  |  |
| --- | --- | --- |
| 1. **Describe your proposed approach to the staffing structure, including the number of FTEs and their roles and responsibilities and how you intend to recruit qualified and skilled local personnel:** | | |
| 1. **Please indicate if the Proposal includes:**   Format to be determined by Provider. | Organisation Chart | Yes  No |
| 1. **Please indicate if the Proposal includes:**   Format to be determined by Provider. | Duty Statements for all positions | Yes  No |
| 1. **Please indicate if the Proposal includes:**   Format to be determined by Provider. | Policies and procedures to comply with working with vulnerable children | Yes  No |
| 1. **Please indicate if the Proposal includes:**   Format to be determined by Provider. | Policies and procedures for staff development and performance management | Yes  No |
| 1. **Can the Proponent provide copies of these documents within seven days of a request by the Authority or Homes Tasmania ?** | As part of the evaluation process you may be asked to provide copies of these documents. | Yes  No |

**Sustainable Financial Model**

|  |  |  |
| --- | --- | --- |
| 1. **Please indicate if the Proposal includes:**   As set out in *Attachment D: Template for Financial Model.* | Financial Model | Yes  No |
| 1. **Describe the key issues for your financial model, including assumptions and constraints:** | | |

# **Part Four (F) – Statement of Experience**

|  |
| --- |
| 1. **Please describe the breadth and detail of the experience your organisation has in working with men and women 18 years and over who are homeless or at risk of homelessness, as described at Part Three clause 3.4** (*maximum 2000 words*). |
| 1. **Please describe the breadth and detail of the experience your organisation has in working with allied services, as described at Part Three clause 3.4** (*maximum 2000 words*). |

# **Part Four (G) – Economic and Social Benefits Statement**

1. **Detail how you will have a positive impact on the Tasmanian community or economy.**

You should answer all questions below and provide as much information as you think necessary *(note - the response boxes will expand to accommodate your answer).*

Where possible, provide details such as actual numbers of staff and their location and the value of goods or services purchased to support your claims.

|  |
| --- |
| Are you a Tasmanian Small to Medium Enterprise (SME\*)? Do you employ Tasmanians? |
| |  | | --- | | Insert your answers here (*refer Guidance information below*). |   *Guidance information (can be deleted): Below are some examples you may consider including in response to this question:*   * *Are you a Tasmanian SME?* * *How many Tasmanian jobs will be supported by this procurement activity?* * *How many people do you employ in Tasmania?* * *Provide an estimate of the number of labour hours worked by Tasmanian-based employees versus other employees.* * *Would any new Tasmanian jobs be created by the proposed contract - how many?* * *If you are not a Tasmanian SME, will you be setting up a local Tasmanian office and employing local staff?* |
| Where are the goods or services to be used in the contract sourced from? |
| |  | | --- | | Insert your answers here (*refer Guidance information below*). |   *Guidance information (can be deleted): Below are some examples you may consider including in response to this question:*   * *Does your business provide all the goods and services identified in your submission?* * *If not, will the goods or services identified in your submission be provided by or sourced from Tasmanian SMEs? If possible, provide a list.* * *Provide an estimate of the value of locally sourced goods and services versus imported.* * *Outline how your submission will incorporate local products, services and capabilities.* |
| Opportunity for Tasmanian SME\* involvement |
| |  | | --- | | Insert your answers here (*refer Guidance information below*). |   *Guidance information (can be deleted): Below are some examples you may consider including in response to this question:*   * *Will you source components of your offer from other Tasmanian SMEs or sub‑contractors? If possible, provide details.* * *How will you identify and engage with sub‑contractors or other Tasmanian SMEs to deliver the contract? Will you use existing supply chains or advertise sub-contracting or supply opportunities? Will you liaise with local industry groups?* * *Are there opportunities to transfer skills to a Tasmanian SME or sub-contractor?* |
| Broader social and economic opportunities |
| |  | | --- | | Insert your answers here (*refer Guidance information below*). |   *Guidance information (can be deleted): Below are some examples you may consider including in response to this question:*   * *Are there any other benefits that your organisation or this specific contract will provide to the Tasmanian economy?* * *Will this contract lead to new skills or expertise being developed within Tasmania?* * *Will trainees or apprentices be appointed? If yes, how many and in which profession?* * *Does your organisation provide opportunities for pathways to employment for disadvantaged Tasmanians?* * *Do you support the Tasmanian community, for example through formal support, sponsorship, volunteering or in-kind support?* |
| Local innovative solutions |
| |  | | --- | | Insert your answers here (*refer Guidance information below*). |   *Guidance information (can be deleted): Below are some examples you may consider including in response to this question:*   * *Does your submission involve adding value to imported goods or services through local development or innovation?* * *Is your organisation developing strategies to provide goods or services to the Tasmanian economy that have historically been imported from interstate or overseas?* * *Does your organisation offer any innovative solutions that might benefit the broader Tasmanian community and economy? Provide details.* |
| Completed and endorsed |
| .........................................................................................  Name and position  .........................................................................................  Signature  ........../.........../...........  Date |

\*Tasmanian SMEs are Tasmanian businesses employing less than 200 people.

# **Attachment A: Grant Deed**

# **Attachment B: Head Lease**

# **Attachment C: Template Departures / Term-Sheet**

|  |  |
| --- | --- |
| **RFGP Number:** | **D22/20742** |
| **Date:** | [**Insert Date**] |
| **Proponent:** | [**Insert Proponent Name**] |

**Additional rows may be added by proponents to the appropriate section of this Form, as required.**

| **No.** | **Document Clause ref.** | **Proponent's requested change** | **Proponent's explanation** |
| --- | --- | --- | --- |
| 1. **Grant Deed**Unless the context otherwise requires, expressions used in the Grant Deed have the same meaning when used in the below section this table. | | | |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| 1.4 |  |  |  |
|  |  |  |  |
| 1. **Head Lease**Unless the context otherwise requires, expressions used in the Head Lease have the same meaning when used in the below section this table. | | | |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| 2.3 |  |  |  |
| 2.4 |  |  |  |
|  |  |  |  |
| 1. **Homes Tasmania Requirements *all of Part Three Specification*** Unless the context otherwise requires, expressions used in the RFGP document have the same meaning when used in the below section this table. | | | |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 3.3 |  |  |  |
| 3.4 |  |  |  |
|  |  |  |  |

# **Attachment D: Template for Financial Model**





**Annie Abbott**

**Phone: (03) 6166 3628**

**Email: housing.programs@homes.tas.gov.au**