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| **RFx returnable schedule**  GROW Gippsland Regional Toolkit  March 2019 |

**RFx Returnable Schedule**

***Notes to users:*** *Please consider the specific social and local outcomes you are seeking to achieve in the delivery of the project/services and pick (and adapt as needed) the relevant questions below to include in your returnable schedule.*

Tenderers will be evaluated on any social and local outcomes that will be created in the Gippsland Region during the delivery of the ***[project/services]*** and any ongoing or lasting outcomes after the conclusion of the ***[project/services]***. Please refer to ***[insert references to the evaluation criteria and the blurb about GROW Gippsland]*** for further information.

**Social and local outcomes to be created in the Gippsland Region**

1. Please select the options below that best describes your organisation.

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| **Organisation type** | **Select one with ‘X’** |
| Gippsland business (a business that has its head office within Gippsland) |  |
| Significant Gippsland Based Office / Site / Depot with a Majority Gippsland Workforce (>50%) used for all Gippsland work undertaken but head office outside of region |  |
| Majority Gippsland Workforce (>50%) used for all Gippsland work undertaken, but head office outside of region and no Gippsland based office / site / depot |  |
| Mixed workforce (<50% Gippsland based) used for all Gippsland work undertaken, but head office outside of region and no Gippsland based office / site / depot |  |
| Non-Gippsland head office and workforce and no Gippsland based office / site / depot |  |

1. Is your organisation a social enterprise, Aboriginal-owned business, Disability enterprise or similar? And, if so, please provide a brief description below, including any relevant certifications.

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1. Will your organisation engage with (which could include sub-contracting) the following types of entities in the Gippsland Region as part of the supply chain or delivery of the ***[project/services]***?
2. Local Gippsland businesses (Gippsland based or owned)
3. Social enterprises
4. Aboriginal-owned businesses
5. Disability enterprises
6. Other?

And, if so, please provide a brief description of the relevant entities and their involvement below.

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| **Organisation name** | **Organisation type** | **Involvement in the delivery of the project/services** |
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1. During the delivery of the ***[project/services]***, will your organisation (or any sub-contractors or organisations in the supply chain) pro-actively employ or contract job seekers in the local Gippsland Region with barriers to work such as:
2. Aboriginal people
3. People who have been unemployed for more than 6 months
4. People with a disability
5. Young people who have not found ongoing work
6. Transitioning workers
7. Newly arrived migrants and refugees

And, if so, please provide a brief description below.

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| **Type of job seekers that will be employed/contracted for the delivery of the project/services**  *\*This can include existing employees or contractors that have barriers to work that will be engaged in this project\** | **Who will employ/contract the job seekers (e.g.: the tenderer, sub-contractors, supply chain etc.)?** | **Estimated number of job seekers to be employed/contracted** | **Estimated total hours of work per individual during the delivery of the project/services** |
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1. Will your organisation (or any sub-contractors or organisations in the supply chain) provide employment pathways (including apprenticeships, traineeships etc.) in the Gippsland Region during the delivery of the ***[project/services]***? And, if so, please describe this below.

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|  | **Select one with ‘X’** | | **If yes, briefly describe how this will be delivered.** |
| **Yes** | **No** |
| **Will your organisation provide employment pathways in the Gippsland Region during the delivery of the *[project/services]*?** |  |  |  |
| **Will any of your sub-contractors or organisations in the supply chain provide employment pathways in the Gippsland Region during the delivery of the *[project/services]*?** |  |  |  |
| **Will your organisation (or any sub-contractors or organisations in the supply chain) provide other relevant employment outcomes in the Gippsland Region during the delivery of the *[project/services]*?** |  |  |  |

1. Will your organisation make an economic contribution to the Gippsland Region such as utilisation of locally produced and manufactured materials? And, if so, please describe this below.

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| **Type of economic contribution** | **Brief description** |
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1. Describe any other social or local outcomes that will be created in the Gippsland Region during the delivery of the ***[project/services]*** as well as any lasting and ongoing social outcomes (e.g. youth scholarships, infrastructure for community use, ongoing business involvement, working with local employment services etc.).

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1. The draft contract includes our reporting requirements. In accordance with these requirements, describe how you will record, monitor and report on the social and local outcomes achieved during the delivery of the ***[project/services]*** and at the conclusion of the contract.

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1. Please include any relevant case studies or references demonstrating how your organisation has achieved social and local outcomes in other relevant projects that may support any of your preceding answers.

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1. Is your organisation a GROW Gippsland compact signatory or does it intend to become one? (For further information refer to: [www.growgippsland.com.au](http://www.growgippsland.com.au)

**Additional considerations for users that the Victorian government’s Social Procurement Framework applies to:**

* Please refer to your organisation’s social procurement strategy to see which social and sustainable objectives it is seeking to achieve through its procurement. As part of implementing the strategy, your organisation will be required to update any relevant policies, templates and guidance to meet its SPF obligations. This template may be a good starting point.
* Examples of additional information you may require in response could be information on the supplier’s business practices (e.g. gender equality strategy, environmental policy etc.).
* For more information refer to the guidance on the Buying for Victoria website: <https://buyingfor.vic.gov.au/social-procurement-framework>