

ONLINE FORMS

Overview

As of 1 August 2017, the standard suite of Industry Participation Forms are available as online forms through iApply.

This will be the preferred method for the completion of these forms as it will allow for better data collection, streamlined reporting processes and is the first step in a digital end to end process for meeting the requirements under the Industry Participation Policy.

The only forms not available online at this stage are tailored Economic Contribution Tests (ECT) or Industry Participation Plans (Plan). These will continue to be provided directly to the Responsible Government Agency (RGA) for inclusion in tender documentation and completed as an electronic document.

Questions, issues and feedback can be directed to the new Public Projects and Participation (PPP) Division of DSD that is responsible for the Forms and Policy Framework documents:

Phone 8226 8967

Email ipp@sa.gov.au

The Office of the Industry Advocate will continue to provide guidance and advice to businesses completing the IPP requirements, including any issues raised with the online system.

The Process

- Businesses are directed to complete the relevant SA IPP documentation through the tender documents as is the case now.
 - Instead of attaching a word document of the form, a link is to be provided to the PPP website where they can access the link to the online form.
- The business will complete the online form. On submission, a copy of the form will be emailed to the business contact person. Contained in this email will be instructions for the business to include the submission email and the PDF attachment to the RGA with the remainder of their tender response.
 - Note that PPP will also receive an email notification that a form has been submitted. No action will be taken with this notification until the RGA provides instruction to PPP.
- The RGA will need to review the information contained in the IPP document to ensure it is complete and accurate.
- For ECTs, the system will calculate the score automatically and will be included in the PDF form for the RGA to include in their evaluation scores.
- For Plans, the PDF forms submitted will be forwarded by the RGA to PPP via ipp@sa.gov.au seeking assessment, noting any concerns with the content in the Plan responses.
- PPP will provide an assessment back to the agency on the Plans with scores to be included into remaining evaluation weightings.
- Once the contract is awarded, the RGA will be required to notify PPP of the successful business and relevant contract award information. A proforma has been developed and will be supplied with the assessment to make this process as simple as possible.

Online Forms FAQs & User Guide

Which form do I need to complete?

The tender document issued by the agency should stipulate whether you need to complete an Economic Contribution Test (ECT) or Industry Participation Plan (IPP). It should also tell you whether you need to select a metropolitan or regional area from the list (or in some case the Northern Economic Plan region or Upper Spencer Gulf region).

What is the Tender Reference Number?

The Tender Reference Number is a unique identifier that some agencies use for each tender. It will generally precede the name of the Tender/contract. If the documentation you have doesn't have one, then select "no" for that question.

The value field comes up with an error when I try to put the amount in.

All \$ value fields in the templates are restricted to a numerical format. You need to enter the amount with no commas, spaces or symbols.

What do I need to do once I have submitted my form?

You will receive a confirmation email with a pdf copy of the form attached. You will need to submit the email and the pdf with the remainder of your tender documents to the agency.

Why does the ECT provide me with a score but the IPP doesn't?

The ECT assessment is a quantitative assessment and the score is determined using background calculations. This enables a score to be produced on completion of the form. The IPP has a quantitative component and a qualitative component to the assessment. Therefore, the score is established outside of the online system.

What does Responsible Government Agency mean?

This is the agency that has released the tender or asked for the quote. You will be able to choose from a list from within the form. If the Agency is not listed, please select 'Other' and enter the relevant Agency.

Who is the Agency Contact Person?

The Agency contact person is the nominated person to ask questions for the tender and will be listed in the tender documents. If you are submitting a quote that doesn't have a nominated contact person then use the name of the person who has requested the quote.

The link is not working – it is asking me to login or is coming up with a locked message.

Q: Are you trying to access a previously saved form?

Yes: You will need to log in to iApply using the credentials used when the form was first saved.

No: Please use the button on our website to access the form. You cannot use a link to a specific form.

I haven't received my email confirmation. What can I do?

Please contact us on 8226 8967 to investigate the issue further.

Forms are slow

There are complex calculations being performed in the background of the form that may slow the next page from loading at times.

Error: Economic Contribution Test Score is loading

Please wait a minute then try pressing next again. There are complex calculations being performed in the background of the form that may slow the next page from loading at times.

Features

- The online forms are interactive based on the responses entered by the business. As such, there are now only two online forms Economic Contribution Test and Industry Participation Plan. The table below indicates the different responses that can be obtained through these forms.

| Economic Contribution Test | | Industry Participation Plan |
|--|-----------------------------|-----------------------------|
| Metropolitan | • Services Only | Metropolitan |
| | • Goods/Products Only | |
| | • Services & Goods/Products | |
| Regional | • Services Only | Regional |
| | • Goods/Products Only | |
| | • Services & Goods/Products | |
| Northern Economic Plan Region | • Services Only | Northern Economic Plan |
| | • Goods/Products Only | |
| | • Services & Goods/Products | |
| Upper Spencer Gulf Plan Region – Construction Only | • Services Only | Upper Spencer Gulf Plan |
| | • Goods/Products Only | |
| | • Services & Goods/Products | |

Transition Period Notes (up to 1 October 2017)

- The transition period allows time for RGAs to update their procurement documents with these links however anyone who accesses the documents through the website will be directed to the online form.
- Should a mixture of new and old forms be received for one tender call, PPP in consultation with the RGA will determine the most appropriate assessment method.
- Should a business have issues completing the form online, a word version can be requested by contacting PPP at ipp@sa.gov.au

Website Update

We have also launched a new [Public Projects and Participation website](#) that contains links to these forms in addition to the suite of related documents such as the SA Industry Participation Policy (SAIPP), Guidelines, Frequently Asked Questions etc. The [Industry Advocate website](#) will remain and there will be links from the existing site to the new PPP site to ensure any tender documentation in development or in the market through the transition period will direct the tenderer to the correct information.