

Industry Participation Plan Checklist

If as part of a government tender you have been asked to complete an Industry Participation Plan (IPP), this checklist will help you prepare all the information you need to complete the online form.

It is recommended that you work through this checklist and consolidate all information required prior to completing the online form.

This Industry Participation Plan is required under the South Australian Industry Participation Policy for contracts of \$4 million (\$1 million in Regional South Australia) or more but less than \$50 million delivered in South Australia. (All prices are GST)

PLEASE NOTE: *It is important that you complete ALL sections of the form template, even if you believe some sections are repetitive. The offices evaluating your IPP may not have access to your full tender response and may only be able to award you for marks for the information you provide in this form.*

The Industry Participation Form can be accessed at saipp.sa.gov.au



CONTRACT DETAILS

You will need to detail the following information in the first section of the form:

- Tender Title & Reference Number**
You will need to input the name of the tender and reference number (if supplied) as detailed in your bid documents.
- Agency Contact Person**
This will be the person detailed as the contact person in your bid documents.
- Tender Value**
You will need to determine the total value of your tender, inclusive of GST. This should include all the options you are proposing, and consider the full life of the contract, including any possible extensions.

LABOUR SOURCING FROM SOUTH AUSTRALIA

This section of the form measures the potential economic benefit to the State through the use of local labour and supply inputs (e.g. contract management, merchandise, finished products, food and beverages, supplies and raw materials).

For each employment or supply input, you will be required to complete the following details and labour value estimations.

Please ensure that the total value of all Labour and Sourcing inputs is equal to your Tender Value to ensure you are given rightful marks.

PLEASE NOTE: As part of this section, you will also be asked to enter an 'economic benefit descriptor' for both the region and for SA as a whole. These benefit descriptors will be aligned to the 'regional' plan you have been asked to complete, either:

- Metropolitan Adelaide
- Regional South Australia
- Northern Economic Plan Region
- Upper Spencer Gulf Economic Region

- Work Details**
In this section you will be asked to describe details of the labour source, including:
 - the type of labour or supply input
 - supplier business and location (if known)
 - estimated value of the work/supply package/contract.

For the following questions of the IPP, you'll need to refer to the Economic Benefit Value Descriptor Rating Table. Please see page 2 for reference and guidance in answering these questions.

- Package/Supply Package/Contract Value**
Here you'll need estimate the economic benefit of the labour and supply inputs of each package for:
 - The Region
 - South AustraliaYou will need to enter an appropriate descriptor for each.
- Labour Value**
In addition, you will also need to delineate descriptors and values for the 'labour' specifically for each page. This will include entering a descriptor and \$ value for labour.
- Total Value**
You will then need to consider TOTAL VALUE of all packages and labour, input as \$ values

APPRENTICES AND TRAINEES

This section of the form measures the potential economic benefit to the State through the hiring of new or existing apprentices or trainees. If you are hiring apprentices as part of your bid, you will need to detail if your business will:

Yes No Use existing apprentice(s) or trainee(s) from South Australia in delivery of the contract.

Yes No Engage new apprentice(s) or trainee(s) from South Australia in delivery of the contract.

PLEASE NOTE: By answering yes to one or both of the above questions, the Office of the Industry Advocate will contact your business and seek details on:

- the labour hours used by apprentices or trainees on the contract should you win, and
- which economic sectors those apprentices and trainees are performing in.

INVESTMENT IN SOUTH AUSTRALIA

This section of the form measures the potential economic benefit to the State through the hiring of new or existing apprentices or trainees. If you are hiring apprentices as part of your bid, you will need to detail if your business will:

Facility Description
You will be asked which facility descriptions from a dropdown list that best reflects your South Australian involvement in delivering this contract.

- Office Only
- Distribution Centre
- Assembly Plant
- Manufacturing Plant
- None of the Above

Value of investment
You will be asked if you will invest in new or existing equipment, plant or machinery to deliver the contract, detailing a \$ value range

Research, Intellectual Property Requirements and Declaration
You will be asked about SA research and intellectual property to deliver this project and detail a yes or no response

ECONOMIC BENEFIT VALUE DESCRIPTOR RATING TABLE

GUIDANCE NOTES:

- Do not just include those supply items sourced from South Australia. An estimated value of the item is important for our scoring methodology, if no value is provided we are unable to allocate a full score.
- Please use principal place of residence to determine South Australian/regional labour (do not include fly in/fly out labour).
- Where a work package is a labour only service (e.g. Project Management) please list the value in both column 3 and column 5.
- When responding to questions about the Region, Region = relevant State Government Region or Special Economic Region (i.e. Northern Economic Plan Region).
- When responding to questions about South Australia, Region = South Australia as a whole.

Guidance			
Economic Benefit Descriptor	Services	Goods	Construction
Very Strong	All SA labour including support services	SA manufactured, assembled goods, materials sourced from SA	SA based sub-contracting business, total SA labour, machinery and materials
Strong	At least 80% SA labour including support services	SA manufactured, assembled goods, SA based workforce, majority of materials sourced from outside SA	SA based sub-contracting business, strong SA labour and machinery but significant non SA materials/product
Positive	At least 60% SA labour including support services	SA assembled goods, majority of materials sourced from outside SA	Majority SA labour but significant non SA materials/product or machinery
Low	At least 40% SA labour including support services	SA retail and installation, no assembly, manufacturing, plant or high-value add	Between 40% and 60% SA labour, but significant non SA materials/product or machinery
Very Low	At least 20% SA labour including support services	SA installation only, no assembly, manufacturing or retail	Between 20% and 40% SA labour but significant non SA materials/product or machinery
Nil	No SA labour	All external supply to SA, no installation	No SA labour