



Australian Government

Department of Education, Employment and Workplace Relations

LGACOM410A Prepare response to tenders

Release 2

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Modification History

LGACOM410A Release 2: Layout adjusted. No changes to content.

LGACOM410A Release 1: Primary release.

Unit Descriptor

This unit covers responding to tenders by preparing a tender bid or submission.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Identify requirements of the tender | 1.1. Project specifications are identified. 1.2. Scope of the job is defined by review of supplied details. 1.3. All available <i>information</i> is obtained from the <i>tender</i> supplier, including protocols. 1.4. Other successful bid documents are accessed to inform tender bid. 1.5. Appropriate personnel are consulted regarding availability and capacity to perform work. 1.6. <i>Resources</i> required to compete for tender are determined. |
| 2. Prepare relevant information | 2.1. Resource requirements are identified. 2.2. Information is collated and prepared in an appropriate format. 2.3. Information is circulated to appropriate personnel for review and modifications are undertaken. |
| 3. Carry out benchmarking of resources with other council or industry sections | 3.1. Section resources are reviewed against current core and non-core activities. 3.2. Comparable relevant external bodies are identified. 3.3. Value-added opportunities are identified. 3.4. Resource requirements are compared. |
| 4. Prepare a tender bid | 4.1. <i>Estimations</i> are detailed in accordance with established procedures and requirements, balancing time, cost, quality and quantity against the tender specifications. 4.2. Work is defined and appropriately sequenced in accordance with requirements. 4.3. Contingency plans are detailed in accordance with established procedures. 4.4. Bid is prepared according to identified format and council requirements. 4.5. Budget approval is sought. 4.6. Bid is submitted to tenderer. |

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- logical argument for written reports
- verbal presentation of bid

Required Knowledge

- national competition policy and its application at state and enterprise level
- core and non-core activities
- occupational health and safety
- strategies, policies and procedures on sustainable practice
- risk assessment
- work flow

Evidence Guide

| | |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overview of assessment requirements | A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated. |
| Critical aspects of evidence to be considered | <ul style="list-style-type: none">• Indication of meeting all legislative requirements• Adherence to sustainable practices• Resources are available and section has capacity |
| Context of assessment | On the job or in a simulated work environment. |
| Method of assessment | The following assessment methods are suggested: <ul style="list-style-type: none">• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies• written and/or oral questioning to assess knowledge and understanding• completion of workplace documentation• third-party reports from experienced practitioners• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor |
| Evidence required for demonstration of consistent performance | Evidence will need to be gathered over time across a range of variables. |
| Resource implications | Access to a workplace or simulated work environment that encompasses the following resources: <ul style="list-style-type: none">• copy of national competition policy• council documentation relating to tender process• real or simulated case studies of tender subjects |

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Information from tender supplier*** may include:
- specifications
 - performance measures
 - due date
 - number of copies required
 - format of information
 - protocols
- Tenders*** may include:
- in-house
 - negotiated
 - open
 - selective
- Resources*** may include:
- work
 - time
 - personnel
 - equipment
- Estimates*** may include:
- oral
 - written

Unit Sector(s)

Administration

Competency field

Not applicable.