



Australian Government

PSPGEN068 Develop a tender submission response

Release: 1

PSPGEN068 Develop a tender submission response

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV603B Develop a tender submission response . • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to prepare a written submission responding to a tender to provide goods or services on a cost recovery or for profit basis. It includes identifying opportunities to provide goods or services, analysing tender requirements, determining proposal methodology, preparing estimates, submitting a tender and reviewing the tender process.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously consulting others as required, performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify opportunities to provide goods or services	1.1 Identify business unit or organisation place in the market. 1.2 Identify and match organisational resources or expertise available for purchase to opportunities. 1.3 Develop business case to demonstrate viability of opportunities and submit for approval.
2. Analyse tender requirements	2.1 Identify scope of the tender requirement. 2.2 Confirm requirements with the funder or purchaser. 2.3 Identify and clarify cultural issues where necessary.
3. Determine proposal methodology	3.1 Select methodology based on available resources, available expertise and client requirements.
4. Prepare estimate	4.1 Prepare estimate to take account of all requirements and allow for contingencies. 4.2 Structure estimate to provide for cost recovery or profit. 4.3 Estimate costs to enable provision of goods or services to the standards required by the client. 4.4 Check estimate for accuracy and detail.
5. Submit a tender	5.1 Prepare tender. 5.2 Address required details and meet client requirements in preparing tender response. 5.3 Submit tender within required timeframe. 5.4 Meet organisational recordkeeping requirements for tender responses.
6. Review tender process	6.1 Negotiate changes and variations to the tender to meet the needs of the client and the organisation in accordance with contractual arrangements and delegated authority. 6.2 Evaluate tender response, outcome and preparation process using feedback from a range of stakeholders and use the results to improve subsequent quotations.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV603B Develop a tender submission response .

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN068 Develop a tender submission response

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, policy and guidelines
- using numeracy in selecting and applying mathematical concepts, estimating, checking reasonableness of results
- using mathematical language to communicate mathematical information
- managing financial and other resources
- using literacy for oral and written clarification of issues and for negotiating variations and changes with clients
- using required language and style for written submissions
- using technical and other vocabulary
- networking strategically with clients, suppliers and stakeholders
- evaluating and reviewing information

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- state/territory or Commonwealth legislation and guidelines that apply to selling government services locally, nationally and internationally
- organisational guidelines, policies and practices
- financial accountability requirements
- legal requirements of selling government services

- implications of different contracting agreements
- whole-of-life considerations
- delegations
- approval processes
- range of evaluation methods
- tender management processes
- public sector legislation, including WHS and environment, in the context of developing tender responses

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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