



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV603B Develop a tender submission response

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the preparation of 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.

In practice, developing a tender submission response may overlap with other generalist or specialist public sector work activities such as applying government systems, acting ethically, complying with legislation, managing resources, managing risk, etc.

This is one of 2 units of competency in the *Working in Government* Competency Field dealing with quoting/tendering for work. The related unit is:

- PSPGOV407B Provide a quotation

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify opportunities to provide goods or services	1.1 The business unit's or organisation's place in the market is identified. 1.2 Organisational resources/expertise available for purchase by others are identified and matched to opportunities. 1.3 Business case is developed to demonstrate viability of opportunities and is submitted for approval in accordance with organisational policy and procedures.
2. Analyse tender requirements	2.1 Scope of the tender requirement is identified. 2.2 Requirements are confirmed with the funder/purchaser in accordance with organisational policy and procedures. 2.3 Cultural issues are identified and clarified where necessary particularly when responding to international opportunities to sell services.
3. Determine proposal methodology	3.1 Methodology is selected based on available resources, available expertise and client requirements. 3.2 Methodology is selected in accordance with organisational and public sector requirements for probity and accountability.
4. Prepare estimate	4.1 Estimate is prepared to take account of all requirements and allows for contingencies. 4.2 Estimate is structured to provide for cost recovery or return a profit according to legislation, policy and procedures. 4.3 Costs are estimated to enable provision of goods or services to the standards required by the client. 4.4 Estimate is checked for accuracy and detailed in accordance with organisational procedures and client requirements.
5. Submit a tender	5.1 Tender is prepared in accordance with organisational policy and procedures. 5.2 Required details are addressed and client requirements met in preparing tender response. 5.3 Tender is submitted within required timeframe. 5.4 Organisational recordkeeping requirements for tender responses are met.
6. Review tender process	6.1 Changes and variations to the tender are negotiated to meet the needs of the client and the organisation in accordance with contractual arrangements, organisational policy, procedure and delegated authority. 6.2 Tender response, outcome and preparation process are evaluated using feedback from a range of stakeholders and the results are used to improve subsequent quotations.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, policy and guidelines
- using numeracy in selecting and applying mathematical concepts, estimating, checking reasonableness of results
- using a range of 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
- responding to diversity, including gender and disability

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- 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
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of developing tender responses

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC601B Maintain and enhance confidence in public service
 - PSPGOV601B Apply government systems
 - PSPGOV602B Establish and maintain strategic networks
 - PSPGOV605A Persuade and influence opinion
 - PSPLEGN601B Manage compliance with legislation in the public sector
 - PSPMNGT602B Manage resources
 - PSPMNGT608B Manage risk
 - PSPMNGT609B Formulate business strategies
 - PSPMNGT610A Manage public sector financial resources
 - PSPMNGT613A Develop partnering arrangements
 - PSPPM601B Direct complex project activities

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- development of tender submission responses in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to development of tender responses
- case studies and workplace scenarios to capture the range of situations likely to be encountered when developing tender submission responses

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing tender submission responses,

including coping with difficulties, irregularities and breakdowns in routine

- development of tender submission responses in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

<i>Business unit</i> may refer to:	• a program • sub-program • cost centre • area • division • branch • production unit or section located within the organisation
<i>Business case</i> may be in the form of:	• memo • report • email (for electronic signature) • letter • formal business case format
<i>Tender</i> may include:	• expression of interest • request for proposal • request for offer • request for tender
<i>Legislation, policy and procedures</i> may include:	• State/Territory and Commonwealth legislation and regulations such as: • public sector management acts • privacy legislation • freedom of information • equal employment opportunity, anti-discrimination and harassment legislation • employment legislation • occupational health and safety legislation. • ethics and accountability standards • public sector standards • organisational policy, procedures and protocols • international legislation/codes of behaviour • enterprise bargaining agreements • award conditions/requirements • strategic and business plans • delegation guidelines

Services quoted may include:	• electronic • computerised • bureau services • procedural systems • training • mechanical
Clients may include:	• private sector organisations • Commonwealth, State/Territory or Local Government organisations • intra-agency units
Stakeholders may include:	• all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services, including: • employees at all levels of the organisation • clients • other public sector organisations • union and association representatives • boards of management • government • Ministers

Unit Sector(s)

Not applicable.

Competency field

Working in Government.