# **Response Schedule X – Social Procurement Commitment Proposal**

**DRAFTING NOTE:**

These model clauses are designed for inclusion in invitations to supply, as a standalone section of the response schedules. The Bidder’s response at section x.3 Social Procurement Commitments will form its Social Procurement Commitment Proposal.

For advice and support on how to use model clauses, please contact:

* the DJPR team for projects under $20 million at socialprocurement@ecodev.vic.gov.au
* the DTF team for projects over $20 million at spf.assurance@dtf.vic.gov.au

The Bidder’s response at section X.3 Social Procurement Commitments will form its Social Procurement Commitment Proposal.

The clauses are drafted in generic language to minimise the need to align them with the language of the Invitation to Supply.

Key steps:

1. Ensure that the words or phrases in these clauses are consistent with the words or phrases used in this Invitation to Supply. For example, the words or phrases ‘Bidder’, ‘Agency’ and ‘Agreement’ may need to be changed.
2. Update the references to ‘Response Schedule X’ to reflect the structure of this Invitation to Supply.
3. Remove all drafting notes from this Invitation to Supply.

|  |  |
| --- | --- |
| Bidder Name |  |

## **X.1** **Social Procurement Framework Outcomes**

**DRAFTING NOTE:**

Insert the Social Procurement Framework Outcomes that are prioritised for this procurement. For example:

* Purchasing from Victorian Aboriginal businesses; or
* Employment of Victorians with a disability; or
* Adoption of sustainable business practices.

The Agency has prioritised the following Social Procurement Framework Outcomes:

* [Agency: Insert Social Procurement Framework Outcome(s)]

The above Social Procurement Framework Outcomes must be responded to by Bidders when completing this Response Schedule X and developing their Social Procurement Commitments.

**DRAFTING NOTE:**

Key steps:

* + - 1. For each Social Procurement Framework Outcome that is being prioritised for this procurement, answer ‘YES’ in the column: ‘Outcomes prioritised by the Agency’ in Table 1. This will direct Bidders to the appropriate Response Schedule to complete.
			2. Where Departments and agencies have selected to:
* allow Bidders to identify and respond to additional Social Procurement Framework Outcomes in their Social Procurement Commitment Proposal (**Option A**); retain the set of instructions (in blue font) below following the table as identified in the drafting notes.
* not allow Bidders to identify and respond to additional Social Procurement Framework Outcomes in their Social Procurement Commitment Proposal (**Option B**);
	1. delete the set of instructions (in blue font) below the table, as identified in the drafting notes
	2. delete all rows of the table for Social Procurement Framework Outcomes that are not being prioritised in this Invitation to Supply. This means that the Bidder cannot identify and respond to any additional Social Procurement Framework Outcomes.
1. Where Option A is selected, departments and agencies will need to ensure that the evaluation criteria and evaluation plan incorporates how the additional Social Procurement Framework Outcomes submitted by Bidders will be considered as part of the evaluation process. For example, can be takeninto consideration as part of the value for money assessment.

**Table 1: Response Schedules and corresponding Social Procurement Framework Outcomes**

| Response Schedule | Social Procurement Objectives | Social Procurement Framework Outcomes | Outcomes prioritised by the Agency |
| --- | --- | --- | --- |
| [Schedule 1](#Schedule1) | **Opportunities for Victorian Aboriginal people** | Purchasing from Victorian Aboriginal businesses |  |
| [Schedule 1](#Schedule1) | **Opportunities for Victorians with disability** | Purchasing from Victorian social enterprises and Australian Disability Enterprises  |  |
| [Schedule 1](#Schedule1) | **Opportunities for Disadvantaged Victorians** | Purchasing from Victorian social enterprises  |  |
| [Schedule 1](#Schedule1) | **Sustainable Victorian social enterprise and Aboriginal business sectors** | Purchasing from Victorian social enterprises and Victorian Aboriginal businesses  |  |
| [Schedule 2](#Schedule2) | **Opportunities for Victorian Aboriginal people** | Employment of Victorian Aboriginal people by suppliers to the Victorian Government  |  |
| [Schedule 3](#Schedule3) | **Opportunities for Victorians with disability** | Employment of Victorians with disability by suppliers to the Victorian Government  |  |
| [Schedule 4](#Schedule4) | **Women’s equality and safety** | Adoption of family violence leave by Victorian Government suppliers |  |
| [Schedule 4](#Schedule4) | **Women’s equality and safety** | Gender equality within Victorian Government suppliers |  |
| [Schedule 5](#Schedule5) | **Opportunities for disadvantaged Victorians** | Job readiness and employment for disadvantaged Victorians by suppliers to the Victorian Government. Disadvantaged Victorians may include, but are not limited to:* Long-term unemployed people or those at risk of long-term unemployment;
* Single parents;
* Migrants, refugees and asylum seekers;
* Workers in transition; and
* Young people (previously disengaged youth)
 |  |
| [Schedule 6](#Schedule6) | **Supporting safe and fair workplaces** | Purchasing from suppliers that comply with industrial relations laws and promote secure employment  |  |
| [Schedule 7](#Schedule7) | **Sustainable Victorian regions** | Job readiness and employment for people in regions with entrenched disadvantage  |  |
| Tailored schedule required | **Environmentally sustainable outputs\*** | Project-specific requirements to use sustainable resources and to manage waste and pollution |  |
| Tailored schedule required | **Environmentally sustainable outputs\*** | Use of recycled content in construction |  |
| [Schedule 8](#Schedule8) | **Environmentally sustainable business practices** | Adoption of sustainable business practices by suppliers to the Victorian Government   |  |
| Tailored schedule required | **Implementation of the Climate Change Policy Objectives\*** | Project-specific requirements to minimise greenhouse gas emissions |  |
| Tailored schedule required | **Implementation of the Climate Change Policy Objectives\*** | Procurement of outputs that are resilient against the impacts of climate change |  |

**\* FOR AGENCIES:** Contact DJPR's Social Procurement Team (<$20M) or DTF's SPF Assurance Team (>$20M) to discuss tailoring Response Schedules for the environmental objective in relation to your specific project needs.

To submit the Social Procurement Commitment Proposal, the Bidder must:

* complete the corresponding schedule in Section X.2 - Social Procurement Schedules for each Social Procurement Framework Outcome identified in the above table as prioritised by the Agency. These schedules ask the Bidder to provide information about its current performance, and to make commitments in relation to delivering each prioritised Social Procurement Framework Outcome; and
* summarise all commitments made within the Section X.2 - Social Procurement Schedules into Section X.3 - Social Procurement Commitment Proposal and describe how it will measure and demonstrate compliance with those Social Procurement Commitments.

**DRAFTING NOTE:**

**Option A:** retain blue text below which provides instructions to Bidders as to how to finalise this Response Schedule.

**Option B**: please delete blue text below in its entirety.

If a Bidder identifies any Social Procurement Framework Outcome (in addition to those prioritised by the Agency) that it can deliver during the term of the Agreement, the Bidder should:

* complete the corresponding schedule in Section X.2 for each of the additional Social Procurement Framework Outcomes; and
* summarise all commitments made for any additional Social Procurement Framework Outcomes within the Section X.2 into Section X.3 Social Procurement Commitment Proposal and describe how it will measure and demonstrate compliance with those Commitments.

The Agency does not expect Bidders to identify and commit to delivering additional Social Procurement Framework Outcomes; but understands that some Bidders may be able to do so.

The commitments summarised in Section X.3 represent the Bidder’s proposed Social Procurement Commitments.

The successful Bidder’s Social Procurement Commitments will be included as part of the contract entered into between the successful Bidder and the Agency (**Agreement**).

## **X.2 Social Procurement Schedules**

The Bidder must complete the Response Schedule/s corresponding to the Social Procurement Framework Outcome/s identified in Section X.1 – Social Procurement Framework Outcomes.

In completing the Response Schedule/s, the Bidder should note:

* each Social Procurement Schedule includes definitions of relevant key words and phrases.
* ManySocial Procurement Framework Outcomes have a specific focus on Victoria / Victorians. For example, several Social Procurement Framework Outcomes focus on:
	+ purchasing from businesses that operate and have business premises in Victoria, including Victorian social enterprises and Victorian Aboriginal businesses; or
	+ providing employment and/or training for Victorians, including Victorian Aboriginal people, Victorians with disability and disadvantaged Victorians.

Where questions focus on Victoria / Victorians, the Bidder’s response should focus on Victoria / Victorians – information in the Bidder’s response that relates to other states or territories, or people residing in other states or territories, may not be considered by the Agency.

* Social Procurement Commitments should take the form of specific, relevant, measurable, achievable and time-bound (SMART) goals. For example, a commitment could be made to ‘increase spend on Victorian Aboriginal businesses by X% or more (based on current spend of $Y) within 12 months of the commencement date of this Agreement’. Conversely, a commitment ‘to work with the Victorian Government to identify opportunities to purchase from Victorian Aboriginal businesses’ does not take the form of a SMART goal and may not be considered by the Agency.
* Commitments made by the Bidder to maintain pre-existing programs or initiatives may be considered as Social Procurement Commitments, but wherever possible, the Department or Agency will be looking for improved performance in relation to delivering Social Procurement Framework Outcomes.

### **Schedule 1 – Purchasing from Social Benefit Suppliers**

**DRAFTING NOTE:**

If Option B is selected and this Schedule is not identified in the table at Section X.1, delete the Schedule.

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed (delete if not applicable).**

For the purpose of this Schedule:

**Kinaway** means Kinaway Chamber of Commerce Victoria Limited (ACN 600 066 199).

**Map for Impact** means the online map produced by the Victorian Social Enterprise Mapping Project (accessible at <https://mapforimpact.com.au/>), as amended from time to time.

**Social Benefit Supplier** means a business that meets one or more of the following criteria:

* + it is a Victorian social enterprise: this means that the organisation has been certified by Social Traders and operates and has business premises in Victoria or is listed on the Map for Impact.
	+ it is a Victorian Aboriginal business: this means that the business is verified by Supply Nation or Kinaway to be at least 50 per cent Aboriginal and/or Torres Strait Islander-owned. The business undertakes commercial activity and operates and has business premises in Victoria.
	+ it provides ‘supported employment services’ as defined in section 7 of the Disability Services Act 1986 (Cth) and operates and has a business premises in Victoria.

**Social Traders** means Social Traders Limited (ACN 132 665 804).

**Supply Nation** means Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) (ACN 134 720 362).

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **YES** | **NO** | **Explanations / Further information / Evidence** |
| 1. Is your organisation a Social Benefit Supplier?
 |[ ] [ ]  *Instruction: If ‘YES’, provide evidence that you meet the definition of Social Benefit Supplier (e.g. certification by Social Traders).* |
| 1. Does your organisation have policies / procedures / initiatives that promote engagement with Social Benefit Suppliers (directly or indirectly through your supply chain)?
 |[ ] [ ]  *Instruction:** *If ‘YES’, explain the key features of the policies / procedures / initiatives (including whether your organisation’s governance body has endorsed).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a policy / procedure / initiative that promotes engagement with Social Benefit Suppliers (including implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a policy / procedure / initiative during the term of this Agreement that promotes engagement with Social Benefit Suppliers (directly or indirectly through your supply chain)?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a policy / procedure / initiative (e.g. key features, implementation process and timeline).*  |
| 1. Does your organisation currently engage Social Benefit Suppliers (directly or indirectly through your supply chain)?
 |[ ] [ ]  *Instruction: If ‘YES’, provide further information about the extent of this engagement (e.g. how many / what types / how much does your organisation spend annually).* |
| 1. Does your organisation commit to increasing engagement of Social Benefit Suppliers (directly or indirectly through your supply chain) during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the specific commitment your organisation is making to increase engagement of Social Benefit Suppliers during the term of this Agreement; and*
* *how your organisation will identify and engage with these suppliers to meet this commitment.*
 |

**Note:** If the Bidder answers ‘Yes’ to Questions 3 or 5 of this Schedule, the Bidder is making a Social Procurement Commitment that must be summarised in Section X.3.

### **Schedule 2 – Employing Victorian Aboriginal People**

**DRAFTING NOTE:**

If Option B is selected and this Schedule is not identified in the table at Section X.1, delete the Schedule.

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed (delete if not applicable).**

For the purpose of this Schedule:

**Victorian Aboriginal people** means people:

* of Aboriginal and Torres Strait Islander descent who identify as Aboriginal or Torres Strait Islander and are accepted as such by the community in which they live; and
* who reside in Victoria.

| **Question** | **YES** | **NO** | **Explanations / Further information / Evidence** |
| --- | --- | --- | --- |
| 1. Does your organisation currently have policies / procedures / initiatives that promote inclusive employment for Victorian Aboriginal people?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, explain the key features of the policies / procedures / initiatives (including whether your organisation’s governance body has endorsed).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a policy / procedure / initiative that promotes inclusive employment for Victorian Aboriginal people (including implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a policy / procedure / initiative during the term of this Agreement that promotes inclusive employment for Victorian Aboriginal people?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a policy / procedure / initiative (e.g. key features, implementation process and timeline).* |
| 1. Does your organisation currently employ Victorian Aboriginal people?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the extent of employment of Victorian Aboriginal people (e.g. number of employees, proportion of overall workforce); and*
* *how your organisation supports these employees by creating a culturally safe work environment.*
 |
| 1. Does your organisation commit to increasing employment of Victorian Aboriginal people during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the specific commitment your organisation is making to increase employment of Victorian Aboriginal people during the term of this Agreement (e.g. number, type, duration, location);*
* *how your organisation will identify / recruit Victorian Aboriginal people to meet this commitment; and*
* *where employment is on a fixed-term or casual basis, whether your organisation has employment transition planned for these employees. Provide further information about any employment transition.*
 |

**Note:** If the Bidder answers ‘Yes’ to Questions 2 or 4 of this Schedule, the Bidder is making a Social Procurement Commitment that must be summarised in Section X.3.

### **Schedule 3 – Employing Victorians with disability**

**DRAFTING NOTE:**

If Option B is selected and this Schedule is not identified in the table at Section X.1, delete the Schedule.

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed (delete if not applicable).**

For the purpose of this Schedule:

**Victorians with disability** means people who:

* have long-term (lasting 6 months or more) physical, mental health, intellectual, neurological or sensory impairments which, when combined with other barriers (such as negative attitudes of employers or inaccessible environments), may limit their participation in society on an equal basis with other people; and
* reside in Victoria.

| **Question** | **YES** | **NO** | **Explanations / Further information / Evidence** |
| --- | --- | --- | --- |
| 1. Does your organisation have:
	* a workforce diversity strategy that covers Victorians with disability; or
	* a disability action plan; or
	* an access and inclusion plan; or
	* other policies / procedures / initiatives that promote inclusive employment for Victorians with disability?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, explain the key features of the strategy / plan / policies / procedures / initiatives (including whether your organisation’s governance body has endorsed); and*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a strategy / plan / policy / procedure / initiative that promotes inclusive employment of Victorians with disability (including implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a strategy / plan / policy / procedure / initiative during the term of this Agreement that promotes inclusive employment for Victorians with disability?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a strategy / plan / policy / procedure / initiative (e.g. key features, implementation process and timeline).* |
| 1. Does your organisation currently employ Victorians with disability?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the extent of employment of Victorians with disability (e.g. number of employees, proportion of overall workforce); and*
* *how your organisation supports these employees by creating a culturally safe work environment.*
 |
| 1. Does your organisation commit to increasing employment of Victorians with disability during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the specific commitment your organisation is making to increase employment of Victorians with disability during the term of this Agreement (e.g. number, type, duration, location);*
* *how your organisation will identify / recruit Victorians with disability to meet this commitment; and*
* *where employment is on a fixed-term or casual basis, whether your organisation has employment transition planned for these employees. Provide further information about any employment transition.*
 |
| 1. Does your organisation have performance measures / targets in place for employing Victorians with disability?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, identify what performance measures / targets your organisation has in place (e.g. KPIs, data collection / reporting on performance).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement performance measures / targets for employing Victorians with disability (including implementation process and timeline).*
 |
| 1. Does your organisation have monitoring and oversight arrangements in place in relation to employing Victorians with disability?
 |[ ] [ ]  *Instruction:** *If ‘YES’, explain what monitoring and oversight arrangements your organisation has in place (e.g. management / governance review, periodic internal / external auditing).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement monitoring and oversight arrangements in relation to employing Victorians with disability (including implementation process and timeline).*
 |
| 1. Does your organisation have any external accreditation / certification of its approach to employing Victorians with disability (e.g. the Australia Network on Disability’s Access and Inclusion Index)?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, provide evidence of your organisation’s external accreditation / certification.*
* *If ‘NO’, explain whether your organisation is currently taking any steps to obtain accreditation / certification of its approach (including timeline and details of accrediting / certifying authority).*
 |
| 1. In the last 24-month period, has your organisation been subject to any:
	* penalties or notices from the Victorian Equal Opportunity and Human Rights Commission relating to employment of people with disability?
	* investigations or proceedings in respect of a possible breach of the Victorian Equal Opportunity Act relating to employment of people with a disability?
 |[ ] [ ]  *Instruction: If ‘YES’, provide further information about the event/s.* |

**Note:** If the Bidder answers ‘Yes’ to Questions 2 or 4 of this Schedule, the Bidder is making a Social Procurement Commitment that must be summarised in Section X.3.

### **Schedule 4 – Women’s equality and safety**

**DRAFTING NOTE:**

If Option B is selected and this Schedule is not identified in the table at Section X.1, delete the Schedule.

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed (delete if not applicable).**

**Workforce Composition table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder’s current workforce composition** | **Female** | **Male** | **Explanations / Further information**  |
| Number of employees |  |  |  |
| Number of full-time employees |  |  |  |
| Number of employees in permanent positions |  |  |  |
| Number of staff in senior management roles (i.e. management positions including Chief Executive Officer / equivalent and two levels below Chief Executive Officer / equivalent) |  |  |  |
| Number of governance body members  |  |  |  |
| Proportion of overall workforce labour hours  |  |  |  |

**Women’s Equality and Safety questions**

| **Question** | **YES** | **NO** | **Explanations / Further information / Evidence** |
| --- | --- | --- | --- |
| 1. Does your organisation have:
	* a gender equality strategy; or
	* other policies / procedures / initiatives that promote gender-inclusive employment?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, explain the key features of the strategy / policies / procedures / initiatives (including whether your organisation’s governance body has endorsed); and*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a strategy / policy / procedure / initiative that promotes gender-inclusive employment (including the implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a strategy / policy / procedure / initiative during the term of this Agreement that promotes gender-inclusive employment?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a strategy / policy / procedure / initiative (e.g. key features, implementation process and timeline).* |
| 1. Does your organisation commit to increasing employment of women during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the specific commitment your organisation is making to increase employment of women during the term of this Agreement (e.g. number, type, duration, location);*
* *how your organisation will identify / recruit women to meet this commitment; and*
* *where employment is on a fixed-term or casual basis, whether your organisation has employment transition planned for these employees. Provide further information about any employment transition.*
 |
| 1. Does your organisation have performance measures / targets in place for gender-inclusive employment?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, identify what performance measures / targets your organisation has in place (e.g. KPIs, data collection / reporting on performance).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement performance measures / targets for gender-inclusive employment (including implementation process and timeline).*
 |
| 1. Does your organisation have monitoring and oversight arrangements in place in relation to gender-inclusive employment?
 |[ ] [ ]  *Instruction:** *If ‘YES’, explain what monitoring and oversight arrangements your organisation has in place (e.g. management / governance review, periodic internal / external auditing).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement monitoring and oversight arrangements in relation to gender inclusive employment (including implementation process and timeline).*
 |
| 1. Does your organisation have any external accreditation / certification of its approach to gender-inclusive employment (e.g. WGEA Employer of Choice for Gender Equality Citation)?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, provide evidence of your organisation’s external accreditation / certification.*
* *If ‘NO’, explain whether your organisation is currently taking any steps to obtain accreditation / certification of its approach (including timeline and details of accrediting / certifying authority).*
 |
| 1. In the last 24-month period, has your organisation been subject to any:
	* penalties or notices from the Victorian Equal Opportunity and Human Rights Commission relating to unfair gender practices; or
	* investigations / proceedings in respect of a possible breach of the Victorian Equal Opportunity Act relating to possible unfair gender practices; or
	* notices of non-compliance or potential non-compliance with requirements under the Workplace Gender Equality Act 2012 (Cth) (if your organisation is subject to reporting under this Act)?
 |[ ] [ ]  *Instruction: If ‘YES’, provide further information about the event/s.* |
| 1. Does your organisation have a family violence leave policy (including access to paid leave)?
 |[ ] [ ]  *Instruction:** *If ‘YES’, explain the key features of the policy (including whether your organisation’s governance body has endorsed). Do not answer Question 9 of this Schedule.*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a family violence leave policy (including the implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a family violence leave policy during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a family violence leave policy (e.g. key features, implementation process and timeline).* |

**Note:** If the Bidder answers ‘Yes’ to Questions 2, 3, or 9 of this Schedule, the Bidder is making a Social Procurement Commitment that must be summarised in Section X.3.

### **Schedule 5 – Employing disadvantaged Victorians**

**DRAFTING NOTE:**

If Option B is selected and this Schedule is not identified in the table at Section X.1, delete the Schedule.

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed (delete if not applicable).**

For the purpose of this Schedule:

**Asylum seekers** means a temporary resident seeking protection. If their application for political asylum is granted then they will be classified as a refugee. If their application for political asylum is rejected, they are generally required to leave Australia and will no longer be considered a refugee or asylum seeker. Asylum seekers are at risk of being long-term unemployed (face significant barriers to employment).

**Disadvantaged Victorians** means people who reside in Victoria and meet the definition of one or more of the following cohorts:

* Long-term unemployed people or those at risk of long-term unemployment;
* Single parents;
* Migrants, refugees and asylum seekers;
* Workers in transition; and
* Young people.

**Young people** means young people aged between 15 and 24 years and residing in Victoria who:

* are Australian citizens, permanent residents or temporary residents under Australia’s refugees and humanitarian program who hold visas with work entitlements
* are not engaged in education, employment or training (NEET).

**Job readiness activities** means providing training, mentoring, social and cultural support to equip individuals with the technical and learning skills and attributes needed to successfully gain, maintain and participate in work. Job readiness activities need to provide a pathway to employment.

**Long term unemployed people** means jobseekers residing in Victoria who:

* are Australian citizens, permanent residents or temporary residents under Australia’s refugees and humanitarian program who hold visas with work entitlements; and
* have been unemployed for six months or more.

**Migrants** means persons residing in Victoria who have migrated to Australia and:

* are Australian citizens, permanent residents or temporary residents under Australia’s refugees and humanitarian program who hold visas with work entitlements; and
* are at risk of being long-term unemployed (face significant barriers to employment).

**Refugees** means a person residing in Victoria who:

* is a migrant under Australia’s refugees and humanitarian program. They are permanent residents and continue to be categorised as refugees after they have migrated to Australia
* is at risk of being long-term unemployed (face significant barriers to employment).

**Significant barriers to employment** may include:

* lack of local work experience
* language
* lack of relevant vocational skills
* lack of networks
* lack of understanding of the labour market and job search techniques
* care responsibilities
* health difficulties (including mental health)
* family violence
* housing issues
* and/or criminal records.

**Single parents** means sole parents residing in Victoria who:

* are Australian citizens, permanent residents or temporary residents under Australia’s refugees and humanitarian program who hold visas with work entitlements;
* are responsible for dependent children (either living in the household or outside the household); and
* are at risk of unemployment or becoming long-term unemployed (face significant barriers to employment).

**Workers in transition** means persons residing in Victoria who:

* are Australian citizens, permanent residents or temporary residents under Australia’s refugees and humanitarian program who hold visas with work entitlements
* are retrenched or facing pending retrenchment due to business closure or industry transition, and
* are at risk of being long-term unemployed (face significant barriers to employment).

| **Question** | **YES** | **NO** | **Explanations / Further information / Evidence** |
| --- | --- | --- | --- |
| 1. Does your organisation currently have policies / procedures / initiatives that promote job readiness activities and inclusive employment for Disadvantaged Victorians?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, explain the key features of these policies / procedures / initiatives (including whether your organisation’s governance body has endorsed).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a policy / procedure / initiative that promotes inclusive employment for Disadvantaged Victorians (including implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a policy / procedure / initiative during the term of this Agreement that promotes job readiness activities and inclusive employment for Disadvantaged Victorians?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a policy / procedure / initiative (e.g. key features, implementation process and timeline).* |
| 1. Does your organisation currently provide job readiness activities to, or employ, Disadvantaged Victorians?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the extent of job readiness activities and employment of Disadvantaged Victorians (e.g. number of employees, proportion of overall workforce); and*
* *how your organisation supports these employees by creating a culturally safe work environment.*
 |
| 1. Does your organisation commit to increasing job readiness activities or employment of Disadvantaged Victorians during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’:* * *identify which cohort/s of Disadvantaged Victorians your organisation will prioritise during the term of this Agreement (your organisation may prioritise one or more of the cohorts):*

[ ]  *Long-term unemployed people*[ ]  *Single parents*[ ]  *Migrants, refugees and asylum seekers*[ ]  *Workers in transition*[ ]  *Young people (previously Disengaged Youth)** *explain the specific commitment your organisation is making to increase employment of Disadvantaged Victorians during the term of this Agreement (e.g. number, type, duration, location);*
* *explain how your organisation will identify / recruit Disadvantaged Victorians to meet this commitment; and*
* *where employment is on a fixed-term or casual basis, whether your organisation has employment transition planned for these employees. Provide further information about any employment transition.*
 |

**Note:** If the Bidder answers ‘Yes’ to Questions 2 or 4 of this Schedule, the Bidder is making a Social Procurement Commitment that must be summarised in Section X.3.

### **Schedule 6 – Supporting safe and fair workplaces**

**DRAFTING NOTE:**

If Option B is selected and this Schedule is not identified in the table at Section X.1, delete the Schedule.

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed (delete if not applicable).**

| **Question** | **YES** | **NO** | **Explanations / Further information / Evidence** |
| --- | --- | --- | --- |
| 1. Does your organisation currently have policies / procedures to ensure compliance with the following categories of legislation?
	* Commonwealth workplace relations legislation (including the Fair Work Act 2009 (Cth))
	* Long service leave (including the Long Service Leave Act 2018 (Vic) and the Long Service Portability Act 2018 (Vic))
	* Occupational health and safety (including the Occupational Health and Safety Act 2004 (Vic))
	* Workers compensation (including the Workplace Injury Rehabilitation and Compensation Act 2013 (Vic))
	* Equal opportunity (including the Equal Opportunity Act 2010 (Vic))
	* Workplace gender quality (including the Workplace Gender Equality Act 2012 (Cth))
	* Anti-discrimination (including the Age Discrimination Act 2004 (Cth), Sex Discrimination Act 1984 (Cth), Racial Discrimination Act 1975 (Cth) and Disability Discrimination Act 1992 (Cth))
	* Superannuation (including the Superannuation Guarantee Administration Act 1992 (Cth))
 |[ ] [ ]  *Instruction: If ‘NO’, explain which categories of legislation are not covered by the scope of your organisation’s policies / procedures and why.*  |
| 1. Does your organisation only employ employees in accordance with an enterprise agreement approved by the Fair Work Commission, modern award or employment contract?
 |[ ] [ ]  *Instruction: If ‘NO’, explain the reason/s for this response and any other employment arrangements your organisation has in place.*   |
| 1. Does your organisation have policies / procedures that allow employees to access information about the relevant enterprise agreement or modern award or ensure that employees are provided with a copy of their employment contract?
 |[ ] [ ]  *Instruction: If ‘NO’, explain:* * *the reason/s for this response; and*
* *whether your organisation is currently taking any steps to implement a policy / procedure to allow employees to access this information or obtain a copy of their employment contract (including implementation process and timeline).*
 |
| 1. Does your organisation have policies / procedures to ensure that relevant contractual documentation, arrangements or agreements requires subcontractors to comply with industrial relations laws?
 |[ ] [ ]  *Instruction: If ‘NO’, explain:* * *the reason/s for this response; and*
* *whether your organisation is currently taking any steps to implement a policy / procedure relating to your organisation’s subcontractors (including implementation process and timeline).*
 |
| 1. Does your organisation have policies / procedures that promote access to secure and permanent employment?
 |[ ] [ ]  *Instruction: If ‘NO’, explain:* * *the reason/s for this response; and*
* *whether your organisation is currently taking any steps to implement a policy / procedure relating to secure and permanent employment (including implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a policy / procedure during the term of this Agreement that promotes access to secure and permanent employment?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a policy / procedure / initiative (e.g. key features, implementation process and timeline).* |
| 1. In the past 24-month period, has your organisation complied with its obligations under Commonwealth workplace relations legislation?
 |[ ] [ ]  *Instruction: If ‘NO’, explain the reason/s for this response.*  |
| 1. In the past 24-month period, has your organisation made the following payments relating to minimum wages and employment conditions?
	* wages including penalty rates, overtime and casual rates;
	* allowances;
	* annual leave;
	* long service leave;
	* superannuation;
	* workers compensation insurance; and
	* any other lawful payments where they are specified in a modern award or enterprise agreement (e.g. payments made to redundancy funds).
 |[ ] [ ]  *Instruction: If ‘NO’, explain which payments have not been made and why.* |
| 1. In the last 24-month period, has your organisation been subject to:
	* any findings against it by a court or tribunal regarding breach of an industrial instrument, including a breach of a non-confidential consent order?
	* any current proceedings in respect of a breach of an industrial instrument?
 |[ ] [ ]  *Instruction: If ‘NO’, provide further information about the event/s.* |
| 1. Will your organisation be taking additional steps over the term of this Agreement to provide a safe and fair workplace for all employees and sub-contractors?
 |[ ] [ ]  *Instruction: If “YES”, explain the specific commitment your organisation is making to implement a policy / procedure / initiative (e.g. key features, implementation process and timeline) that is over and above any information you have included elsewhere in Schedule 6.* |

**Note:** If the Bidder answers ‘Yes’ to Question 6 or 10 of this Schedule, the Bidder is making a Social Procurement Commitment that must be summarised in Section X.3.

### **Schedule 7 – Supporting regions with entrenched disadvantage**

**DRAFTING NOTE:**

If Option B is selected and this Schedule is not identified in the table at Section X.1, delete the Schedule.

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed (delete if not applicable).**

For the purpose of this Schedule:

**Job readiness activities** means providing training, mentoring, social and cultural support to equip individuals with the technical and learning skills and attributes needed to successfully gain, maintain and participate in work. Job readiness activities need to provide a pathway to employment.

**Regions with entrenched disadvantage** means Victorian postcodes that have a low score on the Socio-Economic Indexes for Areas (SEIFA) Index of Relative Socio-economic Disadvantage (IRSD) 2016.

**Note**: If the Bidder requires support to identify regions with entrenched disadvantage, please contact the Agency’s contact for this Invitation to Supply.

| **Question** | **YES** | **NO** | **Explanations / Further information / Evidence** |
| --- | --- | --- | --- |
| 1. Does your organisation currently have policies / procedures / initiatives that promote job readiness activities and inclusive employment for people who reside in regions with entrenched disadvantage?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, explain the key features of these policies / procedures / initiatives (including whether your organisation’s governance body has endorsed).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a policy / procedure / initiative that promotes job readiness activities and inclusive employment for people who reside in regions with entrenched disadvantage (including implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a policy / procedure / initiative during the term of this Agreement that promotes job readiness activities and inclusive employment for people who reside in regions with entrenched disadvantage?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a policy / procedure / initiative (e.g. key features, implementation process and timeline).* |
| 1. Does your organisation currently provide job readiness activities to, or employ, people who reside in regions with entrenched disadvantage?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the extent of employment of people who reside in regions with entrenched disadvantage (e.g. number of employees, proportion of overall workforce, relevant postcodes); and*
* *how your organisation supports these employees by creating a culturally safe work environment.*
 |
| 1. Does your organisation commit to increasing job readiness activities and employment of people who reside in regions with entrenched disadvantage during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the specific commitment your organisation is making to increase employment of people who reside in regions with entrenched disadvantage during the term of this Agreement (e.g. number, type, duration, location);*
* *how your organisation will identify / recruit people who reside in regions with entrenched disadvantage to meet this commitment; and*
* *where employment is on a fixed-term or casual basis, whether your organisation has employment transition planned for these employees. Provide further information about any employment transition.*
 |
| 1. Is your organisation based in a region with entrenched disadvantage?
 |[ ] [ ]  *Instruction: If ‘YES’, provide evidence that you are based in a region with entrenched disadvantage.*  |
| 1. Does your organisation have policies / procedures / initiatives that promote engagement with suppliers that are based in regions with entrenched disadvantage (directly or indirectly through your supply chain)?
 |[ ] [ ]  *Instruction:** *If ‘YES’, explain the key features of these policies / procedures / initiatives (including whether your organisation’s governance body has endorsed).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a policy / procedure / initiative that promotes engagement with suppliers that are based in regions with entrenched disadvantage (including implementation process and timeline).*
 |
| 1. Does your organisation commit to implementing a policy / procedure / initiative during the term of this Agreement that promotes engagement with suppliers that are based in regions with entrenched disadvantage (directly or indirectly through your supply chain)?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a policy / procedure / initiative (e.g. key features, implementation process and timeline).*  |
| 1. Does your organisation currently engage suppliers that are based in regions with entrenched disadvantage (directly or indirectly through your supply chain)?
 |[ ] [ ]  *Instruction: If ‘YES’, provide further information about the extent of this engagement (e.g. how many / how much does your organisation spend annually).* |
| 1. Does your organisation commit to increasing engagement of suppliers that are based in regions with entrenched disadvantage (directly or indirectly through your supply chain) during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’, explain:* * *the specific commitment your organisation is making to increase engagement of suppliers that are based in regions with entrenched disadvantage during the term of this Agreement; and*
* *how your organisation will identify and engage with these suppliers to meet this commitment.*
 |

**Note:** If the Bidder answers ‘Yes’ to Questions 2, 4, 7 or 9 of this Schedule, the Bidder is making a Social Procurement Commitment that must be summarised in Section X.3.

### **Schedule 8 – Environmentally sustainable business practices**

**DRAFTING NOTE:**

If Option B is selected and this Schedule is not identified in the table at Section X.1, delete the Schedule.

**NOTE FOR DEPARTMENTS AND AGENCIES:** **This Schedule is only applicable to Environmentally Sustainable Business Practices**. For the objectives: Environmentally Sustainable Outputs and Implementation of the Climate Change Policy, contact the DJPR's Social Procurement Team (<$20M) or DTF's SPF Assurance Team (>$20M) to discuss tailoring Response Schedules to suit your specific project needs.

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed (delete if not applicable).**

| **Question** | **YES** | **NO** | **Explanations / Further information / Evidence** |
| --- | --- | --- | --- |
| 1. Does your organisation currently have an environmental management system (EMS)?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, explain the key features of the EMS (including whether your organisation’s governance body has endorsed). Do not answer Question 3 of this Schedule.*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement an EMS (including the implementation process and timeline). Do not answer Question 2 of this Schedule.*
 |
| 1. Is your organisation’s EMS accredited by ISO or a similar accrediting authority?
 |[ ] [ ]  *Instruction:** *If ‘YES’, provide evidence of your certification and your last annual report in relation to targets / measures in your organisation’s EMS. Do not answer Question 3 of this Schedule.*
* *If ‘NO’, explain whether your organisation is currently taking any steps to obtain accreditation of your organisation’s EMS (including timeline and details of accrediting authority).*
 |
| 1. Does your organisation commit to implementing an EMS during the term of this Agreement?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement an EMS (e.g. key features, implementation process and timeline).* |
| 1. Does your organisation have policies / procedures / initiatives that promote the following environmentally sustainable business practices?
* energy use efficiency
* use of renewable energy or green energy
* water use efficiency
* waste management
* recycling
* reducing greenhouse gas emissions / carbon footprint
* transitioning to a circular economy
* statement of commitment to environmental sustainability / reducing environmental impact
* memberships / pledges / signatory to conventions
 |[ ] [ ]  *Instruction:* * *If ‘YES’, explain the key features of these policies / procedures / initiatives (i.e. including which of the business practices listed in Question 4 of this Schedule are covered and how they are promoted, and whether your organisation’s governance body has endorsed).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement a policy / procedure / initiative that promotes one or more of the business practices listed in Question 4 of this Schedule (including key features, implementation process and timeline)*
 |
| 1. Does your organisation commit to implementing a policy / procedure / initiative during the term of this Agreement that promotes one or more of the environmentally sustainable business practices listed in Question 4 of this Schedule?
 |[ ] [ ]  *Instruction: If ‘YES’, explain the specific commitment your organisation is making to implement a policy / procedure / initiative (e.g. key features, implementation process and timeline).* |
| 1. Does your organisation have performance measures / targets in place in relation to environmentally sustainable business practices?
 |[ ] [ ]  *Instruction:* * *If ‘YES’, identify what performance measures / targets your organisation has (e.g. KPIs, data collection / reporting on performance).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement performance measures / targets for environmentally sustainable business practices (including implementation process and timeline).*
 |
| 1. Does your organisation have monitoring and oversight arrangements in place in relation to environmentally sustainable business practices?
 |[ ] [ ]  *Instruction:** *If ‘YES’, explain what monitoring and oversight arrangements your organisation has (e.g. management / governance review, periodic internal / external auditing).*
* *If ‘NO’, explain whether your organisation is currently taking any steps to implement monitoring and oversight arrangements in relation to environmentally sustainable business practices (including implementation process and timeline).*
 |
| 1. In the last 24-month period, has your organisation been subject to any:
	* penalties or notices from the Victorian Environmental Protection Authority (EPA) or breaches of any other environmental legislation or regulation; or
	* investigations / proceedings in respect of a possible breach of any environmental legislation or regulation?

Note: The Agency acknowledges that checks may be undertaken with the EPA or other regulators or bodies about your organisation’s (including any related entities) environmental or other regulatory performance. |[ ] [ ]  *Instruction: If ‘YES’, provide further information about the event/s.* |

**Note:** If the Bidder answers ‘Yes’ to Questions 3 or 5 of this Schedule, the Bidder is making a Social Procurement Commitment that must be summarised in Section X.3.

## **X.3 Social Procurement Commitment Proposal**

In the table below, the Bidder must:

* summarise the Social Procurement Commitments made in Section X.2; and
* detail how it will measure and demonstrate its compliance with each Social Procurement Commitment.

Reporting of the Bidder’s performance on their Social Procurement Commitments will be captured in the Industry Capability Network’s Victorian Management Centre (VMC) Social Procurement Framework reporting module. Access to the system will be provided by the Agency.

### **X.3.1 Social Procurement Commitments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Social Procurement Outcome** | **Social Procurement Commitment** | **How will the Bidder measure its performance against the Social Procurement Commitment?** | **How will the Bidder demonstrate its compliance with this Social Procurement Commitment?** |
| 1. | ***Example only:*** *Women’s equality and safety* | *Implement a Family Violence Leave policy* | *Draft the policy within the first 12 months of contract* | *Policy provided to Agency when finalised* |
| 2. | ***Example only:****Women’s equality and safety* | *Increased employment of women of 5% above current baseline*  | *Track employment and recruitment over course of contract to measure increase* | *Annual reporting will include employment profile demonstrating increase* |
| 3. |  |  |  |  |

**NOTE:** The successful Bidder’s Social Procurement Commitments will be included as part of the contract entered into between the successful Bidder and the Agency (**Agreement**).