



Mining  
Skills Organisation  
Pilot

**REQUEST FOR QUOTATION**  
**MINING SKILLS ORGANISATION PILOT**  
**EVALUATION & SUSTAINABILITY PARTNER**



## 1. OVERVIEW

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### Introduction

This Request for Quotation (RFQ) for the supply of consultancy services is issued by the Mining Skills Organisation Pilot (MSOP) under the auspices of the Minerals Council of Australia (MCA).

### Purpose

The purpose of this RFQ is to invite suitably qualified and experienced specialists to submit a quotation to undertake evaluation and sustainability consultancy services related to the MSOP. A summary of the MSOP is at [Appendix A](#).

### Services required

Services that the MCA is seeking are detailed in [Section 2: Statement of Requirement](#) and include:

- Co-design of key performance indicators and an evaluation and sustainability framework
- Development and implementation of project evaluation plans
- Contribution to relevant, external MSOP-related evaluation
- Reporting on evaluation and sustainability outcomes, including a final report.

The timeframe for the provision of services is from commencement, for a period of up to 24 months.

### Quotation

Interested vendors who are able to provide the services in accordance with the MCA's requirements should complete the quotation template at [Attachment A](#), which includes the following elements:

- Statement detailing capability and capacity to deliver the contract services/outcomes required to the MCA's satisfaction and within established/agreed timeframes
  - Summarising proposed approach to meeting requirements
  - Addressing special skills/knowledge
  - Acknowledging critical timelines and demonstrating ability to meet them
  - Confirming the vendor will not be making a submission to the project hub procurement
  - Providing any additional information the vendor wishes the MCA to consider.
- Company overview
  - Official registered name (company, individual etc.), ABN, trading name if different, address, main telephone number, main email address, company website and social media links
  - Key contact name, title, address direct telephone and email address
  - Person authorised to contractually bind the organisation for any quotation to this RFQ
  - Project team staffing, including biographies, qualifications and relevant experience of key team members and management personnel that will deliver the services
- Table of fees, expenses and costs
  - As per the template contained in the statement of requirement
- Nominated referees
  - Details of at least two customers to which services similar to those described in this RFQ have been provided within the last three years (evaluation process may involve discussions with the nominated referees).

### Contract/services agreement award

An MSOP selection panel will be convened to review and evaluate quotations against the statement of requirement. The panel will comprise representatives from across the MSOP governance structure (detailed at [Appendix B](#)) and the MCA, including a representative independent of the MSOP.

Award of the contract/services agreement resulting from this RFQ will be based on the response which offers the most advantageous approach to the MSOP in terms of cost, functionality, and other factors as specified in the statement of requirement in this RFQ and measured against the selection criteria. The selection panel may seek expert/specialist advice in the course of deliberations.

The MCA reserves the right to:

- Vary the process and timetable relating to this process in its absolute discretion
- Vary the terms of the RFQ
- Reject any or all quotes and discontinue this RFQ process without obligation or liability to any respondents
- Accept other than the lowest priced quote
- Seek additional information or clarification from respondents (including sub-contractors/agents)
- Award a contract on the basis of initial quotes received, without discussions or requests for best and final quotes
- Select and negotiate with more than one respondent
- Cancel, add to or amend the information, requirement, terms, procedures or processes set out in this RFQ.

Neither the issue of this RFQ by the MSOP or any response to it by any party commits, obligates or otherwise creates a legal relationship between the MCA and that party.

The MCA does not guarantee, warrant or otherwise represent that any business, revenue or other benefit or any minimum volume or value of business, will be earned or received by the successful respondent(s).

As an initiative co-funded by the MCA and the Department of Education, Skills and Employment, the MSOP supports the [Indigenous Procurement Policy](#) and encourages quotations from Indigenous vendors and/or vendors that stimulate Indigenous entrepreneurship and business development and/or employment.

Vendors found to be on the Workplace Gender Equality Agency [non-compliance list](#) will not be considered.

The MCA may, at its discretion and without explanation to prospective vendors, at any time choose to discontinue this RFQ without obligation to such prospective vendors.

### Intellectual property

The MSOP will retain all intellectual property developed/created in the course of activities undertaken in the delivery of services and/or expert/specialist consultancy and provide access and license, and/or transfer IP as appropriate.

### RFQ contact officer

All queries in relation to this request for quotation should be directed to:

Name: Karolina Szukalska

Telephone: 0430 246 804

Email: [karolina.szukalska@minerals.org.au](mailto:karolina.szukalska@minerals.org.au)

**Lodgement of quotations**

All quotations to provide services in accordance with the MCA's requirements and in the format stipulated in the statement of requirement should be lodged through the MSOP inbox:

[MiningSkillsPilot@minerals.org.au](mailto:MiningSkillsPilot@minerals.org.au)

Responses must be received by 9.00 am Australian Eastern Daylight Time, Monday 25 January 2021. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

## 2. STATEMENT OF REQUIREMENT

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### Background

Through MSOP, the mining industry is trialling innovative new approaches to skills development and acquisition to complement and enhance the current training system, and achieve the responsive pathways and skills acquisition required in the immediate and post COVID-19 employment landscape.

Centred on three project hubs covering apprenticeships, digital transformation and attraction and retention, the MSOP will specifically test key elements of the current VET system with a view to achieving necessary reforms for the benefit of industry, individuals and participating organisations.

[Appendix A](#) provides a summary of the MSOP, including further details on the three project hubs and planned system improvement activities.

With a robust and ambitious scope of system improvement activities, evaluation of the pilot model more broadly as well as the project hubs specifically will be crucial to measuring the impact, success and sustainability of the MSOP and the various system improvement activities planned.

This procurement seeks to engage a consultant to be the MSOP evaluation and sustainability (enduring viability) partner.

### Contract services/outcomes required

The MCA is seeking to engage a specialist to provide consultancy services as the evaluation and sustainability partner to the MSOP. The scope of services/outcomes required includes, but is not limited to:

- Co-design of pilot and project-level key performance indicators (KPIs) for the MSOP
  - Based on the work plan and any supplementary information provided by the MCA
  - Working in collaboration with MCA's MSOP team (the MSOP team) and the MSOP Steering Group (the steering group), including co-design workshops
  - Applying feedback from the MSOP team, the steering group and the department
- Co-design of a formative and summative evaluation and sustainability framework (evaluation and sustainability framework):
  - Based on the KPIs
  - Working in collaboration with the team and the steering group
  - Incorporating feedback from the department
- Development of project hub evaluation plans:
  - Created within the evaluation and sustainability framework and based on the KPIs developed
  - Working in collaboration with the MSOP team and the MSOP Working Group (the working group), including co-design workshops as relevant
  - Establishing activity and reporting timelines that align with the work plan
  - Incorporating feedback from the department
- Implementation of activity outlined in the evaluation and sustainability framework:
  - Including the development of relevant tools and mechanisms
- Preparation of final MSOP evaluation and sustainability report

- Including presentation of draft report for comment
- Including recommendations on sustainability of the MSOP model and project hubs
- Consult closely with the MCA for the duration of the contract.

### Timeframe for completion of the contract services

The expected timeframe for completion of the services is December 2022, with the option to extend for up to six months at the discretion of the MCA, should there be delays or scope changes within the MSOP and/or in the project hubs.

### Timelines/key dates

Whilst evaluation activity will be mapped across the 24 months of the contract services, there will be an initial intensive period of activity to establish the key performance indicators, evaluation and sustainability framework and project hub evaluation plans.

The services required have a broad scope and are task-based, with deliverables required intermittently across the period. Table 1 provides a breakdown of expected activity timelines and key dates.

**Table 1: activity timelines/key dates**

Activity	Date
Request for quotation distributed	17 December 2020
Quotation due date	25 January 2021
Quotation review and selection period	26 January-1 February 2021
Contract negotiation and award	4- 8 February 2021
Contract executed and kick-off meeting held	9-12 February 2021
KPI co-design session one – with MSOP Team	15 February 2021
KPI co-design session two, or individual interviews - with MSOP Steering Group	16-23 February 2021
Draft KPIs submitted	26 February 2021
Feedback on KPIs provided by MCA and the department	5 March 2021
Updated KPIs submitted and accepted	12 March
Draft evaluation and sustainability framework submitted	12 March 2021
Feedback on framework provided by MCA and the department	19 March 2021
Updated framework submitted	26 March 2021
Project hub evaluation plan development workshops with MSOP Working Group	29 March-5 April 2021
Project hub evaluation plans developed	12 April 2021
Evaluation and sustainability activity timelines agreed	16 April 2021
Evaluation tools/mechanisms designed and established	30 April 2021
Evaluation activity	As per agreed timelines
Interim reporting – every six months	As per agreed timelines
Draft evaluation and sustainability report submitted	September 2022
Feedback on draft report provided	October 2022
Final evaluation and sustainability report submitted	November 2022

### Resources/materials to be provided by the MCA

The MCA's MSOP staff will be made available as needed to assist the vendor to undertake this work.

The MCA will make available to the vendor the following resources/materials:

- Documents to enable the vendor to perform the services, including the forward work plan and supplemental information on the MSOP and the style guide for external authors
- Other resources/materials as agreed with the organisation.

### Special skills/knowledge needed

The vendor/supplier will need to possess the following:

- Experience in the development and delivery of formative and summative program evaluation for complex projects
- Skills/proficiency in co-design, preferably in the context of evaluation and sustainability
- Innovation in facilitation of industry workshops, including through online platforms
- Applied knowledge of the fundamentals of project sustainability
- Awareness of the challenges, reforms and priorities of the contemporary skills landscape
- Experience working with the mining industry, the VET system and the Australian Government.

### Reporting

In addition to the final evaluation and sustainability report, reporting at key, six-monthly intervals of the project will be required. Services will be task-based and the vendor must deliver tasks and services within timeframes agreed with the MCA. All reporting will need to be in compliance with the MCA style guide for external authors.

### Fees, expenses and costs

Noting that the timeframe for completion of services spans 24 months, costs should be broken down by hourly rate and expected number of hours for each deliverable. Any additional costs should be outlined. Table 2 provides a template for populating contract costings.

**Table 2: contract costings**

Name	Title/role	Hourly rate	Estimated hours	Total cost

### Evaluation criteria

Quotations will be assessed on the vendor's demonstrated capability and capacity to provide the services described in this statement of requirement. Any award to be made pursuant to this RFQ will be based upon the quotation with appropriate consideration given to operational, specialist, cost, and management requirements.

Evaluation of offers will be based upon the vendor's responsiveness to the RFQ and the total price quoted for all items covered by the RFQ. All eligible quotations will be evaluated against the criteria in the table below.

The selection panel may seek expert/specialist advice in the course of deliberations.

Table 4: Selection criteria

Criteria	Description	Weighting
Response and service offering	The extent to which the quotation responds to and fulfils requirements set out in the RFQ	20 per cent
Technical/specialist capability	Vendor's demonstrated ability to deliver the indicated services	15 per cent
Experience and personnel	Vendor's stability, experiences, and record of past performance	10 per cent
	Vendor personnel with requisite skills and experience for proposed approach	
Value for money	Value for money, including the overall cost of vendor's proposal	25 per cent
Collaboration and co-design	The extent to which the quotation reflects collaborative practices and co-design in service delivery	10 per cent
Innovation	The extent to which the quotation demonstrates innovation – including innovative work practices and innovation in developing policies/programs in skills and training and/or mining	20 per cent

## APPENDIX A: THE MINING SKILLS ORGANISATION PILOT

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### Context

As part of the \$585.3 million [Skills Package](#), the Commonwealth is trialling new approaches to expand the role of industry in the national training system, including industry-led [Skills Organisations](#) proposed in the [Joyce Review](#).

The Mining Skills Organisation Pilot (MSOP) was [officially launched](#) on 7 May 2020 and will be federally funded until 30 June 2023 and is supported by the Australian Government through the Department of Education, Skills and Employment. The MSOP seeks to:

- Improve the quality and responsiveness of nationally recognised training for the industry
- Embed employers within the Australian VET sector architecture and functions
- Support the design and implementation of broader national VET reform.

### Scope

Through an industry-led hub and spoke model, the MSOP will undertake scalable, value for money activity across the VET [Skills Pipeline](#), including:

- Leading industry engagement in the VET Sector
- Developing and testing nationally recognised training (alongside the existing system)
- Working with key players in the national VET governance structures to advise on and obtain agreement to changes that improve the quality and extent of training for the mining industry
- Exploring new methods of assessment
- Identifying/testing crossover and alignment in different industries and options for 'clustering'
- Recommending ways different providers (public, private, university) can interact better
- Advising on the needs of the regions, and working with states to develop skills 'roadmaps'
- Providing long term recommendations for Skills Organisations overseeing apprenticeships
- Testing the sustainability of the MSOP model developed.

### Approach

The MSOP will deliver system improvement activities across three project hubs which were agreed to and scoped through an intensive ideation, design and development process across the MSOP governance, with broader industry consultation, and targeted engagement activity.

The skills project hubs include:

- Apprenticeships – with an initial goal of at least 5000 new apprenticeships to modernise trades training, education and development, with an initial focus on in-demand Heavy Duty Diesel Fitters and developing content, delivery and assessment models that better align industry need and apprentice knowledge
- Digital transformation – for faster delivery of training products for automation and the application of digital technologies, with the goal of integrating existing automation training products into Australia's training package framework
- Attraction and retention – to position mining as an industry of choice through developing, testing and activating a framework for attracting and retaining the talent pipeline the modern mining industry and the mining equipment, technology and services (METS) sector needs, now and into the future.

## Objectives, outputs and outcomes of the project hubs

### Apprenticeships

OUTPUTS	OUTCOMES
<b>Objective 1:</b> Methodology for accelerating delivery of skilled tradespeople and thereby increasing flexibility of the apprenticeship system	
Training program delivery and assessment methodology is established that allows for quality acceleration	Ability for the industry to confidently produce skilled tradespeople in a period of less than 4 years
	Apprenticeships are more attractive to people considering a career in the mining industry – more apprenticeship candidates and higher quality of candidates
	Portability of acceleration methodology to other trade areas
<b>Objective 2:</b> Codifying task-based capability set for diesel mobile plant mechanics	
Catalogue of tasks performed by diesel mobile plant mechanics and its alignment to the existing training products	Training program that specifically meets the needs of industry and enhances site based productivity
	Additional skill sets that may provide a pathway for existing tradespeople to improve their skills and their industry currency
<b>Objective 3:</b> Creating a mechanism/process to govern endorsement of SO developed national training product content	
Mechanism/process is defined, developed, tested and rolled out	Better speed to market for new training products aligned to evidence based industry need
	Demonstration of best practice able to be adopted by other Skills Organisations
	Greater industry engagement in vocational education and training product development – industry led training system
<b>Objective 4:</b> Elevating apprenticeships in the mining industry as a career pathway of choice	
Increases in the quantity and quality of candidates seeking a career in the mining industry as a diesel mobile plant mechanic	Mining industry able to attract best talent necessary to ensure it can operate sustainably
Connecting these pathways with the Career Framework portal (Attraction and Retention hub), including case studies illustrating possible career pathways for apprentices in the industry that can go within and across job clusters (e.g. within trades or across to professional job clusters)	Increased awareness of career pathways for apprentices
	A centralised hub to promote and share the work of the MSOP project hubs
Technology enabled learning resource bank that supports accelerated learning and promotes an engaging and challenging learning environment	High quality appropriately skilled tradespeople familiar with technology and capable of working productively and safely.

**Digital transformation**

OUTPUTS	OUTCOMES
<b>Objective 1: Career framework to support education to employment pathways</b>	
Embedding existing automation training products into training package framework	Enhanced take-up of automation training products elevated into Australia's training package framework
Develop industry framework to support education to employment pathways for these training products developed	Opportunities for people in industries impacted by COVID-19
<b>Objective 2: Knowledge bank</b>	
Repackaging existing content to meet the needs of those workers seeking to upskill	Existing workers are upskilled to work confidently and safely alongside new technology
	Better connection between learner and industry needs to the learning system
<b>Objective 3: Resources and tools to support delivery of automation qualification</b>	
Standardised learning resources and assessment tools to support delivery of automation qualifications by RTOs	Quality delivery meets industry expectation baseline
	Consistency in graduate outcomes
Increasing enrolments in the training products	Industry diversity enhanced
	Increased pool of potential new entrants and existing workers with automation/digital technology skills
<b>Objective 4: Mechanism/process to govern development and endorsement of digital transformation related national training product content</b>	
Mechanism/process is defined, developed, tested and rolled out	Better speed to market for new digital transformation related national training product development
Prioritisation process to guide industry decisions around training product development relating to digital technologies	Model/process that can apply across more industry sectors – will assist in allocation of scarce resources to areas of highest industry need
<b>Objective 5: Better alignment between industry expectations and Registered Training Organisation activities</b>	
Development/publication and implementation of quality criteria which guide industry in choosing a RTO	Improved relationships between industry and Registered Training Organisations through better alignment of expectations
<b>Objective 6: A holistic approach to identifying and meeting the mining industry need for attracting skilled workers and retaining the industry's existing skills base</b>	
Linking this project to the other MSOP project hubs, in particular 'attraction and retention' — pathways approach	Transferability of qualifications mapped to the broader resources industry and other industry contexts

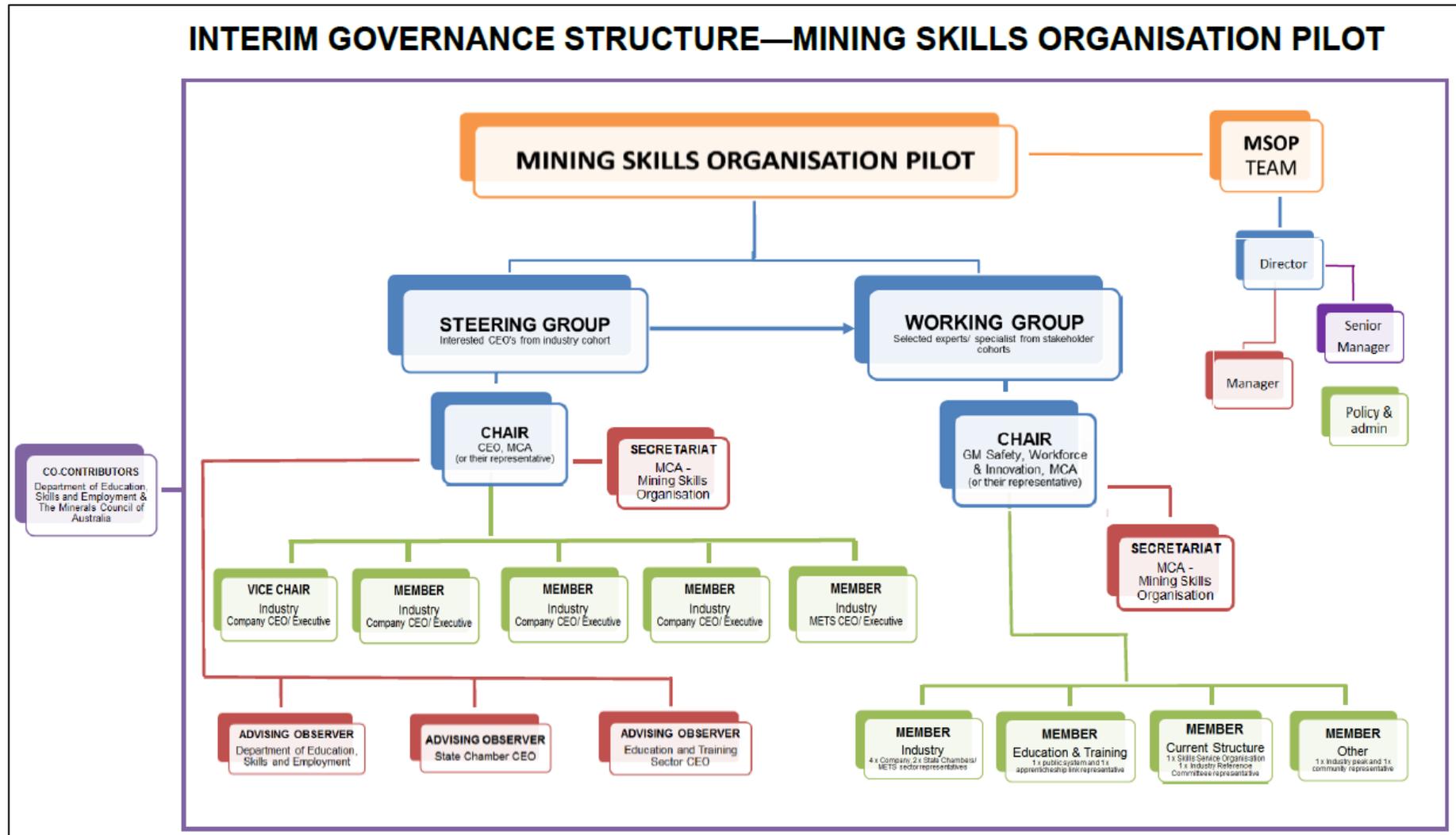
**Attraction and retention**

OUTPUTS	OUTCOMES
<b>Objective 1: industry approach to workforce planning</b>	
Methodology for codifying capability sets is designed, tested and made available	An industry designed and agreed model to develop workforce planning capability sets for industry identified and priority roles
Industry agreed capability set codified for a focus of skill clusters in a range of roles	Aligned industry position around capability sets for the target job roles
Workforce planning capability set is tested in a live sense across the job roles/clusters in focus	A tested pathway for potential, new and existing workers with transferable skills to transition into the job roles/clusters in focus
Industry demand profile on three target job roles is prepared using available quantitative data	A more complete (industry level) picture of demand in the three target job roles
<b>Objective 2: Capturing the talent</b>	
Process for mapping talent pathways in, out and across industry is established	An industry recognised process for mapping talent pathways across the focus job roles/ clusters
An interactive, accessible, online tool to explore the pathways maps is created and housed in the online Talent Portal	A tool that contributes to improved industry ability to attract and retain talent
Maps of the learning and employment pathways for the workforce planning focus skill clusters and the clusters targeted in the Digital Transformation hub are developed and available online	A platform that allows potential, new and existing talent to explore available employment and learning pathways
The pathways are promoted	Individuals see and understand the rewarding and sustainable career pathways in the industry across the focus skill clusters and digital transformation.
<b>Objective 3: Accessible and contemporary mining domain knowledge</b>	
Mining Knowledge Fundamentals skill set is developed, tested and deployed.	An industry designed and recognised mechanism that allows learners to access mining domain knowledge
	People with transferable skills have increased opportunities to transition into the industry because they are equipped with fundamental mining domain knowledge recognised by the industry
	Existing workers are able to demonstrate improved mining domain knowledge and can pursue new roles within industry.
<b>Objective 4: Understanding transferable skills and capabilities for the mining industry</b>	
Process for identifying transferable skills and capabilities established	A collaboratively designed and industry approved process for identifying skills and capabilities
Mechanism and process for profiling/mapping transferable skills is established	Industry agreed consistency in recognition and treatment of transferable skills and capabilities

OUTPUTS	OUTCOMES
Transferable skills and capabilities identification process and profiling mechanism are tested.	Increased transition options for workers through clear, industry aligned skills profiles.
<b>Objective 5: An attraction and retention framework and online talent portal</b>	
Evaluation strategy/plan for the project hub is developed and applied	A framework developed on cohesive evaluation of project hub initiatives
An attraction and retention framework that potential, new and existing talent can actively engage with is created and activated	A centralised hub to promote and share the work of the MSOP project hubs
An online Mining Talent Portal that is a centralised hub for exploring employment and learning pathways across the mining industry is developed and launched	A tool that contributes to improved industry capability in talent attraction and retention
Support collateral and guidelines on how companies can use the framework and portal are designed and made available to industry.	Industry confidence in the framework and comfort navigating the portal

APPENDIX B: MSOP GOVERNANCE STRUCTURE

Chart 1: Mining Skills Organisation Pilot governance structure



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**QUOTATION FOR MSOP EVALUATION AND SUSTAINABILITY PARTNER**

**CAPABILITY AND CAPACITY TO DELIVER**

*Proposed approach to deliver services/outcomes required*

*Special skills/knowledge*

***Reporting***

***Critical timelines***

***Independence from MSOP project hubs***

***Additional information***

## **COMPANY OVERVIEW**

***Company details***

***Key contact***

***Authorised person***

***Project team***

## TABLE OF FEES, EXPENSES AND COSTS

Prepare and attach a table of fees, expenses and costs, GST exclusive. Figure1 below provides an example table.

**Figure 1: table of contract costings**

Name and title/role	Contribution	Hourly rate	Estimated hours	Total cost

## NOMINATED REFEREES

## DECLARATION

I/We quote to provide the services described in the RFQ at the GST exclusive prices specified in the quotation

I/We undertake to provide evidence of insurance policies if selected as the preferred vendor prior to entering into a contract with the MCA

I/We declare that I/We agree to the any special conditions of RFQ at Section 2

I/We declare that all information required as stipulated in Section 1 and Section 2 of the RFQ has been included in the quotation

I/We declare that all information and evidence provided in the quotation is true and correct

I/We declare that I/We have the legal authority to be a signatory for this quote.

**NB: electronic signatures are accepted for this quotation. Complete the information and return electronically to [MiningSkillsPilot@minerals.org.au](mailto:MiningSkillsPilot@minerals.org.au)**

**Signature:**

**Full Printed Name:**

**Title/Position:**

**Date:**