



Mining  
Skills Organisation  
Pilot

**REQUEST FOR QUOTATION**  
**MINING SKILLS ORGANISATION PILOT**  
**MINING KNOWLEDGE FUNDAMENTALS**  
**SKILL SET**



## 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 consultancy services related to the MSOP Attraction and Hub – Mining Knowledge Fundamentals skill set. 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:

- Coordination of industry agreement on skill set definition
- Alignment of skill set content
- Analysis of learning materials and content gaps
- Development/construction of skill set
- Involvement in piloting, evaluation and skill set finalisation.

### 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 reporting and critical timelines and demonstrating ability to meet them
  - 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 to this RFQ for any quotation
  - Project team staffing, including biographies, qualifications and relevant experience of key team members and management personnel
- 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
  - The 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 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 their sub-contractors or 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

## ATTRACTION AND RETENTION – MINING KNOWLEDGE FUNDAMENTALS SKILL SET

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.

The attraction and retention project hub aims to deliver a framework to support the attraction of people with transferable skills into mining industry and retention of existing talent and promotes mining as an industry of choice. This will be achieved through five interdependent and interconnected initiatives: workforce planning, pathways, skilling, transferable skills and attraction and retention framework and talent portal.

[Appendix A](#) provides a summary of apprenticeships project hub.

This procurement seeks to engage a specialist/expert consultancy services for the MSOP Attraction and Retention Hub– Mining Knowledge Fundamentals skill set.

### Contract services/outcomes required

The scope of services/outcomes required includes, but is not limited to:

- Defined skill set
  - Coordination of industry agreement on skill set definition (standard) for Mining Knowledge Fundamentals skill set
- Aligned skill set content
  - Investigation/desktop research of the alignment of skill set content with national training framework, captured in a clear chart or table
- Existing learning materials
  - Identification of existing learning materials and assessment tools that can support agreed skill set definition – with alignment of skill set themes presented in table format
- Closing learning content gaps
  - Development of additional learning content for gaps identified during existing materials alignment activity (dependent on quantum of learning content required)
- Skill set ready for testing
  - Consolidation of activity to present Mining Knowledge Fundamentals Skill Set for learner testing
- Piloting skill set
  - Participation in tester cohort(s) skills profiling activity (transferable skills initiative) for identification of skill set positioning in context of understanding establishing skills profiles
  - Participation in the piloting process for troubleshooting and clarification of content or design
- Evaluation

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- Contribution to the evaluation of the initiative (working with the Evaluation and Sustainability partner)
- Publically available Mining Knowledge Fundamentals Skill Set
  - Application of findings from evaluation to update skill set ready for public release.

### Timeframe for completion of the contract services

The expected timeframe for completion of the services is 31 January 2022, with the option to extend for up to six weeks 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

The services required have limited scope and are task-based, with deliverables required across the contract/service agreement 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	15-24 February 2021
Contract negotiation and award	25 February-1 March 2021
Contract executed and kick-off meeting held	2 -8 March 2021
Mining Knowledge Fundamentals skill set defined	9 March-30 April 2021
Skill set content aligned to national training framework	9 March-7 May 2021
Existing learning materials that can support agreed skill set definition identified	9 March – 14 May 2021
Alignment and compatibility with current system	9 March-14 May 2021
Learning content gaps closed	9 March-30 June 2021
Monthly statements of progress commence	15 March 2021
Tester cohort profiling activity	15 May-30 June 2021
Skill set ready for testing	1-31 July 2021
Piloting skill set	1 August-31 October 2021
Participation in skill set evaluation	1 November-7 December 2021
Revised Mining Knowledge Fundamentals skill set	3-31 January 2022
Publically available Mining Knowledge Fundamentals Skill Set	Q1 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 required base content (as agreed during kick-off meeting)

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- Further detail and information on the attraction and retention project hub and the Mining Knowledge Fundamentals skill set initiative
- Other resources/materials as agreed with the organisation.

### Special skills/knowledge needed

The vendor/supplier will need to possess the following:

- Demonstrated understanding of the vocational education and training system and its operation
- Experience in building skill sets, including review and resources
- Skills/proficiency in co-design, collaboration and innovation in development and design of vocational education and training content and products
- Experience and understanding of the Australian VET system
- 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 recommendations report stipulated in the services/outcomes required section of this RFQ, the Vendor will be required to provide a monthly statement of progress against deliverables and agreed timelines.

### Fees, expenses and costs

Noting that the timeframe for completion of services spans 10 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 listed in Table 3.

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

**Table 3: 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.

### **Attraction and retention – Mining Knowledge Fundamentals skill set**

#### ***Background***

There is increasing competition with a range of other sectors to captivate the interest and imagination of the future talent pipeline and maintain engagement with existing workers.

Positioning a career in the mining industry as a compelling value proposition that is accessible and can be achieved through multiple pathways is a key challenge for industry.

#### ***Context***

The attraction and retention project hub seeks 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.

The hub covers elements that are crucial to securing a highly skilled, robust and future-ready workforce, including:

- Workforce planning – establishing and testing a process for codifying capability sets at role level and understanding broad industry demand for those capabilities
- Pathways – understanding and capturing the talent (learning and employment) pathways across the industry, including the diversity, flexibility and breadth of choice
- Skilling – providing upskilling and cross-skilling options for potential, new and existing talent, establishing a mining knowledge fundamentals skill set
- Transferable skills – facilitating a model for the identification of transferable skills and capabilities and a tool/mechanism for developing candidate skills profiles that can be integrated with pathways
- Attraction and retention framework and Mining Talent Portal.

#### ***Problem/ Opportunity statement***

The Mining Fundamental skill set provides an opportunity to deliver industry-led upskilling and cross-skilling options for potential, new and existing talent, through establishing a mining knowledge fundamentals skill set.

#### ***Description***

The skilling initiative will design, develop, test and deploy a skill set that can:

- As a full skill set, provide mining domain knowledge necessary to leverage the entry of individuals with robust and in-demand transferable skills into the resources sector
- As a full skill set, or through individual units, enhance the knowledge of existing workers seeking to transition into new roles.

The skill set will draw on micro-credential work being undertaken in the higher education sector and also existing units of competency (where relevant) from training packages across a number of themes, including the mining value chain, workplace health, safety and wellness, communication, sustainability, diversity and inclusion, digital transformation and the legislative context.

The initiative will also identify, explore and test various elements to ensure the quality and sustainability of the skill set including:

- Existing and required (new) learning and support materials
- Delivery options in a vocational education and training sector context

- Opportunities for alignment of content with the vocational education and training system's qualifications framework to support recognition and portability.

***Project objectives, outputs and outcomes***

The objective of the initiative is:

- Accessible and contemporary mining domain knowledge for potential, new and existing talent.

The initiative will deliver the following output:

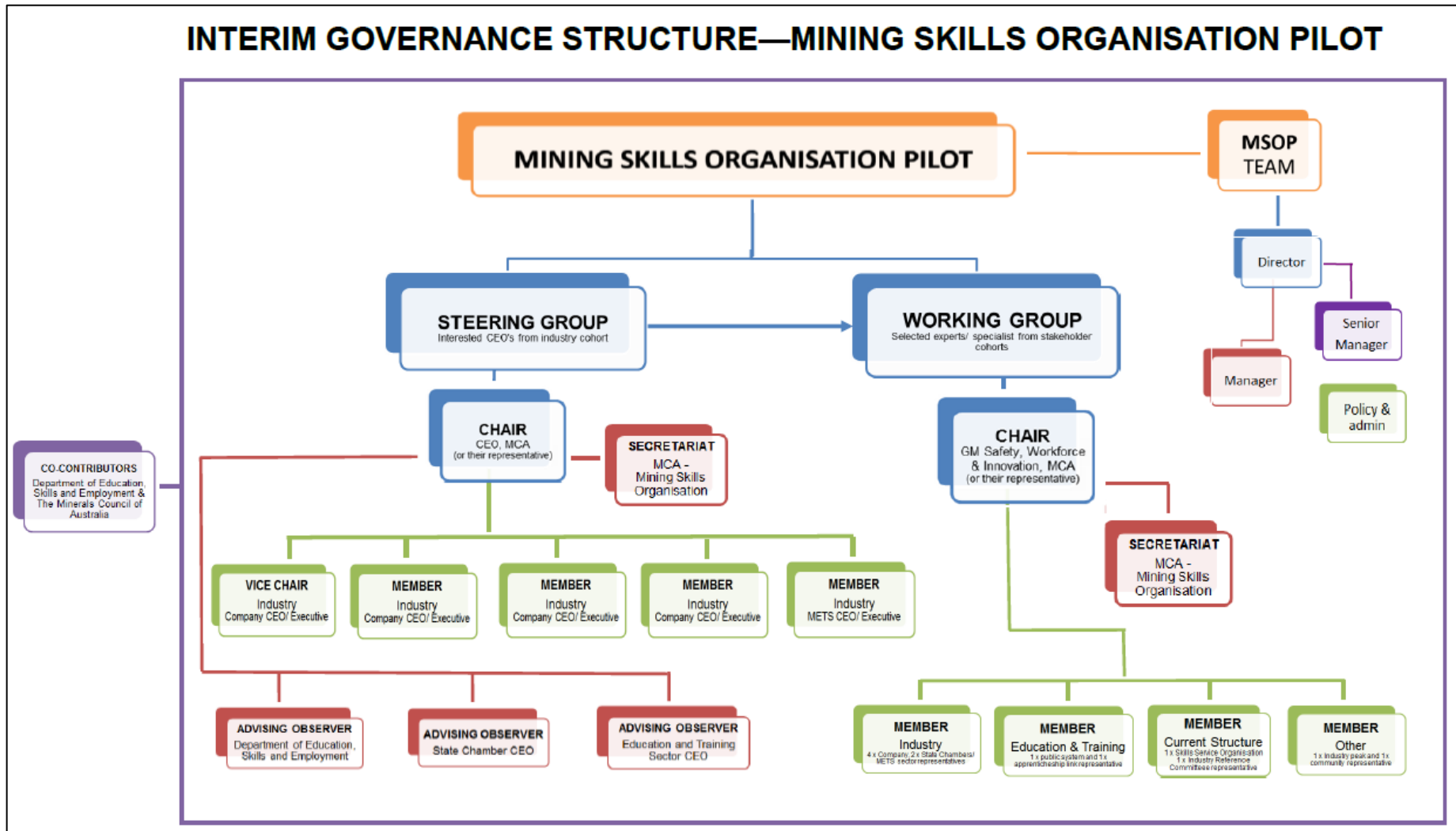
- Mining Knowledge Fundamentals skill set is developed, tested and deployed.

Achievement of this will result in the following outcomes:

- 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.

APPENDIX B: MSOP GOVERNANCE STRUCTURE

Chart 1: Mining Skills Organisation Pilot governance structure



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**QUOTATION FOR MSOP A&R - MINING KNOWLEDGDE FUNDAMENTALS**

**CAPABILITY AND CAPACITY TO DELIVER**

*Proposed approach to deliver services/outcomes required*

*Special skills/knowledge*

***Reporting***

***Critical timelines***

***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:**