

ATTACHMENT E – ELS RESPONSE FORM**SUPPLIER INFORMATION**

The following supplier information table must be completed and returned upon submission of any response.

Supplier name
ABN
Email address
Postal address
Use this section to specify any confidential information within your response

APPROACH TO PROVIDING ELS SERVICES (60%)

Use this section to detail how your organisation will approach the provision of ELS services, including:

- Systems to accept ELS applications, including:
 - approach and resources required to establish services to accept ELS applications
 - a project plan detailing proposed steps to transition and establish the service
- Methods for sourcing and placing locums in an efficient and cost-effective manner, including:
 - locations/availability of locums around Australia
 - approach to arranging travel in a cost-effective manner
 - approach to determining travel modes.
- Approaches to confirming eligibility of ELS applications
- Approaches to booking travel
- Approach to risk management.

SUPPLIER EXPERIENCE (20%)

Provide details of your organisation's experience in the delivery of similar services.

NOMINATED PERSONNEL (10%)

Provide details of the nominated personnel who will support the provision of ELS services, including qualifications, relevant memberships or commendations and a brief description of their previous work.

ATTACHMENT E – ELS RESPONSE FORM

MARKET INNOVATION (10%)

Please provide any information on market innovations that may assist in the provision of ELS services.

REFEREES (UNWEIGHTED)

Please provide 2 referees who can speak to your organisation's experience in delivering similar services.

Name	Organisation/ position	Email	Phone

NOMINATED PERSONNEL CVS (UNWEIGHTED)

Please provide CVs of no longer than 1 page per nominated personnel.

PRICING (UNWEIGHTED)

The following table should be completed to include:

- the supplier's total deliverable/milestone fees for the duration of the contract. Please note deliverable/milestone fees are capped at \$50,000 (exc. GST) annually.
- the supplier's placement fee – to be paid to the supplier for each eligible and successful ELS locum placement.

Category	Fee exc. GST	GST	Fee inc. GST
Supplier deliverable/milestone fee – total of fees to be paid against approved deliverables/milestones for the initial contract term of three and a half years			
Supplier placement fee – to be paid for each successful ELS locum placement			

In addition, please indicate your rate of reimbursement for locum vehicle travel:

Rate of reimbursement for vehicle travel	c/km
---	------