Subcontractor Proposal Form  
Agreement for the provision of security services

**This form is for use by a Service Provider to notify the Lead Department of the Purchaser’s approval of the engagement of a Subcontractor.**

**Please ensure you have completed a ‘Notice of Intent’ and have obtained written approval from the relevant Purchaser before using this form.**

Unless inconsistent with the context or subject matter of this Subcontractor Proposal Form, all capitalised terms have the meaning given to them in the State Purchase Contract executed between the Service Provider and the Department of Government Services (**SPC**).

**Note:** in accordance with the SPC, the Service Provider must obtain approval from both the Purchaser and the Lead Department to subcontract particular obligations under a Purchase Order Contract (POC).

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| **Confirm the following documents are attached** | |
| **Notice of Intent approved by the Purchaser**  The Notice of Intent should detail the reasons the subcontractor is required and any restrictions or conditions of approval | Yes  No |
| **Contract of engagement between the Service Provider and Subcontractor**  The contract is to be current and expire after the subcontractor engagement expires. Commercially sensitive payment or security terms, and pricing information, may be redacted. | Yes  No |
| **Subcontractor’s Security license** | Yes  No |
| **Subcontractor’s Certificate of Currency for all required insurances** | Yes  No |
| **Credit report detailing subcontractor’s financial standing** | Yes  No |
| **Signed Statement of Compliance to the terms of the SPC and specific POC** | Yes  No |
| **Signed Commitment to the Victorian State Government’s Supplier Code of Conduct**  Supplier conduct is available at <https://www.buyingfor.vic.gov.au/supplier-code-conduct>  Updates and amendments to the Code will also be made available at this website | Yes  No |

The Service Provider should note its responsibility to ensure that all Approved Subcontractors comply with the rights and obligations of the Service Provider arising out of the SPC and POC and that the terms of its subcontract with the Approved Subcontractor contain all of the provisions required under the SPC and POC.

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| **Information** | **To be completed by Service Provider** |
| **Purchaser:**  Agency:  POC Contract Manager:  Title:  Email: |  |
| **Service Provider:**  Name:  Address:  Phone number:  Email: |  |
| **Subcontractor:**  Name:  Address:  Phone number:  Email:  ABN/ ACN: |  |
| **Details of proposed subcontractor’s financial standing**  Insert details of proposed subcontractor’s financial standing. For subcontractor engagements of less than $100,000 (in total), an Equifax report, or an equivalent report from another third-party credit reporting provider, is sufficient. | Click or tap here to enter text. |
| **Services to be subcontracted**  [Insert details of the services that are proposed to be performed by the proposed subcontractor] | Click or tap here to enter text. |
| **Capability to provide the services**  [Insert details/evidence of proposed subcontractor’s capability to provide the subcontracted services] | Click or tap here to enter text. |
| **Proposed subcontractor’s resourcing**  Insert details of proposed subcontractor’s resourcing, including details of labour pool and labour make-up (full time, part time, casuals etc) | Click or tap here to enter text. |
| Compliance to Government’s commitment to boost conditions and pay for security workers  Confirm that for this engagement, the subcontractor will pay their Security Staff at a rate that is, on an overall basis, at least no less than 6% above the Security Services Industry Award 2020, inclusive of all ordinary time, overtime, loadings, penalties, and monetary allowances (or higher if required by the SPC or POC). | Click or tap here to enter text. |

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| **Information** | **To be completed by Service Provider** |
| **Proposed subcontractor’s compliance with the mandatory terms of the SPC and POC**  Describe the extent to which the proposed subcontractor will be able to fully comply with all the terms in the SPC and POC, including (without limitation):   * Payment of Security Staff at a rate that is, on an overall basis, at least no less than 6% above the Security Services Industry Award 2020, inclusive of all ordinary time, overtime, loadings, penalties, and monetary allowances (or higher if required by the SPC or POC). * The provision of equipment and resources * Time of the essence * Purchaser equipment * Compliance with policies * Employment records and site logs * Drug and alcohol testing of, and conduct of, personnel engaged or employed to provide Security Staff * Immediate notification of certain matters * Subcontracting (there is to be no further onward subcontracting) * Access to premises * No less favourable mechanism * Intellectual Property Rights * Confidentiality, privacy, and data protection * The requirements of the Portable Long Service Leave scheme * The terms of the Industrial Instrument that applies to the Subcontractor’s staff. * Record keeping and audits.   Note that a declaration by the Service Provider must still be supported by a signed Statement of Compliance by the subcontractor. | Click or tap here to enter text. |
| **Other requirements**  [Confirm the details of proposed subcontractor’s compliance with the requirements of the Fair Jobs Code (if required) or any other requirements for the engagement] | Click or tap here to enter text. |

**INSTRUCTIONS TO SERVICE PROVIDER:** By signing this Subcontractor Proposal Form, you confirm that the information provided is complete a nd accurate at the time of signing and that all required documents have been attached.

**Signed for and on behalf of the Service Provider:**

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| Click or tap here to enter signature. |  | Click or tap here to enter text. |

Signature Name

|  |  |  |
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| Click or tap here to enter text. |  | Click or tap to enter a date. |

Job title Date

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| **Subcontractor Proposal Form Approved** | **Yes**   **No** |

**Signed for and on behalf of the Lead Department:**

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| Click or tap here to enter signature. |  | Click or tap here to enter text. |

Signature Name

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap to enter a date. |

Job title Date