



## **Australian Government**

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**Department of Home Affairs**

**ABN: 33 380 054 835**

**REQUEST FOR TENDER (RFT)**

**FOR THE PROVISION OF THE ADULT MIGRANT ENGLISH  
PROGRAM**

**HOMEAFFAIRS/2165/RFT**

**ATTACHMENT C: PRICING SCHEDULE**

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## SECTION 1: PRICING REQUIREMENTS

### 1. INSTRUCTIONS

- 1.1. Tenderers:
- 1.2. must ensure all prices are stated in Australian currency (this is a Minimum Content and Format Requirement);

**[Note to Tenderer:** Failure to meet the requirement (a) above will, subject to paragraph 18 of Part 2 of the COT for the RFT (Unintentional Errors of Form), result in a Tender being excluded from further consideration.]

- (a) should ensure their Tender includes a Pricing Schedule substantially in the form of **Section 2** of this **Attachment C** with their offered pricing to provide the Requirement;
- (b) should include any assumptions upon which the pricing in the Pricing Schedule table is based; and
- (c) provide sufficient information for the Department to determine whether prices are reasonable in the context of the Commonwealth assessment of value for money.
- 1.3. In considering their pricing, Tenderers should note the Department requires prices in the following manner for each Contract Region. Tenderers can tender for different rates for Region Types within each Contract Region (i.e. Metropolitan, Regional and Remote) for all Services below, with the exception of \*\*\*Distance Learning (refer to part 2.3 of the table in this **Attachment C**).
- 1.4. The Primary Location, as set in the IMS, will determine the applicable payment rates for Services delivered – Metropolitan, Regional and Remote.

Payment point	Payment amount (GST Exclusive)	Basis for Payment	Attachment A: Statement of Requirement Reference
<b>1. AMEP Initial Assessment Payment</b>	<p>Tenderer to provide pricing per Client.</p> <p>A one-off payment for Initial Assessment per Client that includes remuneration for the commencement process that includes registration, initial English assessment, entry interview (Pathway Guidance set up) and enrolment. Payment will be provided once per eligible Client over the Client's time in the program.</p> <p>The Contractor will only receive a payment if the Initial Assessment</p>	One-off payment per Client	3.3.4 to 3.3.16

Payment point	Payment amount (GST Exclusive)	Basis for Payment	Attachment A: Statement of Requirement Reference
	<p>assesses the person as not having Vocational English proficiency.</p> <p>The Contractor will not be paid for Placement Reviews for Transferring Clients or Former Clients.</p>		
<p><b>2. Flexible Client tuition</b></p> <p><b>2.1 Classroom Tuition</b> (Face-to-Face Tuition and Virtual Participation) where Clients participate in a learning activity at the same time as their teacher in an educational setting (includes formal, community and workplace settings).</p> <p>Class sizes are up to 20 Clients.</p>	<p>Tenderer to provide pricing per Client per hour.</p> <p>An hourly rate for Classroom Tuition paid on Clients *Scheduled Attendance where the Client has been marked as in attendance.</p> <p>* Scheduled Attendance is calculated as the time between the scheduled class start time and scheduled class end time LESS any Scheduled Tuition Breaks.</p> <p>** Scheduled Tuition Breaks must be factored into your learning activities, in accordance with the relevant state and territory Work Health and Safety requirements, and any applicable industry sector standards.</p>	Hours of tuition per Client	3.5.13(a)
<p><b>2.2. Mixed Mode Tuition</b>, allows Clients to undertake a combination of delivery modes, including scheduled interactive delivery with the teacher and/or class (Face-to-Face Tuition and Virtual Participation), and guided independent learning (online or paper-based).</p> <p>The scheduled interactive teacher and/or class component can be delivered in small groups, larger groups (up to 20 Clients) and small amounts of 1:1 training.</p>	<p>Tenderer to provide pricing per Client per hour.</p> <p>An hourly rate for Mixed Mode Tuition paid on Clients *Scheduled Attendance with the teacher and/or class (Face-to-Face Tuition and Virtual Participation) where a Client has been marked as in attendance.</p> <p>The scheduled interactive teacher component is permitted to constitute a maximum of 50% of the total Mixed Mode Tuition hours.</p> <p>The remaining guided independent learning component is not paid or recorded in the IMS.</p> <p>*Scheduled Attendance is calculated as the time between the scheduled class start time and scheduled end time LESS any Scheduled Tuition Breaks.</p> <p>** Scheduled Tuition Breaks must be factored into your learning activities, in accordance with the relevant state and territory Work</p>	Hours of tuition per Client	3.5.13(b)

Payment point	Payment amount (GST Exclusive)	Basis for Payment	Attachment A: Statement of Requirement Reference
	Health and Safety requirements, and any applicable industry sector standards.		
<p><b>2.3. ***Distance Learning</b> is for Clients who are located more than 50km from an AMEP Site or cannot attend Classroom Tuition (Face-to-Face Tuition and Virtual Participation) for physical, cultural, religious or care-giver reasons or other reasons beyond their control.</p> <p>Allows Clients to learn at home, with curriculum materials (either online or paper-based) specifically designed for out-of-classroom, self-paced learning, supported by regular contact with a qualified teacher.</p> <p>Distance learning Virtual Classrooms must not exceed eight (8) Clients per class.</p>	<p>Tenderer to provide pricing per Client per hour.</p> <p>An hourly rate for Distance Learning, paid on Clients</p> <p>*Scheduled Attendance with the teacher and/or class where the Client has been marked as in attendance.</p> <p>Teacher contact consists of a:</p> <ul style="list-style-type: none"> <li>- minimum of one (1) hour of scheduled teacher/Client contact per Client per week, unless otherwise approved by the Department; and</li> <li>- maximum of two (2) hours per week of direct teacher/Client contact.</li> </ul> <p>The remaining self-paced learning component is not paid or recorded in the IMS.</p> <p>Hourly rate is per Contract Region based on teacher/Client contact.</p> <p>Note: there are no separate rates for Metropolitan, Regional and Remote CRs or areas within Contract Regions.</p> <p>*Scheduled Attendance is calculated as the time between the scheduled class start time and scheduled end time LESS any Scheduled Tuition Breaks.</p> <p>** Scheduled Tuition Breaks must be factored into your learning activities, in accordance with the relevant state and territory Work Health and Safety requirements, and any applicable industry sector standards.</p>	Hours of tuition per Client	3.5.13(c)
<p><b>3. Pathway Guidance and My AMEP Plan (MAP)</b></p> <p>The Contractor must provide pathway guidance at:</p> <ul style="list-style-type: none"> <li>• entry interview including development of a My AMEP Plan (MAP);</li> </ul>	<p>Tenderer to provide pricing per Client per hour.</p> <p>Payment is provided when a Client accesses Pathway Guidance at an hourly rate up to six (6) hours per Client, over the Client's time in the program</p>	Hours of Pathway Guidance to a maximum of 6 hours per Client, unless	3.7

Payment point	Payment amount (GST Exclusive)	Basis for Payment	Attachment A: Statement of Requirement Reference
<ul style="list-style-type: none"> <li>throughout the Client's learning journey (and at least annually); and</li> <li>exit interview.</li> </ul> <p>Each Client will have access to up to six hours of pathway guidance in the form of settlement, vocational and educational advice and support from a qualified Pathway Guidance Officer, over the Client's time in the program.</p> <p>Additional hours may be considered by the Department on a per Client basis in certain circumstances.</p> <p>Individual Pathway Guidance can be provided during and outside class times, however, wherever possible, should occur outside of class time. Guidance provided during class times will not be eligible for payment.</p>	<p>Tenderers to note:</p> <ul style="list-style-type: none"> <li>- Development of a MAP during a new Client's entry interview will not be deducted from the six (6) hour allowance for the Client's Pathway Guidance.</li> <li>- For Former Clients and Transferring Clients, a MAP will need to be created in the IMS or updated (or both). This will be deducted from the six (6) hours of Pathway Guidance allocated to that Client.</li> </ul>	<p>otherwise approved by the Department</p>	
<p><b>4. Volunteer Tutor Scheme (VTS)</b></p> <p>The VTS provides additional language assistance by a trained volunteer, usually on a one-on-one basis, in the Client's home or another safe and mutually suitable location, or online.</p> <p>There will be no time limits to the use of volunteer tutors.</p> <p>The Contractor must offer VTS to all Clients where available, including those participating in Classroom Tuition (Face-to-Face Tuition and Virtual Participation), Mixed Mode Tuition and Distance Learning. The Contractor should ensure that a Volunteer Tutor is provided to humanitarian Clients wherever possible to supplement their learning.</p>	<p>Volunteer Tutor Scheme payments will consist of:</p> <ul style="list-style-type: none"> <li>a. Tendered annual administration fee for initial tutor training, professional development and ongoing support of tutors (once per year per tutor per Contractor), including a minimum of 15 hours initial training per Volunteer Tutor and ongoing refresher training and professional development sessions annually.</li> <li>b. Tendered one-off matching payment, for matching a tutor to a Client (to be paid once per Client per Contractor).</li> </ul> <p>- There is no matching fee for subsequent matches.</p> <p>Volunteer Tutors are not paid.</p>	<p>4a. Once per year per tutor</p> <p>4b. Once per Client</p>	<p>3.8</p>

Payment point	Payment amount (GST Exclusive)	Basis for Payment	Attachment A: Statement of Requirement Reference
<p><b>5. AMEP Work Connect</b> provides Clients with employment focused tuition and work experience opportunities. It consists of:</p> <ul style="list-style-type: none"> <li>• 120–160 hours of AMEP employment focused English language tuition (EAL Framework Certificate level), as considered appropriate by the Contractor; and</li> <li>• 40–80 hours of a related work experience placement.</li> </ul> <p>AMEP Work Connect employment focused English language tuition (EAL Framework Certificate level) can be delivered as Classroom Tuition (Face-to-Face Tuition and Virtual Participation), Mixed Mode Tuition and via Distance Learning.</p> <p>Class sizes for AMEP Work Connect employment focused tuition must not exceed 20 Clients per class for Classroom Tuition (Face-to-Face Tuition and Virtual Participation) and Mixed Mode Tuition.</p> <p>Distance Learning Virtual Classrooms must not exceed eight (8) Clients per class.</p> <p>Distance Learning Clients are not eligible for AMEP Work Connect work experience placements.</p>	<p>AMEP Work Connect payments will consist of:</p> <p>a. AMEP Employment-focused English language tuition</p> <p>- Tendered hourly rate for Classroom Tuition (Face-to-Face Tuition and Virtual Participation), Mixed Mode Tuition and Distance Learning, paid on Clients' *Scheduled Attendance where the Client has been marked as in attendance.</p> <p>b. Tendered work experience placement fee per Client (one placement per Client over the Client's time in the program)</p> <p>- A one-off payment for a work experience placement to cover the cost of networking with employers or other stakeholders to find an appropriate work experience placement for each AMEP Work Connect Client, to be paid following the commencement of a Client's work experience placement.</p> <p>Each Client is limited to one (1) work placement during their time in connection with the AMEP.</p> <p>*Scheduled Attendance is calculated as the time between the scheduled class start time and scheduled end time LESS any Scheduled Tuition Breaks.</p> <p>** Scheduled Tuition Breaks must be factored into your learning activities, in accordance with the relevant state and territory Work Health and Safety requirements, and any applicable industry sector standards.</p>	<p>5a. Hours of tuition per Client</p> <p>5b. One-off payment per Client</p>	<p>3.9</p>

Payment point	Payment amount (GST Exclusive)	Basis for Payment	Attachment A: Statement of Requirement Reference
<p><b>6. Child care in eligible settings</b></p> <p>The Contractor must provide, or arrange for the provision of (or both), suitable and culturally appropriate Child care for all Clients with children up to and including six (6) years of age, who are not enrolled in compulsory schooling.</p> <p>Child care is not available for Virtual Participation, Distance Learning, Volunteer Tutor Scheme or for Pathway Guidance provided outside class.</p>	<p>Tenderer to provide pricing per child per Client per hour.</p> <p>Payment is claimable for Child care provided during a Client's *Scheduled Attendance where the Client has been marked as in attendance at:</p> <ul style="list-style-type: none"> <li>• Face-to-Face Tuition (formal or community setting) or an AMEP Work Connect work experience placement; or</li> <li>• Face-to-Face Tuition during Mixed Mode Tuition learning; or</li> <li>• Face-to-Face community-based classes (except for classes where parents and carers can have their Children attend with them onsite in class);</li> <li>• <b>and</b> their Child is in attendance at Child care;</li> </ul> <p>The Child care hourly rate must be inclusive of:</p> <ul style="list-style-type: none"> <li>• Client travel time between (each way) the Child care provider and the AMEP Activity;</li> <li>• administrative costs in sourcing, referring and organising Child care placements; and</li> <li>• all fees and charges including Child care provision, Scheduled Tuition Breaks, other breaks, absences, holiday and holding and cancellation fees.</li> </ul> <p>*Scheduled Attendance is calculated as the time between the scheduled class start time and scheduled end time LESS any Scheduled Tuition Breaks.</p> <p>** Scheduled Tuition Breaks must be factored into your learning activities, in accordance with the relevant state and territory Work Health and Safety requirements, and any applicable industry sector standards.</p>	<p>Per hour per child of an AMEP Client who is accessing Child care</p>	<p>3.11</p>



- 1.5. In completing the Tender Pricing Response Template (**Appendix 7** to the **RFT COT**), the Tenderer's prices should:
- (a) be inclusive of detailed costing of each item to enable an effective evaluation of all Tenders received, inclusive of all itemised costs, expenses and disbursements incurred by the Tenderer in providing these services (these may include but are not limited to overheads such as travel, consumables, preparation costs (including any required information technology system enhancements), rental costs, superannuation guarantee, insurances, enterprise-based wage increases etc.). These overheads are not to be confused with pass through costs (no pass through costs are permitted unless approved in writing by the Department in its absolute discretion);
  - (b) be inclusive of all charges, expenses, duties and taxes, and subject to the requirements regarding Goods and Services Tax (GST);
  - (c) be exclusive of GST, but identify the GST component, where applicable, in the GST worksheet (**Appendix 7** to the **RFT COT**);
  - (d) apply for the duration of the Tender Validity Period;
  - (e) include applicable Australian (Federal, State and Local Government) and overseas taxes and charges;
  - (f) include details about any assumptions or other caveats upon which the pricing is based, as well as information or events required to remove caveats;
  - (g) include all cost of complying with the Terms and Conditions of this RFT, whether applying to this RFT process or the performance of any resultant contract; and
  - (h) include proposed hourly rates for work required which relates to implementation of significant Commonwealth policy or process changes or information technology and information management updates (Discretionary Fee), as set out in clause 7.3 (Additional Fees) of the Draft Services Agreement (**Attachment E**).
- 1.6. The Department will not pay any allowances or costs other than the agreed fees for the goods or services.
- 1.7. The Department may pay fees monthly in arrears upon receipt of a correctly rendered invoice as set out in Draft Services Agreement (**Attachment E**), for all services.
- 1.8. Failure to provide any of the required information may result in the Department excluding the Tender.
- 1.9. The Fee(s) specified in the Agreement are automatically increased, or decreased, in accordance with the Wage Cost Index (WCI1), published in May of each year in Budget Paper No.3, which uses CPI (previous year to December movement) and the Wages

Safety Net Adjustment to index payments for the following financial year, on 1 July each year, but the increase, or decrease, will only apply in respect of AMEP Services rendered on or after that date.

- 1.10. During the Evaluation Process, the Department may, if necessary, adjust tendered prices in order to establish a common basis for the comparison of Tenders. Such adjustments may include but are not limited to:
- (a) consideration of normalised and discounted cash flow;
  - (b) cost of administration of the contract to be entered into with the provider of the services;
  - (c) any assumptions or other caveats attaching to the tendered price;
  - (d) analysis of risks related to a Tender; and
  - (e) other costs, if any, or financial impacts on the Commonwealth that may arise from appointing a particular Tenderer.
- 1.11. In accordance with the Commonwealth Procurement Rules (CPRs), the Department can determine which of the Tenderers (if any) are likely to be able to provide the Requirement to the Commonwealth at the best value for money in accordance with the evaluation criteria, including the level of risk for the Commonwealth.
- 1.12. Should any variations be required for fees these will be dealt with in accordance with **clause 33.6** of the Draft Services Agreement (**Attachment E**), and will vary **Schedule 3** of the Draft Services Agreement (**Attachment E**).
- 1.13. In accordance with Resource Management Guide No. 417 Supplier pay on-time or Pay Interest Policy (1 July 2022), the Draft Services Agreement (**Attachment E**) includes clauses to give effect to the policy set out in that Resource Management Guide.

## SECTION 2: PRICING TEMPLATE

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### 1. PRICING

- 1.1. Tenderers should provide pricing based on a Service Delivery Date of 1 January 2026.
- 1.2. **Assumptions/Qualifications:** Tenderers should insert details of any assumptions or qualifications on which the Tendered prices are based (including, for public sector Tenderers, details of how the requirements of competitive neutrality have been met).
- 1.3. **Individual pricing:** To support the tender evaluation process as per **Attachment D** to the RFT, Tenderers should submit individual pricing responses for each Contract Region that they wish to bid for. Tenderers should follow the instructions outlined in the tabs '*Instructions*' and '*App A - Contract Regions*' of the Tender Pricing Response Template (**Appendix 7** to the **RFT COT**), as well as the instructions outlined in the applicable tabs, to provide each individual pricing response. It should be noted that detailed pricing will be preferred for the purposes of the tender evaluation process.
- 1.4. **Cost Efficiencies:** To support the tender evaluation process as per **Attachment D** to the RFT, if applicable, Tenderers may detail any cost efficiencies that can be achieved to the proposed individual pricing, in the event the Tenderer is successful for multiple Contract Regions. The Cost Efficiencies response provides the Tenderer with the opportunity to identify any available pricing reductions, discounts or value adds, should the Department choose to award more than one Contract Region nominated in the Tenderer's response. Tenderers wishing to offer Cost Efficiencies should follow the instructions outlined in the Tender Pricing Response Template (**Appendix 7** to the **RFT COT**). Each Cost Efficiencies response should include detailed cost inputs and assumptions for each potential mix of Contract Regions.
- 1.5. **Discretionary Fee:** Tenderers should set out hourly rates for fees associated with the administration, data management and training related to the potential implementation of significant Commonwealth Policy or information technology and information management changes as stated in **paragraph 3.17** of **Attachment A** – the Statement of Requirement. These costs should be set out per hour. Tenderers should follow the instructions outlined in tab '*App B2.4 – Discretionary Fee*' of the Tender Pricing Response Template (**Appendix 7** to the **RFT COT**). Tenderers should note that the Department may normalise Discretionary fees during its evaluation process.