

ATTACHMENT B - REOI RESPONSES

PART 1 - INTRODUCTION

1 **FORMAT FOR EOI**

- 1.1 Respondents must complete and provide, as part of their EOI response:
 - (a) all of the completed response tables in Part 2 of this ATTACHMENT B
 - (b) a signed copy of the declaration, substantially in the form set out in Part 3 of this ATTACHMENT B; and
 - (c) all of the completed response tables in Part 4 of this ATTACHMENT B.
- 1.2 The Department will accept REOI responses lodged in Microsoft Word, Microsoft Excel, PDF format or as agreed in writing with the Contact Officer.
- 1.3 Respondents should note that each requirement in each part of this Attachment B may not be of equal importance or weight. However, Respondents should address each requirement completely.

PART 2 - REOI COVER SHEET

Respondents **must** include a completed REOI cover sheet substantially in the following form:

EXPRESSION OF INTEREST FOR INCLUSION OF SPECIFIED COURSES AND EXAMS
FOR REGISTRATION AS A MIGRATION AGENT – REMAKE OF LEGISLATIVE
INSTRUMENT 18/003

EXPRESSION OF INTEREST NUMBER: **HOMEAFFAIRS REOI RMAC01/25**

REOI CLOSING TIME: **11.59pm Canberra time, 4 August 2025.**

| | |
|---------------------------------------|--|
| Full Legal Name of Respondent: | |
| Trading or business name: | |
| Name of Contact Person: | |
| Position: | |
| Telephone: | |
| Facsimile: | |
| Email: | |
| Postal Address: | |

PART 3 – RESPONDENT’S DECLARATION

1. DECLARATION BY RESPONDENT

Respondents are to provide a declaration in the following format:

[INSERT NAME OF RESPONDENT AND ACN/ARBN AND ABN] (“**Respondent**”) submits its response to provide the requirements specified in this **HOMEAFFAIRS REOI RMAC01/25**. In preparing this Response, the Respondent acknowledges that it is aware of section 18 of Schedule 2 to the *Competition and Consumer Act 2010 (Cth)* and Division 137 of the *Criminal Code Act 1995 (Cth)* and that its response does not contain any false, misleading or deceptive misrepresentations, claims or statements.

By submitting its response, the Respondent acknowledges and agrees:

- a. to the Commonwealth’s rights in the REOI; and
- b. that responses are prepared in accordance with the REOI and are accurate, complete and not misleading.

2. IMPROPER ASSISTANCE

This Response has been compiled without the improper assistance of employees or former employees of the Department, and without the use of information obtained unlawfully or in breach of an obligation of confidentiality to the Commonwealth.

3. TERMS AND CONDITIONS

The Respondent represents and warrants that it has read and understood the Terms and Conditions contained in Part 2 of the REOI.

4. ILLEGAL WORKERS

The Respondent does not, and will not in the provision of the Requirement (if it is successful in the prequalified tender), engage any Illegal Workers.

5. CONFLICT OF INTEREST

The Respondent represents that, having made all reasonable enquiries, it either:

- a. does not have any known actual, perceived or potential conflicts of interest in respect of the REOI or the provision of services, or
- b. the Respondent represents that, having made all reasonable enquiries, the following represents its only known actual, perceived or potential conflicts of interest in respect of the REOI:

- List

Dated:

Duly Authorised to Sign response for and on behalf of
(state full name and address of Respondent)

SIGNATURE OF REPRESENTATIVE

.....

NAME OF REPRESENTATIVE (in block letters)

.....

POSITION OF REPRESENTATIVE (in block letters)

.....

SIGNATURE OF WITNESS

ADDRESS OF WITNESS

.....

.....

PART 4 – REOI RESPONSE TABLES

Respondents should include completed responses to each of the following tables.

Table 1 - Respondent Information

Respondents should provide full responses in completing the following information:

| Requirement | Respondent's Response |
|---|--|
| Respondent's Full Legal Name: Respondents should provide the Respondent's full legal name, that would be the legal entity which would enter into a contractual arrangement with the Department: | |
| Respondent's Trading or Business Name (if different to above): | |
| Respondent's Australian Business Number (ABN): Respondents should indicate if they are registered on the Australian Business Register and, if so, provide their ABN: | |
| Respondent's Contact: Respondents should include details of a person who is authorised to represent and legally bind the Respondent: | Name: Position: Address: Phone: Fax: Email: |
| Respondent's legal entity type: Respondents should supply the Respondents type of legal entity (such as company, partnership or individual/sole trader): | |
| Respondent's principal place of business: Respondents should provide both their administrative or head office address and details of any other premises which will be used to provide the Requirement: | |

| | |
|---|--|
| If the Respondent is a company, include details of: | |
| The registered office: | |
| The date and place of incorporation and the Australian Company Number: | |
| Details of office bearers, partners (if a partnership with less than [10] partners) and shareholders (if a company with less than [5] shareholders): | |
| If the Respondent is a sole trader: | |
| Provide details of the sole trader, including name, address, date of birth and the length of time as a sole trader: | |
| If the Respondent is a trustee: | |
| If the Respondent is responding in respect of a business carried on by it as a trust, provide details of the relevant trust including details of the trustees and beneficiaries (the Department may also request a copy of the relevant trust deed and any variations. Please note that if the Department accepts such a response, the Draft Contract will contain additional clauses to protect the Department's interests): | |

Table 2 - Proposed Subcontractors or Agents

Respondents should identify and provide details of any subcontractors or agents it intends to use for the supply of major elements of the Requirement.

| Subcontractor or agent name and details (including as applicable, full legal name, ABN, ACN, RBN and address of each proposed subcontractor) | Major elements of the Requirement which are to be provided by that subcontractor or agent | Subcontractor complies with <i>Workplace Gender Equality Act 2012</i> (Cth)? | Subcontractor has had a judicial decision made against them, an unsettled judgment or a judicial judgment under appeal, in respect of unpaid employee entitlements? | Subcontractor complies with the <i>Fair Work Act 2009</i> (Cth)? |
|--|---|--|---|--|
| | | | | |
| | | | | |

CONTENT AND FORMAT REQUIREMENTS

Table 3 – Content and Format Requirements

Respondents must ensure that any Response meets the following content and format requirements.

| Requirement | Respondent's Response |
|---|-----------------------|
| (i) Responses must include all of the completed response tables in Parts 2 and 4 of ATTACHMENT B ; | |
| (ii) Respondents must include a signed copy of the declaration, substantially in the form set out in Part 3 of ATTACHMENT B . | |
| (iii) all language, including in all attachments and supporting technical data, must be written in English; and | |
| (iv) unless otherwise specified in the Statement of Requirement, all measurement must be expressed in Australian legal units of measurement | |

EVALUATION CRITERIA

Table 4 – Proposed solution

The proposed Requirement is detailed within paragraphs 4.2.1 to 4.2.7 of Attachment A (SOR). Respondents should provide a table in the format outlined below setting out their proposed solution.

| Evaluation Criteria | Respondent's Response |
|---|-----------------------|
| A. Course Accreditation | |
| a. syllabus details for each module of each course proposed for inclusion in the new legislative instrument, and demonstrate how the performance criteria of OCS are met by each respective proposed course. | |
| B. Course and unit details | |
| a. Course description in course handbook. | |
| b. Course structure. | |
| c. Unit outlines, including descriptions of assessment tasks. | |
| d. Evidence showing the course has met the OCS. | |
| e. Evidence showing the Respondent has constructively aligned the Course Learning Outcomes, Unit Learning Outcomes and Assessment (HESF 1.4, 1.5, 3.1). | |
| f. Delivery mode the Respondent proposes to use (online, hybrid or face-to-face). The Respondent should explain: <ul style="list-style-type: none"> i. If adopting a hybrid approach, what proportion would be online; i. Whether online assessment will be used. | |
| g. Evidence showing integration of practical component in each unit | |

| Evaluation Criteria | Respondent's Response |
|--|-----------------------|
| (emphasising the practical application of learning outcomes). | |
| C. Current providers | |
| How has the Respondent engaged in evidence-based quality improvement of the Graduate Diploma currently specified in subsection 6(1) of IMMI 18/003 (made under subregulation 5(4) for the purposes of subregulation 5(2) of the Regulations) or in the case of a new course, has the Respondent proposed that the course be included based on monitoring and review? Refer to: | |
| a. most recent institutional course review (as required at least every 7 years) and how recommendations have addressed the HESF 1.4, 3.1 and 5.3; please attach your review and response to the review recommendations. | |
| b. details of ongoing course review practices and examples of how this has led to course changes. | |
| c. response to student feedback (HESF 5.3). | |
| d. student performance data (retention, progression and completion rates – including those of identified subgroups with equity backgrounds, student satisfaction, graduate success), and addressing needs of cohorts (HESF 1.3, 2.2, 5.3). | |
| e. monitoring and responses to student wellbeing and safety (HESF 2.3). | |
| f. assessment and moderation strategies, including assurance of academic integrity (HESF 5.2). | |

| Evaluation Criteria | Respondent's Response |
|--|-----------------------|
| D. New providers | |
| a. Detail how your institution addresses items C(a) to C(f) above. | |
| b. Detail systems that have been and will be able to deliver improvements for the proposed course. | |
| E. Additional criteria | |
| a. What academic staff will the Respondent use to deliver the course (HESF 3.2)? Providers should explain the qualifications and academic level of staff, nature of appointment and level of casualization. | |
| b. How has the Respondent engaged with relevant industry groups? What engagement is proposed to support future development of the course? The Respondent may refer to specific engagement processes and peak bodies. | |
| c. Outline the Respondent's plan for remaining compliant with regulatory changes including updates that may be made to the OCS. | |

Table 5 - Conflicts of Interest

Using the table below respondents must provide details of any conflicts of interest.

| Requirement | Respondent's Response |
|--|-----------------------|
| The Respondent should specify any actual, perceived or potential conflicts of interest. If a conflict of interest exists, Respondents should identify how it proposes to manage that conflict of interest. | |

Table 6 - Financial Viability

Using the table below respondents must provide details of their financial viability.

| Requirement | Respondent's Response |
|--|-----------------------|
| The Respondent should provide a summary of their financial viability to provide the Requirement. This could include data from or for a financial analysis of its operations including profitability; liquidity; insolvency; bankruptcy actions; working capital management efficiency; financial structure; debt coverage and return on investment. Note that the Department may also undertake its own independent enquiries in relation to the Respondent's financial viability. | |
| The Respondent should provide particulars of any petition, claim, action, judgement or decision that is likely to adversely affect its capacity to provide the Requirement. | |
| Respondents should provide details of whether or not they are aware that they are under investigation, or the subject of court proceedings, in relation to a possible or actual breach of any relevant legislation, and if applicable, provide details of the same. | |

Table 7 - Confidential Information

A Respondent may specify any information which is contained in its EOI response, or which may be provided by it during the EOI process, that it considers should be protected as confidential information by the Department in respect of any resulting contractual arrangement. The Respondent should also provide appropriate reasons why any such information should be protected as confidential information and a proposed period of confidentiality.

The Department will consider the Respondent's position with respect to confidentiality, having regard to the Commonwealth's legal and policy obligations. In considering the Respondent's confidentiality claims, the Department will apply the Confidentiality Test, outlined in the Commonwealth's [Guidance on Confidentiality in Procurement](#), consisting of the following criteria:

- (a) the information to be protected must be specifically identified;
- (b) the information must be commercially 'sensitive'. This means that the information should not generally be known or ascertainable;

- (c) disclosure would cause unreasonable detriment to the owner of the information or another party; and
- (d) the information was provided under an understanding that it would remain confidential.

| Information in the EOI response which is proposed as Confidential Information | Reason(s) why this information should be protected as confidential information | Proposed period of confidentiality |
|---|--|------------------------------------|
| | | |
| | | |

Table 8 – Identification of risks

Respondents should, in the table below, identify any risks that might prevent or limit the Respondent's capacity to meet the SOR in whole or in part, due to, but not limited to:

- (a) qualifications, competencies or certifications required;
- (b) occupational health and safety implications;
- (c) Commonwealth access to the Respondent's premises and records or the premises and records of any proposed subcontractors (if any);
- (d) technical and managerial risks associated with the Commonwealth's proposed requirements; and
- (e) any security requirements.

Respondents should also indicate how they intend to reduce, mitigate or otherwise manage the identified risks.

| # | Risk Description | Risk Rating (Extreme, High, Medium, Minor or Low) | Risk Mitigation |
|----|------------------|--|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |