



Government of **Western Australia**
Department of **Communities**

Community Housing Prequalification Scheme Overview for CHOs and CHPs



Document Information

Document Title	Prequalification Scheme Overview for CHPs
Version	1.0
Objective Reference	
Next Review Date	
Owner	

Version	Date	Reason

Copyright

Copyright in this document is reserved to the Crown in the right of the State of Western Australia. Reproduction except in accordance with copyright law with the consent of the Director General for the Department of Communities or the Attorney General is prohibited.

Table of Contents

1	Definitions	4
2	Introduction.....	4
3	Eligibility and General Information.....	6
4	How the Scheme Works	7
5	Contact Details.....	10

1 Definitions

Agency includes WA Government departments, statutory authorities, statutory corporations and government business enterprises.

Applicant means a CHO or CHP that has submitted an Application for admission to be admitted as a member in the Scheme.

Application(s) means an application or applications for admission to be admitted as a member in the Scheme.

Assessment Team means the team appointed by Communities to evaluate and determine the eligibility of CHOs and CHPs to be admitted as a member in the Scheme.

CHO means a Community Housing Organisation.

CHP means a Community House Provider.

Communities means the WA Department of Communities.

Member CHO means a Community Housing Organisation that has been granted prequalification by its admission as a member in the Scheme by Communities.

Member CHP means a Community Housing Provider that has been granted prequalification by its admission as a member in the Scheme by Communities.

Scheme means the Community Housing Prequalification Scheme administered by Communities.

2 Introduction

This Overview Document for CHOs and CHPs outlines the aim of the Scheme and how it will work. This includes how CHOs and CHPs will be selected for prequalification by admission as members in the Scheme, why using the Scheme is encouraged, and how the Scheme will be managed.

2.1 Community Housing Prequalification Scheme

The Scheme has been created to provide a more cohesive and impactful collaboration between the Western Australian (WA) Government and the community housing sector, with the aim of providing better social and affordable housing for those in need. The Scheme will provide a list of Member CHOs and Member CHPs across WA and Australia that can provide services in one or more community housing categories. The Scheme will be fully refreshed by Communities after an initial period of 3-years or sooner at the sole discretion of Communities, unless otherwise notified of an extension. The Scheme will be updated annually to assess new Applications that are received throughout the initial period of the Scheme and will update the list of Scheme members with new Member CHOs and

Member CHPs that are successful in the Application process. The Scheme does not have a maximum limit of Member CHOs and Member CHPs.

While prequalification is not a competitive process and membership in the Scheme provides no guarantee of a Member CHO or Member CHP being awarded any contracts by an Agency, the intent of the Scheme is to provide greater opportunities for Member CHOs and Member CHPs to be invited to participate in WA Government procurement. CHOs and CHPs do not need be a part of the Scheme to respond to a WA Government procurement opportunity nor is it mandatory for Agencies to use the Scheme. However, its use by Agencies is recommended due to the broader WA Government outcomes the Scheme will provide to CHOs, CHPs and Agencies.

Following feedback from a range of stakeholders, including Agencies, CHOs and CHPs, the Scheme has been designed with the primary aim to reduce the time taken by Agencies to engage suitable CHOs and CHPs and to provide Agencies with more efficient access to an array of CHOs and CHPs with varied capabilities. The Scheme is expected to achieve this through the following ways in that it will:

- (a) Reduce or remove Expression of Interest (EOI) processes in tender activities for Member CHOs and Member CHPs by providing an insight into the community housing market options via the Scheme;
- (b) Allow CHOs and CHPs to be prequalified for predetermined 'categories' of development based on:
 - (i) Development interests (cohorts, geographies, tenures, typologies);
 - (ii) Financial capacity and capability; and
 - (iii) Organisational capability and capacity.
- (c) Minimise the risk to Agencies of engaging CHOs and CHPs that do not have the experience and financial ability to deliver on WA Government projects;
- (d) Provide a flexible process that allows for Member CHOs and Member CHPs to regularly inform Communities of organisational changes that may impact upon their membership in the Scheme, e.g. demonstrated experience in a category that they are not already prequalified for, or a new Special Purpose Vehicle (SPV) arrangement;
- (e) Achieve consistency, fairness and transparency of WA Government tendering and selection processes;
- (f) Reduce the cost of tendering and tender assessment for both Member CHOs and Member CHPs and WA Government by eliminating the need for market scanning activities such as EOIs;

- (g) Encourage high standards and continuous improvement that will contribute to a sustainable community housing sector in WA;
- (h) Provide a centralised system able to be used for procurement across Agencies; and
- (i) Utilise existing data collection (registration process, contracting processes) to minimise administrative burden of membership in the Scheme for Member CHOs and Member CHPs.

3 Eligibility and General Information

3.1 Eligibility

The process used by Communities to establish the Scheme was not competitive and as such the value for money assessment, that occurs as part of a procurement process, was not undertaken. However, CHOs and CHPs applying for admission as a member in the Scheme will be assessed by the Assessment Team based on the following requirements. These requirements have been designed to facilitate the streamlining of future procurement activities and the reuse of existing data.

To be eligible for prequalification by way of membership in the Scheme, CHOs and CHPs must:

- (a) Be registered as a CHO or CHP with the WA Government's Community Housing Registrar; or
- (b) Be currently applying for registration as a CHO or CHP with the WA Government's Community Housing Registrar; or
- (c) Intending to undertake the process to be registered as a CHO or CHP with the WA Government's Community Housing Registrar in the next 12 months; or
- (d) Be registered as a CHO or CHP in a jurisdiction outside of Western Australia and intend on applying in the next 12 months to be registered as a CHO or CHP with the WA Government's Community Housing Registrar or be currently applying for registration as a CHO or CHP with the WA Government's Community Housing Registrar; or
- (e) Be registered as an Aboriginal Community Housing Organisation (ACHO) on the Aboriginal Business Directory Western Australia; or
- (f) Be registered as an Australian Disability Enterprise in the National Disability Service register; and

- (g) If applying as part of a Special Purpose Vehicle (SPV), the SPV must be registered or intending to be registered with the WA Government's Community Housing Registrar.

CHOs and CHPs applying for prequalification by applying for admission as a member of the Scheme will also be assessed against the following criteria in that they:

- (a) Demonstrate its capability and capacity to provide services in the community housing categories for which it has applied; and
- (b) Have provided a response to all of the requirements of the Scheme in the Application form; and
- (c) Agree to Terms and Conditions of the Scheme.

3.2 General Information

The purpose of the Application process is to identify well-credentialed CHOs and CHPs to be admitted as members in the Scheme. The intent is to assure the delivery of high quality community housing outcomes. To keep the Scheme relevant to WA Government and industry needs, it will be completely refreshed by Communities after 3-years, unless otherwise notified of an extension. Further, to ensure the Scheme continues to deliver high quality outcomes, Communities may update the Scheme at any time, and in any way, to accommodate any necessary changes, e.g. changes to policies or changes in the community housing sector. If Communities intends to change the Scheme, it will notify Agencies, Member CHOs, CHOs, Member CHPs and CHPs in advance.

4 How the Scheme Works

4.1 The Application Process

To apply for the Scheme, CHOs and CHPs should note and respond to the requirements detailed in the Application form. Communities will accept and assess Applications on a yearly basis after the initial launch date.

Upon receipt of a completed Application form, Communities will, via its Assessment Team, undertake an assessment based on the merits of the information provided by CHOs and CHPs. In assessing the Applications, the following framework will be used by the Assessment Team:

- (a) The Applicant must meet the eligibility requirements outlined in section 0 above;
- (b) The Applicant must have provided a response to all the mandatory requirements;
- (c) The Applicant will be assigned to community housing categories based on their assessed capability, capacity and expressed interest; and

- (d) The Applicant must agree to the Terms and Conditions of the Scheme to ensure a clear understanding of the roles and responsibilities of all parties.

On completion of the assessment process by the Assessment Team, Communities will respond in one of the following ways:

- (a) If an Application is incomplete, Communities will respond by returning the Application with a request for the missing information. If an Applicant fails to provide the information required within the time nominated, the Application may be declined;
- (b) If an Application is complete, meets the eligibility requirements and sufficiently demonstrates the Applicant's credentials for the Scheme, Communities will respond by granting prequalification to the Applicant by way of admission as a member in the Scheme for approved category/ies; or
- (c) If an Application is complete but does not sufficiently demonstrate the Applicant's credentials for the community housing category/ies in which the Applicant seeks prequalification by way of admission as a member in the Scheme, Communities may decline admission to the CHO or CHP as a member in the Scheme in that community housing category/ies.

Until the Applicant is notified in writing by Communities of the outcome of the assessment process undertaken by the Assessment Team, the Applicant is not prequalified and not admitted as a member of the Scheme.

If an Application has been declined by Communities via its Assessment Team, a CHO or CHP may resubmit an Application for assessment in the next annual update activity.

In applying for the Scheme, CHOs and CHPs can also provide indications of the community housing categories they are looking to expand into. This will not be used to allocate them into prequalification categories. However, it will be used by Communities to provide invaluable insights into the preferred delivery models, region and cohort specific preferences of the Western Australian CHO and CHP sector.

4.2 Ongoing Management of the Scheme

Ongoing management of the Scheme is required to maintain high outcome standards. Communities will periodically review (at least annually) each Member CHO and Member CHP, including SPVs, to assess and update their status against the requirements of the Scheme and consider any performance management reporting. It will also consider progress relating to those Applicants that indicated they were intending to or currently undergoing registration with the WA Government's Community Housing Registrar. Communities will apply the assessment framework outlined in section 4.1 of this document for the review of Member CHOs or Member CHPs status.

To maintain the integrity of the Scheme, Communities reserves the right to decline an Application for membership in the Scheme or terminate a Member CHO's or Member CHP's membership in the Scheme at any time for any reason. This includes, but is not limited to, where an Applicant, Member CHO or Member CHP:

- (a) Does not comply with the requirements of the Scheme; or
- (b) Fails to provide the information required in the Application, related documents or information requested by Communities in relation to the Scheme, within the time nominated in that request; or
- (c) Experiences a change in its project performance, personnel, standing, or financial or technical capacity.

To assist in the ongoing management of the Scheme, Member CHOs and Member CHPs must notify Communities of any material changes to any information relevant to their prequalification or membership of the Scheme. If a Member CHO or Member CHP is also registered with the Community Housing Registrar, the Member CHO or Member CHP should also inform the WA Government's Community Housing Registrar of any material changes in its status.

Communities will manage the performance of Member CHOs and Member CHPs by:

- (a) Monitoring performance on tendering, financial capability, compliance with the WA Government policy and legislation specified in the statement of requirements in the Application form, contract performance (in consultation with agencies) and project outputs and outcomes;
- (b) Applying sanctions, such as temporary suspension of Member CHOs or Member CHPs from the Scheme, where Communities is not able to resolve issues relating to a Member CHO's or Member CHP's financial capability, capability and experience, compliance or contract performance;
- (c) Terminating a Member CHO's or Member CHP's membership in the Scheme, following due consideration of the circumstances; and
- (d) Providing the opportunity for a Member CHO or Member CHP to request a review of the decisions to suspend or terminate a Member CHOs or Member CHPs membership in the Scheme.

4.3 How will Agencies Use the Scheme

As part of a procurement process, Agencies may use the Scheme to identify Member CHOs and Member CHPs that have the potential to meet their needs based on demonstrated:

- (a) Capability;
- (b) Capacity;

- (c) Preferred contract models; and
- (d) Location of work.

Use of the Scheme is not mandatory, and Agencies can choose to not use the Scheme if the Agency has determined that a more competitive process would result in a better outcome. CHOs and CHPs are not prohibited from applying for procurement opportunities offered by Agencies outside of the Scheme.

The Scheme is intended to provide opportunities to Agencies, CHOs and CHPs over an initial 3-year period. The Scheme has the potential to provide continuity of work to Member CHOs and Member CHPs via increased and streamlined procurement opportunities. The Scheme also promotes the development of newer and smaller CHOs and CHPs, as well as SPVs, by providing the flexibility for them to submit new and updated Applications throughout the term of the Scheme.

5 Contact Details

Communities will provide details about the Scheme, the Application process and the list of Member CHOs and Member CHPs on its website. Direct communication with Applicant will be on an “as needed” basis before and during the Application process.

If CHOs and CHPs have any queries about the content of this document or the general queries about the Scheme or the Application process, they should contact the Scheme Manager:

Title: Community Housing Prequalification Scheme Team

Division: Housing & Homelessness

Directorate: Strategy, Planning & Policy

Email: CHOpqual@communities.wa.gov.au