



Community Grants Hub
Improving your grant experience



Quote for Community Grants Hub Services

Quote Prepared For

Client Agency: Department of Employment and Workplace Relations
 Grant Round: 2023-2508 - 2023-2508 - DEWR - Supporting Women in Male Dominated Trades
 Total Funding: \$5,000,000
 Selection Process Type: Open Competitive
 Contact Details: s 22(1)
 Hub Contact: s 22(1)

Thank you for contacting the Community Grants Hub to request a quote for the provision of grants Design, Select, Establish and Manage services. We are pleased to provide you with a quote based on the grant administration requirements outlined in the Quote Request Form. The below table summarises the Hub costs over each Financial Year, and the costs are itemised in Attachment A for your consideration.

This quote represents the monetary value involved in administering the grant round based on timing provided in the Quote Request Form. The grant round will undergo designing and scheduling as part of a separate process once the quote is accepted. Division of costs across financial years may change in accordance to the agreed schedule.

Please note that all final costs are calculated on the actual work undertaken and based on the rate card relevant to that financial year. The services provided by the Hub are performed in accordance with the terms and conditions of the Partnership Agreement. If accepted, this will become an agreed quote and be included in your Partnership Agreement as per Clause 16.

Quote For Hub Services Per Financial Year

Financial Year	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	Total
Round											
2023-2508 - DEWR - Supporting Women in Male Dominated Trades - Round 1	79,850	5,175.00	13,225	13,225	--	--	--	--	--	--	111,475.00

Please note that the Hub will not commence work on this grant opportunity until your acceptance of the quote is received. Timely acceptance of the quote will be advantageous for Scheduling purposes. This quote is valid for 90 days from the date of this letter.

Yours sincerely,

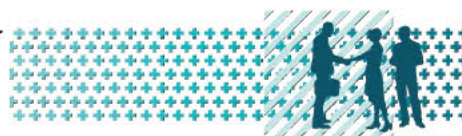
Hub Approval:

Contact Name: s 22(1)
 Date: 04 Jan 2024

Client Acceptance:

Delegate Name: s 22(1)
 Position: Assistant Secretary, Apprenticeship Operations Branch
 Signature: s 22(1)
 Date:

The signatory is a duly authorised delegate of the Department of Employment and Workplace Relations



Quote Details

Client Agency:	Department of Employment and Workplace Relations
Quote Name:	2023-2508 - DEWR - Inclusive Workplaces for Australian Apprentices - Women in Trades
Tracker ID:	2023-2508
Selection Process Type:	Open Competitive
Total Funding:	\$5,000,000

Quoted Services

Phase	FY	Service Item	Unit	Quantity	Cost	Comments
Design	2024-2025	Grant Opportunity Scheduling	Per Round	1.00	\$5,200.00	Includes the development of a Workflow Schedule, and use of available governance forums, and scheduling advice to ensure all elements of Design, Select, and Establish (including Transitions) are appropriately tabled. Includes 1 change request as standard. An additional fee of \$1,945 applies for each subsequent Change Request initiated by the Client Agency.
	2024-2025	Grant Opportunity Publishing - Open and Restricted Rounds	Per Round	1.00	\$960.00	Publication of all grant opportunity documents to GrantConnect (as per Commonwealth Grants Rules and Guidelines 2017 best practice).
	2024-2025	Funding Round Set Up and Application Form	Per Form	1.00	\$15,590.00	
	2024-2025	Grants Design	Per Round	1.00	\$32,880.00	Charged on level of complexity. Costs may be reduced if deemed appropriate during the Design phase.
					\$54,630.00	
Select	2024-2025	Hotline and Mailbox Support	Per Application	15.00	\$1,500.00	Charge per application received.
	2024-2025	Online Ratio Analysis	Per Organisation	15.00	\$1,050.00	1 check per organisation. Charged on consumption
	2024-2025	Entity Type Eligibility and Establishment	Per Application	15.00	\$1,500.00	1 Standard vendor check per application. Charged on consumption.
	2024-2025	Pattern 1 - Client Assessment	Per Round	1.00	\$20,110.00	Select - base cost for Client Assessed Grant Round
	2024-2025	Probity Advice and Attendance of Probity Advisor at Selection Advisory Panels	Per Hour	8.00	\$2,080.00	Standard 8 hours for 10 to 49 applications. Charged at \$260 per hour, on consumption. Using more than 8 hours will incur extra charges at a rate of \$260 per hour.
					\$26,240.00	
Establish	2024-2025	Offer and Execute for All Round Types	Per Agreement	5.00	\$1,000.00	Issuing and executing grant documentation in the Grant Payment System and to the Grant Recipient.
	2024-2025	Grant Agreement Development - Automated - Per Round Charge	Per Round	1.00	\$5,270.00	Quoted as Standard. May change to Simple in the Design Phase.
	2024-2025	Grant Agreement Development - Automated - Per Agreement Charge	Per Agreement	5.00	\$1,250.00	5 Agreements. Quoted as Standard. May change to Simple in the Design Phase.
					\$7,520.00	
Manage	2024-2025	Client Assessment Performance Report	Per Additional Performance Report / Per Annum	5.00	\$1,400.00	1 Client assessed Performance Report as per the Standard - Client Assessment Manage Model
	2024-2025	Standard Manage - Client Assessment	Per Activity/Per Annum	5.00	\$3,366.67	4 months of Standard Manage - Client Assessment fees for 5 activities. 01 March 2025 - 30 June 2025
	2025-2026	Client Assessment Performance Report	Per Additional Performance Report / Per Annum	10.00	\$2,800.00	2 Client assessed Performance Reports as per the Standard - Client Assessment Manage Model (per activity / per annum).
	2025-2026	Standard Manage - Client Assessment	Per Activity/Per Annum	5.00	\$10,100.00	12 months Standard Manage - Client Assessment fees for 5 activities. 2025-26 FY.
	2025-2026	Standard Acquittals Service - Financial Declaration	Per Acquittal	5.00	\$1,250.00	Acquittals for 2024-25 FY. 5 Financial Declarations.
	2026-2027	Client Assessment Performance Report	Per Additional Performance Report / Per Annum	10.00	\$2,800.00	2 Client assessed Performance Reports as per the Standard - Client Assessment Manage Model (per activity / per annum).
	2026-2027	Standard Manage - Client Assessment	Per Activity/Per Annum	5.00	\$10,100.00	12 months Standard Manage - Client Assessment fees for 5 activities. 2026-27 FY.
	2026-2027	Standard Acquittals Service - Financial Declaration	Per Acquittal	5.00	\$1,250.00	Acquittals for 2025-26 FY. 5 Financial Declarations.
	2027-2028	Standard Acquittals Service - Financial Declaration	Per Acquittal	5.00	\$1,250.00	To acquit 2026-27 funding. 5 Financial Declarations.
					\$34,316.67	
					Department of Employment and Workplace Relations - Documents Released Under FOI - LEX 1363	
Total					\$122,706.67	2

From: s 22(1)
To: [DEWR Client Manager: DEWRDesign](#)
Cc: s 22(1) [DEWR - procurementandgrants](#)
Subject: RE: 2023-2508 - Inclusive Workplaces for Australia Apprentices - Women in Trades - Updated quote for approval [SEC=OFFICIAL]
Date: Thursday, 24 October 2024 7:44:00 PM
Attachments: [image002.jpg](#)
[image003.png](#)

Hi s 22(1)

Thanks for reaching out, and apologies for going quiet on this. As discussed with the Design Team a few weeks ago, we've had a change in strategy on our side, and the Minister has now been provided authority to award this funding through the Building Women's Careers Program being administered by the Business Grants Hub.

As a result, we will no longer be proceeding with this as a separate grant activity. I understand that next steps would be for an invoice to be rendered for services delivered to date for DEWR to pay, but please let me know if you need anything to formalise this advice.

Thanks for all your work, and to the Design Team for their expertise and hard work in getting us so close to publication!

Cheers,
s 22(1)

s 22(1)
Director

Program Design and Reporting | Apprenticeships Operations Branch
 Apprenticeships and Foundation Skills Division
 Australian Government Department of Employment and Workplace Relations

s 22(1)
dewr.gov.au

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: s 22(1)
Sent: Wednesday, 23 October 2024 2:55 PM
To: s 22(1)
Cc: s 22(1)

Subject: RE: 2023-2508 - Inclusive Workplaces for Australia Apprentices - Women in Trades - Updated quote for approval [SEC=OFFICIAL]

Some people who received this message don't often get email from s 22(1) [Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon s 22(1)

I wanted to do a follow up on the quote for 2023-2508 - Inclusive Workplaces for Australia Apprentices - Women in Trades round.

Do you have an update as to when the quote might be signed or if you are still wanting the Hub to proceed.

Kind regards

s 22(1)

s 22(1)
 Assistant Client Manager
 Community Grants Hub
 Client Management
 Grants Services Office
 E: s 22(1)
[National Relay Service](http://NationalRelayService)
communitygrants.gov.au

The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)
Sent: Tuesday, 30 July 2024 10:25 AM
To: s 22(1)
Cc: s 22(1)

Subject: 2023-2508 - Inclusive Workplaces for Australia Apprentices - Women in Trades - Updated quote for approval [SEC=OFFICIAL]

Good afternoon s 22(1)

Please find attached the updated quote letter and program details (Attachment A) for 2023-2508 - Inclusive Workplaces for Australia Apprentices - Women in Trades – Open Competitive.
This quote has been updated to reflect the 2024-25 Hub Service Offer and Rate Card.

The quote letter details services for a Open Competitive Selection Process and Manage services under a Standard – Client Assess.

To progress this opportunity, please review the quote letter and program details (Attachment A) and return a delegate signed copy of the quote letter to s 22(1) at your earliest convenience.

Kind regards,

Client Management Team

Department of Employment and Workplace Relations
Community Grants Hub
Client Management
Grants Services Office
E: s 22(1)

communitygrants.gov.au

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From: s 22(1)
Sent: Monday, June 3, 2024 3:27 PM
To: s 22(1)
Cc: s 22(1)

Subject: 2023-2508 - Inclusive Workplaces for Australia Apprentices - Women in Trades - Updated quote for approval [SEC=OFFICIAL]

Good afternoon s 22(1)

Please find **attached** the updated Quote Letter and Quote Details (Attachment A) for 2023-2508 - Inclusive Workplaces for Australia Apprentices - Women in Trades.

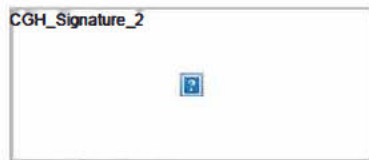
The quote letter and quote details have been updated to include the policy approved addition of the online ratio analysis (email **attached**). Please review the attached and return a delegate signed copy of the updated quote letter to s 22(1) at your earliest convenience.

Kind regards,

s 22(1)
Community Grants Hub
Client Management
Grants Services Office
s 22(1)

communitygrants.gov.au

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ABN 36342015855

TAX INVOICE

Customer Dept of Employment and Workplace Relations GPO Box 9880 Canberra ACT 2601 Contact: s 22(1) Email: s 22(1) Telephone: s 22(1)	Document Date 23.12.2024 Invoice No 180027757 Customer No 100005010 Due Date 22.01.2025 Page 1 of 1
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DESCRIPTION	AMOUNT	GST	TOTAL AMT
Wkplace for Austn Apprent-Women in Trades-Design	21,700.80	0.00	21,700.80
Contact Officer:s 22(1)	Total Amount Payable		21,700.80

Preferred method of payment is BPAY:



Billers Code:
Ref:

Please ensure that the unique BPAY reference number provided is used for payment of this invoice only.

BPAY® this payment via Internet or phone banking.
 Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.

or Electronic Funds Transfer to:

DSS Official Departmental Payments & Receipts Head Account.
 Please include the invoice number 180027757 in your payment reference.