SCHEME GUIDELINES (Part B)

NAME Catalyst Lab Innovation Program Scheme

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Scheme Guidelines

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1 Catalyst Lab Innovation Program Scheme

The NSW Department of Education (the department) is establishing the Catalyst Lab Innovation Program – Prequalification Scheme (the Scheme). The Scheme will consist of prequalified service providers with the aim of streamlining the process of procuring innovation advisory and implementation services required to deliver the program.

Background

In 2018 the Department of Education (the department) initiated the Catalyst Lab Innovation Program (the Program) as part of the department’s commitment to developing innovative solutions to complex challenges in education. The program aims to support the identification, testing and scaling of innovative ideas and practices across the department. Similar programs have been established by other government agencies in NSW, in line with the NSW Government’s Innovation Strategy. Some examples include Transport for NSW’s Smart Innovation Centre, the Agency for Clinical Innovation in Health NSW, the Knowledge Hubs under Industry NSW.

The inception of the Program in 2018 was in response to overwhelming evidence from the research undertaken by the department’s Education for a Changing World initiative, that emerging global developments, such as artificial intelligence and automation and will have a profound effect on the way today’s students will live and work in 2030 and beyond. Education will need to respond to ensure students are best prepared for a more complex world. One response is the need to support greater innovation in NSW schools.

In June 2018 the department trialled the Program through a pilot focusing on harnessing innovative ideas from schools within one operational directorate. The aim of the pilot was to test the applicability of innovation methodologies and techniques to public education settings.

Following the completion of the pilot, the department would like to expand the Program in 2019. The broad goals of the program are to encourage innovation with clear objectives and measures, enable the department to access the best solutions to education challenges and create a climate of collaboration and best practice sharing across the department.

2 Scheme objectives

The aim of the Scheme is to assist the department in the design and delivery of innovation programs that support the identification and development of solutions to education challenges that can be supported and scaled more broadly across the system.

Key objectives of the Scheme include:

a) Create a curated list of providers with track record in innovation services that the department can access;

b) Create opportunities for a range of suitable providers in the market to work with the department and contribute to the delivery of the Program;

c) Increase efficiencies and cost effectiveness in the engagement of quality services.

3 Instructions to become a member of the Scheme

The Application for the Scheme is undertaken via the department’s DoE Ariba platform. Suppliers wishing to participate in the prequalification process MUST register in this tool.

The department’s process for organisations registering and using DoE Ariba for this application is described in the pdf guide at the following link: https://education.nsw.gov.au/about-us/supplying-to-us/media/documents/doe_supplier_engagement-overview.pdf.

Initially applications will be open from **15 October to 16 November 2018**. Additional application periods may be made available at the discretion of the department.
Suppliers who wish to become members of the Scheme must engage in the following process:

a) Applicants MUST complete and submit an Application (via the department’s DoE Ariba platform) in the period defined in the Application Conditions. Applicants may apply for one or both categories defined under the Scheme.

b) The department will notify all Applicants of its decision via email. It is expected that up to 30 suppliers be qualified under this scheme. Modifications to the scheme may be made at the department’s discretion.

c) Once Applicants are admitted to the Scheme, they may be engaged by the department to perform work in their prequalified categories under a Standard Form Agreement – Terms and Conditions.

d) The receipt of prequalification by a supplier does not guarantee:
   (i) Continuity of registration or prequalification during the duration of the Scheme;
   (ii) Receipt of opportunities to tender; or
   (iii) That engagements or work of any kind or quantity will be offered.

4 Description and scope of work

The Scheme consists of the following categories:

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<th>Category</th>
<th>Definition</th>
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<tr>
<td>Innovation program design and implementation</td>
<td>An innovation program is designed to support the identification, development and testing of innovative ideas that can be scaled and adopted across the department. Suppliers may be requested to design, implement and/or support an innovation program or specific components of it, for instance workshops, boot camps, design sprints, incubators, accelerators, mentoring and support services or specific one-off tailored solutions. Suppliers would develop their unique approach to the department’s brief of delivering the Program’s objectives and desired outcomes in the context of the department’s operating environment. Suppliers would be expected to provide the resources required to support the development and delivery of this service category, including any tools, materials and software.</td>
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<td>Training and capabilities development services in the area of innovation</td>
<td>The department is committed to the continuous professional development of its employees. One of the key objectives of the Program is to build skills and capabilities and to enhance the department’s internal capacity in the area of innovation. Delivery methods of training and capabilities development services can include face to face workshops (including in regional NSW), online webinars, videos, video conferencing, etc., through existing or newly created channels. Suppliers would be expected to provide the resources required to support the development and delivery of this service category including any tools, materials and software.</td>
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Applications will be considered for each individual category, however suppliers who qualify for more than one category are invited to submit their responses in one application.
## 5 Evaluation Criteria

Suppliers will be required to demonstrate their capability and experience in:

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<th>Category</th>
<th>Evaluation Criteria</th>
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<tr>
<td>Innovation program design and implementation</td>
<td>Designing, implementing and delivering innovation programs such as: innovation labs, workshops, boot camps, design sprints, accelerators or incubators – in their entirety or specific components; Achieving desired outcomes through innovation methodologies such as (but not limited to): human centred design (HCD), double diamond, design thinking, lean methodology, lean start-up; Coaching teams through value proposition refinement, roadblocks, and related issues; Leveraging existing networks in the innovation ecosystem in NSW and Australia and accessing thought leadership and experts.</td>
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<tr>
<td>Training and capabilities development services in the area of innovation</td>
<td>Creating and delivering innovation training and capability development programs and services to a wide range of audiences in the public and/or private sectors; Achieving desired outcomes in lifting capabilities in innovation through diverse programs, channels and tools.</td>
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Suppliers will be required to demonstrate the ability of their facilitators/staff to:

- Provide services to diverse audiences including participants with various degrees of exposure to innovation methodologies and practices.
- Provide meaningful feedback within the context of the chosen methodology for the program delivery and the program objectives.
- Support participants and teams to identify, analyse and develop ideas to a scalable solution.
- Tailor approaches and programs to different contexts and operating environments.

Suppliers may be required to provide services in multiple locations in NSW, including at times in rural and regional areas. This will apply for some and not all services under this Scheme.

## 6 Rates and charges

The range of rates provided in an Application shall remain firm for an initial 12-month period from date of approval. At that time, an Application may be made by a Supplier to update the daily rates specified in an Application.

Applicants must provide daily rates GST exclusive. Daily rates are based on a minimum of 8 working hours per day.

The rates shall include all costs of the Applicant excluding substance and travel costs outside the Sydney Metropolitan Area and/or from Interstate. For further details on Rates and Charges please see the Scheme Conditions.
7 Scheme duration

The Scheme will commence in January 2019 and is expected to run until July 2021.

Modifications to the Scheme may be made at the discretion of the department while the Scheme remains in operation.

8 Insurance

Prequalified suppliers are to maintain insurance policies for Public Liability and Workers' Compensation in accordance with the Scheme Conditions and otherwise where required by law.

Professional Indemnity Insurance is not mandatory but may be required for some engagements. The adequacy of the insurance coverage to meet the risk and any monetary limit that is set for the nature of an engagement will be determined by the department at the time the supplier is engaged.

Prior to engagement, the department may require that suppliers provide proof of insurance.

9 Supplier performance monitoring

Suppliers engaged under this scheme will be subject to performance monitoring based on each individual engagement. Performance monitoring and reporting requirements will vary depending on the scope and duration of the contract and will be established upon contract award.

10 Supplier reporting obligations

Suppliers prequalified under the Scheme will be required to report on annual spend under this Scheme. Suppliers will also be required to update their profile for any changes to contact details, address, capabilities, changes in financial capacity and ownership status, and describe the changes and any associated issues or potential conflicts of interest.

11 Definitions and applicable documents

Application (Part C)

The Application means the application submitted for admission to the Scheme in the form prescribed in Part C (including any Addenda).

Procurement policy

The NSW Government Goods and Services Procurement Policy Framework for NSW Government Agencies (Procurement Policy) outline's how the NSW Government will conduct its procurement activities when interacting with the private sector. The Procurement Policy establishes standards of behaviour expected from Scheme Users and suppliers.

Members of the Scheme must demonstrate a commitment to; and consistent application of the standards of behaviour outlined in the Procurement Policy and; comply with the requirements of the Scheme Conditions.

Relevant department policies, guidelines and training requirements

Suppliers and their employees must comply with all laws, regulations and the following department policies and guidelines:

- Code of Conduct Policy and Procedures

Scheme Conditions (Part A)
The Scheme Conditions outline the rules, obligations and processes for suppliers and the department under the Scheme. The Scheme Conditions also include the Application Conditions which outline the rules and obligations of the Application process. The final stage of the Application is to agree to abide by the Scheme Conditions.

Scheme Guidelines (Part B)

The Scheme Guidelines include information for Applicants to understand the requirements of the Scheme. They include the nature, objectives and scope of the services required. Guidelines MUST be considered by suppliers when completing their Application.

Standard Form of Agreement – Terms and Conditions

Applicants agree that, if prequalified under the Scheme, the terms and conditions of any engagement made under the Scheme will be those of the Standard Form of Agreement – Terms and Conditions contained within the ‘Scheme Conditions’ and agree that it is not necessary to sign the Standard Form of Agreement – Terms and Conditions or each or any engagement; instead, parties will complete a form of Agreement Details in respect of each engagement.

Short Form Standard Form of Agreement – Agreement Details

The details of scope of work, fees and other requirements for all engagements will be set out in the Short Form Standard Form of Agreement - Agreement Details between the parties contained within the ‘Scheme Conditions’.