

**(RFT-OHS-2017) - Contractor OH&S Auditing Services Q&A**

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| Q1  | The tender documentation refers to both field and system audits - our understanding of a system audit is that of a desktop audit. Is the tender for system audits, field audits, both or a combined audit?  |
| A1  | System auditing only, at the contractors office or home   |
| Q2  | My interpretation of contractor numbers on page 14 in the Table "Expected level of work – System Audits" is number of contractor companies. Is this interpretation correct?   |
| A2  | Correct, this will be the number of audits  |
| Q3  | Is there cross over of contractors between service areas? (E.g. haulage company operating in East and West Gippsland)   |
| A3  | Yes, cross haul is common the location is based on where the contract is managed from and most often the location of the contractors base   |
| Q4  | The contractor handbook reference in 1.11 states that filed audits are performed every year, whilst the tender documentation states system audits every two years. As per question 1 above, can you please clarify the scope of work regarding system and field audits? |
| A4  | Tender is for system audits, they will be once per 2 years  |
| Q5  | Is Vic Forests looking to sole source the audit services?   |
| A5  | Not a priority  |
| Q6  | Is there an incumbent(s) already providing the RFT services?  |
| A6  | Current contract for SMS audit services has expired   |
| Q7  | Can tenderers restrict their tender to a specific geographic region?  |
| A7  | No, one audit company is desired, primarily for consistency   |
| Q8  | RFT Attachments reference "Attachment 1: Draft Audit Standards". This attachment does not appear to be included in the RFT, can you please distribute the attachment?   |
| A8  | Draft audit standards are being uploaded today, they will be emailed to you   |
| Q9  | 1.12 System Audits specifies combined audits for contractors supplying more than one service. On average how many contractors are in this category, and therefore require a combined audit?   |
| A9  | Generally the linking will be with Harvest and Haulage and they are identified in the document  |
| Q10 | 1.12 System Audits states new contractors require an audit at or before commencement. On average how many new contractors would be in this category in a given year?  |
| A10 | New contractors occur infrequently, in the last 12 months for instance there was two.   |
| Q11 | 1.14 Pricing states contractor numbers varies by up to 20%. Given this factor, can you confirm contractor numbers are normally +/- 20% of those stated?   |
| A11 | It is not expected variation will exceed 20% over the term  |
| Q12 | What is the determining factor for the variance in contractor numbers?  |
| A12 | This is a longer answer than a couple of sentences but Political landscape, market demands, natural factors such as wildfire are some.  |
| Q13 | What notice (timeframe) is provided to the successful tenderer regarding the change in contractor numbers?  |
| A13 | This can be negotiated during contract establishment  |
| Q14 | Is there an expectation of simultaneous audits being performed? (E.g. East Gippsland harvesting at the same time as West Gippsland regeneration)  |
| A14 | The audit schedule is for negotiation.  |
| Q15 | Are there specified shutdown periods where audits cannot be performed? (e.g. Christmas/New Year)  |
| A15 | VicForests has a seasonal closure around Christmas, usually a 10 day period.  |

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| Q16 | Are we right to assume that there is a total of 139 contractors that need to be audited within 3-years, making that roughly 4 audits per month? (calculated by adding the total contractor numbers on the spreadsheet in the RFT).   |
| A16 | The audit schedule is for negotiation between VicForests and the successful company, however to fly down for 4 audits may prove economically difficult. In the past audits have been done in blocks where an auditor may travel to a region and audit for a week, 2 audits per day(excluding report writing) has been possible.  |
| Q17 | The audit schedule is for negotiation between VicForests and the successful company, however to fly down for 4 audits may prove economically difficult. In the past audits have been done in blocks where an auditor may travel to a region and audit for a week, 2 audits per day(excluding report writing) has been possible.  |
| A17 | Refer above  |
| Q18 | Can we arrange to audit contractors in the same regional area during that week period?   |
| A18 | This would be desirable  |
| Q19 | Is one day per contractor for site audit adequate?   |
| A19 | I think more than one audit per day(excluding report writing) is possible.   |
| Q20 | Are all OHSMS documents available electronically for review? The RFT noted that "It is expected that system audits will be undertaken at contractor's business administrative location which may the auditor note may include an office or household." – Just to clarify, the site inspection and interview(s) for the audit are done at the site location. However, can the system documentation review and report writing be done remotely back at our office? |
| A20 | It is possible that some will be able to supply documents electronically, however a number are small family businesses and all evidence would likely need to be gathered at the contractors address. Report writing at your office is appropriate.   |