



SME and Local Participation Plan Template

The SME and Regional Procurement Policy (2021) requires that suppliers submit an SME & Local Participation Plan which references SME and NSW specific content for all goods and services contracts valued at \$3m or above.

Contracting agency	TAFE NSW
Project Name & ID	Name and ID number as per NSW eTendering
Project Location	Suburb and postcode or region where project will take place
Project start date	If known, or estimate
Expected project end date	
Supplier name and contact details	
Supplier ABN	
Are you an Aboriginal business?	If no, please skip next question
Is your business recognised as an Aboriginal business by:	Please tick appropriate response: <input type="checkbox"/> Supply Nation <input type="checkbox"/> NSW Indigenous Chamber of Commerce <input type="checkbox"/> None of the above

For suppliers:

Commitments in red will be contractually binding should you be chosen as the supplier.

Plans will be finalised with the agency contact upon contract award and suppliers will be required to report progress against the plan quarterly.

1. SME Content Commitments

Supplier notes:

Please complete as many fields as possible, including if you are an SME supplier and where there are SME subcontracting opportunities.

Subcontracting opportunities with an SME may also be with an Aboriginal business that is an SME (please note where this occurs).

SME Content Commitments	
SME status	Are you an SME (Australian or New Zealand based enterprises with fewer than 200 full-time equivalent employees)? <input type="checkbox"/> Yes

	<input type="checkbox"/> No If you are an SME, you are not required to complete or report on the three fields below, however, you can complete as much as possible of the three fields below.
Estimated contract value	
SME Subcontracting (Subcontracting with an Australian or New Zealand based enterprises with fewer than 200 full-time equivalent employees)	List of SME (Australian or New Zealand based enterprises with fewer than 200 full-time equivalent employees) subcontractors (indicating when this is an Aboriginal-owned supplier): <ul style="list-style-type: none"> Description of good or service to be procured, name of SME subcontractor, <u>ABN</u>, value of good or service, percentage of contract value (E.g. office furniture- desks and chairs, Office Supplies XYZ, 12 345 678 901, \$5000, 2% of contract value) Add or remove bullet points as necessary Number of SME subcontractors: ____
SME participation commitment	Estimated value of products/goods procured from SMEs: \$ ____ <i>Non labour components of contract</i> Estimated value of services/labour procured from SMEs: \$ ____ <i>All costs related to time spent by an employee or subcontractor in contract delivery</i>
SME participation percentage	Percentage of contract spend estimated to be with SMEs: ____%

2. SUSTAINABILITY COMMITMENTS

a) Sustainability outcomes (Optional)

Please fill out as many fields as possible, if there are opportunities for other sustainability commitments in the contract.

Sustainability Commitments (Optional)	
Support of the government's economic, ethical, environment and social priorities	Indication of how to meet the government's economic, ethical, environmental and social priorities. This may include: <ul style="list-style-type: none"> Creation of jobs in NSW (where possible) Developing and sustaining NSW industry capabilities, including through supporting people to gain in-demand or relevant skills, providing relevant skills and training opportunities and employing trainees or apprentices in NSW Supporting remote and regional communities, such as through employment opportunities, upskilling and training Industry development, including sharing knowledge, skills and technology Productivity benefits, including the creation of innovative practices, products and supply chains Aboriginal participation (e.g. Aboriginal-owned businesses in the supply chain or FTE opportunities for Aboriginal people) Supplier commitments to prevent or minimise the risk of modern slavery in their supply chain Capital investment

	<ul style="list-style-type: none"> • Initiatives to increase resource efficiency and reduce waste • Participation of social enterprises or disability employment organisations in the supply chain • Lease real estate in a number of states and cities which are green star rated • Using goods and services from a business that provides services of persons with a disability <p>Add or remove bullet points as necessary</p>
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b) Local Participation

Please complete as many fields as possible, including if there are opportunities for local content in the contract.

Local Participation Commitments (where possible)	
Note: For the purpose of the SME and Local Participation Plan, local content is defined as: goods produced, services provided, and labour supplied by the NSW industry	
NSW jobs	Number of FTEs in NSW (where possible): ____
NSW content value	<p>Total estimated value of products/goods procured in NSW (where possible): \$ <i>Non labour components of contract (detailed above)</i></p> <p>Total estimated value of services/labour procured in NSW (where possible): \$ <i>All costs related to time spent by an employee in contract delivery</i></p> <p>List of goods and services opportunities for NSW businesses:</p> <ul style="list-style-type: none"> • Detail of good or service to be procured from a NSW business, value of good or service • Detail of good or service to be procured from a NSW business, value of good or service • Detail of good or service to be procured from a NSW business, value of good or service <p>Add or remove bullet points as necessary</p>
NSW Capital Expenditure	<p>Estimated value of capital expenditure in NSW (where possible): \$ <i>This figure is separate from your tender value. It is the total value of capital investment (spend by your business), for example building, leasing or procuring infrastructure that benefit NSW communities. Either purchased in NSW or to be retained in the state and to be used as part of the contract delivery. Previously purchased assets are to be calculated at a depreciated value.</i></p>