



Expression of Interest

Human Resources

BAE Systems Australia

BAE SYSTEMS

Acronyms and Definitions

Abbreviation	Definition
AIC	Australian Industry Capability
AUD	Australian Dollars
BAE	BAE Systems Australia
EOI	Expressions Of Interest
NATA	National Association of Testing Authorities
OQE	Objective Quality Evidence
RAN	Royal Australian Navy
RAP	Reconciliation Action Plan

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1. INTRODUCTION

BAE Systems Australia are inviting Expressions of Interest (EOI) from prospective suppliers to engage in BAE's supply chain.

2. SCOPE

The scope of this particular EOI covers all supply categories related to Human Resources.

3. CATEGORIES

The types of goods and/or services that may be needed are as follows;

Category	Description
Permanent Recruitment	A provision of services to employ a candidate directly by BAE Systems, with a permanent agreement in place between the candidate and BAE Systems Australia
Contingent Labour Hire	A provision of services to employ a Non-permanent hire candidate, engaged and pay rolled through a third party. The engagement is to cover the absences of permanent staff; or for short term fluctuations in workload that cannot be accommodated within the existing team.
Employee Relocation	Provision of Services to support at distance employees which includes financial advice, health advice and other personal advice services.
Employee Representative Bodies	Provision of services where someone speaks officially for an employee or group of employees and represents them, for example, Trade unions employee representative's tribunal services.
Memberships	Employee membership of professional organisations associations.
Recognition & Reward	Provision of services to recognise employee's good work and reward.
Private Medical Insurance	Employee Private health fund arrangements.
Books & Periodicals	The provision of acquiring books and periodicals which may include library subscriptions, academic journals, technical journals, reference books and digital material.

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Learning & Development	Provision of learning and training to be delivered to employees.
Medical Services	Medical services and advice for employees
Occupational Health Services	Employee health screening services and referrals
Employee Assistance Programme	Services for a distance employee support including financial advice health advice and other personal advice services
Novated Vehicle Leases	Provision of leased vehicles for employees.
HR Services Generic	For the effective management of human resources.

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4. PRE-QUALIFICATION QUESTIONNAIRE (GENERIC)

1. Does your website provide a detailed description of your Company's capability? If yes, provide the appropriate link.
2. Are you an Australian registered company? If yes, provide your ABN details.
3. Are you an Indigenous company and registered with Supply Nation? If yes, provide a link to your profile on the Supply Nation Website or other supporting evidence.
4. Do you have a Reconciliation Action Plan (RAP) in place? If yes, please attach evidence.
5. How many Indigenous/Aboriginal/Torres Strait Islanders are employed within your organisation? Stipulate whether the employees are Full Time or Part Time.
6. Provide details of the company's management organisation structure and full time headcount. Attach evidence/organisation structure.
7. State level of Professional Indemnity, Product and Public Liability and Work Cover Insurance coverage.
8. Please state what quality certification and accreditations you hold? Please attach evidence.
9. Do you hold Defence Industry Security Program (DISP) Membership?
 - a. If yes, please state what membership level you hold.
 - b. Refer to the [DISP Webpage](#) on information regarding DISP Membership and how to apply. DISP membership is a requirement for all contracts

5. PRE-QUALIFICATION QUESTIONNAIRE (SPECIFIC TO THE REQUIREMENTS)

1. Provide full details including value and location of previous major defence, maritime or commercial projects in which your company has delivered Procurement Professional Services.
2. Please refer to the list of categories provided above and select which areas you have the capability to supply into.

Closing date for Expression of Interest: **31st December 2023**