

# Request for Applications for Funding to deliver IPSP activities 2013-2016

## Questions and Answers

Please note that questions and answers refer to material contained within the Request for Application (RFA) Pack and should be read in conjunction with the documents therein. The RFA documentation can only be obtained from the DEEWR website at [www.deewr.gov.au/IPSPapplications](http://www.deewr.gov.au/IPSPapplications).

Enquiries regarding the RFA may be directed to the IPSP Helpline on (02) 6240 8867 (9.00 am to 5.00 pm Canberra time, Monday to Friday, excluding ACT and national public holidays) or via email to [IPSPapplications@deewr.gov.au](mailto:IPSPapplications@deewr.gov.au). Note the IPSP Helpline will be closed for questions from 5.00 pm Canberra time 21 February 2012.

The responses to questions received in relation to the RFA are listed below in the order in which they have been received with the most recent at the beginning of the document.

It is advisable that you use the Find function in the document below to identify the specific information you are seeking. Use Ctrl+F to access this functionality.

No.	Category	Question	Answer
126	Financial Viability Form	Could you please define "Litigation" for the purpose of section 9.2 in the Financial Viability and Credentials Forms for grant applications?	<p>Litigation is the process of bringing a legal dispute to court. An entity may instigate a court action against another party, or it may be the party who the legal action is brought against.</p> <p>DEEWR at section 9.2 of the Financial Viability and Credentials Form is only interested in any litigations brought against the tendering entity by another party.</p> <p>Where an applicant has been, or is, involved in a legal dispute then the applicant should provide a full disclosure of the event, in as far as they are able.</p> <p>If in doubt about whether an event is a legal dispute then details of the event should be included.</p>
125	Financial Viability Form	Are the Chief Executive Officer, the Director Community Service and Manager Children's & Family Services the 'relevant persons' for a local government body, for the purpose of section 15 in the Financial Viability and Credentials Forms for grant applications?	<p>Section 15 of Financial Viability and Credentials Form advises that "Relevant persons are persons who have a direct or indirect interest in the organisation or business with the potential to exert influence over the management or operation of the organisation. This includes all directors, partners, office bearers and trustees of your organisation and decision makers (managers) involved in the delivery of services. If in doubt about whether an individual is a relevant person, they should be included. "</p> <p>Ultimately it is up to you as the entity applying to</p>

			<p>decide on the relevant persons to be disclosed in accordance with the above definition.</p> <p>Relevant persons would normally include such persons as the Directors of Companies, the Chief Executive Officer, Company Secretary and Treasurer or similar senior Office Bearers of statutory organisations, and managers involved in the delivery of services.</p>
124	Application Form	Do you wish to receive one email with all documents attached or several emails with each application?	Please send one email if possible. Note if you are applying to provide IPSP activities in more than one region please provide a separate email for each application. If the email becomes too large please clearly label each email in the subject line with your organisation's name, the program element and the region the application relates to
123	Budget	We already have some office equipment what should we include in the budget?	The budget should include an estimate of the costs for any additional equipment that you will need to lease/purchase (if relevant) to undertake the activities required. I draw your attention to Section 12 of the 2013-2016 Funding Agreement, which states that grant recipients must not use funding to purchase or create any Asset, without prior written approval from DEEWR. An Asset is defined as any item of tangible property with a value of more than \$5,000 inclusive of GST.
122	Application Form	Can diagrams and pictures be inserted/ included in the application?	You can include diagrams in your application as long as you keep within the 1000 word limit, please refer to IPSP 2013-2016: Request for Applications, section 5.1.2 Selection Criteria and section 4.1.7 Submitting and Application. Note DEEWR will not assess supporting documentation other than up to two referee reports and documents requested in the Financial Viability and Credentials Form.
121	Applicant organisations	Regarding the requirement that group members will be jointly and severally liable for all obligations under the Funding Agreement, what are the arrangements if one group member is providing advice only and not delivering services or receiving funding?	As set out in the Glossary of the IPSP RFA, a 'Group' means a group of two or more legal entities, however constituted, other than a partnership, which have entered into an arrangement for the purposes of jointly delivering IPSP activities, and which have appointed a Lead Member Entity of the Group with authority to act on behalf of all members of the Group for the purposes of the Funding Agreement.

			<p>That is, a 'Group' will consist of two or more legal entities that have entered into an arrangement to <u>jointly deliver IPSP activities</u>. Accordingly, Applicants should consider, if proposing to lodge a Group application, whether it is appropriate to include, as 'Group' members, entities that will not be involved in the delivery of IPSP activities on behalf of that Group.</p> <p>There is also scope for Applicants to propose a model of delivery of activities that utilises 'subcontractors' (see section 3.4 of the RFA). 'Group' members are not 'subcontractors' for the purposes of the funding agreement (and vice versa).</p>
120	Financial Viability Form	Can you provide a draft copy of a financial report as supporting documentation for the Financial Viability and Credentials Form?	You can provide a draft copy of a financial report. Note that section 18 of the Financial and Credentials Information Form requires a signed declaration that the information provided is true and correct to the best of his/her knowledge.
119	Financial Viability Form	Question 16 of the Financial and Credentials Information Form seeks information on the "% financial share in the Group application" of each group member. Does this refer to percentage of responsibility or percentage of funding which would go to each member if the tender is successful?	This question is seeking the percentage proportion of funding that will go to each member of the group, should the application for funding be successful. This information is required at the time of the application for funding to assist DEEWR to determine the financial viability of each member of the group.
118	Applications/ Assessments processes/ Referees	Can the same referee provide a report for all applications an organisation may choose to submit, and is one referee report per application sufficient?	Yes, the same referees may provide referee reports for each application the organisation submits. It is up to the applicant to decide who is best placed to provide comments on their performance against the criteria set out in the Referee Report Template. Applicants may choose to provide one or two referee reports per application.
117	Financial Viability Form	Please clarify the definition of 'Similar Services' on Page 6 of the Financial and Credentials Information Form? Many of the financial details in the Financial Viability form are outlined in our Annual and Financial Report published by Council as a legislative requirement and signed off by the State Auditor General. Is	'Similar Services' are activities that either directly align with the aims and objectives of the IPSP for the relevant program element as outlined in the IPSP Program Guidelines 2013 -2016 or are relevant activities to support the early childhood education and care sector. A completed FV form is a requirement of lodging an application. Accordingly you will need to extract the

		it appropriate to attach and refer to these public reports as part of completing the documentation required rather than duplicating information from the reports?	relevant information from the published documents and complete the FV form. Applicants should provide all necessary supporting material with the form.
116	Applications/ Assessments processes / Budget	Our organisation believes that we have the capability of providing PSC in a national format and wish to submit our application based on this. The application appears to only ask for regional (or state) applications. The regional application would unfairly weight against the national model as the costs would be the same for each state, where as nationally it would be a singular cost for some. Could you please clarify if we can submit one application for all regions as a national submission	The RFA requirements stipulate that applicants must submit one application for each region in which they wish to provide IPSP activities. Section 3.1.1 of the RFA states that 'Preference will not be given to Applicants applying for more than one Program Element or more than one Region within a Program Element.' However, if the applicant believes there will be benefits and/or efficiencies if they are successful in more than one region (or in this instance on a national basis) the applicant should include within their response to the selection criteria, information on their proposed approach. Applicants may also include information within the budget which identifies costs associated for the specific region for that application and the costs if they are successful for more than one region or on a national basis.
115	Funding	Is the Indicative funding for Indigenous Professional Support Units (IPSU) for the entire state/territory with an option to subcontract?	Yes. The Indicative funding identified in each IPSU Region Profile, is the funding available to provide the IPSU services/activities, as described in the Funding Agreement and IPSP Guidelines, across an entire state or one of the two regions in the Northern Territory (noting that the 'region' for the NSW IPSU also includes the ACT). For Professional Support Coordinators and Indigenous Professional Support Units a 'region' is generally an entire state or territory. For the Inclusion Support Agencies each state and territory has a number of ISA regions – with a total of 67 regions across Australia.  Applicants may propose to provide a portion of activities through subcontracting arrangements if this is the most effective and efficient method to provide the services/activities. Any proposed subcontracting arrangements should be identified in the application including the type of activities proposed to be subcontracted, and details about the benefits and management of the proposed subcontracting arrangements.

114	Funding	Are the Indicative funding amounts for each Inclusion Support Agency (ISA) region purely for distribution - and do not include other tender elements?	The Indicative funding amount is the total funding available in each region for the provision of the ISA activities as described in the Funding Agreement and IPSP Guidelines. Successful applicants are able to use up to 25% of this funding to cover any administration costs associated with the delivery of the services/activities with the remaining funds (minimum of 75%) to cover the cost of the delivery of the ISA services/activities. (Note the same split 25% administration costs and 75% service delivery costs is applicable to IPSU, ISA and PSC Indicative funding amounts.)
113	CCB approved ECEC services	The number of services that was listed in the Region Profile document for our region does not match what is on our books. Can you explain why this is?	We are unable to comment on source of the data referred to. While state/territory governments approve licencing for ECEC services, the Australian Government approves ECEC service CCB. The cover page of the Region Profiles identifies the timing and source of data used. Applicants should draw on all information available to them in preparing and framing their applications.
112	Applications	Do you have data on how many applicants there were in the last IPSP tender process?	The IPSP has not been to the open market since 2005. This process was conducted by the Department of Family and Community Services and DEEWR does not have information on the applicants.
111	Applicant organisations	In a consortium are the non-lead organisations considered to be subcontractors?	No, non-lead organisations are not subcontractors. Each member of a successful Group Application will be liable, both individually and collectively as a group, for all obligations under the Funding Agreement.
110	Flexible Support Funding	Does the ISA funding include the funding for the flexible support program or is the flexible support funding additional and contingent upon need?	The indicative funding amount for each ISA Region does not include the allocation of Flexible Support Funding (FSF). The allocation of FSF will be advised to successful applicants separately in the Letter of Offer when a Funding Agreement is offered to them.  For additional information on the level of FSF see question 104.
109	Indicative Budget	In the example of the 1800 PSC contact number, would DEEWR explain what should be charged as administration and co-ordination, and what should be	As provision of a 1800 contact number is a service PSCs are required to provide, this would be costed against service delivery. DEEWR acknowledges that in some instances the definition between administration and service delivery may be unclear.

		charged as service delivery?	DEEWR is responsible for approving the budgets as part of the finalisation of the Funding Agreements. DEEWR will ensure a nationally consistent approach to allocating administered vs service delivery costs across all budgets. Accordingly, where there is deviation, DEEWR will work with successful applicants on any changes required. .
108	Indicative Budget/ PSC Alliance	How should the work of the PSC Alliance in developing fee structures, terms of reference for the PSC Alliance and so on (see section D12.1 of the Guidelines) be classified? Is this considered Administrative costs or direct service delivery?	As outlined in the Guidelines section D12.1 “Costs associated with participation in PSC Alliance meetings are to be covered within the PSC administration budget as specified in the Funding Agreement.” However, the PSC Alliance will be required to undertake a range of activities including those outlined in the question and in developing and managing the IPSP Resource Library. Generally, these costs would be costed against Service Delivery. .
107	Roles and responsibilities	Which program element has responsibility for supporting Indigenous focused BBF services to implement compliance with their funding agreements?	Given the integrated nature of the program, it is expected that PSCs and IPSUs will work together to ensure Indigenous focussed BBF services understand and implement compliance with the requirements of their funding agreements.  PSCs are responsible for the development and delivery of professional development for eligible services (this includes Indigenous focused BBFs). IPSUs are responsible for ensuring Indigenous focused BBFs receive the support they require through either facilitating or directly providing this support depending on whether the IPSU has the capacity and skills to do so.
106	Fee Structure	Will ISAs have to develop a fee for service structure like PSCs and IPSUs? (Reference Guidelines A8.2)	A typographical error has been identified in the Guidelines at A8.2. The reference to ISAs providing support on a fee for service basis to non-eligible services will be removed. The Funding Agreement, Terms and Conditions clause 3 Precedence, states which document must be adhered to if there is any inconsistency between documents.
105	Applicant organisations	How do I decide if I should submit a Group Application or an Application with subcontractors identified?	This is a business decision for applicants. Please see the relevant sections of the Request for Applications for Funding to deliver IPSP activities 2013-2016, Section 3.3 Group Applications and 3.4 Subcontracting.

104	Flexible Support Funding	Will FSF budgets remain the same/similar to current levels?	<p>It is anticipated that FSF allocations will be similar to current levels. However, note section B3.3 of the Guidelines: Flexible Support Funding in each ISA region will be allocated each six months. ISAs are required to report on FSF expenditure in their six month expenditure reports and in their audited financial acquittal reports.</p> <p>Future allocations will be based on usage and acquittal of the previous 6-month allocation.</p> <p>The first allocation of FSF will be advised to successful applicants in the Letter of Offer.</p>
103	Funding Agreement	The funding agreement indicates that there is a gap of one month in the payment schedule, where organisations are being paid a month in arrears. This may cause cash flow issues for some services. Should services be charging DEEWR interest for this period?	Applicants are required to demonstrate their ability to budget their funding as part of the selection processes. The terms and conditions for payments are included in the Funding Agreement. DEEWR will not pay interest on funding provided in arrears.
102	Eligibility for IPSP support	Can the 26 Indigenous Kindys receive IPSP support?	No, these Indigenous 'Kindys' are not eligible for IPSP support as they are not CCB approved nor do they receive Budget Based Funding. They can receive IPSP support on a fee for service basis.
101	Bicultural Support	Does the interpreter described in F3.1 of the Guidelines need to hold a formally recognised interpreter qualification?	<p>Accreditation will not be a requirement, as this may not be possible to obtain for all languages spoken by children from culturally and linguistically diverse or Indigenous, backgrounds.</p> <p>However, the expectation is that the interpreter is suitably experienced and skilled, and is referred to the PSC by a reputable organisation.</p>
100	Applicant organisations	We are a not-for-profit social enterprise with regional presence. We support disability and mainstream employment services, youth programs, conservation initiatives and indigenous services. We are interested to utilise this initiative to establish a relationship with our district pre-school, day care, after-school-care auspicing body. Is this an appropriate program initiative for us to pursue?	Potential applicants should read the IPSP Guidelines and the RFA documentation to determine if they wish to provide IPSP activities and support to eligible ECEC services.
99	Flexible Support Funding	In ISA Selection Criterion 3 applicants are asked to address the proposed strategy including 'monitoring of a Flexible Support Funding allocation'. Will ISA's have real time access to the information about FSF	The processes for FSF are still under development and it is not possible to advise whether ISA's will have 'real time access' to the information about FSF claims.

		Claims that have been paid in full, expired, or are under-claimed?	
98	Transition	How will the transition period be managed?	The transition process is still being finalised but will be completed by June 2012 providing around six months for transition to occur. DEEWR will work with current and new providers to ensure as smooth a transition as possible.
97	Subcontracting	If you identify Subcontractor/s within your application, must you submit a Subcontractors Credentials Information Form for that Subcontractor - or can this aspect wait until a letter of offer is received?	If the applicant knows the subcontractor they wish to use to deliver some aspect/s of IPSP activities the Subcontractors Credentials Information Form should be submitted as part of the application process.
96	Subcontracting	Are subcontracting arrangements a change of policy and if so why? There has been a general push to have more PSSPs rather than less and this seems to be a change.	Yes, the evaluation of the program identified efficiencies could be made by reducing the level of subcontracting occurring in the program.
95	Subcontracting	If subcontractors require approval beyond those initially submitted what will be the time frame for approval from DEEWR?	IPSP providers may seek agreement from DEEWR at any time to approve a subcontractor. The time for approval by DEEWR will depend on the individual circumstances noting that approval will include assessment of the completed Subcontractor Credentials form.
94	Subcontracting	Apart from cost efficiency what are the primary benefits of allowing a PSC to possibly deliver 100% of services to their region?	The removal of the requirement for PSCs to subcontract supports the direction and focus of the program to ensure the delivery of nationally consistent professional development and support to eligible services.
93	Subcontracting	What is the definition of a partnership as opposed to a sub-contractor?	A definition has not been provided of 'sub-contractor'. The FA will set out the final arrangements for a Group and/or the legal entity. It is a business decision for each applicant on the arrangements they wish to establish to ensure the efficient and effective delivery of IPSP activities. If an applicant elects to sub-contract some activities DEEWR approval must be sought.
92	Subcontracting	Who is responsible for the acquittal of a specific region? The subcontractor or the applicant organisation?	DEEWR will enter into Funding Agreement with the successful applicant, which might be the Lead Member of a group application. Regardless of whether the organisation signing the Funding Agreement chooses to subcontract some activities, it is the organisation signing the funding agreement which is responsible for meeting all the requirements under the funding agreement including delivery of services, reporting and acquittals.

<b>91</b>	Subcontracting	Would subcontractors be in a direct contract with DEEWR?	No. Subcontractors would be in a contract with the agency they are the subcontracted to.
<b>90</b>	Reporting	Regarding the nationally consistent framework for data collection discussed on p.19 of the Guidelines, how advanced is its development, and will it take into consideration aspects of existing collections? Will it be ready by 1 January 2013?	The framework will take into account current systems and will be ready by 1 January 2013.
<b>89</b>	Region boundaries	Regarding Statistical Area Level 2, is the data listed for child care services and budget based services for the number of services that DEEWR have registered?	For the source of the data listed for the child care services and budget based services see the description in the region profiles on the IPSP Grant Applications webpage. In regards to Statistical Area Level 2, the areas listed are statistical areas as defined by the ABS. Further information detailing specific localities will be published on the website.
<b>88</b>	PSC activities/IPSP Library	What will happen with the resource libraries and what is likely to happen to the resources already held by the nominated organisations?	DEEWR will consult with current PSC providers on the best approach to progress consolidation of the library resources. The current library arrangements vary in each state and territory so discussions around managing current resources will occur on a PSC by PSC basis.
<b>87</b>	PSC activities	Will PSCs be required to deliver to all services in the region?	PSCs are responsible for ensuring all eligible services within the region have access to PSC support.
<b>86</b>	PSC activities	Will there be formal processes established between DEEWR/ ACECQA and PSCs to determine content and delivery of professional development and if so what form will this take?	Yes DEEWR, ACECQA, the Regulatory Authorities and/or state government departments will be involved in IPSP Forums and Alliance meetings to inform planning of PSC activities.
<b>85</b>	PSC activities	Are PSC grant packages available for regions within a state?	Successful PSC applicants will be responsible for all aspects of the delivery of all PSC activities within an entire state or territory.
<b>84</b>	Program Evaluation	What is DEEWR's thinking about evaluation of the program?	The evaluation framework has not been determined yet and thus it is too early to give details. However, DEEWR is committed to building on the evaluation work already done and we want the program to work as effectively as possible. DEEWR is looking at ongoing evaluation. Ultimately the nature of the evaluation framework will be determined by Government.
<b>83</b>	Professional development/ Training	What does the ISF orientation training (referred to on page 24 of the Guidelines) involve? Will this be delivered by DEEWR and will it use the existing packaged developed by the PSC Alliance?	The orientation training will be based on the work currently being undertaken by the PSC Alliance. DEEWR will not be delivering this training, and it is anticipated that the PSCs will provide the training.

82	Professional development/ Training	The Guidelines indicate that ISFs and IPSUs will access the PSC for professional development on a fee for service basis. There is a concern that this will impact on the 25% allocated for admin expenses during a crucial time of change.	This reflects the view that ISAs, along with other organisations, need to be responsible for management of their staff professional development needs.
81	Professional development/ Training	Page 11 of the Guideline refers to IPSP professional development being guided by DEEWR, ACECQA and the relevant State and Territory Regulatory Authorities. What does 'guide' mean in this context?	The intention is to ensure that ACECQA and the State and Territory Regulatory Authorities play a key role in identifying Professional Support needs at national and local levels. While we are still working on the process, some examples could be where a Regulatory Authority is finding a particular issue common across services in their jurisdiction, DEEWR will support this being integrated into the Professional Support focus for that area. ACECQA could also play a role in identifying nationally emerging professional development themes for the sector.
80	Professional development/ Training	Page 22 B3.1 dot point 3 of the Guidelines discusses ISF qualifications in early childhood and states that ISFs need to be 'suitably skilled and experienced'. Is there an expectation that all ISFs need to have a particular level of qualification, for example an early childhood qualification?	The guidelines deliberately do not define a particular level or experience. This is because there may be ISFs who are highly capable and experienced but do not have a high level of qualifications. Services will need to use their judgement in this respect, as ISFs will be assisting an increasingly experienced and qualified workforce.
79	Priority areas for Professional Development	In relation to priority areas for professional development and support (p.49-50) what emphasis should be placed on each of the dot points when we are developing our proposed service delivery framework? In particular, what weight should be given to the first two dot points as opposed to some of the others?	The priority areas on page 49-50 in the Guidelines are not listed in order of significance. The type of support provided will be in response to the need of the service.
78	PSC Activities/IPSP Library	The IPSP Library – is it inclusive of physical books, resources etc as budgeting for this component would be difficult?	Main focus is online – DEEWR will work with the PSC Alliance to further determine the details.
77	IPSP Forums and Alliances	In relation to the funding provided to participate in National IPSP Alliance meetings, we note that two programs will receive additional funding, but one does not. Why isn't there the same approach across all IPSP elements?	Historically this has been because the PSCs Alliance has been viewed as a more established, has fewer regions than ISAs and has a greater level of funding than the IPSUs.
76	IPSP Forums and Alliances	The ISA Guidelines (P26) state that representation at ISA Alliance meetings is to be on a rotational basis – has consideration been given to consistency?	The Guidelines B5.1 state that representatives should attend at least two meetings to allow for continuity.
75	IPSP Forums and Alliances	Will DEEWR still meet the costs of IPSU and PSC Alliance meetings?	Funding arrangements for the IPSU and PSC Alliances have not changed. IPSUs and ISAs receive separate funding for Alliance meetings. The costs for the PSC Alliance are met through contributions from each PSC. (Refer to the IPSP Guidelines 2013-

			2016 Sections B5.1, D12.1 and E10.1).
74	Information session	Is a recording of the Webinar session available?	No.
73	Information session	Will copies of the Webinar presentation be made available?	The presentation will be available from the IPSP applications web page.
72	Indicative budget	With the 75%/25% split (on page 27 of the 2013-16 IPSP Guidelines), what was the rationale behind the reduction in expenditure on administration and co-ordination?	This has been based on observation of admin expenditure by current services providers for other Commonwealth funded programs, which averages between 20% and 25%. DEEWR settled on 25%.
71	Indicative budget	How are costs distinguished between administration and service delivery in the Budget template?	See the IPSP Guidelines for guidance (for example Section B6.2 provides an indication for ISAs of what costs may be included under administrative and coordination costs).
70	Indicative budget/ Library	The library will need costing by the PSC Alliance? How can we budget for this?	DEEWR will work with the PSC Alliance during the 6 months transition period in order to work out the details. If this necessitates adjustments a revised budget could be submitted prior to 1 January 2013.
69	Indicative budget	In regard to the budget in the RFA application, are the items indicative and not built in stone?	The budget put in by an applicant is flexible and additional lines can be included to meet the applicant's need. The indicative funding level in the RFA is a maximum level of funding available as described at 3.5.3 of the RFA.
68	Indicative budget	Are you able to put in a non-conforming application with a budget above the indicative amount?	Budgets should be within the indicative funding amounts specified. DEEWR may elect not to consider applications with proposed budgets which are outside the indicative funding amount.
67	Indicative budget	We acknowledge the strong emphasis on coordination between IPSP components and organisations. Note also that referral pathways are being developed by DEEWR. However we would like a little clarity on how we plan and budget for tailored intensive support we must provide" at the direction of DEEWR and/or or the PSC"	When planning and completing the budget, applicants may include information which provides the basis of their costings. Where appropriate, successful applicants may be able to resubmit or review their budget in consultation with DEEWR regarding certain aspects such as the number of instances of 'tailored intensive support' included in the budget.
66	Inclusion Support Agencies	Under the 'Key changes to ISAs' slide: what does "respond to all requests" mean?	The type of response will depend on the nature of the request. The ISA will determine how to respond and what sort of support is required.
65	Group applications	Can a lead member of a group retain the leadership role of a region and also sub-contract all service delivery for the region to another organisation?	If Applicant is choosing to sub-contract, they need to seek approval from DEEWR. The application should outline the intended method for providing services.
64	Group applications	Is it OK for different types of organisations (e.g. local government and a non-government agency) to put in a group application?	Yes

63	PSC Activities/General Resource Library	Will the General Resource Library be managed within one state, for example Canberra?	We expect that the resource will be made available online from a central point.
62	PSC Activities/General Resource Library	Can DEEWR explain what the changes to the General Resource library means? The guidelines indicate it will be centralised into one library.	Refer to F5 of the Guidelines. The new single national library will predominately provide online materials and be managed by the PSC Alliance.
61	Funding agreement	In the new guidelines there is an increased requirement for DEEWR approval of calendar events. What strategy or commitment has DEEWR in place to ensure that there is no time delay? This is imperative for timely assistance to the sector.	DEEWR recognises that timely responses are clearly important and that delays can affect service delivery. We will work nationally with State and Territory offices to ensure minimal impact.
60	Funding agreement	Is there guidance in the new funding agreement to ensure specialist assistance for inclusion for children with disabilities? The experience to date in Tasmania is that children are often rejected from services, often for very valid and practical resourcing reasons. What is DEEWR doing to respond to this?	A key function of ISAs is to assist services to develop inclusive practices for children with disabilities. Inclusive practice is also a fundamental aspect of the National Quality Framework and all of its resources.
59	Funding agreement	Regarding priority for professional development areas – will the focus be on the dot points when delivering service delivery framework?	These dot points are not listed in a priority order. The IPSU and PSC would identify through a needs analysis what the needs were and level of need within these areas.
58	Funding agreement/Transition	(a) What activity is expected to have been undertaken before 1 Jan 2013? There is no indication in the RFA of transitional funding for new providers of a region, nor is there any apparent set-up budget or timeframe. (b) What part of the contract period would be allowed for initial set-up activities, eg office lease, recruitment etc.	(a) DEEWR would not be requiring any program activity to be undertaken before 1 January 2013. However, DEEWR would expect Providers to be ready from 1 Jan 2013. DEEWR will be in touch with relevant organisations as part of a Transition Plan to cover any handover.  Lead time required would depend on the element/region. There could be some face-to face activity with the non-continuing provider.  (b) Regarding the initial phase following the start up on 1 January 2013, the Funding Agreement sets out details of milestones requirements and payments.
57	Funding	Is the indicative funding amount for each region area designed to cover the four IPSP program elements?	There is a separate Region Profile for each program element (PSC, ISA, IPSU & NISSP) and for each region. Each Region Profile identifies the fund available for the specific program element within the particular region. Potential applicants should locate the Region Profile related to the program element(S) and region(S) in which they would like to provide IPSP activities to identify the funding available.

56	Funding	Considering data in the Regional Profiles, there is apparent inequity in funding allocation. What is the rationale for this?	An extensive and sophisticated analysis has been undertaken on current and past regional characteristics, also taking into consideration current funding agreement amounts. Funding for the program is stable and there are no additional monies, so the current funding methodology will be adhered to.
55	Funding	What is the funding?	The level of funding varies depending on what program element and region you are looking at. The national total is \$100 million per year.
54	Bicultural Support	Under 'Key changes to PSCs' how has Bicultural Support changed?	Delivery will be nationally consistent. The support will be available to assist with enrolling and settling a new child from a CALD or Indigenous background and will be limited to up to 8 hours for each new child. The changes experienced in any particular state or territory, will vary depending on how Bicultural Support is currently being provided by the PSC.
53	Applications/ Assessments processes	It was stated that as part of the assessment process the Dept may use information already known about the applicant by DEEWR. Can you explain this a bit more?	DEEWR will assess each application against the selection criteria. In addition DEEWR will consider information known or available about an applicant to substantiate claims made by the applicant in their response to the selection criteria and to consider any risk associated with the applicant organisation in delivering the activities.
52	Applications/ Assessments processes	Page 44 of the Guideline talks about a Regional Plan for the PSC – does this need to be specific for the three Tasmanian regions, that is, three separate plans?	PSC and ISA regions are different; in Tasmania there is one PSC region and three ISA regions. Only one PSC plan will be required.
51	Applications/ Assessments processes	Will there be representation from State Offices in the assessment process?	There will be a mix of staff from both State Offices and our National Office undertaking the assessments.
50	Applications/ Assessments processes	On one of the slides it states that the applications have to be signed and witnessed however Word documents do not allow this. What do we do?	PDF documents will be accepted for this purpose.
49	Applications/ Assessments processes	If each criteria has equal weighting, how will this be determined if other information is taken into account ie: public knowledge available to DEEWR.	The additional information may be risk associated and may be taken into account, for example, financial viability to meet contractual responsibilities.
48	Applications/ Assessments processes	What will be the involvement of state staff in the assessment process.	There will be a mix of staff from both State Offices and our National Office undertaking the assessments.

47	Applications/ Assessments processes	The RFA documentation and the information session presentation appears that DEEWR is discouraging Applicants from applying for more than one region.  How will DEEWR be aware that an Applicant has applied for more than one region? Where in the RFA can an Applicant state that they are applying for more than one region?	DEEWR is not encouraging nor discouraging applicants to apply for more than one region. DEEWR has asked for 1 application per region. An applicant can set out in each application any relevant arrangements that they are proposing to submit for other regions.
46	Applications/ Assessments processes	What is process for acknowledging lodgement of applications?	There will be automatic acknowledgment via email to all applications and parts of applications lodged.
45	Applications/ Assessments processes	What sort of people are you expecting as referees?	Whoever your organisation thinks is appropriate. DEEWR staff cannot act as referees.
44	Applications/ Assessments processes	How many applications do you anticipate to receive?	As the program has not been out to the market for many years we are unsure of the likely number of applications.
43	Applications/ Assessments processes	Is the 1000 word limit for the whole document or per criterion?	The 1000 word limit applies to each selection criteria, not the whole application.
42	Indicative budget	How are costs distinguished between administration and service delivery in the Budget template?	See the IPSP Guidelines for guidance (for example Section B6.2 provides an indication for ISAs of what costs may be included under administrative and coordination costs).
41	Bicultural Support	Will Bicultural Support be available for 8 hours per day or 8 hours in total?	8 hours in total.
40	Indicative budget	Is the list of items in the Budget template exhaustive?	No – more detail and additional lines can be added.
39	IPSP Forums and Alliances	Will DEEWR meet the costs of IPSU and PSC Alliance meetings?	Yes. (Refer to the IPSP Guidelines 2013-2016 Sections B5.1 and E10.1).
38	Professional development/ Training	Who is responsible for professional development of ISFs and IPSUs?	The ISA and IPSU organisations are responsible. PSCs will be able to provide nationally consistent training to ISA and IPSU staff on a fee for service basis.
37	Professional development/ Training	Who will conduct the national orientation training for ISFs?	It is not yet determined but content will be based on a package developed by current PSCs.
36	Australian Accounting standards	Is there capacity for a successful applicant to negotiate about the requirement for organisations to 'comply with all Australian Accounting standards'?	If an applicant is not able to meet this requirement they should provide this advice in their application in the Statement of Compliance section (Part 7) and outline what accounting standards will be in place to ensure IPSP funding will be appropriately accounted and financial statements appropriately prepared. DEEWR will then make a decision whether to enforce the obligation, based on a risk assessment as to what accounting standards will apply and what the risk is to the Commonwealth.

35	Group applications	What is the definition of 'Consortium', 'Joint Venture', 'Partnership' and 'Other Alliance' and what is the relationship to a Group Application?	Please refer to Appendix A of the Request for Applications for the definitions. 'Consortium', 'Joint Venture', 'Partnership' and 'Other Alliance' are different terms that may be used to describe a group of individual legal entities that lodges a Group Application.
34	Jointly and severally liable definition	What does 'jointly and severally liable' mean and how does it relate to group applications (reference Request for Application section 3.3.3)?	In broad terms 'jointly and severally liable' means each member of a successful Group Application will be liable, both individually and collectively as a group, for all obligations under the Funding Agreement.
33	Indicative budget	Where in the Indicative budget in the application Form should the applicant identify sub-contractor expenses?	Please refer to section 4.2 of the Application Form. Subcontracting expenses should be identified separately under Other Expenses and show the administrative cost of managing the subcontracting and costs for direct service delivery.
32	Indicative budget	Where should costs associated with: * PSC Alliance activity * planning and evaluation; * reporting, and * financial management/monitoring/acquittal activities, be identified in the Indicative Budget in the Application Form?	Costs associated with Alliance activity should be recorded in Promotion and Communication, under Associated networking. Costs associated with reporting and financial management/monitoring/acquittal activities should be recorded in Staffing under Administrative costs.
31	Funding	Is DEEWR funding projects that include a research component?	Please refer to the Draft Funding Agreement and the Project overview for details on what an IPSP Grant Recipient is obliged to deliver.
30	Definition of outcomes and outputs	What are the formal definitions for 'outcomes' and 'outputs'?	The Department has not provided a formal definition of an output or an outcome. However, you may wish to refer to section A10 of the IPSP Guidelines 2013-2016 and section M 'Reports' in the draft funding agreements. Final templates for reporting are being developed by the Department and will be available with the Letter of Offer to successful applicants.
29	Funding	Is IPSP funding available for construction of a playground?	Funding under the IPSP is not available for the construction of a playground (see section 1.2 in the RFA).
28	Funding	Will increases from the annual indexation of program funding be passed on to each of the program elements?	The funding amounts for all IPSP program elements (and, therefore, the amounts in individual funding agreements) will be indexed each financial year in line with any increase in the Commonwealth annual budget appropriation.
27	Indicative budget	Why is DEEWR only seeking a 12 month budget and not a budget for the total agreement period?	The requirement to submit a 12 month budget in the application form is in line with the requirements of the Draft Funding Agreements, which require a yearly budget (which will also reflect the yearly increases in funding for the program) to be submitted for approval by the Department.

26	Flexible Support Funding	What will be the implications of the FSF Change Event, as outlined in the Draft ISA Funding Agreement, for IPSP grant recipients, ISAs and services?	The 'FSF Change Event' is defined on page 32 of the ISA Funding Agreement. It will be any move to an online assessment and claims system for the FSF. ISAs will be required to assess FSF applications through the online system, but the payment of claims will be made by the Department (not the ISA). Services will be required to apply and claim through the online system.
25	Region Profile data	How was the regional profile data generated?	Please see page 2 of each Regional Profile for the source of the data.
24	Flexible Support Funding	In reference to DEEWR's capacity to reduce FSF noted in the IPSP Guidelines 2013-2016 p 24, will there be consultation and negotiation with ISAs to reach an agreement prior to this occurring?	Please refer to the Draft Funding Agreement for ISAs C4.1-2 Management of Flexible Support Funding and relevant parts of section F Milestones and Funding.
23	Subcontracting	If we plan to use a wide variety of contractors, would we need to seek DEEWR's approval for each of these subcontractors? If that is the case, what will be the process for seeking approval each time we wish to engage a new subcontractor through the life of the Funding Agreement?	Yes, you will need to seek DEEWR's approval for every subcontractor. Under clause 13 of the draft IPSP funding agreements, grant recipients must seek written approval from DEEWR if they wish to subcontract the performance of any obligations under the funding agreement. Subcontractors that are approved by DEEWR at the start of the funding agreement must be listed in item J of the Schedule before the funding agreement is signed. After the start of the funding agreement, if grant recipient wants to add (or replace) any subcontractor after that date, the grant recipient must first seek DEEWR's written approval. Every potential subcontractor must complete a Subcontractor Credential Information Form as part of the subcontract approval process. DEEWR will assess information provided and advise grant recipients of the outcome in writing.
22	Subcontracting	Are the organisations and contractors, whom under the current PSC contracts are referred to as Professional Support Service Providers, considered, under the new PSC contract to be subcontractors or to be providing professional expertise?	Yes, previous Professional Support Service Providers would be considered subcontractors under the new PSC funding agreement.

21	Indicative budget	<p>The application, Part 4, asks: “Is this bid above the indicative funding amount for the nominated ISA Region?” The choice is Yes or No. Then the note below goes on to say that “Bids should be within the indicative funding specified in the relevant ISA Region Profile”. I realise that the Region Profiles document on Page 2 at Point 2, states that the indicative funding amount does not include indexation for the period July 2013 to December 2013. Does that mean we cannot include an estimated indexation amount (e.g. 1.6%) in the budget for the above period as this will vary from the indicative funding amount?</p>	<p>Section 3.1.2 of the Request for Applications for Funding to Deliver IPSP Activities in 2013-2016 states that:</p> <p>Applicants are required to provide a 12 month budget in their Application for each Program Element and region for which they are applying within the indicative funding amount specified. The Applicant should identify, in the budget set out in the table in the Application Form, the amount sought (GST exclusive) to deliver the activities. The budget in the Funding Agreement for successful Applicants will be based on the Applicant’s budget in the Application, subject to any negotiation between DEEWR and the Applicant. DEEWR may elect not to consider Applications with proposed budgets above the indicative funding amount.</p> <p>Section 3.5.3 of the Request for Applications for Funding to Deliver IPSP Activities in 2013-2016 also states that:</p> <p>The indicative funding amount identified is for the first 12 months of the Funding Agreement for the period 1 January to 31 December 2013 (that is, across two financial years). As the funding for the IPSP is indexed each financial year in line with any increase in the Commonwealth annual budget appropriation, the actual maximum funding available in 2013 will be increased by the rate of indexation for the period 1 July – 31 December 2013.</p> <p>That is, the levels of funding for each region is based on the indicative amount identified for that region, plus an amount of indexation. The indexation for the financial year of 2013-2014 is yet to be determined and the actual maximum funding available in 2013 will be increased by the amount of this indexation, if there is any. Therefore, it is your business decision to work out your budget, whether to include an estimated indexation amount in your budget, or to have a budget within or above the indicative funding amount specified. If you wish to estimate indexation, please ensure that you specify it clearly in the budget so that DEEWR can take it into consideration when assessing your Application, and determining whether to consider an Application above the indicative funding amount if applicable.</p>
20	Indicative budget	<p>If we are to include interest income in the budget, this will also mean that the budgeted amount will vary to the</p>	<p>Again, it is your business decision to make. Should you wish to include interest income in the budget, please ensure that you specify it clearly so that</p>

		indicative funding amount. Does that mean we should not include interest income in the budget?	DEEWR can take it into consideration when assessing your Application.
<b>19</b>	Closing date for applications	Will the timelines for submission be extended?	The Department is unable to extend this timeframe as time is required to conduct a rigorous assessment of the applications and negotiate funding agreements with successful applicants before a 6 month transition period to the new funding agreement.
<b>18</b>	Indicative budget	Will DEEWR accept submissions outside the indicative funding amount indicated in the Region Profiles?	The Request for Applications to Deliver IPSP Activities 2013-2016 states in section 3.1.2: DEEWR has identified an indicative funding amount for the first year of activities for each Program Element and region (see Region Profiles included in the RFA pack). Applicants are required to provide a 12 month budget in their Application for each Program Element and region for which they are applying within the indicative funding amount specified. The Applicant should identify, in the budget set out in the table in the Application Form, the amount sought (GST exclusive) to deliver the activities. The budget in the Funding Agreement for successful Applicants will be based on the Applicant's budget in the Application, subject to any negotiation between DEEWR and the Applicant. DEEWR may elect not to consider Applications with proposed budgets above the indicative funding amount.
<b>17</b>	Reporting	About specific targets ISAs will be measured against. Is there a list of these targets?	The Draft Funding Agreement, in item C6.1 Development of an ISA Region Plan for each Region and item M Reports, outlines the reports each organisation has to provide and what the Region Plan must include.
<b>16</b>	Inclusion Support Facilitators	What role are ISFs expected to take in reference to the NQF?	The specific roles and responsibilities of the Inclusion Support Agencies are outlined in section B3 of the IPSP Guidelines 2013-2016.
<b>15</b>	Inclusion Support Agencies	What is the difference between the last application to deliver the ISA and this regarding support to families?	There is no difference between the current 2009-2012 IPSP Guidelines and the 2013-2016 IPSP Guidelines for how the ISAs should support families.

14	Funding	Does the IPSP allow an individual educator to receive funding for further study or equipment?	<p>The Request for Applications for Funding to Deliver IPSP Activities in 2013-2016 (RFA) is aimed at eligible organisations (see section 3.2 in the RFA Eligible Organisations and capacity to contract) to deliver IPSP activities under an IPSP Funding Agreement. Organisations approved to deliver the IPSP program will be delivering a range of activities to support early childhood education and care services.</p> <p>IPSP grants are not available for individual educators to receive support to undertake individual studies. However, IPSP grant recipients are funded to deliver support to early childhood education and care services, including professional development. Professional Support Coordinators under the IPSP provide professional development to educators and also manage Specialist Equipment pools. To find out more, you may wish to have a look at the current program guidelines, or contact your local Professional Support Coordinator. For more information and a list of Professional Support Coordinators, go to:  <a href="http://www.deewr.gov.au/Earlychildhood/Programs/ChildCareforServices">www.deewr.gov.au/Earlychildhood/Programs/ChildCareforServices</a></p>
13	Financial Viability	Should the Financial and Credentials Information Form be submitted as an Excel document or submitted as a PDF?	The Financial and Credential Information Form should be submitted as an Excel document.
12	Financial Viability	I understand that it needs to be completed electronically using the excel document, but should it then be printed, signed and saved as a PDF?	Applicants should print, sign, save, and attach page 11 (i.e. Question 18 of the form) in their Applications to give DEEWR authorisation to undertake the necessary steps to assess the credentials of their organisation.
11	Professional development/ Training	Who will be responsible for ISF professional development?	As outlined in the IPSP Guidelines 2013-2016, section B3.4 the ISA will be responsible. ISAs are expected to employ suitably skilled and experienced Inclusion Support Facilitators to work at the local level with eligible ECEC services and their qualified ECEC educators. ISAs are responsible for ensuring Inclusion Support Facilitators have ongoing support and access to training to assist them to successfully undertake their role. This includes undertaking comprehensive orientation training, as directed by DEEWR, and other professional development they may require to successfully undertake their role (IPSP Guidelines 2013-2016, section B3.4).
10	Funding	What is the funding formula applied? In looking at the statistics in the regional profiles I am unable to determine the reasons for differing amounts.	The level of funding for each region is based on the amount allocated for that region in 2011-12, plus an amount of indexation.
9	Group applications	If the ISA is currently a consortium and not all the consortium members want to	The RFA allows for applications from a consortium. If your organisation is currently part of a consortium

		continue with the program what would be the procedure?	but not all consortium members wish to continue with the program, the members that do wish to continue can form a new consortium for the purposes of the RFA.
8	Applications/ Assessments processes	Could you please clarify if the RFA is an application for IPSP funding activities or an expression of interest?	The RFA is a request for applications from eligible organisations to provide IPSP activities from 1 January 2013 to 30 June 2016. It is not an expression of interest. Successful applicants will enter into a Funding Agreement with the Commonwealth. Please see the Request for Applications for Funding to Deliver IPSP Activities in 2013-2016 available at: <a href="http://www.deewr.gov.au/IPSPapplications">www.deewr.gov.au/IPSPapplications</a>
7	Region boundaries	Region 47 has, until now included Palmwoods and Bli Bli. Under this new list Region 42 Ipswich has these areas. When looking at the map it does not appear to have any change in the region. However, Chevallum is not listed in the new ISA Regions which Region does it belong to?	Bli Bli and Palmwoods are in the new ISA Region 42. The lists of Statistical Area Level 2 in the ISA Region Profiles should be relied on to define the new boundaries for the ISA Regions and considered in conjunction with the maps. Chevallum is in the Statistical Area Level 2 of Palmwoods, the new ISA Region number 42, Ipswich.
6	Subcontracting	P.43 of the Guidelines states that "PSCs may subcontract other providers to assist with service delivery". Does the definition of service delivery also include subcontracting for professional services such as product design, printing, etc? I.e. services that enable and enhance the delivery of PD, support and training as opposed to the delivery per se?	For the purposes of the IPSP Guidelines 2013-2016 'service delivery' refers to the activities required for a grant recipient to meet its obligations under a Funding Agreement. Grant recipients are required to seek prior written approval of any subcontractor who will be performing any obligations under the Funding Agreement. It is not the intent that professional services such as those identified in the question above 'printing, product design etc' would be undertaken through subcontracting arrangements, as these are not generally part of the activities that are required for a grant recipient to perform its obligations under the Funding Agreement; however, there may be some circumstances where activities such as printing are part of the grant recipients obligations. This is a decision for individual applicants to determine on a case by case basis.

5		<p>P.43 of the Guidelines notes that DEEWR is unlikely to approve as a subcontractor “bodies that are not incorporated and without a sponsoring organisation”. Can you please define “sponsoring organisation”? I.e. a number of subcontractors that I would propose to utilize in the provision of PD and training are individual experts in their field – they have an ABN but are not incorporated. Would it be appropriate for the PSC to be the “sponsoring organisation” in such instances? Or are such individuals not covered by the definition of “subcontractor” in the Guidelines?</p>	<p>Please refer to Clause 13 of the draft Funding Agreement which sets out the conditions under which subcontracting may occur.</p> <p>A subcontracting arrangement will arise where an Applicant, who has been engaged under a Funding Agreement with DEEWR, and, if approved by DEEWR, engages a third party, (the subcontractor) to undertake some, or all of, the performance of the</p> <p>11 Applicants obligations under the Funding Agreement. This will usually be through a formal contract between the Applicant (Funding Recipient) and the subcontractor. However, the Funding Recipient will remain liable for the performance of its obligations under the Funding Agreement even though those obligations are being undertaken for them by the subcontractor.</p> <p>Where a Funding Recipient, in performing their obligations under the Funding Agreement, draws on other resources, (including professional expertise from third party) in undertaking the activities under the Funding Agreement, this is not a subcontracting arrangement and applicants would not be required to identify those individuals as subcontractors.</p>
4	Subcontracting	<p>Paragraphs 3.4.1. and 3.4.2 of the RFA note on the one hand that it is not necessary to nominate proposed subcontractors in the Application, and on the other hand that subcontractors should be identified in the Application and a Credentials Information Form completed. This seems contradictory – could it be clarified please?</p>	<p>It is expected that Applicants will advise in their application the activities, if any, set out in the draft Funding Agreement that they are intending to use a subcontractor to deliver. If, at the time of completing the Application, the Applicant knows which subcontractor(s) it wishes to use, the subcontractor(s) should be identified in the Application and a Subcontractors Credentials Information Form completed for each subcontractor.</p> <p>However, DEEWR acknowledges that there is over 12 months before successful Applicants will begin delivering activities. As such, while Applicants may decide they wish to provide some IPSP activities through subcontracting arrangements, they may not know at this time, who the potential subcontractor would be. In these circumstances, the Subcontractors Credentials Information Form can be completed after the outcome of the process has been announced – but before signing of the Funding Agreement.</p>
3	Subcontracting	<p>Is the completion of the Subcontractors Credentials Information Form intended to be exhaustive – i.e. is an applicant expected to complete it for every subcontractor that it intends to use, or only as an initial indication of some of the subcontractors it may use? Or is the detail of subcontracting arrangements to be agreed upon only when an applicant</p>	<p>Subcontracting arrangements will be considered once the outcome of the RFA process is advised and before signing of the Funding Agreement. Every potential subcontractor will need to complete the Subcontractors Credentials Information Form as part of the subcontractor approval process by DEEWR, prior to any</p> <p>12 successful Applicant signing the Funding Agreement.</p>

		becomes the selected PSC provider?	Please also see answer to question 4 above
<b>2</b>	Approved Referral Pathways	What are the “approved referral channels advised by DEEWR” referred to on p.41 dot point 3 of the Guidelines? Does this dot point refer to those individual services that Regulatory Authorities have rated as Foundation or Unsatisfactory?	The details of the ‘approved referral channels’ are still under development. The referral channels will provide the process and the circumstances in which regulatory authorities will be able to refer individual services to IPSP grant recipients.
<b>1</b>	CCB approved ECEC services	The RFA documentation says that each region has a number of eligible ECEC services approved for Child Care Benefit. Is this list available to us to enable us to liaise with eligible approved providers?	DEEWR is unable to provide lists of child care services eligible for the IPSP. However, the Mychild website available at: <a href="http://www.mychild.gov.au/pages/home.aspx">http://www.mychild.gov.au/pages/home.aspx</a> includes a searchable data base with information on all ECEC services approved for Child Care Benefit.