

ONLINE FORM FAQ & User Guide

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What happens, how does the online forms process work?

- 1. Instructions in Tender documents:** Businesses are directed to complete the relevant online form as instructed in tender documents. **FORMS:** www.industryandskills.sa.gov.au/industrypolicy
- 2. Submit Online Form and include with Tender application:** Upon submission of the form, a PDF version of the application available to download and is also emailed to the business email address stipulated in the form (NOT the email address of the user that has signed in and is completing the form).
 - The email may take up to 30 minutes to be received.
 - You need to include PDF attachment with the rest of your tender submission to the Agency.
 - Note: Online forms are ONLY sent to the business contact and/or additional contact.*
 - If an error has been made in the submission, you will need to complete a new form.*
 - The final submission is to be attached by the business and included with their tender submission.*
- 3. Agency Reviews Content:** The Agency reviews the information contained in the Industry Participation Plan (IPP) document for accuracy and to ensure full completion to avoid delays in assessment.
- 4. Assessment for Economic Contribution Tests (ECTs):** the system calculates the score automatically and is included in the PDF copy for the Agency to include in their evaluation scores.
- 5. Assessment for Industry Participation Plans (IPPs):** the plans are sent by the Agency to Public Projects and Participation (PPP) via ipp@sa.gov.au requesting assessment, noting any concerns with the content in the Plan responses.
- 6. Assessment Response:** Upon completion of the assessment, the agency is advised of scores within five (5) business days, which are then to be included into the remaining evaluation weightings.
- 7. Contract Award:** When the contract has been awarded, the Agency is required to notify PPP of the successful business and relevant contract award information. A Contract Award proforma is included with the assessment.

Common Questions

Which form do I need to complete?

The tender document issued by the Agency should stipulate whether you need to complete an Economic Contribution Test (ECT) or Industry Participation Plan (IPP). It should also tell you whether you need to select a metropolitan or regional area from the dropdown list within the form (or in some cases the Northern Economic Plan region or Upper Spencer Gulf region). Access forms via the website: www.industryandskills.sa.gov.au/industrypolicy

What is the Tender Reference Number?

The Tender Reference Number is a unique identifier that some agencies use for each tender. It will generally precede the name of the Tender/contract. If the documentation you have doesn't have one, then select "no" for that question.

What do I need to do once I have submitted my form?

You will need to submit the application pdf with the remainder of your tender documents to the agency.

Why does the ECT provide me with a score but the IPP doesn't?

The ECT assessment is a quantitative assessment and the score is determined using background calculations. This enables a score to be produced on completion of the form. The IPP has a quantitative component and a qualitative component to the assessment. Therefore, the score is established outside of the online system.

What does Responsible Government Agency mean?

This is the agency that has released the tender or asked for the quote. You will be able to choose from a list from within the form. If the Agency is not listed, please select 'Other' and enter the relevant Agency.

Who is the Agency Contact Person?

The Agency contact person is the nominated person to ask questions for the tender and will be listed in the tender documents. If you are submitting a quote that doesn't have a nominated contact person then use the name of the person who has requested the quote.

I haven't received my email confirmation. What can I do?

If it has been more than 30 minutes. Please contact us on 8226 8967 with your application ID (reference number) to investigate the issue further. The most common cause is incorrect email addresses entered.

Common Error Messages

The value field comes up with an error when I try to put the amount in.

All currency fields in the templates are restricted to a numerical format. You need to enter the amount with no commas, spaces or symbols.

The link is not working – it is asking me to login or is coming up with a locked message.

Q: Are you trying to access a previously saved form?

YES: You will need to log in to iApply using the credentials used when the form was first saved.

NO: Please use the button on our website to access a new form. Copies of the actual form link include a unique identifier code – you must access a NEW form link.

Forms are slow

There are complex calculations being performed in the background of the form that may slow the next page from loading at times. Please be patient and avoid using the browser navigation buttons or pressing Next on the form.

Error: Economic Contribution Test Score is loading

Please wait a minute then try pressing next again. There are complex calculations being performed in the background of the form that may slow the next page from loading at times.

Error message still appearing after fixing or going back in the document.

Sometimes the system hasn't recognised the changes, especially if you've gone "back" in the document. Save and go out of it, then log back in and it should refresh and clear the error messages.

Field Guidance

What if I can't provide a tender value?

This is often the case in quotes or panel tenders where there is no clear activity level to provide you with a total value. If this is the case, please enter "0". The tender value is not used in the background calculations.

How do I calculate the Regional value?

The Regional value is the value of the goods and services that will be sourced from businesses in the relevant region and/or staff that are residents of the region. It is important to include the Regional values in the South Australian values also. For example, if 100% of labour is to be delivered by residents of the region, then 100% of labour will be delivered by residents of South Australia.

Who to Contact

How to complete the form (content) & General errors: Office of the Industry Advocate:
email: oiia@sa.gov.au or phone (08) 8226 8956

Technical Issues: System Administration via Public Projects and Participation: email
ipp@sa.gov.au or phone (08) 8226 8967

Related Documents – Policy and Policy Guidelines: [Public Projects and Participation website](#)