



RFT 08/34 - Questions

General

Q: What is the funding for this project?

A: Funding for the project will be considered and based on the responses to the request for tender. This is why we have asked that tenders identify a cost per participant.

Q: Is it possible to provide an overview of (or link to) the different types of enterprises associated with Australian Disability Enterprises?

A: A directory of Australian Disability Enterprises is available from and can be provided by FaHCSIA on request. **FaHCSIA Information Line 1300 653 227**

Q: Do employees within Australian Disability Enterprises need to have had a Job Capacity Assessment in order to qualify for employment within an Enterprise?

A: Wage-Setting Decision 1/2006 provides information about Australian Disability Enterprises, formerly known as and referred to in this decision as Business Services. The decision is available on the AFPC Website.

Q: Does the Australian Fair Pay Commission have a specific number of focus groups in mind?

A: No – that is why a cost per participant has been requested

Q: Should the Tenderer submit a national-scale proposal, including metro and regional areas from most states, or should the research provide a smaller-scale sample of Australian Disability Enterprises employees in capital cities?

A: The RFT invites tenderers to submit options to canvas issues such as geographical diversity. Tenders will be evaluated on the value for money any tender proposes in relation to this element of the RFT.

Q: Are there specific requirements from the Australian Fair Pay Commission in terms of achieving representation from people with different levels of ability (based on SDAC98)?

A: The tender asks you to address how you will source participants for the focus group from a range of Disability Enterprises. The tender also invites you to explore other types of diversity within the focus group; you may wish to address this point under that requirement.

Q: Are there any employees of Australian Disability Enterprises from categories of impairment that should not be recruited for participation (e.g. individuals who have a

sensory impairment vs. those with other categories of impairment)?

A: No

Q: What level of supplementary support might participants need within the focus groups and how can the Tenderer best take care of these requirements?

A: This will be dependent upon the participants needs. We are asking tenderers to organise appropriate venues and supports.

Q: Will the Tenderer need to recruit participants from the public? Will the Tenderer need to recruit with assistance from Australian Disability Enterprise employers, who have an interest in the outcomes of this research?

A: The Request for Tender asks for tenderers to identify and recruit participants from Australian Disability Enterprises.

Q: Are there any concerns about alerting Australian Disability Enterprises employers to the research process?

A: If a tenderer proposes to recruit participant through employers this should be identified in the proposal.

Q: Is there additional information available about the transportation requirements of Australian Disability Enterprises employees?

A: There is no additional information available as part of the request for tender. The request for tender requires that tenderer must be able to provide this service as part of their tender.

Q: Should participants be provided with a cash incentive for their participation in the focus groups? Is this consistent with the policies of the Australian Fair Pay Commission?

A: A payment is consistent with current policies.

Q: Should personal communication and other assistants of participants be compensated for participation in the focus groups?

A: A matter to be addressed by the Tender

Q: Should the group length be limited to 1 hour to make all participants as comfortable as possible and to allow for different levels of physical needs of participants?

A: The request for tender asks the tenderer to address how focus groups are to be conducted.

Q: Will the Secretariat be providing a current list of Australian Disability Enterprises?

A: A directory of Australian Disability Enterprises is available from and can be provided by FaHCSIA on request.

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Methodology

Q: If focus groups are the preferred methodology, are we to assume employees have a certain level of ability which would allow them to participate in and contribute to a focus group session? The reason for asking for clarification surrounding this issue is that we would like to ascertain whether individual interviews should be proposed as part of our methodology. Individual interviews may be more conducive to including the thoughts and opinions of employees with a severe intellectual disability.

A: The Tender asks for focus group research.

Q: Does the AFP require the full transcriptions of focus groups in a document separate to the Final Report, or are verbatim comments used to illustrate themes and findings with the Report adequate?

A: The tender provides that audio recordings be taken to be transcribed.

Q: Are you anticipating that the tenderer will undertake focus groups in all states in Australia including some regional areas?

A: The RFT invites tenderers to submit options to canvas issues such as geographical diversity. Tenders will be evaluated on the value for money any tender proposes in relation to this element of the RFT

Timeline

Q: Is there any flexibility regarding the date the Final Report is to be delivered, or is it imperative that this date be adhered to?

A: The dates in the request for tender will remain the key dates.

Cost

Q: Can you please clarify whether the AFP requires a breakdown of cost by focus group or participant?

A: The cost is required per participant but you may wish to include a cost per focus group.

Q: What level of supplementary support might participants need within the focus groups and how can the Tenderer best take care of these requirements?

A: This will be dependent upon the participants needs. We are asking tenderers to organise appropriate venues and supports.

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