

# DELIVERY PARTNER APPLICATION PACK

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## ABOUT THE APPLICATION PACK

The Application Pack provides information to get you started with the Pre-Qualification process and assess if you want to be a Delivery Partner of UCG.

Do not start mobilising your workforce under the assumption your company will definitely partner with UCG because we need to assess your suitability. We will notify you if we want to engage with your company, including how many crews we'd like you to provide, the type of crews, and in what locations.

## DELIVERY PARTNER SET-UP COST

### COST OVERVIEW

There are different set-up costs for the various type of work that is undertaken by Delivery Partners. The costs below are an indication of the costs involved to set up a crew to work for UCG. For tools, the indicative value is based on the quality of tools recommended by UCG.

#### Preferred Option:

Items	MDU class 1 & 2	SDU	MDU Class 3 +	Connect
Standard Uniform	\$ 342.53	\$ 342.53	\$ 342.53	\$ 342.53
Civils Uniform Pack	n/a	n/a	\$ 228.90	n/a
Reflective Vest	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
Training (Team Lead)	\$ 3,621.00	\$ 3,621.00	\$ 3,621.00	\$ 3,621.00
Training (Crewmate)	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
Tools	\$ 27,839.28	\$ 29,258.82	\$ 51,509.28	\$ 24,685.82
<b>TOTAL</b>	<b>\$ 32,915.81</b>	<b>\$ 34,335.35</b>	<b>\$ 56,814.71</b>	<b>\$ 29,762.35</b>

#### Economical Option

Items	MDU class 1 & 2	SDU	MDU Class 3 & above	Connect
Standard Uniform	\$ 342.53	\$ 342.53	\$ 342.53	\$ 342.53
Civils Uniform Pack	n/a	n/a	\$ 228.90	n/a
Reflective Vest	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
Training (Team Lead)	\$ 3,621.00	\$ 3,621.00	\$ 3,621.00	\$ 3,621.00
Training (Crewmate)	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
Tools	\$ 26,284.75	\$ 27,269.25	\$ 49,954.75	\$ 21,313.25
<b>TOTAL</b>	<b>\$ 31,361.28</b>	<b>\$ 32,345.78</b>	<b>\$ 55,260.18</b>	<b>\$ 26,389.78</b>

*Note: Training cost are based on a crew of two which consist of 1 x Team Lead & 1 x Crewmate*

Van Cost	
Van - (2012 Hi Ace)	\$ 23,000.00
Van - Latest Hi Ace model)	\$ 46,000.00

*\*All cost are indicative only*

**What do I need to do?:** You're not required to do anything just yet. If you are successful in your application, then this is to give you an idea on what to expect, and allow you to plan for what tools / equipment you will need.

### UNIFORM

There are 2 different sets of uniforms: the standard uniform, and one for civils operators. All crewmates are to have a reflective vest.

Please refer to the Uniform table below for a indicative cost for uniforms (per person);

## Uniforms

- Standard Uniform set per person	\$ 342.53
o 3 x Chorus-branded Shirts	
o 1 x Chorus-branded Softshell Jacket	
o 3 x Cargo Pants	
- Civils Uniform pack per person	\$ 228.90
o 3 Longsleeve Poloshirt	
o 3 x Utility Trousers	
<i>Civils uniform pack is only required if major civils work is being undertaken</i>	
- Reflective Vest (Branded) per person	\$ 13.00
<i>*All cost are indicative only</i>	

**Important to note:** Suitable PPE must be worn at all times.

## TRAINING

Outlined below are the training costs to meet the minimum requirements to undertake work in the network. From time to time other training might become mandatory which UCG would notify you at the time.

Training			MDU/SDU		Connect		Civils		
REQUIREMENTS	COURSE	DURATION (DAYS)	Days	Cost	Days	Cost	Days	Cost	
All Crewmates	Network Know How - MDU Build/NGA B	3	3	\$ -	n/a	\$ -	n/a	\$ -	
All Crewmates	Network Know How - NGA C (Connect)	2	n/a	\$ -	2	\$ -	n/a	\$ -	
All Crewmates	Building Construction Passport OR Australian White Card	1	1	\$ 135.00	1	\$ 135.00	1	\$ 135.00	
All Crewmates	UCG Health and Safety Induction/Business Management	1	1	\$ -	1	\$ -	1	\$ -	
All Crewmates	WTC 1 - Electrical (Underground Network)	2	2	\$ 600.00	2	\$ 600.00	2	\$ 600.00	
All Crewmates	Traffic Management - Level 1 Traffic Control (L1 TC)	1	1	\$ 200.00	1	\$ 200.00	1	\$ 200.00	
All Crewmates	First Aid	1	1	\$ 165.00	1	\$ 165.00	1	\$ 165.00	
		TOTAL	9	\$ 1,100.00	8	\$ 1,100.00	6	\$ 1,100.00	
1 -2 Crewmates	WTC 2 - EWP	1	1	\$ 500.00	1	\$ 500.00	n/a	\$ -	
1 -2 Crewmates	WTC 4 - Confined Spaces	1	1	\$ 600.00	1	\$ 600.00	n/a	\$ -	
Team Lead	WTC 3 - Electrical (Overhead Network)	3	3	\$ 1,021.00	3	\$ 1,021.00	n/a	\$ -	
Team Lead	Traffic Management - Level 1 Site Traffic Management Supervisor (L1 STMS)	2	2	\$ 400.00	2	\$ 400.00	2	\$ 400.00	
		TOTAL	7	\$ 2,521.00	7	\$ 2,521.00	2	\$ 400.00	
*All cost are indicative only			TOTAL COST	16	\$ 3,621.00	15	\$ 3,621.00	8	\$ 1,500.00

**What do I need to do?:** You're not required to do anything with this just yet. If you are successful in your application, then this is to give you an idea on what to expect, and allow you to plan for training.

## TOOL LIST

Outlined below is a cost summary for two types of tool options. The indicative value is based on the quality of tools recommended by UCG.

	Preferred Option	Economical Option
MDU class 1 & 2	\$ 27,839.28	\$ 26,284.75
SDU	\$ 29,258.82	\$ 27,269.25
MDU Class 3 +	\$ 51,509.28	\$ 49,954.75
Connect	\$ 24,685.82	\$ 21,313.25

**What do I need to do?:** You're not required to do anything just yet. If you are successful in your application, then this is to give you an idea on what to expect, and allow you to plan for what tools / equipment you will need to have.

## WHAT ELSE DO I NEED TO KNOW

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### UCG DELIVERY PARTNER EVALUATION FORM

This form shall allow you to answer a number of important questions for UCG to assist us assess your company's suitability to partner with UCG, such as declarations about your management systems, insurance and convictions (if any).

**What do I need to do?:** Please complete the form in full and return to UCG, along with copies of all the documents requested which you have, such as certificates of currency for your insurance policies.

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### CONFIDENTIALITY AGREEMENT

The Confidentiality Agreement form (also known as 'Non-Disclosure Agreement') must be signed by you and returned to UCG before we can release any commercially sensitive information to you. This agreement confirms that your company will not disclose any commercially sensitive information provided by UCG to any other parties unless where written express approval occurs by a member of UCG's management.

*Please note:* This is a confidentiality agreement, and does not constitute a contract agreement between UCG and your company.

**What do I need to do?:** Please return a copy, signed by the Delivery Partner Principal. Once we've received this, we can send through the additional information such as a template Subcontractor Agreement and the Schedule of Rates.

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### UCG EMPLOYEE AND CONTRACTOR OH & S HANDBOOK

This handbook provides a overview of UCG's Health and Safety Policies. While working on UCG projects, we expect all staff – employees and Delivery Partners - to comply with UCG's Health and Safety policies and procedures. Everyone's health and safety is paramount, including your workers, UCG's workers and all members of the public. To confirm that your company is prepared to comply, the last page of the handbook must be signed by the DP Principal (on behalf of the whole company) and returned to UCG.

**What do I need to do?:** Please return a copy, signed by the Delivery Partner Principal.

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### TRAINING MATRIX

This outlines required training / accreditation for each potential role your field staff may be undertaking. This is to give you an idea of what training and certification your team will be required to have before they can start work.

**What do I need to do?:** You're not required to do anything just yet. If you are successful in your application, then we will require evidence of the training / certification during the Onboarding stage. This is to give you an idea on what to expect, and allow you to plan for any required training.

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## ASSESSMENT

Following submission of the documents you are requested to submit, UCG will make an assessment if your Company is suitable. If we require any further information we shall be in contact with you. Naturally you will be advised of the outcome of our assessment.

If the documents are not completed and returned within 1 month, the application process will be regarded by UCG as closed.

If you are successful, we will be in contact with you to discuss the next steps for onboarding.