

IDF Innovative Solutions Support

What to consider when engaging a provider/supplier



Early childhood education and care (ECEC) services may choose to engage a provider/supplier i.e. a business or individual, to assist them with implementing an Innovative Solutions Support project. This resource provides questions for services to consider when sourcing a provider/supplier.

Before approaching the provider/supplier:

- What have you heard about the provider/supplier and the services that they provide? Do they have a website? Have you read testimonials or reviews?
- What is the provider's/supplier's experience with the type of support you are requesting? Do they have the skills and knowledge you require? Can they work with adults to build their skills, knowledge and confidence?
- Does the provider/supplier have an ABN number? (Please contact the IDFM for information on the limited exemptions to this requirement.)

When discussing the support and quote with the provider/supplier:

- Does the provider/supplier understand the purposes of the Inclusion Support Program (ISP) and funding for this stream i.e. to build service capacity and educator capability to support children's inclusion? It may be useful sharing the fact sheet 'Information for Providers/Suppliers about IDF Innovative Solutions Support'.
- Is the provider/supplier willing to be flexible and tailor their services and supports for your project and intended outcomes for the project?
- Is the provider/supplier willing to negotiate their services and costs?
- Do the proposed costs seem reasonable and in line with your expectation?
- Are there other providers/suppliers who offer similar support to what is being requested? Contact alternate providers/suppliers. How do they compare in terms of quality offered and cost?

When the financial quote is received:

- Is the provider's/supplier's quote itemised? The quote should outline the type of support being offered, the cost, time spent in each item, and an hourly rate.
- Does the financial quote support and align with the information in the Project Proposal, to address the barriers to inclusion and achieve the intended outcomes of your project?
- Are all the costs outlined in the quote necessary? Can any costs be reduced?
- Does the quote include travel and if so are travel charges itemised separately? Do the costs seem reasonable for the distance the provider/supplier will travel?

When deciding on a preferred provider/supplier:

- Identify the reasons for selecting a particular provider/supplier. These reasons may relate to availability, cost, and/or quality of service. This information, including details of other providers/suppliers considered, is included in the project proposal.