

# Targeted Earlier Intervention

## Negotiation process fact sheet

- You will negotiate contract terms with your local District Commissioning and Planning Team.
- Negotiation will occur between November 2019 and 31 March 2020.
- The new TEI contracts will start 1 July 2020.

## What you need to know about the negotiation process

You will meet with your local District Commissioning and Planning Team to negotiate your contract terms. This will occur between November 2019 and 31 March 2020.

You may need to meet with the team more than once to reach a formal agreement. Each party is responsible for identifying and managing its conflict of interests.

After each negotiation meeting, we will provide a record of what was agreed, what actions will be taken and what issues were raised. Both parties will sign, or agree by email, that this document is a record of the meeting.

Please note, contract terms are not binding until a formal Human Services Agreement is signed by both parties. This will include three documents:

1. [Agreement for funding of services, standard terms](#)
2. [Agreement for funding of services, schedule](#)
3. [TEI program specifications](#) (previously known as program guidelines)

The new contracts will begin 1 July 2020.

## If we cannot agree on contract terms

We will continue to negotiate with you until 31 March 2020. If agreement cannot be reached by this date, we may not be able to offer you a TEI contract.

Any issues raised will be managed locally and if necessary, can be escalated locally as follows:

1. Manager, Commissioning and Planning
2. Director, Commissioning and Planning
3. Executive District Director

## How to prepare for negotiation

You are encouraged to familiarise yourself with key resources on the [TEI webpage](#) before negotiations begin, including:

- [Local priorities and supporting data for your district](#)
- [Contracting documents](#) and [program specifications](#)
- [TEI outcomes framework](#)



We also suggest you read up on the [Data Exchange](#) and [program logics](#) to get TEI ready.

## How we will support you

We will continue to work collaboratively with peak agencies to support the sector to transition to the new contracts. There will be a focus on supporting TEI service providers to implement the [Data Exchange](#), develop [program logics](#) and change service delivery if required.

## What you need to know about the new contracts

TEI funded services will be recommissioned under the NSW Government Human Services Agreement (HSA) from 1 July 2020. Your contract terms will be based on the TEI program specifications, [local priorities](#) and the TEI recommissioning principles.

### TEI recommissioning principles

- **Local priority groups** – is your service supporting the people identified in your [local priorities](#)?
- **Location** – has local planning identified a need for the service in the local area?
- **Service delivery type** – are the service activities addressing [local priorities](#)?
- **Evidence informed** – is there evidence that your service works? This includes sector consultation, local knowledge and data.

### Flexible contracting terms

We will take a flexible approach to contracting. Longer contract terms will be offered to services who already align with the TEI program. Services that need to make changes to align with the TEI program may be offered shorter initial contract terms.

Services that need to make changes will have the option to extend their contract as they meet agreed milestones. We will support service providers to prepare for and make these changes.

Contract terms include:

- 5 years
- 3 years initial term plus 2 years extension
- 2 years initial term plus 3 years extension
- 1 year initial term plus up to 4 years extension.

Recommissioning will occur within the existing program funding. Service levels will be negotiated and agreed to as part of the contract, based on what is sustainable. We understand that adjustments may need to be made during the contract period.

## More information

Please contact your local contract manager if you have any questions. If they cannot answer your question, email [TEIReform@facsnsw.gov.au](mailto:TEIReform@facsnsw.gov.au).