



## CHEVRON AUSTRALIA – OPERATIONS

**TITLE:** Relocation Services (R-22280)

**DESCRIPTION:** Chevron Australia is seeking expressions of interest from experienced service providers with necessary capability, capacity and a demonstrated track-record to provide relocation services.

Brief description of the scope of work is provided below (but not limited to):

- Relocation Counseling – dedicated consultant as single point of coordination throughout the relocation process. Counsel employees on eligible relocation benefits and make recommendations appropriate to assignment.
- Market Intelligence and Reporting.
- Expense Administration – auditing invoices, processing of expense reports, reporting and data entry. Includes tracking actual cost performance, monitoring trends and exceptions to assist in identifying and making recommendations on process enhancements.
- Management of recurring payments – ongoing review, audit tracking and reporting of payments that continue on scheduled basis as noted by a specific benefit type definition.
- Home Search – assist in locating suitable homes that meets lifestyle, budget and special needs. Services include orientation and bond payment/recovery).
- Lease Contract Preparation, Property Management and Lease Cancellation Assistance.
- Education Search/Assistance – assist in locating suitable schools and enrolment process.
- Household Goods Move Management – Storage, Shipments (domestic only), Removal Services.
- Temporary Living Assistance – coordination of interim housing arrangements.
- Assignee Services – Furniture hire, Welcome Packs (Domestic & International), Airport Transfers, Language Training, Cultural Training Programs, Car Hire and Driving Lessons and Insurance.
- Exception Management (as required) – gather exception information and precedent, route exceptional approval, track exception adjudication.

**CONTACT:** Industry Capability Network of Western Australia –  
[www.icnwa.org.au/ContactUs.asp](http://www.icnwa.org.au/ContactUs.asp)

**Please Note: This is a request for specific expressions of interest. Service Providers will be considered for inclusion in the RFP if suitably qualified against this package.**

**PROJECT URL:** <https://australia.chevron.com/>

**ATTACHMENT:**

**CLOSING DATE:** 23 November 2018