

Business DNA — Intake Form

Complete all * fields, then transfer to the online tool to generate your three documents.

Participant Name: _____

Date: _____

A

Your Business

Business basics and contact details

Business Name *

Owner / Contact Name *

Business Website

ABN *

Years in Operation *

☐ Under 2 years

☐ 2–5 years

☐ 6–10 years

☐ 11–20 years

☐ Over 20 years

Diversity & Ownership Status (optional — tick all that apply)

☐ Indigenous-owned business

☐ Supply Nation certified

☐ Majority female-owned

☐ Social enterprise

Checking these fields changes
what your prompts produce —
see the Guide PDF for details.

B

What You Do

Your sector and the main services you deliver

Primary Sector *

☐ Civil Construction

☐ Earthmoving &
Excavation

☐ Heavy Engineering

☐ Steel & Structural
Fab.

☐ Logistics & Heavy
Transport

☐ Environmental
Services

☐ Electrical &
Instrumentation

☐ Mechanical &
Maintenance

☐ Mining Services

☐ Other

Secondary Sector

☐ Not applicable

☐ Civil Construction

☐ Earthmoving & Excavation

☐ Heavy Engineering

☐ Steel & Structural Fab.

☐ Logistics & Heavy Transport

☐ Environmental Services

☐ Electrical & Instrumentation

☐ Mechanical & Maintenance

☐ Mining Services

☐ Other

Service 1 *

Service 2

Service 3

Be specific — "stormwater drainage" beats "civil work". At least one required.

C

How You Operate

The size, scale, and resources of your business

Annual Revenue Band *			Direct Employees *		
☐ Under \$500K	☐ \$500K–\$2M	☐ \$2M–\$5M	☐ Just me	☐ 2–5	☐ 6–15
☐ \$5M–\$10M	☐ Over \$10M		☐ 16–30	☐ Over 30	

Regular Subcontractors *

☐ None

☐ 1–5

☐ 6–15

☐ More than 15

Plant & Equipment (qty & type — e.g. 2 × 20T excavators, 1 × grader, 2 × tippers)

Licences & Certifications (e.g. QBCC Medium contractor licence, WHS White Card, Traffic Management)

D

Where You Stand

Your current market position and compliance readiness

Largest Single Project Won *

☐ Under \$50K
 ☐ \$50K–\$250K
 ☐ \$250K–\$1M
 ☐ \$1M–\$5M
 ☐ Over \$5M

Biggest single contract completed or currently delivering — contract value, not invoice total.

Prequalification Portals *

PREQUALIFICATION & SAFETY PORTALS

☐ CQMS Raize
 ☐ Vendorable
 ☐ Rapid Global
 ☐ SAP Ariba
☐ Austender
 ☐ Aurion
 ☐ VendorPanel
 ☐ Coupa
☐ Felix Project
 ☐ ICN Gateway
 ☐ None yet
 ☐ Other

INDIGENOUS BUSINESS REGISTRIES

☐ ★ Supply Nation (registered supplier)
 ☐ ★ Queensland Indigenous Business Register

Supply Nation is a separate procurement registry — not a safety portal. Corporations and government agencies with Indigenous spend targets search this directory directly.

Tick every portal and registry you have an active registration on. At least one selection required.

WHS Documentation Status *

- ☐ A — Nothing formal. Safety handled by experience and common sense.
☐ B — Some basics. A few documents but nothing complete.
☐ C — Mostly covered. Good documents but not fully current.
☐ D — Fully documented. Current, comprehensive, and actively maintained.

Be honest — this shapes which WHS documents you build in Module 3.

Existing Compliance Documents (tick all that apply — optional)

☐ IMS framework
 ☐ ISO 45001 WHS Policy
 ☐ ISO 45001 WHS System (full)
☐ ISO 45003 Psych Risk Register
 ☐ ISO 9001 Quality
 ☐ ISO 14001 Environmental
☐ SWMS library
 ☐ Pre-start checklists
 ☐ None yet

Important: an IMS framework (a collection of policy documents) is not the same as a full ISO 45001 Management System. Tick only what you genuinely hold. These fields prevent the AI from duplicating documents you already have — it upgrades and extends your existing framework instead.

E

Where You're Headed

Targets, goals, and biggest challenge

Who You Want to Work For *

Tick every client type you want to be working with in the next 3 years. At least one selection required.

TIER 1 CIVIL & CONSTRUCTION CONTRACTORS

- | | | | | |
|---------------------------------------|---|---|--|--|
| ☐ BESIX Watpac | ☐ BMD Group | ☐ CPB Contractors | ☐ Fulton Hogan | ☐ Golding Contractors |
| ☐ John Holland | ☐ Laing O'Rourke | ☐ McConnell Dowell | ☐ NRW Contracting | ☐ Sedgman |

MINING & RESOURCES

- | | | |
|--|-----------------------------------|---|
| ☐ Mine operators — direct (Rio Tinto / Bravus / Glencore) | ☐ Macmahon | ☐ Mining sector (Tier 1 contractors) |
|--|-----------------------------------|---|

ENERGY & UTILITIES

- ☐ Powerlink / CopperString / Energy infrastructure

GOVERNMENT & COUNCIL

- | | | |
|--|--|--|
| ☐ Cairns Regional Council | ☐ Qld Government (TMR / DES) | ☐ Townsville City Council |
| ☐ Palm Island / Aboriginal Shire Councils (FNQ) | ☐ NIAA / Federal Indigenous procurement | ☐ Defence (Lavarack / RAAF) |

INDIGENOUS PROCUREMENT NETWORKS

- ☐ ★ Supply Nation connected procurement (corporate + federal)

- ☐ Not sure yet ☐ Other

Growth Code Level *

- | | | |
|---|---|--|
| ☐ Level 1–2 (starting out) | ☐ Level 3–4 (building) | ☐ Level 5–6 (growing) |
| ☐ Level 7–8 (competing) | ☐ Level 9–10 (leading) | ☐ Not sure |

Based on the NQ Contractor's Growth Code reference card in your session materials.

Three-Year Goal *

Plain language — e.g. "win first \$2M+ project, get onto two prequalification panels, hire a site supervisor so I can focus on tendering"

Biggest Challenge Right Now *

What is standing between where you are and where you want to be?

■ Transfer your answers to generate your documents: consultancydd.com/tools/business-dna/

F

Past Performance

Your projects and references — strongly recommended for a complete Capability Statement

List your most relevant completed projects. These feed directly into your Capability Statement, Value Proposition, and Capacity Statement. Add at least 1 project. All fields within each project are optional.

YOUR PROJECTS

1

Project 1

Project Name *

Client / Principal

Contract Value

Year Completed

2021

2022

2023

2024

2025

2026

Project Type

Road Maint.

Drainage

Site Clearing

Bulk Earth.

Subdivision

Other

Key Outcome

On time

Under budget

Repeat client

Early

Zero incidents

Other

Scope Summary (1–2 sentences — what work was performed)

2

Project 2

Project Name *

Client / Principal

Contract Value

Year Completed

2021

2022

2023

2024

2025

2026

Project Type

Road Maint.

Drainage

Site Clearing

Bulk Earth.

Subdivision

Other

Key Outcome

On time

Under budget

Repeat client

Early

Zero incidents

Other

Scope Summary (1–2 sentences — what work was performed)

Fields marked * are required.

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3

Project 3

Project Name *

Client / Principal			Contract Value			
Year Completed			Project Type		Key Outcome	
☐ 2021	☐ 2022	☐ 2023	☐ Road Maint.	☐ Bulk Earth.	☐ On time	☐ Early
☐ 2024	☐ 2025	☐ 2026	☐ Drainage	☐ Subdivision	☐ Under budget	☐ Zero incidents
			☐ Site Clearing	☐ Other	☐ Repeat client	☐ Other

Scope Summary (1–2 sentences — what work was performed)

ADDITIONAL PROJECTS (optional — Projects 4 and 5)

4

Project 4

Project Name

Client / Principal

Contract Value

Year Completed

Outcome / Notes

5

Project 5

Project Name

Client / Principal

Contract Value

Year Completed

Outcome / Notes

YOUR REFERENCES (2 required, 3rd optional — contacts who can vouch for your work)

★

Your references stay private

Reference contact details are saved in your Business DNA but are **NOT** sent to any AI tool. They are used in your Capability Statement and prequalification forms only.

1

Reference 1

Contact Name

Organisation

Role / Title

Phone

Email

Project They Know You From

2

Reference 2

Contact Name

Organisation

Role / Title

Phone

Email

Project They Know You From

3

Reference 3 (optional)

Contact Name

Organisation

Role / Title

Phone

Email

Project They Know You From

■ Transfer your answers to generate your documents: consultancydd.com/tools/business-dna/