# REQUEST FOR PROPOSAL

**[Insert Department or Agency Name Here]**

**[Insert Project Title Here]**

**Issued under:** Commercial and Financial Advisory Services Panel for Infrastructure and Capital Asset Projects, and Commercial Transactions

**Service Provider details:**

|  |  |
| --- | --- |
| Name of Firm Contact: | [Full Name] |
| Name of Firm: | [Firm Name] |
| Address: | [Address] |
| City and Postcode: | [City] [Postcode] |

**Engagement details:**

|  |  |
| --- | --- |
| DTF Authorisation Number: | [Full Name] |
| Date of Issue: | [MM/DD/YYYY] |
| Time and Date Proposal is Due: | [Time] |
| Proposed Start Date of Engagement: | [MM/DD/YYYY] |
| Proposed End Date of Engagement: | [MM/DD/YYYY] |
| Name of Government Agency Contact: | [Full Name] |
| Name of Government Agency: | [Agency Name] |
| Telephone Number: | [Telephone Number] |
| Facsimile Number: | [Number] |
| Address: | [Address] |
| City and Postcode: | [City] [Postcode] |

This Request for Proposal (“RFP”) is issued in accordance with clause 7.1 of the Open Standing Offer Agreement (“OSOA”) between your organisation and the Department of Treasury and Finance for the “Commercial and Financial Advisory Services Panel for Infrastructure and Capital Asset Projects, and Commercial Transactions”.

You are requested to submit a Quote in accordance with this Request and with the terms and conditions of the OSOA for the supply of professional services described in this Request.

The Quote is required to address all requirements outlined in the attached Project Brief.

# Form of Quote

**(To be submitted by Service Provider with its Quote)**

I/We offer to supply the Services specified in the Quote and Request for Proposal; at the fees and charges offered; within the period offered; and in accordance with the terms and conditions in our Open Standing Offer Agreement executed with the Department of Treasury and Finance for the ‘Commercial and Financial Advisory Services Panel for Infrastructure and Capital Asset Projects, and Commercial Transactions’.

|  |  |
| --- | --- |
| Service Provider’s Name: | [Full Name] |
| ABN: | [Number] |
| Address: | [Address] |
| P/Code: | [Postcode] |
| Telephone: | [Telephone Number] |
| Facsimile: | [Number] |
| Email: | [Email Address] |

|  |  |
| --- | --- |
| Name of Service Provider’s Authorised Agent: | [Full Name] |
| Title of Authorised Agent: | [Title] |

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [MM/DD/YYYY] |
| **Signature** |  | **Date** |

# Project Brief

# For the Provision of Commercial and Financial Advisory Services for the [insert name of project]

## Section 1 – General Information

### A. PROJECT OVERVIEW

**Purpose of the Engagement**

[insert detail]

**Project Background**

[insert detail]

**Project Objectives**

[insert detail]

**Means of Project Delivery**

[insert detail]

[Include discussion on applicability of commercial and financial advice, extent of government’s commitment to the Project ie funded or not, etc]

[May be useful to consult specifically with DTF on this section]

**Proposed project timetable**

[including those related to the proposed engagement]

[Insert detail]

**Proposed Project Management / Outline of Key Stakeholders and other Project Advisers**

[Insert detail]

[Description of Project team Structure]

**Proposed Deliverables of the Engagement**

[Insert details or else include in the terms of reference]

### B. TERMS OF REFERENCE

[To be developed on a project-specific basis.]

**Table of Contents**

[Insert detail if necessary]

**Abbreviations/specific definitions**

[Insert detail if necessary]

**Attachments**

[Insert details if necessary. It can be useful to attach previous reports, media releases or other engagement specific documents.]

**Important Sources of information**

[Insert details here. Refer to Reports, websites, etc.]

## Section 2 – Information Requirements

### A. INFORMATION REQUIRED IN PROPOSAL

Quotes are to be prepared taking into account the Terms of Reference requirements outlined above and presented in a format consistent with the following outline. Quotes are to be no more than [10-15] pages (excluding relevant attachments).

1. An outline of the **Service Provider’s ability and approach** to deliver the Terms of Reference including:
* A summary of the likely issues involved in the project;
* Information on the service provider’s ability to meet the terms of reference;
* The service provider’s proposed methodology, including indicative inputs from other project consultants engaged by the [purchaser]; and
* The proposed timelines for the delivery and an indication of how the service provider will stage their work to meet these timelines [or confirmation of the ability to meet the timeline or milestones nominated].
1. An outline of the **proposed team** including:
* detail the **Key Personnel** (as nominated under the OSOA) to be involved and their time commitment/number of hours on the engagement;
* nomination of a primary senior contact within the firm and any required sub-contractors; and
* brief resume details for Key Personnel of the proposed team;

**3.** An outline of the Service Provider’s understanding and applicability of the **Investment Lifecycle guidelines and other government policies** related to the project.

**4.** An outline of the Service Provider’s **relevant expertise and experience** in projects of a similar type.

**5.** Confirmation of **no conflict of interest** or details of any potential conflict of interest and strategies to manage.

1. An **estimate of the project fees** including:
* the capped fee for the project, including a breakdown against project milestones;
* the hourly or daily rates that form the basis of the capped fee (not to exceed those quoted as part of the Panel);
* anticipated disbursements and out of pocket expenses, including a proposed cap; and
* all fees and expenses should be shown inclusive of GST.

7. Address any **Special Conditions** of contract.

**8.** Provide a list of up to 3 **referees** relevant to the type of services being sought.

[This is a discretionary requirement for engagements valued under $500,000 but must be included for all engagements valued over $500,000.]

## Section 3 – Other Information

### A. EVALUATION CRITERIA

**Generic Evaluation Criteria**

[The following is an example of evaluation criteria that can be included in Requests for Proposal. Assessment against the criteria determines if the proposal(s) demonstrates value for money. It is administratively easier if the criteria line up with what the Request for Proposal asks the Service Provider to provide in their response.

* Demonstrated understanding of nature and complexity of [particular industry or project type specific to your requirements].
* Preparation of an acceptable methodology and work plan to deliver the Terms of Reference.
* Proven experience and strength of the team to be assigned to this project including the identity and role of the team leader
* Ability and approach to working collaboratively with key stakeholders.
* Appreciation of the Governments objectives and principles and applicability to the Project.
* The Service Provider is able to demonstrate to the satisfaction of the [Purchaser] that it has no conflict of interest in undertaking the project work.
* The proposed fee for service.

[It is an option to assign a weighting to each of the criteria. If a weighting is assigned it is recommended that it be disclosed in the Request for Proposal so that Service Providers are aware of the relative importance of the criteria in preparing their response. This is a decision to be made by the Evaluation Team.]

### B. PERFORMANCE MEASURES

The satisfactory delivery of outputs shall be assessed in accordance with the performance measures stipulated in the OSOA between your organisation and the Department of Treasury and Finance.

### [Specify others if required.]

### C. OTHER CONDITIONS

**Period of Contract**

The term of the Project Contract will be as agreed between the [Purchaser] and the selected Service Provider and will be as set out in the “Purchase Order”.

[The proposed term of engagement may be specified here]

**General Conditions of Contract**

The General Conditions of Contract shall be as per the OSOA between your organisation and the Department of Treasury and Finance. Acceptance by the [Purchaser] of a Proposal will be in the form of a letter i.e. “Purchase Order” to the selected Service Provider, acknowledging such acceptance. This will form the basis of the Project Contract in accordance with the OSOA for such services.

**Special Conditions**

Any additional or response to Special Conditions applying to the provision of the Services in this Request for Proposal must be specified clearly in writing by the Service Provider in its Quote. Any Special Conditions must not conflict with the terms and conditions of the OSOA.

[Any Special Conditions outside the OSOA (e.g., specifying insurance cover levels) should be specified here by the Purchaser]

**Late Proposals**

The Purchaser reserves the right not to consider late Quotes, Quotes lodged by any other means, or Quotes which do not comply with the above requirements.

[Purchaser’s] **Specific Rights**

* The [Purchaser] is not bound to accept the lowest or any Quote, and warrants only that all valid Quotes will receive due and diligent consideration.
* No correspondence will be entered into regarding unsuccessful Quotes.

Please note that the [Purchaser], whilst generally intending to proceed with the process as outlined, does not guarantee to proceed and reserves the right to:

* Make any or no appointment.
* Not to proceed.

**Further Information**

Further information can be obtained from:

[insert Purchaser contact as per front page]

[Insert contact details: phone and email as minimum]

[*Optional -Depending on the size of the tender (ie for engagements valued over $500,000) you may wish to conduct an information session prior to the close of Quotes. Information would include the purpose, time and location of the information session, key stakeholders, etc*.]

[*Optional -Depending on the size of the tender process you may wish to institute a clarification question process as per below.*]

Should a Service Provider identify an issue which is considered material to the submission of the Proposal, the matter can be clarified with the  [Purchaser contact] either by facsimile on[provide fax number here]or by e-mail at [provide email address here]*.* (Service Providers should note that the reliability of the e-mail cannot be guaranteed*).*

Questions of clarification should be submitted in writing no later than 4 pm on [insert date here]*.* Late questions will not be considered*.*

All questions and their responses may be assembled for provision to potential Service Providers. Questions may be edited to remove the identity of the enquirers*.*