Part A - Request for Quotation

|  |
| --- |
| RFx: *[Inset RFx number and title]* |
| Issue date: *[Insert date of release]* | Document number: *[Insert if applicable]* |

Contact details

|  |  |
| --- | --- |
| Name:  | Position:  |
| Business Unit:  | Division:  |
| Phone:  | Email:  |

Table of contents

[Part A - Request for Quotation 1](#_Toc498003494)

[1. Project Background 4](#_Toc498003495)

[2. Submission Details 5](#_Toc498003496)

[2.1 Lodgement 5](#_Toc498003497)

[2.2 Late Responses 5](#_Toc498003498)

[2.3 Confidentiality 5](#_Toc498003499)

[2.4 Timeline 5](#_Toc498003500)

[2.5 Response Schedule 6](#_Toc498003501)

[2.6 Clarifications 6](#_Toc498003502)

[3. Scope of Work 7](#_Toc498003503)

[3.1 Project Description 7](#_Toc498003504)

[3.2 Initial Assumptions 7](#_Toc498003505)

[3.3 Issues/Risks 7](#_Toc498003506)

[3.4 Project Outcomes 8](#_Toc498003507)

[3.5 Key Deliverables and Dates 8](#_Toc498003508)

[3.6 Key Stakeholders 9](#_Toc498003509)

[3.7 Government agency’s obligation 9](#_Toc498003510)

[3.8 Locations and Arrangements for Delivery 9](#_Toc498003511)

[3.9 Pricing Model 10](#_Toc498003512)

[4. Project Management 10](#_Toc498003513)

[5. Evaluation Criteria 11](#_Toc498003514)

[6. Ethics 11](#_Toc498003515)

[7. Terms and Conditions 11](#_Toc498003516)

[8. Insurances 12](#_Toc498003517)

[9. Validity Period 12](#_Toc498003518)

# Project Background

(*(Describe the historical background and context of this project: What change have or are occurring that are requiring the engagement? What is the motivation? Why do you need an external consultant? Are there any NSW Government policy changes or directives impacting this*?)

***Example***:
Agency X is made up of 100 business units all currently sourcing autonomously within their individual units. Procurement function has recently moved from decentralised to centralised structure and we are seeking external consultant undertake a strategic sourcing activity to centralise category Y. Category Y has estimated total value of $XM and spans across X number of departments/functions across NSW Government. The program aims to build procurement process, practices tools and templates and has a target savings of X% for this category.

# Submission Details

Responses (including all supporting information, if any) must be fully received by the Closing Date and Closing Time.

Consultants must complete the entire Response document and must not amend any of the questions provided. Responses and other information provided must be in writing and in English.

## Lodgement

Responses to this RFx must be submitted electronically via the NSW Government [eTendering](https://tenders.nsw.gov.au/) website. The Consultant is to Login to eTendering as a system user, find this RFx, and follow the on-screen instructions to lodge the response.

The lodgement can only be made by a registered user of the NSW Government eTendering website. Consultants should notify the Contact Officer in writing on or before the Closing Date and Time if they find any discrepancy, error or omission in this RFx.

## Late Responses

Response lodged wholly or partly after the Closing time will be registered as a Late Response and may be excluded from evaluation. *[Agency]* may, at its discretion, allow the evaluation of a Late Response, if it judges that the lateness is due to circumstances outside the control of the Respondent. Extension of closing Date and Closing Time

The Principal may, in its discretion, extend the Closing Date and Closing Time.

## Confidentiality

NSW Procurement will treat all responses as commercial-in-confidence.

## Timeline

|  |  |
| --- | --- |
| RFX issued | xx / xx / xx |
| Receipt of supplier intentions to participate in RFX | xx / xx / xx |
| Supplier Briefing (if required) | xx / xx / xx |
| End date for any RFX supplier clarifications | xx / xx / xx |
| RFX close date | xx / xx / xx |
| Supplier meetings (if required) | xx / xx / xx |
| Evaluation of responses and select supplier | xx / xx / xx |

## Response Schedule

The Response is to contain the following completed Schedules, noting that any variation from them may result in exclusion from the Response evaluation:

**Part B – Response Schedule**

* **Schedule 1 – Respondent Details**
* **Schedule 2 – Methodology and Approach**
* **Schedule 3 – Experience and Expertise**
* **Schedule 4 – Key personnel and Technical capability**
* **Schedule 5a – Price and Resource Mix**
* **Schedule 5b – Disbursements**
* **Schedule 6 – References**

## Clarifications

Clarifications regarding this RFx shall be submitted by email to the contact officer’s email address. Verbal questions will not be accepted. All questions will be answered by posting addenda to this RFx via the NSW Government [eTendering](https://tenders.nsw.gov.au/) website.

Contact officer details: *Name (Position, Department), email*

Question and clarifications closed by *xx/xx/xx*

# Scope of Work

## Project Description

*(Select the Sub engagement type or main scheme capability from the drop-down box supplier.)*

|  |
| --- |
| **Sub Engagement Type** *(Main Capability)*  |

|  |
| --- |
| **Assignment Based** |

Assignment

Choose an item.

(*Provide description of what you are requesting the external consultant to do in as much detail as possible. List each activity in detail)*

***Example***:
NSW Agency is seeking to engage core Procurement consultants with extensive knowledge in category X to perform the following key activities:

* Review category X and spend at a whole of government level
* Develop category plan and procurement strategy for category X
* Execute sourcing program for Category X

## Initial Assumptions

 *(List the assumptions made for the project.)*

***Example***:

• 12 months spend data collated by NSW Agency is of good quality and sufficient for project

* Input from team x will be used to validate project output

## Issues/Risks

*(List the risks and issues associated with the project.).*

***Example***:

• Internal stakeholders will provide timely feedback

* Fragmented business units operating autonomously with different chain of command, strategies and procurement processes will provide buy in for project

## Project Outcomes

*(Describe the target outcomes of the project upon completion. This is a mandatory section and will help consultant understand what the key targets are for the engagement and at a high level how they will approach it.)*

***Example***:
The key outcomes of this engagement are:

* Clear visibility on spend, volumes, product categories and suppliers within category X.
* Strategy and procurement category plan for category X will guide Government in procuring for the category
* Establish competitive rates and efficient processes within the category.

## Key Deliverables and Dates

*(Agency can also supplement outcomes with deliverables if there is a known set of activities/steps/actions that they believe consultant will need to complete to achieve various outcomes.)

Note: This is just a guide and there is a note indicating these are for guidance purposes*
The table below lists the Supplier's deliverables under this RFx and the target dates of completion. These deliverables are indicative only and activities required to achieve the objectives of the engagement is the responsibility of the selected supplier.

 Note: These timelines are targets only and will be finalised with the successful respondent*.*

|  |  |  |
| --- | --- | --- |
| **Deliverable Code** | **Key Deliverables** | **Target Completion Date**  |

|  |  |  |
| --- | --- | --- |
| DM#1 | *Deliverables either set by the project sponsor/team or developed jointly with the potential supplier as part of the negotiation* | DD MMM YYYY |
| DM#2 |  | DD MMM YYYY |
| DM#3 |  | DD MMM YYYY |

|  |  |  |
| --- | --- | --- |
| DM#4 |  | DD MMM YYYY |

## Key Stakeholders

 *(Identify the key stakeholders involved in this engagement)*

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Project Role** |
|  |  |  |
|  |  |  |
|  |  |  |

## Government agency’s obligation

 *(List the specific commitments from the principal to help supplier complete the project)*

***Example***:
NSW Agency responsibilities throughout the engagement include the following:

* **Baseline:** NSW Agency will collate, clean and supply 12 months’ worth of transactional data to consultant at project kick off.
* **Stakeholder Map:** NSW Agency will hand over a clear stakeholder map with contact details and location of key stakeholders.

## Locations and Arrangements for Delivery

*(Identify where is the supplier expected to perform the project e.g. Client premises or supplier premises)*

***Example***:
Consultants will be required to co-locate at NSW offices in x located at below address:

 Unit 1 Smith Street
 Smithville 1234

## Pricing Model

*(Refer to “Buyers Guide” guide to select suitable pricing model for the engagement type in the drop-down menu below)*

Choose an item.

# 4. Project Management

 **Governance Structure**

*(Identify governance structure for this engagement. Below chart approach may be useful. Agency can include reporting and project management requirements if known)*

Project Sponsor/Manager (Agency)

Consultant

Dedicated Internal Staff (Agency)

Stakeholder Group 3

Stakeholder Group 2

Stakeholder Group 1

Engagement Report Flow

Delegation Flow

# 5. Evaluation Criteria

Selection will be based on the completion of the consultant’s submission to this RFx, especially its ability to meet fully the Statement of Requirements.

The Evaluation Panel will assess submissions in accordance with the evaluation criteria specified below:

*(Provide the evaluation criteria from your evaluation plan)*

***Example***:

* Proposed work plan and methodology for achieving required Services and Deliverables
* Demonstrated experience in the development and successful completion of similar work
* Demonstrated skills and experience of key personnel proposed
* Price and resource mix
* Validated References

6. Ethics

Consultants are to comply with NSW Government’s Procurement Policy Framework <http://www.procurepoint.nsw.gov.au/policy-and-reform/nsw-procurement-board/nsw-government-procurement-policy-framework>

# 7. Terms and Conditions

Respondents are to comply with the terms and conditions of the whole of government Performance and Management services (Scheme number: SCM005).
<http://www.procurepoint.nsw.gov.au/scm0005>

# 8. Insurances

Respondents are to comply with the insurance and liability requirements listed on the whole of government Performance and Management services (Scheme number: SCM005). The following current insurance cover must be held by the supplier:

* Public liability cover of $10 million
* Professional cover of $10 million or confirmation that the supplier is a member of an approved scheme under the Professional Standards Act (1994) and has insurance to the value prescribed under that scheme
* Workers Compensation insurance as required by relevant laws
* The Service Provider agrees to indemnify and keep indemnified the Principal and its officers, employees and agents (“those indemnified”) against any liability or loss (including reasonable legal costs and expenses), incurred or suffered by any of those indemnified where such liability or loss is incurred by reason of or in connection with:

- any infringement or alleged infringement of any Intellectual Property rights (including Moral Rights) arising out of the supply or use of the Services or any Contract Material provided under this Agreement; and/or

- any unlawful, wrongful, wilful or negligent act or omission of the Service Provider or its personnel in connection with this Agreement.

# 9. Validity Period

The Respondent’s submission is to be valid for six (6) months from the lodgement/closing date.

Respondents are to note that its submission to this Request is made at its own cost, and that NSW Agency, whilst making the Request in good faith, is not obliged to proceed with this project.