Request for Information

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| RFx: [Number] – [Name] |
| Issue Date: Thursday, June 21, 2018  | Document number: [TRIM Record Number] |

Contact details

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| Name: | Position: |
| Business Unit: | Division: |
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# Disclaimer

This Request for Information does not create any representation, either express or implied, that:

* any tender or procurement process will proceed; or
* if a tender or procurement process does proceed, that the participant’s tender or other form of application (if any) will be given any preference or special consideration.

Respondents are still required to follow any tender or procurement process that may take place.

This Request for Information does not indicate a commitment to any particular course of action.

# Introduction

## Objective

NSW Procurement is seeking information [Insert why we are requesting this information, the industry/field/profession being approached and any other objectives of the RFI (e.g. whether there’s current research or innovation in the industry/field/profession).]

## Purpose

This Request for Information (RFI) is an information gathering process in which NSW Procurement seeks to collect information and opinions from [insert industry/field/profession]. This RFI and the responses provided may be used a precursor to a procurement process.

Insights may relate to a range of issues such as:

* [Insert issues]

## An opportunity to contribute and shape

NSW Procurement views this RFI as an opportunity for parties within the [industry/field/profession] to contribute information based on their knowledge and experience.

NSW Procurement encourages participation, acknowledging that participation is completely voluntary. You may choose to answer all or some of the questions. Please note this process is independent from any subsequent procurement process and your participation or otherwise will have no bearing on any future procurement processes.

## Questions

Questions regarding this RFI shall be submitted by e-mail to the contact officer’s email address. Verbal questions will not be accepted. All questions will be answered by posting addenda to this RFI via the NSW Department of Finance, Services and Innovation’s tenders website at: <https://tenders.nsw.gov.au/>

## Confidentiality

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

## Lodgement

Responses to this RFI must be submitted electronically to the electronic tender box for this RFI via the NSW Department of Finance, Services and Innovation’s tenders website at: <https://tenders.nsw.gov.au/> (Login in as a system user, locate the web page for this RFI, and follow the on screen instructions to lodge the response). The lodgement can only be made by a registered system user of the NSW Government eTendering system.

# Scope

[Detail of what information we are asking respondents to provide]

# Responses

NSW Procurement has developed a response template to assist you in participating. All responses must be provided by completing this structured response format.

Your answers may include as much or as little detail as you feel is necessary. Additional information on matters or issues not raised is welcomed.

[Guide Note: Create a response template in this section or alternatively direct respondents to a separate response document.]

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