

REQUEST FOR TENDER

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AgriFutures Five Year Strategic ICT Plan and Implementation

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1. Introduction

1.1. Invitation to Tender

- 1.1.1. The Corporation invites Tenders to undertake an IT review and prepare a 5 Year Strategic ICT Plan for AgriFutures Australia

1.2. Key terms

- 1.2.1. The following table sets out the details of some key terms used in this RFT:

| | |
|------------------------|--|
| Corporation | Rural Industries Research and Development Corporation trading as AgriFutures Australia |
| Closing Time | 5pm AEST on 14 June 2019 |
| Contact Officer | Nicole Legovich Manager Corporate, AgriFutures Australia Email: Nicole.legovich@agrifutures.com.au |
| Offer Period | 14 days after the Closing Time |
| Release Date | |
| Services | the services set out in Schedule 1 [Background, Services and Essential Requirements] |
| State | means a state or territory of the Commonwealth of Australia. |
| Submission | Tenders are to be submitted electronically to: nicole.legovich@agrifutures.com.au by the due deadline. |
| Tender | any Tender submitted in response to this RFT. |
| Tenderer | means any entity which submits a Tender or, where the context requires, is proposing to submit a Tender. |

1.3. Form of contract

- 1.3.1. The Corporation proposes to enter into an agreement with a successful Tenderer that is substantially in the form of a Contract.

1.4. Governing law

- 1.4.1. This RFT is to be construed in accordance with, and any matter related to it is to be governed by, the law of the New South Wales. The courts of that State have non-exclusive jurisdiction to decide any matter related to this RFT.

2. Obtaining RFT documentation

2.1. Online RFT Documentation

2.1.1. All documentation relating to this RFT is available from the AGRIFUTURES Contact Officer listed in Clause 1.2.1, or from the AGRIFUTURES website, www.agrifutures.com.au

2.2. Registered Tenderers and notices

2.2.1. If the Corporation elects to vary or supplement this RFT, it will make reasonable efforts to inform Tenderers by updates to the Corporation website page for this RFT.

2.2.2. Tenderers who have registered their interest with the AGRIFUTURES Contact Officer and downloaded the tender documentation will be notified by AGRIFUTURES via email of any addenda issuance. It is in the interest of Tenderers to ensure they have correctly recorded their contact details prior to downloading tender documentation

3. Lodging Tenders

3.1. Lodgement of Tenders and Tender Closing Time

3.1.1. Tenders must be lodged with the Corporation on or before the Closing Time. Tenderers are reminded to complete the checklist for lodgement of documentation at Clause 7.1.

3.1.2. The Corporation will acknowledge the receipt of all tenders that are received prior to the Closing Time. Tenderers should keep this as a record of lodgement.

3.1.3. The Corporation may extend the Closing Time and will issue an addendum notifying any decision to extend.

3.1.4. The Corporation will admit to evaluation any Tender that was received late solely due to mishandling by the Corporation. For the avoidance of doubt, 'mishandling by the Corporation' does not include mishandling by a courier or mail service provider engaged by the Tenderer to deliver the Tender. It is the responsibility of each Tenderer to ensure that their Tender is dispatched and lodged in accordance with clause 3.1.1.

3.2. Electronic Lodgement

3.2.1. The Corporation will only accept tenders in electronic format. In submitting their Tenders electronically, Tenderers warrant that they have taken reasonable steps to ensure that Tender response files are free of viruses, worms or other disabling features, which may affect the

Corporation's computing environment. Tenders found to contain these features will be excluded from the evaluation process.

- 3.2.2. Tenderers must lodge their tender in accordance with the requirements set out below for file format/s, naming conventions and file sizes. Failure to comply with any or all of these requirements may result in the Tender not uploading successfully and/or may eliminate the Tender from consideration.
- 3.2.3. The Corporation will accept tenders lodged in PDF format.
- 3.2.4. The tender file name/s must:
 - A. incorporate the Tenderer's company name;
 - B. reflect the various parts of the Tender they represent, where the Tender comprises multiple files;
 - C. not contain \ / : * ? " < > | characters; and
 - D. not exceed 100 characters.
- 3.2.5. Tender files:
 - A. must not exceed a combined file size of 10 megabytes per upload;
 - B. should be uploaded from a high-level directory on a Tenderer's desktop, so as not to impede the upload process; and
 - C. should be zipped (compressed) together for transmission to the Corporation.
- 3.2.6. The Corporation will accept up to a maximum of five files in any one upload of a Tender. Each upload should not exceed the combined file size limit of 10 megabytes.
- 3.2.7. If a Tender consists of multiple uploads, due to the number of files or file size, Tenderers should ensure that transmission of all files is completed before the Closing Time.
- 3.2.8. Tenders must be completely self-contained. No hyperlinked or other material may be incorporated by reference.
- 3.2.9. Scanned images of signed and/or initialled pages within the Tender, including Declarations and Contracts of Confidentiality, where they are required, are permitted so long as the total file size does not exceed the 10-megabyte limit. The use of scanned or imaged material, where it expands the Tender file size beyond the 10-megabyte limit per upload, is prohibited.

- 3.2.10. Tenderers must allow sufficient time for Tender lodgement, including time that may be required for any problem analysis and resolution prior to the Closing Time.
- 3.2.11. If Tenderers have any problem in accessing the Corporation website or uploading a tender, they must contact the Corporation via the Contact Officer or prior to Closing Time. Failure to do so will exclude a Tender from consideration.
- 3.2.12. Late Tenders, incomplete Tenders, including those with electronic files that cannot be read or decrypted, Tenders which the Corporation believes to potentially contain any virus, malicious code or anything else that might compromise the integrity or security of the Corporation's computing environment, will be excluded from evaluation.

4. Additional information and variations to the RFT documentation

4.1. Requests for Additional Information

- 4.1.1. Requests for further information in relation to this RFT must be directed in writing to the Contact Officer.
- 4.1.2. The Corporation will determine what, if any, response should be given to a Tenderer question. The Corporation may circulate Tenderer questions and the Corporation's response to those questions to all other Tenderers in accordance with clause 2.2, without disclosing the source of the questions or revealing any confidential information of a Tenderer. Tenderers should identify in their question what, if any, information in the question the Tenderers consider is confidential. Inappropriate identification of information as confidential will be considered by the Corporation when determining what, if any, response will be given.
- 4.1.3. If a Tenderer believes it has found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by the Corporation, the Tenderer should promptly notify the Contact Officer setting out the error in sufficient detail so that the Corporation may take the corrective action, if any, it considers appropriate.

4.2. Variation of the RFT

- 4.2.1. The Corporation may amend this RFT or the RFT process at any time. If the Corporation does so prior to the Closing Time, the Corporation will issue a formal addendum to the RFT via the AGRIFUTURES website www.agrifutures.com.au (see clause 2.2).

4.3. Termination of the RFT

- 4.3.1. The Corporation may terminate the Tender process at any time if the Corporation determines that none of the Tenders submitted represents value for money or that it is otherwise in the public interest to do so.

4.4. Errors & alterations

- 4.4.1. Tenderers should ensure that any errors or alterations made to a Tender response are clearly identified and, where appropriate, initialled. Any alteration or erasure made to a Tender that is not clearly identified may result in the Tender being excluded from consideration.
- 4.4.2. Tenders in which prices are not clearly and legibly stated may be excluded from consideration.
- 4.4.3. If the Corporation considers that there are unintentional errors of form in a Tender, the Corporation may request the Tenderer to correct or clarify the error but will not permit any material alteration or addition to the Tender.

5. Information management

5.1. Corporation's confidential information

- 5.1.1. Tenderers must not, and must ensure that their employees, agents or subcontractors do not, either directly or indirectly record, divulge or communicate to any person any confidential information concerning the affairs of the Corporation, the Commonwealth or a third party acquired or obtained in the course of preparing a Tender, or any documents, data or information provided by the Corporation and which the Corporation indicates to Tenderers is confidential or which Tenderers know or ought reasonably to know is confidential.
- 5.1.2. The Corporation may require that all written information (whether confidential or otherwise and without regard to the type of media on which such information was provided to Tenderers) provided to Tenderers (and all copies of such information made by Tenderers) be:
- A. returned to the Corporation - in which case Tenderers will be required to promptly return all such information to the address identified by the Corporation; or
 - B. destroyed by Tenderers - in which case Tenderers will be required to promptly destroy all such information and provide the Corporation with written certification that the information has been destroyed.
- 5.1.3. The Corporation may exclude from further consideration any Tender lodged by a Tenderer who has engaged in any behaviour contrary to clause 5.1.

5.2. Tenderer's confidential information

- 5.2.1. Subject to clauses 5.2.2 and 5.2.3, the Corporation will treat as confidential all Tenders submitted by Tenderers in connection with this RFT.
- 5.2.2. The Corporation will not be taken to have breached any obligation to keep information provided by Tenderers confidential to the extent that the information:
- A. is disclosed by the Corporation to its advisers, officers, employees or subcontractors solely in order to conduct the RFT process or to prepare and manage any resultant contract;
 - B. is disclosed to the Corporation's internal management personnel, solely to enable effective management or auditing of the RFT process;
 - C. is disclosed by the Corporation to the responsible Minister;
 - D. is disclosed by the Corporation in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;
 - E. is shared by the Corporation within the Corporation's organisation, or with another Commonwealth Corporation, where this serves the Commonwealth's legitimate interests;
 - F. is authorised or required by law to be disclosed; or
 - G. is in the public domain otherwise than due to a breach of the relevant obligations of confidentiality.

Tenderers should also refer to clauses 6.3.1D to E.

- 5.2.3. Once a contract is entered into with a successful Tenderer, the successful Tenderer's Tender will not necessarily be treated as confidential. Tenderers should clearly identify in their Tender response the information that they consider should be protected as confidential information should a contract be entered into with them. The Corporation will only consider a request for confidentiality where:
- A. the information to be protected is identified in specific rather than global terms;
 - B. the information is by its nature confidential; and
 - C. disclosure would cause detriment to the parties concerned.

The Corporation will only keep information contained in, or obtained or generated in performing, any contract entered into with a successful Tenderer confidential in accordance with the terms of the contract. Tenderers should include any request for such information to be treated as confidential following the award of a contract to it. In considering whether to agree to keep information confidential under any resultant

contract, the Corporation will have regard to the matters covered by The [Privacy Act \(1988\)](#) , the [Freedom of Information Act 1982 \(FOI Act\)](#) and the [Australian Government Protective Security Policy Framework](#)

- 5.2.4. All Tenders become the property of the Corporation upon submission.
- 5.2.5. Notwithstanding clause 5.2.4 and without prejudice to anything agreed in any subsequent contract, ownership of intellectual property in the information contained in a Tender remains unchanged.
- 5.2.6. However, the Corporation may use any material contained in a Tender, or otherwise provided by the Tenderer, for the purposes of the RFT process and the preparation and management of any resultant contract.

6. Policy and law

6.1. Ethical dealing

- 6.1.1. The Commonwealth's policy is to engage in the highest standards of ethical behaviour and fair dealing throughout the RFT process. The Commonwealth requires the same standards from those with whom it deals.
- 6.1.2. Tenders must be compiled without improper assistance of current or former officers, employees, contractors or agents of the Corporation and without the use of information improperly obtained or in breach of an obligation of confidentiality (including any obligation referred to in clause 5.1).
- 6.1.3. Tenderers must not:
 - A. engage in misleading or deceptive conduct in relation to their Tenders or the RFT process;
 - B. engage in any collusive tendering, anti-competitive conduct, or any other unlawful or unethical conduct with any other Tenderer, or any other person in connection with the preparation of their Tender or the RFT process;
 - C. attempt to solicit information from or influence improperly any current or former officer, employee, contractor or agent of the Corporation, or violate any applicable laws or Commonwealth policies regarding the offering of inducements in connection with the RFT process;
 - D. engage in, or procure or encourage others to engage in, activity that would result in a breach the [Lobbying Code of Conduct and APSC Circular 2008/4 Requirements](#) relating to the Lobbying Code of Conduct and post separation contact with Government; or

E. otherwise act in an unethical or improper manner or contrary to any law.

6.1.4. The Corporation may exclude from consideration any Tender lodged by a Tenderer that has engaged in any behaviour contrary to clause 6. In addition, the Corporation may refer the matter to relevant Commonwealth, State or Territory authorities. This right is in addition to any other remedies the Corporation may have under law or in any contract with a successful Tenderer.

6.2. Conflicts of interest

6.2.1. Tenderers should represent and declare whether at the time of lodging their Tender, a conflict of interest concerning itself or a related entity exists, or might arise during the term of the contract or in relation to the Tender.

6.2.2. A conflict of interest means any matter, circumstance, interest, or activity affecting the Tenderer (including the officers, employees, agents and subcontractors of the Tenderer) which may or may appear to impair the ability of the Tenderer to perform the contract diligently and independently.

6.2.3. If at any time prior to entering into the contract, an actual or potential conflict of interest concerning itself or a related entity arises or may arise for any Tenderer, that Tenderer should immediately notify the Contact Officer.

6.2.4. If a conflict of interest arises, the Corporation may:

- A. exclude the Tender from further consideration;
- B. enter into discussions to seek to resolve the conflict of interest; or
- C. take any other action it considers appropriate.

6.3. Application of law and Commonwealth policy

6.3.1. Tenderers are considered to have familiarised themselves with all relevant Commonwealth legislation and policies relating to the RFT process and the provision of the Services including:

- A. the Legal Services Directions issued by the Attorney-General under section 55ZF of the Judiciary Act 1903;
- B. the small and medium enterprises (SME) policy under which the Government is committed to Commonwealth agencies sourcing at least 10% of the value of their purchases from SMEs;

- C. Division 137.1 of the Criminal Code which makes it an offence to knowingly provide false or misleading information to a Commonwealth entity;
- D. the *Freedom of Information Act 1982 (Cth)* which requires Australian Government departments and agencies to provide access to certain documents in their possession;
- E. the *Auditor-General Act 1997 (Cth)* which allows the Auditor-General to conduct a review or examination, at any time, of any aspect of the operations of Australian Government agencies;
- F. the *Ombudsman Act 1976 (Cth)* which authorises the Ombudsman to investigate the administrative actions of Australian Government departments and agencies and to investigate the actions of certain Australian Government contractors; and
- G. the *Privacy Act 1988 (Cth)* which aims to ensure that contractors and their subcontractors do not engage in an act or practice that would breach the Australian Privacy Principles if done by the Commonwealth. The Privacy Act also imposes obligations directly on contractors and subcontractors to comply with the Australian Privacy Principles.
- H. The *Work Health and Safety Act 2011 (Cth)* which requires a person conducting a business or undertaking to ensure the health and safety of all workers; and
- I. The *Public Interest Disclosure Act 2013 (Cth)* (PID Act) which aims to promote the integrity and accountability of the Commonwealth public sector.

6.3.2. Where Tenderers are currently named as not complying with the *Equal Opportunity for Women in the Workplace Act 1999 (Cth)*, the Corporation may exclude their Tender from further consideration.

6.3.3. The Corporation will not enter into a contract with suppliers who have had a judicial decision against them (not including decisions under appeal) relating to employee entitlements and have not paid the claim. Tenderers are required to provide confirmation of this issue.

7. **Matters concerning tender response**

7.1. **Tender response requirements**

7.1.1. Tenderers must address each of the evaluation criteria specified, and may include additional information in their Tenders response.

7.2. Tenderers to inform themselves

7.2.1. The Corporation has no liability to any Tenderer should any information or material provided with respect to this RFT or the Services be inaccurate or incomplete or if actual volumes, locations, environments or other relevant matters vary from the Corporation's current expectations.

7.2.2. Tenderers are considered to have:

- A. examined this RFT, any documents referenced in this RFT and any other information made available by the Corporation to Tenderers for the purpose of tendering;
- B. examined all further information which is obtainable by the making of reasonable inquiries relevant to the risks, contingencies, and other circumstances having an effect on their Tenders;
- C. satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices;
- D. made their own independent assessments of actual workload requirements under any resultant contract and all prices will be presumed by the Corporation to have been based upon Tenderers' own independent assessments; and

7.2.3. In preparing their Tenders, Tenderers must not rely on:

- A. any representation, letter, document or arrangement, whether oral or in writing, or other conduct as adding to or amending this RFT other than amendments in accordance with clause 4.1.3; or
- B. any warranty or representation made by or on behalf of the Commonwealth, except as are expressly provided for in this RFT.

7.2.4. The Commonwealth will not be responsible for any costs or expenses incurred by Tenderers in complying with the requirements of this RFT.

7.3. Disclaimer

7.3.1. This RFT is an invitation to tender and is not to be taken to be or relied upon as an offer capable of acceptance by any person or as creating any form of contractual (including a process contract), quasi-contractual or promissory estoppel rights, or rights based on similar legal or equitable grounds.

7.4. Offers and acceptance of offer

7.4.1. Lodging a Tender will constitute an offer by the Tenderer to provide the Services for a period of not less than the Offer Period.

7.4.2. A Tender will not be taken to have been accepted until a formal contract has been executed by the Tenderer and the Commonwealth. Notice by the Corporation to any Tenderer that it is, or is not, a preferred or successful Tenderer will not constitute an acceptance or rejection of any Tender.

7.5. Complaints

7.5.1. Any complaints arising out of the RFT process should be directed to the Complaints Officer:

Louise.heaslip@agrifutures.com.au

8. General matters

8.1. Prices and units

8.1.1. The Tender must be written in English.

8.1.2. All measurements must be expressed in Australian legal units of measurement.

8.1.3. Tendered prices should be inclusive of:

- A. GST (as defined in *A New Tax System (Goods and Services Tax) Act No. 55 of 1999* (Cth));
- B. all costs of complying with this RFT; and
- C. all costs associated with doing all things necessary for the due and proper completion of the proposed contract.

8.1.4. Tenderers from the public sector should note that Competitive Neutrality requires that Government businesses should not enjoy net competitive advantages over their private sector competitors by virtue of public sector ownership.

8.1.5. Tenderers from the public sector should demonstrate in their pricing that Competitive Neutrality requirements have been met, including:

- A. payment of relevant taxes and charges;
- B. rates of return; and
- C. cost of funds.

8.1.6. Australian Government policy requires Australian Government agencies to effect payment to its suppliers via electronic funds transfer direct to suppliers' bank accounts, unless exceptional circumstances exist where a supplier has limited access to banking facilities in remote areas.

8.2. Joint or Part Tenders

8.2.1. The Corporation will not consider joint Tenders.

8.2.2. The Corporation will consider Tenders for only part of the Services.

8.3. Alternative Tenders

8.3.1. The Corporation may consider a Tender that does not fully conform with the Services ('Alternative Tender') if:

- A. the Tenderer also lodges a Tender that conforms with the Services; and
- B. the Alternative Tender:
 - ii. proposes a solution that satisfies the functionality of the Services, including any identified essential requirements;
 - iii. separately identifies in detail the proposed alternative approach and solution;
 - iv. clearly specifies each instance of change (including the effect of the change on the Tenderer price); and
 - v. clearly states the reasons for each instance of change and how the change is more beneficial to the Corporation than the approach required by the Services.

8.3.2. Failure to provide the information requested in clause 8.3.1 may result in the Corporation not considering the Alternative Tender.

9. Evaluation of Tenders

9.1. Evaluation process

9.1.1. Following the Closing Time, Tenders will be evaluated to identify the Tender that represents best value for money on the basis of the evaluation criteria set out in clause 7.1.

9.1.2. Subject to clauses 9.2 to 9.3, Tenders will be evaluated against the evaluation criteria specified in the table contained at clause 7.1. The Corporation may take into account information provided by a Tenderer in response to one criterion in its evaluation of another criterion.

9.1.3. The evaluation criteria are not specified in any order of importance. If any additional criteria are intended to be applied in evaluating Tenders, the Corporation will notify Tenderers who will be given an opportunity to respond.

9.1.4. The Corporation may at any time exclude a Tender from consideration if the Corporation considers that the Tender is incomplete or clearly not

competitive. However, the Corporation may consider such Tenders and seek clarification in accordance with clause 9.4.

- 9.1.5. The Corporation is not bound to accept the lowest priced (or any) Tender.

9.2. Security, probity and other checks

- 9.2.1. The Corporation may perform such security, probity and financial investigations and procedures as the Corporation may determine are necessary in relation to Tenderers, their employees, officers, partners, associates, subcontractors or related entities and their officers, employees and subcontractors.
- 9.2.2. Tenderers should promptly provide the Corporation with such information or documentation that the Corporation requires in order to undertake such investigations. The Corporation may exclude a Tender from further consideration if the Tenderer does not promptly provide all reasonable assistance to the Corporation in this regard or based on the outcomes of the investigations or procedures.
- 9.2.3. The Tender evaluation process may involve:
- A. visits to some or all Tenderers' sites; or
 - B. discussions with, and/or visits to, customers or subcontractors of some or all Tenderers, whether or not the customers are provided as referees by the relevant Tenderer.

The Corporation may also make independent enquiries about any matters that may be relevant to the evaluation of a Tender.

9.3. Essential requirements

- 9.3.1. The Corporation will exclude a Tender from further consideration if the Corporation considers that the Tender does not comply with an essential requirement identified in Schedule 1 [Background, Services and Essential Requirements].

9.4. Clarification, short-listing and negotiations

- 9.4.1. The Corporation may:
- A. use any relevant information obtained in relation to a Tender (provided in the Tender itself, otherwise through this RFT or by independent inquiry) in the evaluation of Tenders;
 - B. seek clarification or additional information from any Tenderer for the purposes of Tender evaluation;

- C. shortlist one or more Tenderers and seek further information from them;
 - D. enter into negotiations or discussions with one or more Tenderers; or
 - E. discontinue negotiations or discussions with a Tenderer, whether or not the Tenderer has been notified that it is a preferred Tenderer.
- 9.4.2. Tenderers should nominate in their Tender a person for the purpose of responding to any clarification requests which may arise during Tender evaluation or receiving other notices during the RFT process. Tenderers should include the name, address and contact details of that person. The person nominated by the Tenderer must be authorised to represent and bind the Tenderer in relation to this RFT.

10. Other Matters

10.1. Public Statements

- 10.1.1. Except with the prior written approval of the Corporation, Tenderers must not make a statement, issue any document or material or provide any other information for publication in any media, concerning Tender evaluation, the acceptance of any Tender, commencement of negotiations, creation of a shortlist, or notification that a Tenderer is a preferred Tenderer.
- 10.1.2. The Corporation may exclude a Tender from further consideration if the Tenderer does not comply with this requirement.

10.2. Additional Rights of the Corporation

- 10.2.1. Without limiting other rights contained in this RFT, the Corporation may do any or all of the following at any time:
 - A. seek amended Tenders or call for new Tenders;
 - B. forward any clarification about this RFT to all known Tenderers on a non-attributable basis and without disclosing any confidential information of a Tenderer;
 - C. allow or not allow another legal entity to take over a Tender in substitution for the original Tenderer where an event occurs that has the effect of substantially altering the composition or control of the Tenderer or the business of the Tenderer; and
 - D. negotiate with one or more persons who have not submitted Tenders or enter into a contract or other binding relationship for similar services to the Services outside the RFT process.

10.3. Debriefing

10.3.1. Tenderers may request an oral Tender debriefing following the award of a contract. Tenderers requiring a debriefing should contact the Contact Officer.

10.3.2. Tenderers will be debriefed against the evaluation criteria set out in this RFT. A Tenderer will not be provided with information concerning other Tenders, except for publicly available information such as the name of a successful Tenderer and the total price of the winning Tender. No comparisons with other Tenders will be made.

SCHEDULE 1 BACKGROUND, SERVICES AND ESSENTIAL REQUIREMENTS

A. Overview

A.1. Overview of the AGRIFUTURES

AgriFutures Australia (AgriFutures) is the new name for the Rural Industries Research and Development Corporation (RIRDC).

AgriFutures is a small statutory corporation accountable to the Australian Parliament through the Minister for Agriculture. Our offices are located in Wagga Wagga, NSW.

We increase knowledge and understanding that fosters innovative, adaptive and valuable rural industries by investing in research, development and extension.

Our vision is to grow the long-term prosperity of Australian rural industries. We are guided by an ambition to be known as an organisation that places our people, our rural industries and regional communities at the heart of everything.

B. Services

B.1. Background

In late 2016, AgriFutures relocated from Canberra to Wagga Wagga. At that stage, there were 14 staffing positions, which has now more than doubled. It is anticipated that staffing levels could increase to 40 within the next 6 months, and we are expanding the premises in the same timeframe.

We have recently undertaken a review of current IT hardware, infrastructure and software systems.

We are now seeking to develop a Five Year Strategic ICT plan to ensure our systems, hardware and infrastructure are the optimum choice for AgriFutures. This plan should provide support for an agile, mobile workforce; scalability to grow the business; the implementation of cost-effective and efficient applications, while also addressing the needs of our stakeholders (industry, researchers, panel members and internal staff).

There are two parts to this tender: the development of the plan, and project managing the implementation of the plan.

B.2. Main Requirement: Part A – Five Year ICT Strategic Plan

AgriFutures is seeking to develop an ICT Strategic Plan and Roadmap that identifies appropriate requirements, including security, redundancy, resources and funding for ICT infrastructure. The Strategic Plan should incorporate a

schedule covering the maintenance, upgrade and replacement of existing or alternative hardware and software. This includes but is not limited to:

- Infrastructure – servers (hardware and software)
- Hosting arrangements
- Equipment – laptops, mobile phones, BYOD
- Microsoft Office (currently on premise – looking to move to Office365)
- PMIS (Currently CA Clarity)
- EDRMS (Currently SharePoint 2013 – looking to move to SharePoint online)
- Financial/Accounting software (Sage/Sage Micropay)
- CRM (Microsoft Dynamics – looking to move online)
- Software licensing
- Migration to cloud-based applications where feasible.

B.3. Main Requirements: Part B – Project Management of the Implementation of the Strategic ICT Plan

AgriFutures is seeking a project manager to oversee and implement the immediate recommendations of the Five Year Strategic Plan, which we envisage to be a 6-12 month project.

The project management of the implementation will include:

- Engaging with current suppliers and sourcing new suppliers as required
 - Engaging with stakeholders (internal and external)
 - Delivering the project outcomes on time and on budget
 - Fortnightly meetings with the AgriFutures ICT team
 - Weekly management reports

C. Essential Requirements

C.1. Essential Requirements in the tender response

C.1.1. Tenderers will be expected to provide:

- a. The tenderer's capability to conduct this work (including skills and experience of nominated personnel);
- b. Details of the tender's approach to the plan;
- c. A sample of a plan prepared by the tenderer;
- d. Hourly charge out rates of varying personnel;
- e. Specify three relevant client referees that the Corporation may contact.

D. Time Frame

D.1.1. The resultant Contract is expected to commence in July 2019 and the term will be negotiated with the successful applicant.

E. Administrative Details

Enquiries should be directed to:

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Manager, Corporate

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