Submitting a Request for Quotation (RFQ)

Contents

Accessing K2 ............................................................................................................................. 2
Researcher Dashboard .............................................................................................................. 3
Submitting a Request for Quotation (RFQ) ................................................................................. 4
  T&Cs Page.............................................................................................................................. 4
  Organisation Page ................................................................................................................. 5
  Application Page .................................................................................................................. 6
  Project Detail ........................................................................................................................ 7
  Communications Strategy .................................................................................................... 7
  Intellectual Property ............................................................................................................. 8
  Referees ............................................................................................................................... 8
  Conflict of Interest ................................................................................................................ 8
  Milestones Page ..................................................................................................................... 9

Arena 2 programs use a slightly different Milestones page which includes Travel as well.
Please see Milestones and Travel (Arena 2) below. ................................................................. 9
  Milestones and Travel (Arena 2) ............................................................................................ 11
  Travel .................................................................................................................................. 13

Budget Page ............................................................................................................................ 14
  Budget Breakdown ............................................................................................................... 17
Attachments Page .................................................................................................................. 18
Checklist Page ....................................................................................................................... 20

Additional Notes ..................................................................................................................... 21
Accessing K2

Access to K2 is required before being able to submit an application. If you do not already have an account, please email helpdesk@agrifutures.com.au

Once you have received your login credentials, type the following URL into your internet browser – we recommend that you use Chrome or Microsoft Edge - https://agrifutures.onk2.com/Runtime/Runtime/Form/Researcher.Dashboard/

If you have forgotten your username and/or password, please email helpdesk@agrifutures.com.au.
Researcher Dashboard

Once you have logged into K2 you will be taken to your Researcher Dashboard.

From here you can create new applications for research, view reports and change settings.

There are also three tables:

1. **My Tasks** – when you have a task to action, it will appear here. You will also receive an email notification advising you that there is a task for you to action.

2. **My Applications** – once you start an application, it will appear here, and the status will be updated during the review/assessment and approval process so you can see where your application is up to.

3. **My Projects** - If you are successful in your application, once contracted, it will become an active project and will sit within this area.
Submitting a Request for Quotation (RFQ)

From the home page select **Add Application**. This will open a new application form.

There are slight variations to the application form for our Arena 2 Programs. If you are submitting for one of these, please note the variations to the process highlighted in red throughout this document.

**NOTE:** You may need to allow Pop-ups for this site.

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T&Cs Page

Once you start your application you will see the Terms and Conditions page.

Please read the terms and conditions carefully.
There are three fields for completion on this page:

1. Agreement with the linked agreement. Select whether you agree or whether there are parts of the agreement that you do not agree with. If you select the latter, you will need to provide details in the non-compliance table below.

2. From the Program/Program Goal, select the option that aligns with your application. Note this may be preselected for you if not, you will need to select it.

3. From the Application Type dropdown, if this is not prepopulated for you, please select Request for Quotation.

Select Save & Next

TIP: Once you have completed the T&Cs part of the application, you can move back and forward between the tabs in the application – you don’t need to complete each page to move through the application.

Your application will autosave as you go but you can also select to save your draft.

Organisation Page

The Research Organisation fields will pre-populate from your login credentials, but you can edit the Project Lead details if you are submitting on behalf of someone else within your organisation.

If you are a member of more than one organisation, you can click on the pencil and select from your organisations.
To change the project lead:

- Select the pencil icon to edit the Project Lead.
- Start typing the email address of the person in your organisation you would like to be the Project Lead, select the email address and all other fields will prepopulate. If the email address doesn’t appear, you will need to click on the + to open a new user request form. Once the user has been set up, you will be able to add them as per the previous step.
- Click Save & Next.

The administrative contact is set at the research level. If more than one contact has been created, you can select between the options available. Otherwise, the admin contact cannot be edited.

Application Page

Complete all fields in the Application page ensuring you take note of the word limit in each text box.

At any point you can select Save Draft at the bottom of the page and come back to your application at a later time. You can also paste text into the text boxes.

NOTE: If you exceed the word limit for the section, a red bar will appear under the text box letting you know how many words you have used so you can reduce your text accordingly.

Your application will automatically be assigned an application number – this is not able to be edited.
Project Detail

- **Project title**: The project title may have been defined in the invitation for this RFQ. If not, please give your project a title – noting that if this application is successful, the title may be shown on the AgriFutures Australia and growAG websites.

- **Project summary**: In 250 words or less, clearly outline the project summary.

- **Plain English Summary**: Please provide a plain English project summary outlining the project purpose in 100 - 300 words. This should be suitable for a non-research audience to understand as this may be displayed on our website.

- **Project objectives**: In 250 words or less clearly outline the expected outcomes and major objectives of the project.

- **Project method**: Describe how you will meet AgriFutures Australia’s requirements as set out in the RFQ Statement of Requirements. This should also include proposed project deliverables e.g., report, summaries, factsheets. (1000 word limit).

- **Organisational capability & experience**: In 250 words or less describe the capability and experience of the organisation.

- **Team capability & experience**: In 250 words or less, please list the team members (including any subcontractors) and their roles specific to this project.

- **Related work**: Please provide links to any relevant work (you can also add supporting attachments).

- **Other contributors to the project**: Please provide details of all other participants working on this project.

Communications Strategy

- **What is your Communications Strategy?** In 250 words or less briefly describe the communications/ adoption processes for your target audience. In addition, explain whether adoption of the proposed innovation is likely to be slow or fast.

- **What communication tools and channels will be used to deliver this project?** In 250 words or less describe the communication tools to be created and what communication channels will be used to deliver these e.g. A farmer fact sheet, field day, video, scientific journal article, industry newsletter, report, etc.?

- **Who is your target audience?** In 250 words or less describe your target audience e.g., farmers generally, farmers within a particular industry, extension workers, NRM facilitators, manufacturers, policy makers, scientists, other.

- **What industry is this project aligned to?** Please select from the dropdown list.

- **What is the focus area/s of this project?** Please select from the dropdown list.

- **Does this project involve any of the following technology areas?** If applicable, please select from the dropdown list.
• Does this project address any of the following sustainability areas? If applicable, please select from the dropdown list.

• Does this project represent a commercial opportunity? Please select from the dropdown list.

**Intellectual Property**

• AgriFutures Australia Intellectual Property to be used in this project: In 250 words or less identify any intellectual property from existing or past AgriFutures Australia projects that may be used in this project) Unless the research organisation specifies that it &/or a third party will bring valuable intellectual property to this project, the split in interest in the intellectual property generated by the project will be proportionate to the: direct funding to this project from AgriFutures Australia; direct funding to this project from the research organisation; and the direct plus in-kind funding to this project by industry.

• Applicant Intellectual Property to be used in this project: In 250 words or less identify any intellectual property that your organisation will be bringing to this project. Optional: quantify the value of the IP in dollar terms (if available).

• Third Party Intellectual Property to be used in this project: In 250 words or less identify if you will be using any IP already owned by an additional party. Optional: quantify the value of the IP in dollar terms (if available).

• Type of Intellectual Property that will be produced from this project: If applicable, please select from the dropdown list.

• Project Intellectual Property that will be produced from this project: In 250 words or less describe the intellectual property, if any, that will be produced from this project.

**Referees**

• Referee details: Provide details of at least two referees relevant to this Quotation. Referees selected should have direct working knowledge of the respondent’s capabilities and capacities in relation to similar services. Include name, telephone number, email address and organisation.

**Conflict of Interest**

• Is there a conflict of interest? If a real or perceived conflict of interest would exist if the Provider entered into a contract with AgriFutures Australia for the Services in this Quotation, full details should be included here.

When you have completed all fields, select Save & Next or click on the application tab to move to the desired section.

**TIP:** The explanatory text in each box will disappear as you commence typing however you can easily locate this by hovering your mouse over the text box title.
Milestones Page

Arena 2 programs use a slightly different Milestones page which includes Travel as well. Please see Milestones and Travel (Arena 2) below.

The Milestones Page will allow you to create milestones to be built into your application. Please remember that milestones should be SMART (specific, measurable, achievable, relevant and time-bound) and should demonstrate progress against your project objectives.

To create a milestone, select the +Add button. A pop-up screen will appear.
TIP: Click the Show Help check box to see a set of sample milestones.

Please complete all fields within the New Milestone pop-up, they include:

- **Milestone Type**: Please select from the dropdown list.
- **Milestone Name**: This is a free text field for you to name your milestone.
- **Milestone Task**: Please describe the actions associated with this milestone.
- **Milestone Due Date**: Use the calendar date picker or type the date in the indicated format. Note, if using the date picker, clicking on the month at the top of the calendar will allow you to change the month. In that view, click on the year to select a different year.
- **Milestone Value**: Please enter the amount payable on completion of this milestone.

Once you have finalised the details of the milestone, select **Save**. This newly created milestone will now appear in the Milestones table.
Repeat this process for as many milestones you wish to include in your application. When you have finalised all milestones, select **Save & Next**.

**Milestones and Travel (Arena 2)**

The Milestones Page will allow you to create milestones to be built into your application. Please remember that milestones should be SMART (specific, measurable, achievable, relevant and time-bound) and should demonstrate progress against your project objectives.

To create a milestone, select the **+Add** button. A pop-up screen will appear.
TIP: Click the Show Help check box to see a set of sample milestones.

Please complete all fields within the New Milestone pop-up, they include:

- **Milestone Type**: Please select from the dropdown list.
- **Milestone Name**: This is a free text field for you to name your milestone.
- **Milestone Task**: Please describe the actions associated with this milestone.
- **Milestone Due Date**: Use the calendar date picker or type the date in the indicated format.
- **Milestone Value**: Please enter the amount payable on completion of this milestone.

Once you have finalised the details of the milestone, select **Save**. This newly created milestone will now appear in the Milestones table.

Repeat this process for as many milestones you wish to include in your application.

When you have finalised all milestones, select **Save & Next**.
Travel

Where necessary, please estimate travel costs.

To add travel, select the +Add button. A pop-up screen will appear.

Please complete all fields within the Travel pop-up, they include:
• **Travel Description**: This is a free text field for you to describe your travel.

• **From Destination**: Enter where you are traveling from.

• **End Destination**: Enter where you are traveling to.

• **Number of trips**: If you are traveling to and from the same places more than one, you can combine them into one entry by indicating the number of times you will be making this trip here. If you are traveling once, please enter 1.

• **Estimated cost per trip**: Please enter the estimated cost per trip.

• **Total**: This will automatically calculate the total travel costs estimated.

Once you have finalised the travel details, select **Save**. This travel entry will now appear in the Travel table.

Repeat this process for additional travel as required.

When you have finalised this section, select **Save & Next**.

**Budget Page**

This page will not be visible for Arena 2 programs. If you are submitting an application for one of our Arena 2 Programs, please skip ahead to the Attachments Page.

In the top left-hand corner of the page, select the First Year of Funding dropdown and select the financial year that you wish the funding to commence.
To complete the detailed budget, select the +Add button and a new screen will pop-up.
Complete the fields in the pop-up, these include:

**Direct cost (ex-GST):** Direct costs of a project are those which would not be incurred unless the project took place, e.g., salary, salary on costs, lab supplies, travel etc.

- **AgriFutures Australia Contribution:** The funding amount sought from AgriFutures for this year of the project.
- **Research Organisation:** The amount the Research Organisation is contributing to the project.
- **Industry Contribution:** If there are contributions from Industry, please include here.
- **Other Funding:** Please include funding from any other sources here.
- **Total Direct Funding:** This section will automatically calculate the total of the direct funding amounts for the year.

**In-Direct cost (ex-GST):** Indirect costs are those which may be used during a project but would have been in place irrespective of the project taking place e.g., rent for a breeding trial/office space/lab space, library fees, computer log-on costs, etc.

- **Research Organisation:** Please include any in-direct costs covered by the Research Organisation.
- **Industry Contribution:** If there are in-direct contributions from Industry, please include here.
- **Other Funding:** Please include in-direct funding from any other sources here.
- **Total In-Direct Funding:** This section will automatically calculate the total of the in-direct funding amounts for the year.

When you have finished, select **Save.** This will generate a line item on the budget table.

![Budget Table](image)

To add additional years, select **+Add** to repeat the process until you are finished.

The budget table will automatically total the amounts for all years.
Budget Breakdown

The budget breakdown should show how the contribution from AgriFutures will be allocated.

Fields to be considered include:

- **Salaries & on costs**
- **Operating**
- **Communication & Extension**
- **Travel**
- **Capital**

The **Total Breakdown** will calculate the expenses listed and should match the funding requested from AgriFutures.

You may wish to add attachments to the budget – click **Add Attachment** in the bottom left-hand corner of the page. This will open a pop-up screen.
Click on Attachment to navigate to where your document is saved. Include a description of your attachment in the comments. The Attachment Type will automatically populate with Budget. Click on Save to upload your attachment.

When the budget is finalised, select Save & Next.

**Attachments Page**

Any attachments you have uploaded throughout the application will show here. You can also add additional attachments here.
Select the +Add button and a pop-up screen will appear.

Select the Attachment box to navigate to the file you wish to attach from your computer. Include a description of your attachment in the comments. Choose the Attachment Type that best relates to your attachment – if in doubt, select General.

Click on Save to upload your attachment.

The attachment will now appear in the attachment table.

When you have finished uploading your attachment/s, select Save & Next.
Complete the checklist by selecting the checklist boxes against each statement:

- **All Sections Completed**: All sections in the application and milestones/budget pages have been completed.

- **Your organisation’s processes**: You have met any approval processes required by your organisation prior to submitting your application.

- **Spelling and grammar**: You have checked your application to ensure the spelling and grammar are correct.

**Send for Review by Administrative Contact:**

- In some cases, this process will be enforced by AgriFutures and you will not have the option to uncheck this box.

- If this box is unchecked, you can choose whether you want to send the application for approval by your administrative contact as this may be required for your internal processes.

When you are satisfied that your application is complete and ready for submission, select **Submit**.
Once you submit your application the system will send the application to your organisation Admin Contact for review and approval.

**NOTE:** If you are both the Project Lead and the Administrative Contact for your organisation, you will automatically skip the approval step.

You will receive an email notification to advise that this has happened, and the Admin Contact will receive an email notification to action the review/approval of your application. Once your application has been approved, you will receive another notification.

**Additional Notes**

- We recommend you use Chrome or Microsoft Edge to get the most out of K2.
- Your application will automatically save as you go however you can select **Save Draft** at any stage.
- You can navigate between the pages by selecting the button at the top of the application.
- **Save & Back** will take you back to the previous page. If you would like to return to the home page of the Researchers Dashboard click the AgriFutures Australia logo at the top of each page.
- Please keep in mind the word limit in each text box when completing your application. Applications that exceed the word limits may not proceed to the next step or you may be requested to rework your application to adhere to the requirements.
- The submission period will close promptly at the advertised closing time. Applications will not be received after this point. Please allow sufficient time to complete your application (particularly if approval is required). If for some reason you are not able to meet the deadline, you will need to advise the AgriFutures Australia contact of your circumstances and they can advise you of your options.
- Your saved application will be stored in the ‘My Applications’ table in the Researchers Dashboard.
- The status of your application will be automatically updated during the approval process.
- Once your organisations Admin Contact approval is complete, your application will be reviewed by AgriFutures Australia. You will receive an email notification if your RFQ application will proceed to the next step. If your RFQ is approved by AgriFutures Australia, the application will be converted to a project and the contracting process will commence.
- If you require assistance, please contact the Program Coordinator/Manager directly or alternatively email AgriFutures Australia Helpdesk at helpdesk@agrifutures.com.au.