



Tender Response Schedule

Contract Number: 1200939/OFWP/2012
Title: Consultancy – NSW Domestic and Family Violence (DFV) Framework
Closing Time and Date: 2:00pm AEST Monday 25th June, 2012

NB: Tenders are **only** to be lodged at the NSW Government eTenders site (tenders.nsw.gov.au). Tenders in hard copy or sent to any other site or email address will not be considered.

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1 TENDERER IDENTIFICATION

1.1 Organisation

Provide the following information to identify the legal entity submitting a response to the Request for Tender.

ORGANISATION DETAILS			
Company Name (if a partnership, Partnership Name)			
Trading Name (if different from Company Name)			
Address of Registered Office			
Site Address of Principal Place of Business			
Postal Address of Principal Place of Business			
ABN		ACN	

1.2 Tenderer Contact Details

Provide details for the representative of the Tenderer who may be contacted for queries or clarifications in relation to the Tender.

TENDERER CONTACT			
Name		Position	
Telephone		Facsimile	
Email Address			

1.3 Partnership Information (if applicable)

If the Tenderer is a partnership, provide a list of the partners and details of partnership financial arrangements.

PARTNERSHIP DETAILS	
Lead Partner (if applicable)	
Other partners	
Partnership financial arrangements	

2 SUPPORTING INFORMATION

2.1 Referees

Provide details of two (2) referees who may be contacted by the Tender Evaluation Panel to provide confirmation of the claims made in the Tender in respect of the capacity of the Tenderer's organisation to fulfil the stated requirement.

REFEREE DETAILS		
	Referee 1	Referee 2
Organisation Name		
Contact Person		
Position		
Telephone		
Email		
Relationship Details / Services Provided		

2.2 Insurance

Provide details of insurance policies held as below. Tenderers certify that copies of relevant certificates of currency will be provided on request.

INSURANCE DETAILS			
	Public Liability	Professional Indemnity	Workers Compensation
Insurer			
Policy Number			
Expiry Date			
Value			
Limit (<i>state whether on a per claim or aggregate basis</i>)			

2.3 Sub-Contractors

Provide details of proposed sub-contractors as follows.

SUB-CONTRACTOR DETAILS	
Name of sub-contractor	Details of goods and/or services to be provided by sub-contractor

2.4 Conflicts of Interest

The Tenderer warrants that no conflict of interest which might affect its performance of the requirement set out in the RFT exists as at the time of lodging the Tender. The Tenderer shall immediately inform FACS upon it becoming aware, during the tender period or during the currency of any resultant Contract, of circumstances which give rise to any actual or potential conflict of interest. Refer to clause 21 of the Conditions of Tendering.

Provide details of any potential conflicts of interest involving the Tenderer or its personnel. In addition, set out the Tenderer's internal procedures (if any) for managing any conflict of interest that may arise.

CONFLICTS OF INTEREST	
Details of any <i>potential</i> conflicts of interest	
Procedures for identifying and resolving conflicts of interest	

2.5 Addendum Acknowledgement

Indicate below whether any Addenda to the Request for Tender have been read and taken into account in the preparation of the tender response. Note that an Addendum becomes part of the Request for Tender.

ADDENDUM ACKNOWLEDGEMENT	
	Yes , any Addenda have been read and taken into account
	No , there have been no Addenda to the Request for Tender
	No , Addenda have been issued but not read and/or taken into account (provide reasons below)

2.6 Compliance with Conditions of Contract

By submitting this Tender, the Tenderer indicates its intention to be bound by the conditions of the Standard Contract and any supplements or modifications thereto set out in the RFT (the Conditions of Contract). If the Tenderer does not agree to a particular clause or clauses within the Conditions of Contract, specify in the table below the clause number and (if applicable) preferred wording for that clause.

COMPLIANCE WITH CONDITIONS OF CONTRACT	
Clause Number	Reasons for not agreeing and preferred wording if applicable

2.7 Critical Assumptions

Tenderers are to identify any critical assumptions that they have made including assumptions relating to pricing, and the ability to provide the services in the manner as detailed in this Request for Tender, the Draft Contract, and the Specification.

CRITICAL ASSUMPTIONS	
Reference	Assumptions

3 TENDER PRICE

3.1 Price Schedule

Tenderers are required to complete the pricing schedule attached as Appendix A. All prices, fees and rates need to be shown inclusive of GST

3.2 Price Basis

Price basis for this contract is lump sum fixed price contract. No variation to the final negotiated price will be entered into.

Please complete the pricing schedule attached as Appendix A

3.3 Proposed Progressive Payment Schedule

The table below is a proposed progressive payment schedule as detailed in the Specification and is dependant on satisfactory completion of each project activity.

Project Activities	Timeframe	Payment %
Commencement fee on signing contract	Commencement	40%
Methodology and consultation plan	within 12 weeks of contract execution	20%
Practice Components complete	within 8 months of contract execution	20%
Final report including Framework implementation strategy	at completion of project	20%

4 DEMONSTRATED EXPERIENCE

4.1 Provide a comprehensive description of your understanding of the project requirements and your organisation's experience in providing the full range of services consistent with the Specification. Include the objective, the scope, the approach and the outcomes achieved of relevant projects.

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4.2 Provide an overview of your organisation's experience in the field of Domestic and Family Violence

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4.3 Demonstrate your record of successfully delivering similar services by detailing similar projects. In particular, provide details of projects, impacting whole of government and industry in which stakeholders from both government and non-government organisations have been involved.

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4.4 Detail your experience in producing reports and delivering presentations to Subject Matter Experts (SME), Senior Executives (SE), Ministers of Parliament and Industry Representatives. Your response should also include mechanisms to capture feedback.

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5 METHODOLOGY

5.1 Describe the breadth and depth of research resources and methods that would ensure your organisation is conversant with current trends and developments in the field of domestic violence.

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5.2 What methods and indicators would you use to measure effectiveness of industry consultation. Your response should also include feedback mechanisms.

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- 5.3 Confirm your willingness to be subject to key performance measures and describe any additional measures you would propose. Note, the Project Steering Committee will participate in the project monitoring process.

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6 PERSONNEL

- 6.1 Please provide details of the qualifications, skills and experience of key staff with particular attention given to their knowledge of domestic violence service provision in NSW and their skills in relation to engaging sector and government partners. Please provide a biography for each staff member.

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- 6.2 Detail the staff/personnel resources proposed to achieve the project activities in the payment schedule linked to sign off of activity as detailed in the Specification as per Section 3.2.

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7 TENDERER'S DECLARATION

By submitting this Tender, the Tenderer:

- a) Affirms that this is its Tender for the provision of the requirement as described in the RFT, at the prices set out in the Tender and in accordance with the conditions of the RFT except as otherwise expressly stated in the Tender;
- b) Affirms that the information in the Tender is correct;
- c) Acknowledges that by lodging this Tender through eTendering the Tenderer is providing an electronic signature for this Declaration in accordance with the [Electronic Transactions Act 2000 \(NSW\)](#) and is taken to have accepted any conditions shown on the NSW Government eTendering website;
- d) Affirms that it is aware of and will comply with the [NSW Code of Practice for Procurement 2005](#); and
- e) Agrees to cooperate with FACS in the tender evaluation process and consents to FACS obtaining further information about the Tenderer as provided for in the Conditions of Tendering.

PERSON MAKING THE TENDERER'S DECLARATION			
Name and Title			
Date		Tenderer's Reference number (optional)	