

REQUEST FOR PROPOSALS

AMENDMENTS TO THE TEXT

REGISTRATION & FORUM DATES:

Registration of interest by Community Organisations is from Monday, 10 November 2008 to **19** December 2008

IMPORTANT INFORMATION FOR PROVIDERS

Clause 4 - LODGEMENT OF PROPOSAL

Details for lodgement of Proposals are set out on the Cover Page of this RFP and in clauses 13, 14 and 15 of the Conditions of Proposal.

Prospective Proposers should note that one of the permitted methods of lodgement is electronic lodgement into the specified Electronic Tender Box. Details for electronic lodgement are set out in Clauses 14 and 15 of the Conditions of Proposal.

By lodging a Proposal, a Proposer may become bound by the Conditions of Proposal and in particular, clauses 3, 4, 5, 12, 13, 14, **17 and 18** of the Conditions of Proposal.

PART ONE – CONDITIONS OF PROPOSALS

CONTENT, FORMAT AND LODGEMENT OF PROPOSALS

Numbering starts at 6

Clause 13 – NON-ELECTRONIC LODGEMENT OF A PROPOSAL

13.3 Proposal submitted by facsimile before the Closing Time will be considered only if an identical proposal, complying with this RFP, marked in accordance with Clause 14.2 is despatched on the same day and is delivered to either the Proposal Box (by hand), or the Department (by mail), within two Business Days after the Closing Time.

Pricing information should not be submitted by facsimile, but must accompany the proposal in a separate sealed envelope clearly marked “Pricing Information” and marked with the other information required by clause **13.2.**

13.4 By lodging a Proposal in accordance with clauses **13.2 and 13.3** of the Conditions of Proposal and in consideration of the Department commencing evaluation of the Proposal, the Proposer agrees to be bound by the Conditions of Proposal and in particular, clauses 3, 4, 5, 12, 13, **14, 17 and 18** of the Conditions of Proposal.

Clause 18 – FORMATION OF AN AGREEMENT

18.3 Except as provided in Clauses **12 and 17** no contractual relationship or other obligation arises between the Department and a Proposer, for the supply of the Department's Requirements, until the Department and the successful Proposer formally exchange signed counterparts of the Service Agreement. This clause applies despite any oral or

written advice to the Proposer that a Proposal is successful or has been, or will be, accepted.

CONTENT, FORMAT AND LODGEMENT OF PROPOSALS

Clause 21 – SPECIAL CONDITIONS

21.2 (c) NON-SATISFACTION OF CONDITION

If the condition under either clause **21.2(a)** or clause **21.2(b)(i)** of the Conditions of Proposal is not satisfied, the Department may reject the Proposal and consider other Proposals.

PART TWO – SPECIFICATION

Clause 5 – REPORTING REQUIREMENTS

No section 6

7 INFORMATION TO BE PROVIDED BY THE PROVIDER

7.1 Providers are required to provide the following documentation and information, according to the Evaluation Criteria set out in Section **16.5** of the Conditions of Proposal, as part of the their proposal submission:

- Complete and submit the Proposal Form at attachment B, and attach all information specified; and
- Not alter any proposal document except as required.
- Proposals must be signed by an authorised officer of the organisation/s submitting the proposal.
- Proposals should include a brief organisation profile (history, culture, location, experience in providing community based services, funding sources, management and governance structure and infrastructure), together with their Australian Business Number (ABN) and a copy of their most recent annual report (including audited financial statements) if relevant and available unless such information has already been provided to the Grants Unit of the Department.
- Proposals are to detail any required establishment costs.
- Costs detailed by the provider should not include GST.
- In responding to Qualitative Evaluation Criterion B (Part One – Conditions of Proposal, Item **16.5**) it is expected that a detailed implementation plan and service model will be provided including the introduction of disability services in 2010/2011.