



Government  
of South Australia

**Department of Planning, Transport and Infrastructure**

**Application Guidelines:  
Professional and  
Technical Services  
Small Business Interface Advisor  
(Pre-qualification No. 17C811)**

**CONTACT FOR FURTHER  
INFORMATION**

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## Services Currently Covered by 17C811 Professional and Technical Services

Category	Services
<b>Asbestos Management</b>	<ul style="list-style-type: none"> <li>- Survey's, Site Monitoring</li> <li>- Air Monitoring</li> </ul>
<b>Contamination</b>	<ul style="list-style-type: none"> <li>- Contamination Services</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>- Environmental Planning &amp; Impact Assessment</li> <li>- Environmental Auditing</li> <li>- Environmental Training</li> <li>- Noise /Vibration</li> <li>- Air Quality</li> <li>- Dilapidation</li> </ul>
<b>Landscaping &amp; Arboriculture</b>	<ul style="list-style-type: none"> <li>- General Landscape Construction</li> <li>- Revegetation</li> <li>- Irrigation</li> <li>- Herbaceous Weed Control</li> <li>- Woody Weed Control</li> <li>- Bushcare</li> <li>- Landscape Maintenance</li> <li>- Arboriculture</li> </ul>
<b>Landscape and Urban Design</b>	<ul style="list-style-type: none"> <li>- Landscape Design</li> <li>- Urban Design</li> <li>- Irrigation Design</li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>- Indigenous Heritage</li> <li>- European Built Heritage</li> <li>- Natural Heritage</li> </ul>
<b>Pavement Engineering</b>	<ul style="list-style-type: none"> <li>- Pavement Design</li> <li>- Traffic Load Distribution</li> <li>- Traffic Counts/Counting</li> <li>- Geotechnical Testing</li> <li>- Consultant Design/Advice including Proof Engineering &amp; Verification</li> <li>- Traffic Management</li> <li>- Performance Testing – Resilient Modulus, Deflectograph, Skid Resistance</li> </ul>
<b>Rail Professional and Technical</b>	<ul style="list-style-type: none"> <li>- Alignment &amp; Track Infrastructure</li> <li>- Signalling &amp; Communication</li> <li>- Electrification</li> <li>- Stations</li> <li>- Depots &amp; Stabling Yards</li> <li>- Crossings</li> <li>- Light &amp; Heavy Passenger Rail</li> </ul>
<b>Rail Safety and Operational Performance</b>	<ul style="list-style-type: none"> <li>- Rail Safety System Investigations</li> <li>- Rail Safety Audits and Development of Safety Management Systems</li> <li>- Systems Safety Engineering</li> <li>- Human Factors Analysis</li> <li>- Risk Management</li> <li>- Safety Assurance</li> </ul>
<b>Geospatial Surveying</b>	<ul style="list-style-type: none"> <li>- Cadastral Survey</li> <li>- Engineering Survey</li> <li>- Construction Survey</li> <li>- GIS Services</li> <li>- Aerial Imagery &amp; Remote Data Capture</li> </ul>

Category	Services
<b>Structural Engineering</b>	<ul style="list-style-type: none"> <li>- Structural Design</li> <li>- Structural Drafting</li> <li>- Bridge Inspections/ Safety Audits</li> </ul>
<b>Geotechnical Services</b>	<ul style="list-style-type: none"> <li>- Geotechnical Sampling and Insitu Testing</li> <li>- Foundation and Earthworks Design</li> <li>- Slope Stability and Retaining Investigation and Design</li> </ul>
<b>Transport Planning &amp; Highway Design</b>	<ul style="list-style-type: none"> <li>- RD1 – Road Design</li> <li>- RD2 – Lighting Design</li> <li>- RD3 – Traffic Signal Design</li> <li>- RD4 - Traffic Modelling</li> <li>- RD5 – Concept Planning</li> <li>- RD6 - ITS</li> </ul>
<b>Stormwater</b>	<ul style="list-style-type: none"> <li>- Stormwater Design and Modelling</li> </ul>
<b>Construction Risk Assessment</b>	<ul style="list-style-type: none"> <li>- Risk Assessment during Initialisation, Proving and Pre-delivery Phase for projects within: Transport Investment; Strategic Planning; Policy &amp; Program</li> <li>- Risk Assessment during Initialisation, Proving and Pre-delivery Phase for projects within: Government Building &amp; Facilities Delivery; Information Technology Investments</li> <li>- Risk Assessment for Procurement Phase</li> <li>- Risk Assessment for Delivery Phase</li> <li>- Risk Assessment for Realisation Phase</li> </ul>
<b>Vegetation Services</b>	<ul style="list-style-type: none"> <li>- Ecological Survey / Assessment (Flora &amp; Fauna)</li> <li>- Tree Assessments</li> </ul>
<b>Disability Discrimination Act 1992 (DDA) Compliance</b>	<ul style="list-style-type: none"> <li>- Transport DDA Compliance</li> <li>- Premises DDA Compliance</li> </ul>

**NEW CATEGORY FOR THIS APPLICATION IS: SMALL BUSINESS INTERFACE ADVISOR ONLY**

Category	Services
<b>Small Business Interface Advisor</b>	<ul style="list-style-type: none"> <li>- Communication with small business</li> <li>- Business consultation</li> <li>- Conflict resolution</li> </ul>

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# **1 INTRODUCTION**

## **1.1 Government Agency's Requirements**

Companies wishing to be pre-qualified for 17C811 are invited to submit an application in accordance with these Guidelines. To be pre-qualified, Applicants must be able to demonstrate that they have the appropriate skills, management systems and experience in the relevant categories. The submission must contain all of the information requested in Section 2.2.

Any future work sought under 17C811 will be in accordance with State Procurement Board Goods and Services Agreement and/or Australian Standard 4122-2010 General Conditions of Contract and Special Conditions for Professional Consulting Services and will not be negotiable.

## **1.2 Additions and Amendments**

The Government Agency may amend or add to the information in these Guidelines or the Specifications at any time.

## **1.3 Accuracy of Guidelines**

The Government Agency makes no promise or representation that any factual information supplied in or in connection with this Procurement Process or Guidelines are accurate.

Information is provided in good faith and the Government Agency will not be liable for any omission from these Guidelines.

## **1.4 Your Use of Guidelines**

Without the express prior written consent of the Government Agency, you must not re-produce, re-advertise and/or in any way use the contents of these Guidelines either in whole or in part, other than for the purpose of preparing and lodging an Application.

## **1.5 Procurement Process does not create a contract**

Your Application is at your sole risk.

Nothing in these Guidelines, or Your Application must be construed as creating any binding contract or other legal relationship (express or implied) between You and the Government Agency.

# **2 YOUR APPLICATION**

## **2.1 Format of Application**

Your Application must:

- a) be in English
- b) be endorsed by an appropriately authorised officer with any alterations or prices clearly and legibly stated and any alterations initialled
- c) quote prices in Australian Dollars that are GST inclusive and, in relation to GST, must state where the GST is applicable and show that amount separately
- d) stipulate fixed prices (unless otherwise specifically required or indicated)

- e) observe word limits where specified as the Government Agency reserves the right to disregard any part(s) of Your Application that exceed any specified word limit
- f) be concise and only provide what is sufficient to present a complete and effective response.

The Government Agency may disregard any content in an Application that is illegible.

## **2.2 Application**

Your application must include the following:

- a) Schedule of rates
- b) Public Liability Insurance of \$10 million
- c) Professional Indemnity Insurance of \$5 million
- d) Organisational Structure
- e) Management Systems
- f) Work History (complete separately for each discipline for which You are applying)
- g) Qualifications and experience of key staff (complete separately for each discipline for which You are applying)
- h) Agreement to the standard contract(s), State Procurement Board Goods and Services Agreement and Australian Standard 4122-2010 General Conditions of Contract and Special Conditions for Professional Consulting Services.

## **2.3 Cost of Preparing Your Application**

You are responsible for the cost of preparing and submitting Your Application (s) and all other costs arising from Your participation in the Procurement Process.

## **2.4 Validity**

By lodging an Application You agree that the Application will remain open for acceptance by the Government Agency for the validity period specified.

## **2.5 Government Agency's Use of Your Application Materials**

Upon lodgement, all of Your Application Materials will become the property of the Government Agency.

Intellectual Property owned by You or any third parties forming part of the Application Materials will not pass to the Government Agency with the physical property comprising the Application Materials. However, You acknowledge and agree that You have the authority to grant to the Government Agency an irrevocable, royalty free licence to use, reproduce and circulate any copyright material contained in the Application to the extent necessary to conduct the Evaluation and in the preparation of any resultant contract.

### 3 SCOPE AND REQUIREMENTS

#### 3.1 Requirements

Category	General/Summary Description	Minimum qualifications	Technical Knowledge and Expertise	Deliverables (including digital format)
Small Business Interface Advisor	<p>A small business interface adviser may be provided based on business impact during construction, which will be determined by the project team. Once engaged by the Department, the small business adviser is responsible for directly liaising with businesses impacted by works and the project team to work on strategies to mitigate impacts and help promote business precincts during construction.</p> <p>The small business interface advisor will have:</p> <ul style="list-style-type: none"> <li>• Proven experience in the provision of high-level small business advice in relation to business disruption.</li> <li>• Proven experience in coordinating and delivering wide-ranging programs involving business consultation, communication, conflict resolution, management of issues, promotion and facilitation activities.</li> <li>• A detailed and authoritative knowledge of communication and consultation techniques and</li> </ul>	<ul style="list-style-type: none"> <li>• A tertiary qualification in management, business marketing or related fields, or equivalent on the job experience is recommended.</li> <li>• Knowledge of South Australian public sector policies and practices.</li> <li>• Knowledge of SA Small Business landscape.</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience in developing and devising business support frameworks.</li> <li>• Extensive experience and significant success in delivering small business continuity strategies.</li> <li>• Exemplary interpersonal, negotiation and communication skills.</li> <li>• Expertise in effectively leading change in a dynamic and challenging environment.</li> <li>• Extensive experience in providing strategic and operational advice on business related issues.</li> <li>• Highly developed conceptual, analytical and research skills, provide <b>innovative solutions</b> and make sound and timely recommendations that have significant impact for the small business, ensuring that all interests are appropriately taken into account.</li> <li>• Proven significant experience in leading, coordinating and</li> </ul>	<ul style="list-style-type: none"> <li>• Finalise and implement an effective business promotion structure for DPTI with supporting frameworks.</li> <li>• Provide strategic and operational advice to the DPTI on issues impacting or perceived to impact small business.</li> <li>• Identify emerging issues and suggest mitigations across businesses within the project catchment in a proactive and timely manner.</li> <li>• Foster and maintain strong professional working relationships to understand and manage expectations.</li> <li>• Support a culture that reflects the communication and business relations functions as complementary to DPTI's core roles and responsibilities.</li> <li>• In conjunction with DPTI, manage the development and implementation of the business plan.</li> </ul>

Category	General/Summary Description	Minimum qualifications	Technical Knowledge and Expertise	Deliverables (including digital format)
	<p>business involvement methodologies, and understanding of promotional tactics and their implementation.</p> <p>Ability to :</p> <ul style="list-style-type: none"> <li>• Communicate effectively with a range of stakeholders and businesses in a variety of different forums;</li> <li>• Work effectively, liaise, consult with and engage the support of small business; and</li> <li>• Demonstrated capacity for negotiation and advocating.</li> </ul>		<p>delivering business based recommendations involving extensive consultation, communication, conflict resolution, management of issues and facilitation activities.</p>	



## **3.2 Timeframes**

The pre-qualification is to run for 5 years, commencing on 1 September 2019.

## **3.3 Performance**

Removal of suppliers from the pre-qualification will be effected using the following methodology:

1. If any supplier does not respond to a request for quote for one year having been offered at least three opportunities to tender; or
2. Three consecutive non-conformances or three non-conformances within 1 calendar year; or
3. Failure to maintain a demonstrated ability to meet the minimum assessment requirements for the relevant disciplines due to staff changes.

Suppliers demonstrating poor performance may also be reduced to low value/ low risk engagements of <\$33 000 Inc GST subject to the following methodology:

1. Three suggested improvements within one calendar year; or
2. Two consecutive non-conformances or two non-conformances within one calendar year.

## **3.4 Contract Sites/Delivery Locations**

Packages of work may be tendered as individual projects or bundles of multiple or multi discipline contracts. Locations will be both local and rural covering the state of South Australia. Work may be required across a range of environments including Road, Rail and Marine some of which may require specific conditions of entry such as rail corridors, traditional owned lands (e.g. APY Lands) and active construction sites. The contractor is obligated to comply with all site entry pre requisites.

# **4 CONSORTIA AND SUB-CONTRACTING**

## **4.1 Consortia**

If You are a member of a consortium then your Application must stipulate which part(s) of the Government Agency's Requirements that each entity comprising the consortium would provide and how the entities would relate with each other to ensure full provision of the Government Agency's Requirements. All consortium members that are not natural persons are to provide details relating to their legal nature and any relevant corporate structure.

The Government Agency will treat You as the preferred contact person for any consortium Application.

## **4.2 Sub-contracting**

If Your Application relies on a sub-contracting arrangement, then You must stipulate in Your Application the tasks that the proposed sub-contractor(s) would undertake. You remain legally responsible for meeting the Government Agency Requirements.

## **5 PROCUREMENT PROCESS CONDUCT**

### **5.1 Your Conduct**

You must:

- a) ensure all communications are undertaken via the Contact Person
- b) declare any actual, potential or perceived conflict of interest
- c) not employ or engage the services of any person who has a duty to the Government Agency as an adviser, consultant or employee (or former adviser, consultant or employee)
- d) not apply any incentive to, or otherwise attempt to influence, any employee of the Government Agency or any member of an evaluation team at any time
- e) not engage in any collusive or anti-competitive conduct with any Supplier
- f) comply with all laws in force in South Australia applicable to this Procurement Process
- g) disclose whether You are acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s)
- h) not issue any news releases or responses to media enquiries and questions regarding these guidelines without the Government Agency's written approval.

If You act contrary to the expectations outlined above, the Government Agency reserves the right (regardless of any subsequent dealings) to exclude Your Application from further consideration.

### **5.2 Government Agency Conduct**

The Government Agency will:

- a) preserve the confidentiality of any information marked as confidential (subject to conditions concerning confidentiality)
- b) give Suppliers the opportunity to compete fairly.

### **5.3 Confidentiality**

You must identify any aspect of Your Application that You consider should be kept confidential including reasons. The Government Agency is not obliged to treat information as confidential and in the absence of any agreement to do so, You acknowledge that the Government Agency has the right to publicly disclose the information.

Any condition in Your Application that seeks to prohibit or restrict the Government Agency's right to disclose will not be accepted.

Notwithstanding any undertaking regarding confidentiality, by submitting an Application, You agree that the Government Agency may forward information relating to You or Your Application to the Australian Competition and Consumer Commission (ACCC) if the Government Agency reasonably suspects, or is notified by the ACCC that it reasonably suspects, that there is cartel conduct or unlawful collusion in relation to this Procurement Process (whether or not the suspicion relates to Your Application).

Information supplied by or on behalf of the Government Agency is confidential to the Government Agency and You are obliged to maintain its confidentiality. You may disclose

confidential information to any person that has a need to know the information for the purposes of submitting Your Application.

## **6 EVALUATION PROCESS**

### **6.1 Evaluation**

In evaluating Applications the Government Agency will consider:

- a) the Evaluation Criteria
- b) the overall value for money of the Application
- c) compliance with applicable Government Policies
- d) any other information that the Government Agency considers relevant.

Where mandatory criteria are specified in the Reference Schedule and Your Application does not comply with these criteria the Government Agency may choose not to further evaluate Your Application.

The Government Agency may in its absolute discretion:

- a) take into account any relevant consideration when evaluating Applications
- b) invite any person or entity to lodge an Application
- c) allow a Supplier to change its Application
- d) consider, decline to consider, or accept (at the Government Agency's sole discretion) an Application lodged other than in accordance with these guidelines.
- e) seek further information from You regarding Your Application including but not limited to requests for additional information or presentations by, or interviews with You or Your key personnel
- f) seek and evaluate relevant financial viability data concerning any Suppliers' business and related entities including seeking any assistance from third party providers
- g) make enquiries of any person or entity to obtain information about any Supplier and its Application (including but not limited to the referees)
- h) visit facilities operated by any Supplier, proposed subcontractors of any Supplier and/or by their customers in order to assess their capabilities and performance (at a mutually convenient time).

### **6.2 Schedule of Rates**

The Schedule of Rates submitted with this Pre-qualification will apply for a period of 24 months after the Execution Date. The cost for all equipment shall be included in the rates.

The Schedule of Rates will be used:

- (a) For estimating projects; and
- (b) As the maximum Rates charged by the Contractor.

## 6.3 Performance Evaluation

The Principal's Representative will provide performance evaluation feedback to the Contractor on the following criteria at the completion of a contract by completing a "Contract Review Form":

- (a) Quality of documentation, including clear objectives and scope, complete, concise, accurate and realistic description of requirements, issues and risks addressed.
- (b) Contract management performance including timeliness and adequacy of response to requests, practicality and reasonableness of specification interpretations, cooperation and communication.

The Contractor may provide comment on this evaluation and provide performance evaluation feedback to the Principal's Representative on the following criteria:

- (a) Project Deliverables/Requirements, including technical capacity, methodology and communication, compliance with relevant standards, guidelines and procedures, standard of deliverables.
- (b) Timeliness, including milestone dates achieved and service completed on time, timeliness in communicating issues and concerns, timely and adequate response to additional client requirements.

The results will be taken into consideration when allocating future work packages.

The Principal's Representative may evaluate and review Contractor performance and quality of work at any stage during the course of the Pre-qualification.

## 6.4 Negotiation

The Government Agency may choose to:

- a) enter into negotiations with You or any Supplier (including parallel negotiations with more than one Supplier) in order to vary its Application on grounds of capability / capacity, technical issues, cost, effectiveness, to finalise agreement on the terms of the contract, or any other matters
- b) re-evaluate Applications generally after any negotiation
- c) suspend, discontinue or terminate at any time negotiations with You or any Supplier or any other person or organisation
- d) negotiate with You or any Supplier for the provision of any part of the Government Agency's Requirement and negotiate with any other Supplier with respect to the same or other parts of the Government Agency Requirement and to enter into one or more contracts for part or parts of the Government Agency's Requirement
- e) negotiate at any time with any organisation that is not a Supplier and enter into a contract in relation to the Government Agency Requirement or any part of the Government Agency's Requirement with that organisation on such terms as the Government Agency, at its absolute discretion, considers appropriate
- f) seek best and final applications from all or some of the Suppliers. Irrespective of the Government Agency's right to negotiate and/or seek a best and final application, You are bound by Your Application, and if selected, You must be willing to enter into a contract on the basis of Your Application.

## **7 GOVERNMENT POLICIES**

South Australian Government policies apply to all South Australian Government purchasing and related activities.

### **7.1 Employment of Ex-Government Employees**

Unless an exemption has been granted by the Treasurer, the Government Agency will not accept the services of any former public sector employee, either directly or through a third party, for a period that corresponds with the number of weeks of a targeted voluntary separation package received from the South Australian Government, where such engagement may breach the conditions under which the separation package was paid to the former public sector employee.

### **7.2 Disclosure of Government Contracts**

If a contract is entered into, the Government Agency may disclose that contract and/or information in relation to it in either printed or electronic form and either generally to the public or to a particular person as a result of a specific request.

### **7.3 Allocation of Risk - Liability**

On 25 July 2016 the South Australian Cabinet approved a policy that for low to medium risk standard government procurement contracts, a supplier's liability will be capped at a multiple of between 1 and 5 of the total contract value with the multiple to be based on a risk assessment conducted by the procuring government agency.

For high risk government procurement contracts, the procuring government agency will conduct a risk assessment and in consultation with SAICORP and the Crown Solicitor's Office, include appropriate clauses dealing with risk and liability based on that risk assessment.