

**INVITATION**

**THE PROVISION OF**

**COMMUNITY ENGAGEMENT AND COMMUNICATIONS SERVICES**

**(PANEL AGREEMENT No. 16C002)**

|  |  |
| --- | --- |
|  |  |
|  |  |
| **APPLICATIONS MAY BE EITHER:** | Be complied on a USB memory device or CD and either:* posted to GPO Box 1533, ADELAIDE SA 5001; or
* delivered to 77 Grenfell Street, ADELAIDE SA 5000; or

**Emailed to** **DPTI.Tenders@sa.gov.au**Note: If submitting via email, please phone (08) 8343 2029 to confirm receipt. Also, it may be necessary to split the application into several emails to keep it to an acceptable size. |

**INTRODUCTION AND INVITATION**

The Department of Planning, Transport and Infrastructure (DPTI) works as part of our community to deliver effective planning policy, efficient transport and social and economic infrastructure. Its responsibilities include the delivery of major road, rail, marine and building projects for the South Australian Government.

The State Government has committed to placing community engagement at the core of decisions through the Government’s ‘*Better Together: Principles of Engagement’* program. Through this program, DPTI is fostering a culture of effective stakeholder and community engagement to better inform decision-making processes. Community engagement is complementary to, but distinct from other forms of government interaction with the public. The DPTI Customer, Community and Public Affairs unit uses a number of strategic communications including writing, design and production to complement community engagement activities to meet community needs and expectation.

DPTI intends to supplement its “in house” communication and community engagement resources with external Professional Services Contractors. Generally, these Professional Service Contractors will be required to provide suitably experienced and qualified personnel to join the DPTI communication and community engagement teams. DPTI will seek applications from communication and community engagement professionals to join a panel of preferred suppliers of community engagement services that may include the following:

* The provision of high-level advice (when required) in relation to options and alternative modes of community engagement, communication and design.
* Graphic design, mapping and illustration
* Animation and video
* Market research
* Photography
* Event management
* Facilitation and stakeholder management
* Editing and writing.

Applications will be evaluated by DPTI and those considered suitable will be invited to sign a formal Panel Agreement. DPTI may from time to time request the panel members to provide the professional services.

The role undertaken by the Professional Services Contractors will depend on the size, complexity and nature of the project. DPTI has established internal systems for the management of transport infrastructure contracts / projects and building infrastructure contracts / projects.

This will be an “open panel”. Unless there is a substantial change in the anticipated workload, DPTI will consider new applications during the term of this panel.

\_\_\_\_\_\_\_\_\_\_\_\_

**CONTENTS**

Conditions of Submission including:

CS Annexure A: Application Details.

CS Annexure B: Assessment of Submissions.

Schedule of Agreement Documents

Statement of Requirements

Annexure to the DPTI Panel Agreement – Professional Services

Application Form

Schedules

**CONDITIONS FOR SUBMISSION OF AN APPLICATION**

**FOR A PANEL CONTRACT**

The DPTI Conditions of Submission for a Panel Agreement apply to this invitation and are available from the following website:

<http://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2>

The Annexures to the Conditions of Submission, which are included in this document, are to be read in conjunction with the Conditions of Submission from the above website.

\_\_\_\_\_\_\_\_\_\_\_\_

**CS ANNEXURE A**

**APPLICATION DETAILS**

**APPLICANTS MUST SUBMIT THE FOLLOWING IN THE SUBMISSION:**

Application Form

The following Schedules:

1. Fee Schedule.
2. Disbursement Schedule.
3. Certificate of Currency of Public Liability Insurance and Professional Indemnity Insurance.
4. Statement of company experience relevant to this Application and track record of company (including referees).
5. Schedule of nominated personnel and back-up personnel, including:
	1. Qualifications and relevant experience (including Curriculum Vitae’s).
	2. Expected availability, accessibility, level of input and their usual location.
	3. Ability to provide the service levels specified in the “Scope of Services” of the Statement of Requirements.
6. Statement of Intent: Industry Participation Policy

\_\_\_\_\_\_\_\_\_\_\_\_

**CS ANNEXURE B**

**ASSESSMENT OF SUBMISSIONS**

Submissions will be evaluated in accordance with the following process:

1. Assessment for Completeness and Compliance.
2. Non-price Assessment.

A Non-Price score will be determined using the following criteria and weightings:

|  |  |
| --- | --- |
|  | **Weighting****(%)** |
| * Demonstrated company knowledge, expertise, experience and track record
 | 10 |
| * Experience, ability and accessibility of the nominated personnel
 | 60 |
| * Notional Price
 | 30 |

1. Determination of a Notional Price

The notional price, which is to be used for the purpose of submission comparison only, will be calculated on an assumed number of hours for personnel of varying levels of skills and experience.

Disbursements for travel and accommodation will be taken into account when calculating the notional price.

1. Selection of Preferred Applicants

The Non-price Score will be used to assist with the selection of those companies which will be invited to join the panel. The Evaluation Panel may take into account an Applicant’s expertise in specialised areas to ensure that DPTI has access to a wide range of skills appropriate to different types of projects and contracts.

1. Finalisation of Agreement.

The above is only a summary of the evaluation process and other factors may be taken into account in the selection of the successful Applicant(s).

\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULE OF AGREEMENT DOCUMENTS**

The Services shall be provided in accordance with the following documents, which comprise the Agreement:

1. Instrument of Agreement
2. Statement of Requirements
3. Panel Agreement – Professional Services (available from: <http://www.dpti.sa.gov.au/contractor_documents/dpti_general_conditions_of_contract>)
4. Annexure to the Panel Agreement
5. Contractor’s Submission

**STATEMENT OF REQUIREMENTS**

**CONTENTS**

1. Scope of Services
2. Quotations
3. Rise and Fall
4. Disbursements
5. Quotations
6. Invoicing
7. **INTRODUCTION**

On behalf of the Principal, the Department of Planning, Transport and Infrastructure (DPTI) works as part of our community to deliver effective planning policy, efficient transport and social and economic infrastructure. Its responsibilities include the delivery of major road, rail, marine and building projects for the South Australian Government.

The State Government has committed to placing community engagement at the core of decisions through the Government’s ‘*Better Together: Principles of Engagement’* program. Through this program, DPTI is fostering a culture of effective stakeholder and community engagement to better inform decision-making processes. Community engagement is complementary to, but distinct from other forms of government interaction with the public. The DPTI Customer, Community and Public Affairs unit uses a number of strategic communications including writing, design and production to complement community engagement activities to meet community needs and expectation.

DPTI intends to supplement its “in house” communication and community engagement resources with external Professional Services Contractors. Generally, these Professional Service Contractors will be required to provide suitably experienced and qualified personnel to join the DPTI communication and community engagement teams.

DPTI will evaluate Applications and will invite suitably qualified Applicants to sign a formal Panel Agreement. Once established, DPTI may from time to time request the panel members to provide the professional services.

The role undertaken by the Professional Services Contractors will depend on the size, complexity and nature of the project. DPTI has established internal systems for the management of transport infrastructure contracts / projects and building infrastructure contracts / projects.

This will be an “open panel”. Unless there is a substantial change in the anticipated workload, DPTI will consider new applications during the term of this panel.

1. **SCOPE OF SERVICES**

Specific requirements for each work assignment will be provided.

The Contractor may be required to undertake some or all of the following activities:

1. provision of high-level advice in relation to options and alternative modes of community engagement, communication and design;
2. graphic design, mapping and illustration;
3. animation, video editing and production;
4. communications planning and publications;
5. branding, campaigns and marketing including Corporate signage;
6. website development;
7. editing, editorial, media and social media services including public relations;
8. market research and evaluation of telephone answering services and surveys;
9. photography – still, time lapse and aerial;
10. letter box drops, distribution or door knocking;
11. provide promotional staff;
12. exhibitions and displays;
13. manage event management and entertainment (face painters, balloon artists, etc.), catering and event hire;
14. stakeholder management and facilitations (including tools such as Consultation Manager).
15. **RISE AND FALL**

This Agreement is not be subject to adjustment for rise and fall in costs for the first 12 months from the establishment of the Panel. At the end of this period Panel members may resubmit hourly rates for the nominated personnel, which have been adjusted in line with the appropriate labour indices available from the Australian Bureau of Statistics.

1. **DISBURSEMENTS**

Separate payment will not be made for travel within 50 km of the Adelaide GPO; this cost is deemed to be included in the Fee Schedule. If air travel is required, payment will only be made for economy class. Payment for overnight accommodation will only be made with the prior agreement of the Principal.

1. **QUOTATIONS**

The Principal may either:

1. engage a Panel Member without seeking Quotations, in which case the rates included in the schedules will apply to the provision of the Services; or
2. seek Quotations from two or more Panel Members, in which case the Upper Limiting Fee or Schedule of Rates submitted will apply to the provision of the Services.
3. **INVOICING**

The Contractor’s invoices must clearly identify:

1. clear, itemised details of all work requiring payment;
2. the Purchase Order provided by the Principal;
3. Contract No. 16C002; and
4. the name of the DPTI Customer, Community and Public Affairs section.

Invoices shall be submitted via one of the following methods:

Post: PO Box 11027, Adelaide, 5001, or

Email (attached as a PDF) to: APinvoices@sharedservices.sa.gov.au.

.

\_\_\_\_\_\_\_\_\_\_

**ANNEXURE TO THE DPTI PANEL AGREEMENT – PROFESSIONAL SERVICES**

| Term of Agreement | Expiry Date: 31 December 2020, which may be extended by the mutual agreement of the parties. |
| --- | --- |

Notwithstanding the definition of “Item” in clause 1 of AS4122 – 2010 General Conditions of Contract, a reference to an *Item* in the General Conditions of Contract is a reference to the corresponding item set out in the following table:

| ***Item*** | ***Clause or Subclause Referenced*** |  |
| --- | --- | --- |
| 1 | 1.1 | The Minister for Transport and Infrastructure a body corporate established pursuant to the Administrative Arrangements Act, 1994 (SA), of 136 North Terrace, Adelaide, South Australia, 5000,is the Principal.ABN: 92 366 288 135 |
| 2 | 1.1 | The Contractor is the entity named in the DPTI Panel Agreement for Professional Services. |
| 3 | 1.1 | The *Contract Documents* comprise of: the DPTI Panel Agreement for Professional Services, this Annexure to the A the Statement of Requirements and the Contractor’s submission. |
| 4 | 1.1 | The Scope comprises of those *Services* described in the request for quotation  |
| 5 | 5.1 | The *Services* will be suitable for the purpose(s) described in the Statement of Requirements. |
| 6 | 6.1 | TheDirector Contracting, Department of Planning, Transport and Infrastructureof77 Grenfell StreetADELAIDE SA 5000 is the Principal’s Representative. |
| 7 | 6.2 | The Contractor’s Representative will be the person nominated in writing by the Contractor or nominated in the Contractor’s quotation. |
| 8 | 10.1 | Payment to the Contractor will be determined on the basis of Schedule of Rates and/or Upper Limiting Fee as detailed in the payment schedules. |
| 9 | 10.2 | The payment of disbursements and expenses shall be made in accordance with the Schedule of Disbursements. |
| 10 | 10.3 | Payment claims must be made by the last *Business Day* of each month. |
| 11 | 10.6 | The Principal will make payment within 30 *Business Days* of receipt of a claim for payment  |
| 12 | 10.9 | The interest rate applicable to overdue payments is the rate prescribed under the [*Supreme Court Act 1935*](http://www.legislation.sa.gov.au/index.aspx?action=legref&type=act&legtitle=Supreme%20Court%20Act%201935) *(SA)* in respect of judgment debts of the Supreme Court. |
| 13 | 12.1 | The *Services* must be completed by the date nominated in the Request for Quotation  |
| 14 | 12.3(c) | There are no other causes of delay for which the Contractor is entitled to an extension of time with costs. |
| 15 | 13.2 | There are no *Approvals* required to be obtained by the Contractor. |
| 16 | 18 | The key personnel are as nominated in the Contractor’s quotation or this Agreement. |
| 17 | 19.2 | Any existing conflicts of interest are set out in the Contractor’s quotation or this Agreement. |
| 18 | 21.3 | Alternative 2 applies to *Intellectual Property Rights* |
| 19 | 21.3 | Any excluded *Intellectual Property Rights* are set out in the Contractor’s tender. |
| 20 | 21.4 | $10 is payable to the Contractor on demand for the granting of Intellectual Property Rights to the Principal. |
| 21 | 22.1 | Clause 22 (Moral Rights) does not apply |
| 22 | 23.1 | Refer Special Condition 6.1 |
| 23 | 24.4 | If any suspension lasts longer than 3 months, the Contractor may terminate this *Contract*. |
| 24 | 29.1 | The Contractor’s liability is limited to 5 time the Fee |
| 25 | 30.2 | Public Liability insurance: $10 million |
| 26 | 30.4 | Professional Indemnity insurance: $5 million  |
| 27 | 30.4 | Not Applicable |
| 28 | 30.7 | The Principal will not effect any insurance. |
| 29 | 33.1 | The address for the service of notices to the Contractor is as shown on the Agreement. The address for the service of notices to the Principal is the address of the Principal’s Representative. |
| 30 | 35 | The laws of South Australia govern this *Contract*. |
| 31 |  | This *Contract* is amended by these Special Conditions of Contract, which also replace Annexure Part B to the General Conditions of Contract. |

\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FORM**

**TO THE GENERAL MANAGER:**

**THE PROVISION OF COMMUNITY ENGAGEMENT AND COMMUNICATIONS SERVICES**

**(PANEL AGREEMENT)**

I/We the undersigned, do hereby apply to perform the above mentioned services in accordance with the Invitation Documents.

Company Name ..................................................................................................................................

(BLOCK LETTERS)

ACN ......................................................................... ABN ................................................................

Address ...............................................................................................................................................

Telephone No. ............................................................... Mobile No. ………………………………

Email Address …………………………………………………………………………………….

Signature of Applicant .................................................... Name ..........................................................

Position in Company ............................................................................................................................

Signature of Witness ............................................ Name of Witness ...................................................

Dated the ................................................................... day of ............................................... 20 .......

**SCHEDULE 1**

**FEE SCHEDULE**

RATES AND AMOUNTS SHALL BE EXCLUSIVE OF GST

|  |  |  |
| --- | --- | --- |
| **Nominated Persons\*** | **Title / Position** | **Hourly Rate****($/hr)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*The Applicant may insert as many lines as are appropriate. Applicants may also provide daily rates and rates for the provision of long term services.*

**SCHEDULE 2**

**DISBURSEMENTS**

ALL ITEMS SHALL BE LISTED AND SHALL BE EXCLUSIVE OF GST

|  |  |  |
| --- | --- | --- |
| **Item****No.** | **Description** | **Amount****($)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SCHEDULE 3**

**CERTIFICATE OF CURRENCY OF INSURANCE**

*The Applicant is to insert copies of relevant certificates of currency for Public Liability Insurance and Professional Indemnity Insurance*

**SCHEDULE 4**

**COMPANY EXPERIENCE**

*The Applicant is to provide a statement of company experience relevant to this Application and track record of company (including referees).*

**SCHEDULE 5**

**NOMINATED PERSONNEL**

*The Applicant is to provide a Schedule of nominated personnel and back-up personnel, including:*

* 1. *Qualifications and relevant experience (including Curriculum Vitae’s).*
	2. *Expected availability, accessibility, level of input and their usual location.*
	3. *Ability to provide the services specified in Statement of Requirements.*

**SCHEDULE 6**

#

# sOUTH AUSTRALIAN INDUSTRY PARTICIPATION POLICY

# declaration of intent TEMPLATE

# *MEASURING Economic Contribution FROM Employment,*

# *investment & SUPPLY INPUTS*

This template is designed for:

* Businesses tendering to gain a position on a panel, and
* Businesses responding to an EOI or early market approach for an opportunity that will likely require the submission of an Employment Contribution Test (ECT) or IPP Plan at a later stage.

Completing this IPP Declaration of Intent is a mandatory requirement when specified in Panel and EOI/Early Approach to Market tender documents. The tender will be classed as non-compliant if this requirement is not met.

Guiding documents including the South Australian Industry Participation Policy, Procedural Guidelines and Frequently Asked Questions are available at <http://dpc.sa.gov.au/office-industry-advocate>.

The Office of the Industry Advocate is available to assist with requests for information on IPP requirements.

Please phone (08) 8226 8956 or email: DPCOIAIndustryParticipationPlans@dpc.sa.gov.au.

# business details

|  |  |
| --- | --- |
| **Business Name** |  |
| **Project Manager** |  |
| **Telephone** |  | **Email** |  |
| **What is your physical presence in South Australia?***(you can tick more than one)* | Head Office☐ | Branch Office☐ | Warehouse☐ | Other(please specify☐ |
| **Location of physical presence** |  |  |  |  |

|  |
| --- |
| **Industry Capability Network (ICN) Gateway***You are encouraged to be registered on the Industry Capability Network (ICN) Gateway* [*http://gateway.icn.org.au*](http://gateway.icn.org.au) |
| **Please indicate your ICN Gateway Company Reference Number** |  |

|  |  |
| --- | --- |
| **Panel / EOI Title** |  |
| **Reference Number (if available)** |  |
| **Responsible Government Agency** |  |
| **Tender value ($AUD)**(This is the total value of your tender, including GST, including all options and for the life of the contract including all possible extensions) |  |
| **Will this contract deliver mainly to:** | ☐ Metropolitan Adelaide | ☐ Regional South Australia |

# DECLARATION

|  |
| --- |
| Declaration |
| As a duly authorised officer of the Business, I am familiar with the [South Australian Industry Participation Policy](http://www.dpc.sa.gov.au/sites/default/files/pubimages/documents/Office-of-the-Industry-Advocate/Industry_Participation_Policy.pdf), and the Business’s responsibilities under this policy.If awarded a contract for which this Declaration of Intent has been prepared that falls within the scope of the IPP, the Business will:* Complete an Employment Contribution Test (ECT) or [Industry Participation Plan](http://www.dpc.sa.gov.au/sites/default/files/pubimages/documents/Office-of-the-Industry-Advocate/Standard_IPP-Template.doc) at RFT stage or at contract negotiation (as indicated by the Responsible Government Agency) and meet the commitments given in the Test/Plan, and
* Commit to promoting economic contribution to the State including for employment outcomes and economic growth
 |
| **Signature:** |  | **Date:** |  |
| **Name (print):** |  | **Position:** |  |