

Schedule 5 – Request for Quotation

Note to Service Provider:

This Schedule 5 provides a Request for Quotation (RFQ) template that includes the typical information that an Agency will provide to the Service Provider to request a quotation for the provision of Management Advisory Service to an Agency, as detailed in clause **Error! Reference source not found.** of the Head Agreement. It is intended that the RFQ will be provided as a smart form. The intent of this template and any smart form is to achieve a high level of standardisation and consistency in Agency RFQs to provide efficiencies to Agencies and Service Providers, however, it will not be mandatory that Agencies use this RFQ Template or any resulting smart form to request quotes from Service Providers.

1. Introduction

- 1.1. This RFQ is issued under clause 11.2 of the Head Agreement between the Service Provider and the Department of Finance.

<u>Request For Quotation for Services</u>	
<i>Agency Information</i>	
Agency	Australian Communications and Media Authority
Agency File Reference	55 386 169 386
RFQ Reference	25ACMA095
Agency Representative	Name: [REDACTED] Position: Research Analyst, Research and Analysis Section Address: 360 Elizabeth Street, Melbourne 3000 Email: [REDACTED] Contact number: [REDACTED]
<i>RFQ and Proposed Order Details</i>	
RFQ Release	4 February 2025
RFQ Closing	9:00am AEDT, 18 February 2025
Proposed Order Commencement Date	11 March 2025
Proposed Order Term and/or Completion Date	30 June 2027
Options to extend	The ACMA reserves the right to renew the contract for two further CSC surveys and/or directly-related services. This is dependent on the satisfactory completion of the previous services and availability of budget. A quote will be requested for any subsequent services prior to any contract extensions and subject to a value for money assessment and final confirmation by the ACMA. Contract extensions are dependent on satisfactory completion of previous services and availability of budget.

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	The Agency would provide written notice of any extensions to the Service Provider prior to the Order Completion Date.
Milestones	Please see attached Detailed Statement of Work that contains details of the Milestones and Milestone payments required.
<i>Statement of Work</i>	
Service Area	Commercial Management Advisory Services
Service Category	Research
Service Sub-category	Research and Data Collection
Detailed Statement of Work	Please see attached Detailed Statement of Work
Deliverables	Please see attached Detailed Statement of Work that contains details of the Deliverables required
Subcontractors	The Service Provider may nominate subcontractors to provide some or all of the Services; all will need to be pre-approved by the ACMA.
Location	Not Applicable
Fees	<p>The agency is seeking a competitive fee that covers the Services described in this RFQ, that includes of both quantitative and qualitative components. All costs provided should be broken down into key components as well as showing totals separately for the quantitative and the qualitative components.</p> <p>Please see attached Detailed Statement of Work that contains further details of the Fees required.</p>
Payment Terms	20 calendar days for all invoices
Travel	Not applicable – there are no travel requirements for this project.
Agency Material	Any relevant agency material required for the conduct of these services will be provided in a timely manner. All required conflict of interest declarations and confidentiality agreements must be in place prior to the provision of any such agency material.
Existing Material	Terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667).

Contract Material	<p>Restrictions on use of Contract Material</p> <p>All material collected or created for these services will remain confidential and the property of the ACMA. It can be used by the Supplier for the purposes of this Order of Services only.</p> <p>Restrictions on use of Service Provider's name, trade name or logo</p> <p>The Service Provider must obtain prior written permission to use the ACMA's name or logo for any purpose in relation to these Services.</p> <p>All other terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667).</p>
Confidential Information	<p>Requirements as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667) apply.</p> <p>Note identifiable details will be provided as a sample file. All confidential details should be used and stored in full compliance with all legislation and other requirements of the RFQ.</p>
Key Personnel Requirements	
Required Qualifications and Experience	<p>Please see attached Detailed Statement of Work that contains details of the Key Personnel required.</p> <p>Security clearance required: No</p>
Other Requirements for Key Personnel	<p>Please see attached Detailed Statement of Work that contains details of the Key Personnel required.</p> <p>Security clearance required: No</p>
Additional Requirements	
Agency Data Storage Requirements	<p>Terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667).</p>
Agency Security Requirements	<p>Terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667).</p>
Security Clearance Requirements	<p>Terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667).</p>
Liability	<p>Terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667).</p>
Agency Insurance Requirements	<p>Terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667).</p> <p>Please upon providing a response quoting the scope of work sought in this RFQ, outline your organisation's insurance information to the procuring Agency, to confirm compliance against Clause 18 of the MAS Panel Head Agreement.</p>
Agency Service Levels	<p>Terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667).</p> <p>In addition, please see attached Detailed Statement of Work that includes details of service levels, standards and the Milestones required.</p>

Conditions/Restrictions for Personal Information	Terms as per the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667). In addition, please see attached Detailed Statement of Work that includes details of standards required.
Other Additional Requirements	Not Applicable
<i>Commonwealth Policy Requirements</i>	
Shadow Economy Policy	Not Applicable]
Indigenous Procurement Policy	Not Applicable
Australian Industry Participation Plan	Not Applicable
<i>Evaluation Criteria</i>	
<p>Responses to this RFQ will be evaluated against the following criteria:</p> <ol style="list-style-type: none"> 1. The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk. 2. The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes. 3. The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work. 4. The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work [include any relevant qualifications, certifications, etc. required]. 5. The professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract. These include: the Privacy (Market and Social Research) Code 2014 and The Research Society Code of Professional Behaviour, the Australian Privacy Principles under the Privacy Act 1988 (Cth). Membership of The Research Society and QPR accreditation, as well as other quality standards of Key Personnel and/or the Supplier will be viewed favourably. 6. The extent to which the level and structure of fees proposed provides value for money for the Australian Government. 	
<i>Responding to this RFQ</i>	
<p>The Service Provider is required to complete the following information:</p> <p>[Service Provider's Representative]</p> <p>[Service Provider's Name]</p> <p>[Service Provider's Address]</p> <p>[Service Provider's ABN]</p> <p>[Service Provider's email address]</p> <p>In responding to this RFQ, the Service Provider should:</p>	

1. describe its understanding of the Services required, including the identification of any key challenges and the management of risk
2. detail its capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes
3. detail its organisational experience in providing the similar services to the services described in the Detailed Statement of Work
4. detail the relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work including any qualifications, certifications, affiliations that the nominated Key Personnel have
5. describe the professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.

The Service Provider is also required to:

- identify any subcontractors nominated to provide the services and their role in the delivery of the services
- disclose any conflicts of interest it would have with the delivery of the Services
- include any information in its respond that it requests to remain confidential.

Service Provider Confidential information	Period of Confidentiality