

<b>Request for Quotation</b>	
RFQ Number:	RFQ2122-68
RFQ Title:	Goondiwindi Region Local Employment Roadmap Coordination
Closing Date & Time:	5pm Tuesday 30 <sup>th</sup> November, 2021
Contact Person:	Samantha Noon Phone: 0428 819 932 Email: snoon@grc.qld.gov.au

## 1. PROJECT SPECIFICATIONS

### 1.1. Overview

Goondiwindi Regional Council "Council" are seeking quotations for the facilitation of the newly developed Goondiwindi Region Local Employment Roadmap ("the Roadmap") to assist local employers to address identified challenges in relation to local employment. The Roadmap project work is able to begin due to initial financial support provided by the Inland Rail Queensland Social Performance department.

The region's business sector, like many other regional areas throughout Australia, has been impacted through a tightened labour market, resulting from a combination of factors including Covid-19 and bumper agricultural activity after long periods of drought.

The Goondiwindi Region Local Employment Roadmap is a collaboration of local employers to deliver improved human resource outcomes for the business community, and focuses on concepts of business sector collaboration, marketing strategy and local business capacity improvement. The employer group has identified three broad project areas for priority action:

- Sharing of an employment attraction and recruitment specialist between numerous businesses
- Development and implementation of a marketing strategy to promote the benefits of living in the Goondiwindi Region (includes the utilisation of a bespoke jobs platform)
- Development of a migration strategy to allow for international workers to live and work within the region

### 1.2. Work Details

Council is requesting quotations to provide the following coordination services attributed to the actioning of the Roadmap:

- Coordinate key actions and complete detailed project planning for identified solutions in the Roadmap and as prioritised by local employers
- Engage with relevant industry representatives, local business and individuals to foster clear lines of communication and collaboration
- Act as administration for the digital jobs platform, and distribute data reports and other collateral as appropriate
- Manage project budgets and engage with local contractors where necessary
- Find external sources of funding for road map projects and implementation
- Monthly reporting of project outcomes to Council and the Inland Rail Queensland Social Performance Advisors.

Success of a quotation will include consideration toward the following concepts, and will be independently assessed by a panel consisting of Council, Inland Rail and local business representatives:

- Demonstration of existing connection to local business throughout the entire Goondiwindi Region Local Government Area

- Assessment on capacity to deliver projects identified in the Roadmap and as prioritised by local employers, determined by the organisation/individuals demonstrated skill set in recent bodies of work
- Willingness to facilitate the sustainability of the project via demonstration of commitment to continued service delivery beyond the initial funding period

### 1.3. Assets

Council will provide the following assets to the successful applicant to assist in the coordination of the Roadmap:

- A copy of the Roadmap and associated stakeholder engagement findings
- Access to existing marketing collateral
- Contact details for engaged local employers in the Roadmap project
- Guidance on project delivery from Council economic development team

### 1.4. Budget

Council has \$21,000 plus GST allocated to this project.

### 1.5. Quote details

Please include detailed costings for the following in your quote:

- Coordination of the Roadmap priority actions
- Engagement of proposed local contractors to conduct project work

Proposals should also include:

- Timeline for project implementation
- Applicant's experience and evidence of connection to Goondiwindi Region businesses

### 1.6. Timeframe

Quote due 5pm Tuesday 30<sup>th</sup> November, 2021

## 2. QUOTATION RESPONSE

### 2.1. Conformity with Quotation Terms and Conditions

The following signed statement should be included in the Quotation Submission.

I declare that I have read and understand the project specifications, and Conditions of Quotation, and hereby submit a submission for RFQ2122-68 – Goondiwindi Region Local Employment Roadmap Coordination.

Contact Person:			
Business Name:			
Contact Details:	Phone No:		Email:
Signature:		Date:	

### **3. CONDITIONS OF QUOTATION**

#### **3.1. Quotation Prices**

- 3.1.1. Prices Quoted are to be on a Lump Sum basis.
- 3.1.2. All prices for goods and/or services offered are to be fixed for the term of the Contract. Quotation prices must include Goods and Services Tax (GST).
- 3.1.3. Unless otherwise indicated, prices Quoted must include delivery to and unloading at the site specified in the Project Specification. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

#### **3.2. Lodgement of Quotations**

- 3.2.1. All enquiries and submissions must be lodged via [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au) ('Attn: Samantha Noon – RFQ2122-68' in the subject line). Submissions received in hard copy or telephone will not be considered.

#### **3.3. Quotation Closing Date & Time**

- 3.3.1. Quotations shall close at the specified Closing Date & Time.
- 3.3.2. Council may extend the Closing Date & Time at its discretion.
- 3.3.3. Council will not accept late submissions.
- 3.3.4. Council will accept no responsibility in the event that a Quotation is not received by the Closing Date & Time.

#### **3.4. Opening of Quotations**

- 3.4.1. Quotations will not be opened publicly and a schedule of rates will not be made available.

#### **3.5. Evaluation Process & Criteria**

- 3.5.1. Quotations shall be evaluated using the following criteria:
  - (a) Value for money;
  - (b) Past performance;
  - (c) Relevant experience and expertise including relevant local knowledge;
  - (d) Availability to meet specified timeframes;
  - (e) Technical capability to undertake the project specifications;
  - (f) Demonstrated capacity to undertake the work on time and within budget;
- 3.5.2. A local preference margin of 5% shall also apply to the pricing component in the evaluation process.

#### **3.6. Acceptance of Quotations**

- 3.6.1. Council is not bound to accept the lowest or any Quotation.
- 3.6.2. Council may accept part of a Quotation.
- 3.6.3. This RFQ together with Council's written acceptance of the Quotation, shall constitute the Contract between Council and the successful Respondent.

#### **3.7. Contract Duration**

- 3.7.1. The Contract is to be completed on supply of the goods as negotiated and agreed by the Council.
- 3.7.2. However, in the event of the successful Respondent failing in any manner to carry out the Contract to Council's satisfaction, Council may forthwith determine the Contract by written notice to the successful Respondent.

#### **3.8. Canvassing of Elected Members and Council Officers**

- 3.8.1. Canvassing of elected members or Council officers will automatically lead to disqualification.

### **3.9. Cancellation of Contract**

**3.9.1.** This Contract may be cancelled under the following circumstances if the Contractor:

- (a) Breaches any Clause of the Contract; or
- (b) Supplies materials or services not to specification; or
- (c) Us unable or unwilling to service within the requested timeframe; or
- (d) Unavailability to commence work; or
- (e) Breach of any Standards, guidelines or policies relevant to the delivery of services under the Contract; or
- (f) Any Workplace Health & Safety criteria including overloading of trucks

**3.9.2.** Non-conformance with any aspect of this specification may be taken into account in the awarding of future quotes or tenders.

**3.9.3.** Council reserves the right to cancel the contract after any one or more instances of the above circumstances. If effected, cancellation will be in writing providing evidence of the search.

**3.9.4.** If the contract is cancelled, council reserves the right to use any suitable supplier whether or not such supplier was a tenderer for the contract. The use of any alternative supplier shall be in accordance with Council's Purchasing Policy.

### **3.10. Request for Information**

Enquiries regarding this Quotation may be directed to the nominated contact person.

### **3.11. Project IP**

For any content created under this funding agreement, the successful applicant grants Council a non-exclusive, transferable, royalty-free licence to use the content for the purposes of economic and community development for the Goondiwindi region.

Council will grant the successful application a non-exclusive, non-transferable, royalty-free licence to use Council's marketing assets solely for the purposes of carrying out the Roadmap priority actions region under this project.

### **3.12. Late Submissions**

Quotations lodged or received by GRC after the stated closing time will be deemed to be a late submission. A late submission will only be admitted for evaluation at GRC's discretion.

### **3.13. Conforming Quotation**

All quotation documentation must be fully completed, signed & dated to be accepted as a conforming quotation.