

Remote Sensing Services & Equipment Prequalification Scheme Overview

28 November 2018

1. Scheme information

Name of the scheme: Remote Sensing Services and Equipment prequalification scheme (ReSSE)
Scheme number: SCM5841
Scheme date: Start Date - 3 December 2018 End Date – 30 June 2023
Open to: Whole of government and other public bodies
Use of the scheme: Recommended
Scheme managed by: NSW Finance, Services & Innovation (Spatial Services)

2. About the scheme

GENERAL INFORMATION

The Remote Sensing Services and Equipment Prequalification Scheme (the scheme) covers the acquisition, processing and supply of spatial data and remote sensing services. The scheme has been established as part of the NSW Governments procurement reforms, which aim to simplify contracts and tenders and improve opportunities for small and medium-sized enterprises to do business with the NSW Government.

Scheme Structure: The scheme offers supplier lists according to contract value and risk.

- **Registered Supplier List** for low risk contracts and contracts valued up to \$150,000 (ex GST) each;
- **Advanced Supplier List** for contracts valued over \$150,000 (ex GST) each or high risk contracts.

The terms and conditions that apply to the scheme are listed in the Remote Sensing Services and Equipment Standard Agreement and Customer Terms.

Scheme Management: The scheme is administered by the Spatial Services Scheme Manager with responsibility for managing the panel categories, supporting customers in the sourcing process and running the supplier performance management system as well as other general management tasks.

The operation of the scheme is overseen by a Scheme Committee with membership from Spatial Services internal. Updates will be provided to independent organisations such as the NSW Imagery and Elevation Working Group and the Location and Leadership Group. The Scheme committee is responsible for governance of the scheme, including endorsing and participating in supplier performance reviews and providing direction and guidance on scheme operations.

Scheme Sub-panels: The sub-panels allow for the provision of a broad range of equipment, infrastructure and services that have been assessed to meet the government's requirements.

RANGE OF PRODUCTS / SERVICES

The scheme offers a panel of prequalified suppliers to provide a range of remote sensing imagery and associated data processing services, to assist NSW government agencies and other authorised buyers. The categories under this scheme are:

- Aircraft services
- Data and processing
- Remote sensing hardware and software

Category	Description	Sub-category
Aircraft Services	Remote sensing capable fixed wing aircraft and helicopters and / or their operation and maintenance	<ul style="list-style-type: none"> • Aircraft • Aircraft operation and maintenance
Data and Processing	Remote sensing data that defines the Earth's above ground and below water surface, and depict height information, vegetation, floods, and other special conditions and features. Typically collected from aerial imagery, satellite imagery, or active sensors such as LiDAR and RADAR.	<ul style="list-style-type: none"> • Satellite data capture and processing • Airborne imagery capture and processing • Airborne LiDAR data capture and processing • Radar data capture and processing • Terrestrial data capture and processing • Bathymetric data capture and processing
Remote Sensing Hardware and Software	Equipment that captures various wavelengths across the electromagnetic spectrum; and equipment that uses technology to measure the distance from the sensor to the target feature	<ul style="list-style-type: none"> • Remotely piloted aircraft system (RPAS) • Cameras and lenses • Remote sensors • Surveying equipment • Remote sensing software

KEY BENEFITS

Benefits for suppliers:

- A straightforward online application for suppliers that removes the lengthy and expensive tender process
- A self-service, online application process, so new suppliers can register for inclusion on the scheme at any time, giving agencies continual access to new suppliers and emerging technologies.
- Introduces two supplier lists: the Registered Supplier List for low risk contracts and contracts valued up to \$150,000 excluding GST; and the Advanced Registered Supplier List for high risk contracts or contracts valued over \$150,000 excluding GST. Suppliers can apply for inclusion on one or both of these lists, depending on their capacity and capability.

Benefits for buyers

- Continual access to new suppliers and emerging technologies. The scheme is open to new suppliers on an ongoing basis.
- Streamlined competitive tendering processes by accessing prequalified suppliers with a demonstrated track record.
- Enhanced probity standards through third-party assessment and selection of suppliers.
- Online [eQuote](#) tool to conduct competitive requests for quotation.

3. Information for buyers

How to buy from this scheme

- Selecting a supplier requires an assessment of risk, contract value and number of suppliers to engage, as outlined in your agency's procurement guidelines.
- After reviewing the process, the next step is to define your requirement and determine whether the scheme is right for you.
- When you are ready to engage scheme suppliers, you will need to decide suppliers to contact. You can then contact suppliers directly or invite suppliers to a request for quotation. The Scheme Manager can also assist you with this process.

Requirements for buyers

Eligible buyers must place orders with suppliers using the specified order forms found in the Tools, Templates and Resources section.

Prequalified suppliers, participants, members

Supplier listings are available on [eQuote](#). If you do not have access to eQuote, you can view the list of suppliers currently approved from the Tools, Templates and Resources section.

Tools, Templates and Resources

- [Scheme service categories and descriptions](#)
- [Scheme Rules](#)
- [Standard Agreement](#)
- [Customer Order Form](#)
- List of [Registered Suppliers](#)
- [Quick guide for buyers](#)

FAQs for buyers

1. Where can I find information and resources about the ReSSE Prequalification scheme?

- [Scheme service categories and descriptions](#)
- [Scheme Rules](#).
- [List of registered suppliers](#) (for low risk contracts <\$150k) and advanced registered suppliers (for high risk contracts or >\$150k).

2. Where can I find the contracts and documents needed to buy from the scheme?

- RESSE Scheme [Standard Agreement](#).
- ReSSE Scheme [Customer Order Form](#).

3. What is the duration of the ReSSE scheme?

The scheme will operate for an initial period until June 2023 but this may be altered at the discretion of DFSI whilst the scheme remains in operation.

4. Is the number of suppliers on the ReSSE scheme restricted?

No. The scheme does not restrict the number of approved suppliers.

5. How do I find out which suppliers are on the ReSSE scheme?

View the [list of registered pre-qualified suppliers](#).

6. How do I choose between suppliers on the ReSSE scheme?

Selection of suppliers will depend on the value and risk of the contract. For low risk contracts valued up to \$150,000 (excluding GST), you may select a supplier listed on the Registered Supplier List. For high risk contracts and contracts valued over \$150,000 excluding GST, you may select a supplier listed on the Advanced Supplier List. The recommended way to choose a supplier from either the Registered or Advanced listing is to conduct a Request for Quotation (RFQ) using the [eQuote](#) system.

7. Does my agency have to use the ReSSE scheme?

No.

8. What if the supplier I want to use is not on the ReSSE scheme?

To ensure you can comply with the [Procurement Board Direction 2012-02\(link is external\)](#), you should encourage your preferred supplier(s) to apply to the ReSSE Scheme online at [eTendering\(link is external\)](#). Information for suppliers on how to register is available on the [supply2gov](#) page.

9. Do management fees apply to the ReSSE scheme?

No. There are no management fee provisions under the scheme.

10. How do I conduct request for quotes (RFQs) under the ReSSE scheme?

Buyers can conduct RFQs using [eQuote](#), the agency pathway to issue requests for quotes to registered suppliers. Using eQuote, you can issue, manage and award requests for quotes online from suppliers registered on prequalification schemes and panel arrangements.

You can organise access to eQuote by contacting your agency's eTendering administrator or by contacting the [NSW Procurement Service Centre](#). Visit the [eQuote](#) page for more information about using eQuote, including links to training material.

11. How are suppliers accepted on the ReSSE scheme?

Different criteria apply to suppliers depending on whether they have applied for the Registered Supplier List (for low risk contracts and contracts valued up to \$150,000 excluding GST each) or for the Advanced Registered Supplier List (for high risk contracts or contracts valued over \$150,000 excluding GST each). Details of the supplier acceptance criteria for both supplier listings are provided in the [Scheme Rules](#).

12. Can a supplier be on both the registered supplier list and the advanced registered supplier list?

Yes. Suppliers can apply for either or both supplier listings.

13. What terms and conditions have suppliers agreed to in order to be an approved supplier on the ReSSE scheme?

All suppliers have agreed to a set of [Scheme Rules](#).

14. Is it possible to propose variations to the ReSSE Standard Agreement?

No. The terms and conditions of the ReSSE Standard Agreement cannot be varied.

4. Information for suppliers

How to apply

New suppliers can apply for inclusion on the scheme at any time.

- View the [ReSSE service categories and descriptions](#) (PDF format 43KB).
- Register on the [eTendering site](#) (only required if not already registered)
- [Apply now](#) for the scheme

Updating supplier information

The ReSSE Catalogue is part of the NSW Government's suite of online tools and platforms for procurement. It connects suppliers with eligible buyers across NSW instantly, making it easier for buyers to procure imagery and elevation products and services.

The Catalogue allows suppliers to increase their visibility while providing access to business opportunities more efficiently. This means that the ReSSE Catalogue:

- improves suppliers' searchability across the catalogue by including commercial terms, service delivery options, and technical and quality frameworks
- allows suppliers to provide links to additional information such as websites, fact sheets and other resources
- replicates supplier information in multiple places
- showcases products and services and how they meet or exceed standard government requirements
- showcases existing and future services.

Suppliers are encouraged to maximise the functionalities available on the Catalogue by the following steps:

1. view current information in the ReSSE Catalogue and test searchability
2. log in to the NSWBuy [Supplier Data Portal](#) to access and update ReSSE supplier profile. Suppliers can update this themselves or engage a third-party service provider to enhance the information on their behalf.

Guidelines and rules

View the [ReSSE Scheme Rules](#).

Standards for the provision of ReSSE services include [ANZLIC metadata guidelines](#) (PDF 12MB) and [Creative commons](#) (PDF 6MB) data licencing.

Tools, Templates and Resources

- View the [Scheme service categories and descriptions](#) (PDF format 43KB).
- Download the [ReSSE Scheme Rules](#).
- Download the [ReSSE Standard Agreement](#) and [Customer Order Form](#).
- Download the [organisation details](#) application template (DOCX 33KB).
- Download the [capacity and capability](#) application template (DOCX 36KB).
- Download the [referee report](#) application template (DOCX 30KB).
- View the online [quick guide for scheme suppliers](#) (PDF 53KB).

FAQS for Suppliers

FAQs - General

1. Where can I find information and resources about the ReSSE scheme?

- These FAQs
- Scheme rules
- Scheme categories and descriptions
- Remote Sensing Services and Equipment Standard Agreement
- Application templates
- List of registered suppliers

2. What is the duration of the ReSSE Scheme?

The scheme will operate for an initial period until June 2023 but this may be altered at the discretion of DFSI whilst the scheme remains in operation.

3. Is the number of suppliers on the ReSSE scheme restricted?

No. The scheme does not restrict the number of approved suppliers.

4. How do I find out which suppliers are on the ReSSE scheme?

View the [list of registered pre-qualified suppliers](#).

5. Why does the ReSSE Scheme have two supplier lists?

The scheme has a Registered Supplier List for low risk contracts and contracts valued up to \$150,000 ex GST to assist in providing opportunities for smaller enterprises. The Registered Supplier List has lower acceptance requirements for inclusion onto the ReSSE Scheme and suppliers on this list may enter into contracts with lower insurances to reduce the cost of doing business with government.

The Advanced Registered Supplier List is for high risk contracts or contracts valued over \$150,000 ex GST. It has a higher level of acceptance requirements that reflect the increased risk and value profile of the services.

6. Can a supplier be on both the registered supplier list and the advanced registered supplier list?

Yes. Suppliers can apply for either or both supplier listings.

7. Is it possible to propose variations to the ReSSE Standard Agreement?

No. The terms and conditions of the ReSSE Standard Agreement cannot be varied.

8. Can approved suppliers change their nominated categories for the ReSSE Scheme?

Yes, approved suppliers can apply for changes to their categories, as well as apply for additional categories via [eTendering](#) (link is external). Changes to categories are subject to the acceptance criteria outlined in the the ReSSE [Scheme Rules](#).

9. If I am an approved supplier, how do I update my contact details?

Approved suppliers can update their details at any time by logging into [eTendering\(link is external\)](#).

10. If I am an approved supplier on the Advanced Registered Supplier List and I want to sub-contract a portion of the work, do I have to source the sub-contractor from the ReSSE Scheme?

No. You can source any sub-contractors, and they do not have to be approved suppliers on the ReSSE Scheme. As the primary contractor, you are responsible for the performance of your sub-contractors.

11. Do management fees apply to the ReSSE scheme?

No. There are no management fee provisions under the scheme.

12. If my enterprise is accepted onto the ReSSE Scheme, is it guaranteed work?

There is no guarantee of work. The ReSSE Scheme gives suppliers the opportunity to offer goods and services to NSW Government agencies. Agencies will invite and assess supplier proposals as part of the quotation process and decide on the most appropriate supplier or suppliers depending on their individual requirements. Agencies may use their own discretion as to which suppliers are invited to submit proposals.

13. How will customers access the ReSSE Scheme?

NSW Government agencies and other eligible customers will either contact suppliers directly or can invite and assess supplier proposals using the [eQuote](#) tool.

FAQs – Applications

14. How do I apply for the ReSSE Scheme?

Applications can be made online at any time on the [eTendering\(link is external\)](#) website. Refer to the quick reference guide for suppliers, which provides step-by-step instructions.

15. Is there a deadline for applications to be lodged?

No. The ReSSE Scheme is open to supplier applications for the duration of the Scheme.

16. What information do I need to provide with my online application?

All application requirements and acceptance criteria are detailed in the ReSSE Scheme Rules. As part of the application process, suppliers must download templates from [eTendering\(link is external\)](#), complete the required information, save the documents, then upload them into eTendering. The templates are available on the Tools, Template and Resources section.

17. What is the assessment process for applications to the ReSSE Scheme?

Applications for the Registered Supplier List and the Advanced Registered Supplier List will be assessed according to the acceptance criteria outlined in the ReSSE Scheme Rules. This is a 'desktop' assessment managed by the Department of Finance, Services and Innovation. Applications for the Advanced Supplier List undergo a more rigorous assessment due to the value and risk profile of the services. Referee reports will be validated by contacting the referees. Credit reports may be requested to be provided, to confirm that applicants are financially solvent.

18. What are the acceptance criteria for the ReSSE Scheme?

Acceptance criteria vary depending on whether you are applying for the Registered Supplier List (for low risk contracts valued up to \$150,000 ex GST) or for the Advanced Registered Supplier List (for high risk contracts or contracts valued over \$150,000 ex GST). Refer to the ReSSE Scheme Rules for more details.

19. Can I apply for both the Registered Supplier List and the Advanced Registered Supplier List?

Yes. Simply follow the instructions on the online application quick reference guide.

20. Might I be approved for some (and not all) of the categories or sub-categories for which I applied?

You will only be refused acceptance for a nominated category if you do not meet the acceptance criteria for that category.

21. Once approved, can I apply for more categories?

Yes. Suppliers can apply for additional categories at any time throughout the life of the ReSSE Scheme by logging into eTendering, selecting *Scheme Applications* and under *Successful*, selecting *Resubmit*. Requests for changes to categories are subject to the same acceptance requirements stated in the Scheme Rules.

22. How long will it take for my application to be processed?

Normally turnaround times are approximately two or three weeks.

23. What are the requirements for the referee reports? Do they have to be signed by the referee?

Registration for the Registered Supplier list requires at least one referee report. Registration for the Advanced Registration Supplier List requires three referee reports. A referee report may cover multiple categories. The template for referee reports is available in the Tools, Templates and Resources section.

24. Can I use referees from overseas?

Referees must verify that the supplier can provide the goods or services within NSW.

25. Can companies from overseas apply for inclusion on the ReSSE Scheme?

Yes, if they have an Australian Business Number (ABN).

26. What are the requirements for the credit report to demonstrate solvency?

A credit report may be requested to provide evidence of financial solvency, because suppliers may supply high value contracts or contracts that are high risk. Primarily however, the Australian Business Number or the Australian Registered Body Number will be used for automated solvency checks.

27. Is there a file size limit when uploading the company profile as part of the application?

There is no size limit, however there are word limits in some of the templates and it is recommended that the company profile documents be brief to enable customers to quickly review your offerings.

28. How will I know if my application has been successful?

Applicants will receive an email from the NSW Government [eTendering\(link is external\)](#) website advising if their application has been successful.

29. Can I reapply if my application is not successful?

Yes. All new and modified applications can be made via [eTendering\(link is external\)](#) website.

Contact information

NSW Procurement Service Centre

McKell Building

2-24 Rawson Place

Sydney NSW 2000

Telephone: [1800 679 289](tel:1800679289)

Email: nswbuy@finance.nsw.gov.au

Web: www.procurepoint.nsw.gov.au