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**HealthShare NSW is a Business Unit of NSW Health**

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**HealthShare NSW invites this Tender for and on behalf of  
Central Coast Local Health District**

## **Request for Tenders under ICT Services Prequalification Scheme SCM0020**

### **TENDER CONDITIONS AND STATEMENT OF REQUIREMENTS**

#### **CWAM2021-06 CCLHD MS Meeting Rooms HT21043**

<b>Issue Date:</b>	<b>6 April 2021</b>
<b>Closing Date:</b>	<b>13 April 2021</b>
<b>Closing Time:</b>	<b>4.00 PM AEST</b>

**It is a Respondent's responsibility to ensure this RFT is submitted on time and in accordance with the process contained within this RFT.**

## Contact Officer

Respondents should refer requests for information or advice regarding this RFT to:

CONTACT OFFICER	<a href="#">Brian Donnelly</a> <a href="#">Procurement Manager ICT Infrastructure</a> <a href="#">ICT Strategic Procurement Services, HealthShare NSW</a>
CONTACT EMAIL ADDRESS	<a href="mailto:HSNSW-ICTSPTenders@health.nsw.gov.au">HSNSW-ICTSPTenders@health.nsw.gov.au</a>

Any information given to a Respondent to clarify any aspect of this RFT will also be given to all other respondents if in the opinion of HealthShare NSW it would be unfair not to do so.

For the purposes of this RFT, inquiries should be directed to the Contact Officer nominated in this RFT.

Other matters should be directed to:  
Associate Director ICT Strategic Procurement Services HealthShare NSW  
PO Box 1770  
Chatswood NSW 2057

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>3</b>
<b>RFT OVERVIEW</b>	<b>4</b>
1. INTRODUCTION	4
2. SCOPE	4
<b>CONDITIONS OF TENDER</b>	<b>4</b>
3. RFT PREPARATION	4
4. RFT PROCESS	5
5. EXCHANGE OF INFORMATION BETWEEN GOVERNMENT AGENCIES	7
6. DISCLOSURE INFORMATION	7
7. RESPONDENT'S QUESTIONS	7
8. INTELLECTUAL PROPERTY IN RESPONSES	8
9. COMPLAINTS PROCEDURE	8
<b>STATEMENT OF REQUIREMENTS</b>	<b>9</b>
10. PROPOSAL RESPONSE	9
11. SERVICES DELIVERY PLAN	9
12. DELIVERABLES	10
<b>RESPONSE CHECKLIST</b>	<b>12</b>
<b>FORM 1 – RESPONDENT ORGANISATION PROFILE</b>	<b>14</b>
<b>FORM 2 – STATEMENT OF COMPLIANCE WITH RFT CONDITIONS</b>	<b>15</b>
<b>FORM 3 – RESPONDENT'S PROPOSAL (INCLUDING ASSUMPTIONS)</b>	<b>16</b>

# RFT OVERVIEW

## 1. Introduction

### 1.1 Background

HealthShare NSW is responsible for the delivery of the RFT process.

The key outcome of this RFT is to establish supply contracts for the identified Goods and Services under the ICT Services Prequalification Scheme (SCM0020) which will deliver improved service to the Local Health District.

Central Coast Local Health District (CCLHD) is responsible for the delivery of a wide range of inpatient and outpatient public health services to the Central Coast local community in both hospital and community settings. The region is served by two acute hospitals – Gosford and Wyong. Gosford Hospital is the principal referral hospital and regional trauma centre for the Central Coast, Wyong Hospital is a major metropolitan hospital while Woy Woy Hospital and Long Jetty Healthcare Centre provide sub-acute care. Additionally there are eight community health centres and other community based services.

The CCLHD Mental Health Virtual Care Expansion Program supports the 2017-2022 Clinical Services Plan objectives to upgrade infrastructure supporting the delivery of these critical clinical services.

### 1.2 Contract and Duration

**1.2.1** The RFT may result in Customer Contracts with one or more Suppliers with sites potentially split across a North/South demarcation.

**1.2.2** There will be no Customer Contract established with successful Respondent/s unless and until an Order is placed in accordance with the ICT Services Prequalification Scheme.

**1.2.3** The duration of the ensuing Contract may be of a term up to 5 years.

## 2. Scope

HealthShare NSW Procurement is NSW Health's central point for goods and services tendering and contracting. It creates a central hub for procurement activity and helps lower purchasing costs, allowing HealthShare NSW to reinvest savings back into frontline clinical care.

This RFT invites selected Suppliers appointed under ICT Services Prequalification Scheme to submit a Tender for the supply, installation, testing, commissioning and ongoing support of audio visual equipment for meeting rooms (as detailed below in the Statement of Requirements section) to support the establishment of workplace meeting rooms at specified Central Coast LHD Mental Health sites.

Central Coast LHD Mental Health sites included within the scope of this RFT are detailed at section 12.1 later in this document.

The Respondent is responsible for compliance with the Conditions of Tender detailed below.

# CONDITIONS OF TENDER

## 3. RFT Preparation

### 3.1 Respondent to inform itself

**3.1.1** Before submitting its tender, a Respondent must:

**3.1.2** Examine all information relevant to the risks and contingencies and other circumstances having an effect on its Tender; and

**3.1.3** Satisfy itself:

(a) that the all information provided is correct; and

(b) that it is financially and practically viable for it to enter into and perform the Customer Contract to be established under the ICT Services Prequalification Scheme.

## 4. RFT Process

### 4.1 Provisional RFT Program

Below is the provisional CCLHD RFT program time line. CCLHD may, at its absolute discretion, amend the provisional RFT program.

Milestone	Dates
RFT Published	6 April 2021
RFT Close Date and Closing Time	13 April 2021 4:00 pm
Estimated Date(s) for return correspondence with successful respondents and unsuccessful respondents as part of the RFT process	16 April 2021
Negotiation and Award	23 April 2021
Agreement Commencement Date	27 April 2021
Completion of Site Commissioning	30 June 2021

### 4.2 Tender Lodgement

**4.2.1** Tenders (including all supporting information, if any) must be submitted electronically in accordance with this RFT and fully received by the Closing Date and Closing Time. Respondents must complete all of the Response documents and must not amend any of the questions provided. Prices, responses and other information provided in the Tender must be in writing and in English. The quoted price must be in Australian dollars and exclusive of GST.

The Tender must be submitted electronically to the electronic tender box for this RFT via the NSW Health eTendering website at: [www.tenders.nsw.gov.au/health](http://www.tenders.nsw.gov.au/health) (Login in as a system user, locate the web page for this RFT, and follow the onscreen instructions to lodge the Tender. The lodgement can only be made by a registered system user of the NSW Government eTendering system.)

**4.2.2** Respondents should notify the Contact Officer in writing before the Closing Date and Time if they find any discrepancy, error or omission in this RFT.

A Respondent, by lodging a Tender is taken to have accepted conditions shown in the Conditions and Rules on the NSW Health eTendering website at: [www.tenders.nsw.gov.au/health](http://www.tenders.nsw.gov.au/health)

### 4.3 Tender Validity Period

**4.3.1** Tenders will remain valid for acceptance by HealthShare NSW from the Closing Date and Time of the RFT HT21043 to the point of contract commencement.

### 4.4 Corruption or Unethical Conduct

**4.4.1** Respondents must comply with the requirements of the NSW Government's Business Ethics Statement, which is available at the link below and must disclose any conflicts of interests in their Response.

**4.4.2** If a Respondent, or any of its officers, employees, agents or sub-contractors is found to have:

- offered any inducement or reward to any public servant or employee, agent or subcontractor of HealthShare NSW, Customer or the NSW Government in connection with this RFT or the submitted Tender;
- committed corrupt conduct in the meaning of the Independent Commission Against Corruption Act 1988;
- a record or alleged record of unethical behaviour; or not complied with the requirements of NSW Government's Business Ethics Statement available at: <https://www.finance.nsw.gov.au/about-us/business-ethics>

may result in the Tender not receiving further consideration.

**4.4.3** HealthShare NSW may, in its discretion, invite a relevant Respondent to provide written comments within a specified time before HealthShare NSW excludes the Respondent on this basis.

- 4.4.4** If HealthShare NSW becomes aware of an improper conflict of interests by a successful Respondent after an Agreement has been executed, then HealthShare NSW reserves the right to terminate the General Conditions of Contract that has been made under it.
- 4.5 Goods and Services Procurement Policy Framework**
- 4.5.1** In submitting its Tender, the respondent signifies agreement to comply with the Framework.  
[www.procurepoint.nsw.gov.au/policy-and-reform/nsw-government-procurement-policy-framework](http://www.procurepoint.nsw.gov.au/policy-and-reform/nsw-government-procurement-policy-framework)
- 4.5.2** Failure to comply with the Framework may be taken into account by HealthShare NSW when considering the respondent's Tender or any subsequent Tender and may result in the Tender being passed over.
- 4.6 Ethical, Environmental, Economic and Social Responsibility (EEE&S)**
- NSW Government has implemented the NSW Government Small and Medium Enterprise (SME) and Regional Procurement Policy with expanded scope to cover Ethical, Environmental, Economic and Social (EEE&S) Responsibility (replaces the prior SME Policy Framework) including Australian Disability Enterprises (ADEs), Aboriginal Procurement Policy (APP) (available at [www.procurepoint.nsw.gov.au/policy-and-reform/goods-and-services-procurement-policies/aboriginal-procurement-policy](http://www.procurepoint.nsw.gov.au/policy-and-reform/goods-and-services-procurement-policies/aboriginal-procurement-policy)).
- NSW Government (and NSW Health) is committed to implementing Social Responsibility as defined by ISO 2600 Guidance on Social Responsibility (which encompasses organisational governance, human rights, labour practices, fair operating practices, the environment, consumer issues, and community involvement/development, please see <https://asq.org/quality-resources/iso-26000>) and the associated ISO 20400 Sustainable Procurement Practices.
- NSW Government provides Supplier guidance on these policies which can be found at <https://buy.nsw.gov.au/resources/sme-and-regional-procurement-policy-suppliers-guide>
- 4.7 Cost of Respondent's Participation in the RFT**
- 4.7.1** Respondents acknowledge that HealthShare NSW will not be liable to it for any expenses or costs incurred by it as a result of its participation in this RFT, including where the RFT has been discontinued.
- 4.8 Evaluation Process**
- 4.8.1** HealthShare NSW will initially assess each response for compliance with Conditions of RFT, including Lodgement Conditions and Prescribed Form for Responses.
- 4.8.2** Responses that meet the initial assessment will then be assessed by the tender evaluation committee as to the extent to which the Responses satisfy the Statement of Requirements as detailed by the Respondents proposal in Form 3.
- 4.8.3** Respondents will be assessed against the evaluation criteria listed below which are not indicated in order of significance or equal weight. Information supplied by the respondent in Response will contribute to the assessment against each criterion.
- 4.8.4** Respondents are advised to respond clearly to all the evaluation criteria listed in this RFT. Tenders that do not include a fully completed Response, in particular those Tenders which do not contain sufficient information to permit a proper evaluation to be conducted, or electronic Tenders that cannot be effectively evaluated because the file has become corrupt, may be excluded from the Tender process without further consideration at the tender evaluation committees discretion.
- 4.9 Evaluation Criteria**
- The evaluation criteria for this RFT is the extent to which the Respondent's Proposal satisfies the Statement of Requirements, is comprehensive, and must include sections describing the following:
- Approach to how the supplier will fulfil the requirements for the program(s)
  - The supplier's capacity and capability to meet the stated timeframe
  - Fixed prices based on site category standards
  - Assumptions made in developing supplier pricing
  - The Respondent's ethical, environmental, economic and social responsibility (EEE&S) commitment
  - Statement of conformance to various sections outlined in the Statement of Requirements
- 4.10 Rights of the HealthShare**
- 4.10.1** Respondents acknowledge that, notwithstanding any other provision of this RFT, HealthShare reserves the right:
- a) At any time, to alter, amend or vary this RFT and the process outlined in this RFT;

- b) If it is in the public interest to do so, to suspend or terminate this RFT process or any part of it;
- c) To require additional information or clarification from any Respondent or anyone else, or provide additional information or clarification to any Respondent or anyone else;
- d) To refuse to negotiate with any one or more Respondents and to discontinue negotiations at any time;
- e) To allow, or refuse to allow, the successful Respondent to enter into the proposed contract in the name of a different legal entity from that which provided a response to this RFP; and
- f) To alter, amend or vary the terms of any draft contract associated with this RFP at any time, including without limitation during negotiations.

#### 4.11 CONTACT PERSON

Refer requests for information about the RFT to:

Name: Brian Donnelly  
 Position: Procurement Manager ICT Infrastructure  
 Agency or firm: HealthShare NSW  
 Email address: [ICTSPTenders@health.nsw.gov.au](mailto:ICTSPTenders@health.nsw.gov.au)

### 5. Exchange of Information between Government Agencies

- 5.1 By lodging a Tender, the respondent will authorise HealthShare NSW to make information available, on request, to any NSW government agency. This includes information dealing with the respondent's performance on any prior contract that has been awarded. Such information may be used by the recipient NSW Government agency for assessment of the suitability for pre-qualification, selective tender lists, expressions of interest or the award of a contract.
- 5.2 The provision of the information by HealthShare NSW to any other NSW Government agency is agreed by the respondent to be a communication falling within section 30 of the Defamation Act 2005 (NSW), and the respondent shall have no claim against HealthShare NSW and the State of New South Wales in respect of any matter arising out of the provision or receipt of such information, including any claim for loss to the respondent arising out of the communication.

### 6. Disclosure Information

- 6.1 Following HealthShare NSW's decision, all respondents will be notified in writing of the outcome of their Tenders.
- 6.2 Details of this Tender and the outcome of the Tender process will be disclosed in accordance with the Government Information (Public Access) Act (NSW).

### 7. Respondent's Questions

- 7.1 All questions must be in writing and submitted to the Contact Officer no later than 2 Business Days prior to the Closing Time.
- 7.2 HealthShare NSW is not obliged to answer any questions which HealthShare NSW is of the view are unrelated to a clarification of this RFT.
- 7.3 A Respondent may only rely on an answer to its question if HealthShare NSW provides that answer to the Respondent in writing. Where HealthShare NSW answers a question, HealthShare NSW will do so in writing.
- 7.4 Any information given to a Respondent in relation to this RFT that in the opinion of HealthShare NSW alters, clarifies or corrects this RFT or advantages a Respondent will be furnished to all Respondents by way of an Addendum to this RFT or by general notification through the eTender Website. Such

amendments are not to be considered by Respondents as being grounds for requesting an extension of the Closing Time for this RFT.

## **8. Intellectual Property in Responses**

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- 8.1** All Responses become HealthShare NSW property upon submission.
- 8.2** Notwithstanding section 8.1 all intellectual property rights in a Response belong to the relevant Respondent or its licensors. Each Respondent, by submission of its Response, warrants that it owns, or is entitled to use, all intellectual property rights in the Response.
- 8.3** Each Respondent grants to HealthShare NSW a non-exclusive, royalty-free, perpetual and irrevocable licence to use, copy, adapt and modify any Response submitted by it for any of the following purposes:
- a) the evaluation of the Respondent;
  - b) the evaluation of the Respondent's Response;
  - c) reviewing the RFT process; and
  - d) enabling Customers to develop contractual arrangements with the Preferred Respondent(s) in relation to this RFT.
- 8.4** HealthShare NSW may sublicense the rights granted under section 8.1 to other Australian State and Federal Government entities, contractors and professional advisers, for any of the purposes referred to in section 8.3.
- 8.5** The Respondent indemnifies HealthShare NSW (and any sub licensee of HealthShare NSW pursuant to section 8.4 against all Claims against HS and/or any of its sub licensees as a result of exercising the licence rights granted under section 8.3.

## **9. Complaints Procedure**

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- 9.1** It is the NSW Government's objective to ensure that industry is given every opportunity to win Government contracts. Should any entity feel that it has been unfairly excluded from Tender or unfairly disadvantaged by the Agreement or the Statement of Requirements, it is invited to write to:
- Chief Executive  
HealthShare NSW  
PO Box 1770  
Chatswood NSW 2057



# STATEMENT OF REQUIREMENTS

## 10. PROPOSAL RESPONSE

The Respondents Proposal must be comprehensive and must include sections describing the following:

- a) Service Delivery Plan that details the approach, resourcing and timing/scheduling necessary to meet the specified completion date (30 June 2020), and including identification of any Customer Supplied Items required (note. Respondents are urged to include any other information that demonstrates the ability to work to very tight time frames);
- b) Pricing by site listing equipment provided for each meeting room, presented with logical groupings of meeting rooms by CCLHD North and South demarcation. Microsoft Meeting Rooms specifications, standards and nominated equipment to be delivered are contained within: <https://nswhealth.sharepoint.com/sites/S4BTeam-EHNSW/MeetingRoomStandards>
- c) Pricing must also:
  - a. be in Australian dollars (A\$);
  - b. exclude GST;
  - c. reflect an appropriate level of risk residing with the Respondent;
  - d. be quoted on a fixed-price basis; and
  - e. the prices must remain valid for the minimum 60-day validity period,
- d) Optional/additional equipment or services to be offered (by site) clearly detailing the costs associated with each;
- e) All assumptions made in developing the Respondent's pricing;
- f) Respondent commitment to ethical, environmental, economic and social responsibility (EEE&S), including:
  - a. Describing the Respondent's Corporate Social Responsibility Program;
  - b. Identify whether any benefit from the Respondent's undertakings will accrue to any of the following:
    - i. Small to medium enterprises (SME) or regional enterprises;
    - ii. Aboriginal owned enterprises;
    - iii. Australian Disability Enterprises;

## 11. SERVICES DELIVERY PLAN

The Respondent will deliver the 19 identified MS Meeting Rooms according to the agreed Services Delivery Plan. The Plan will specify:

1. Key activities, staged completion dates / current forecast milestones;
2. The anticipated completion date;
3. Anticipated travel requirements. Note. Should any travel outside of metropolitan areas be required the following shall apply:
  - a. The Respondent will comply with NSW Health policy on travel and accommodation, and any costs will be based on reduced price economy airfares and public sector rates for meals and accommodation if required. Travel and accommodation related expenses are billed at cost;
  - b. Any travel expenses incurred will be reimbursed by eHealth only upon provision of receipts; and
  - c. No incidental expenses will be payable.

Details of NSW Health travel policy can be found at: <https://arp.nsw.gov.au/c2019-03-meal-travelling-and-other-allowances-2019-20>

4. Identify a single point of contact between CCLHD and the Respondents delivery team(s)

## 12. DELIVERABLES

The Deliverables associated with this procurement are defined below. The Respondent must satisfy themselves that they have fully costed the Deliverables in their Tender.

### 12.1 Primary Deliverable (MS Meeting Rooms)

The Respondent must supply, install, commission, test and maintain Microsoft Meeting Rooms in accordance with [eHealth Microsoft Meeting Rooms Standards](#) (refer to eHealth hyperlinked sharepoint for specification and standards detail) site carrying out the work in accordance with the eHealth NSW design, specification and installation guidelines and will include the following classifications of Microsoft Meeting Rooms:

- Microsoft Meet 9
- Microsoft Meet 12
- Microsoft Meet L15
- Microsoft Meet L20
- Microsoft Meet L30
- Microsoft Meet L55

\* Note there may be additional related technical material available through the eHealth Meeting Rooms and UC Endpoints SharePoint that the Respondent must consider in developing its Tender. The Respondent shall assume all standard equipment be provided for the meeting rooms specified above. The respondent should qualify any departure from the nominated 'standard equipment' within their Tender.

#### CCLHD Mental Health North Facilities

Site Details	Location	Contact
Lake Haven Headspace (new Meeting Room - Large) <b>Microsoft Meet - L-30</b>	70 Chelmsford Rd, Lake Haven NSW 2263	Helen Isenhour, Manager - 0434 567 265
Lake Haven Headspace (existing Meeting Room - Small) <b>Microsoft Meet - L-12</b>	70 Chelmsford Rd, Lake Haven NSW 2263	Helen Isenhour, Manager - 0434 567 265
Toukley Community Health Centre (Meeting/Staff Room - Large) <b>Microsoft Meet - L-30</b>	1a Hargraves Street Toukley NSW 2263	Toukley Community (Mental Health) Centre
Wyong Mental Health Unit - Group Room 1 <b>Microsoft Meet - L-55</b>	Wyong Hospital Site	Simon Hill, Manager 0414 193 209
Wyong Mental Health Unit - Tribunal Room 2 <b>Microsoft Meet - L-30</b>	Wyong Hospital Site	Wyong inpatient Mental Health Unit
Wyong Mental Health Unit - Meeting Room 3 <b>Microsoft Meet - L-20</b>	Wyong Hospital Site	Susan Pinnell, ONM - 0414 193 275
Wyong Mental Health Exec Unit - Directors Office <b>Microsoft Meet - L-15</b>	Wyong Hospital Site	David Duerden 0414 193 276/ Leisa Byrnes 4394 7507
Wyong Mental Health Exec Unit - Assistant Directors Office <b>Microsoft Meet - L-12</b>	Wyong Hospital Site	David Duerden 0414 193 276/ Leisa Byrnes 4394 7507
Kanwal - Group Room (2) <b>Microsoft Meet - L-15</b>	Kanwal Medical Complex, Suite A1 & A2, 654 Pacific Highway, Kanwal NSW 2259	Kanwal (Towards Zero Offices)
Long Jetty Hospital - Small Group Room <b>Microsoft Meet - L-30</b>	Wyong Road, Killarney Vale NSW 2261	Long Jetty Hospital (Community Building)
Long Jetty Hospital - Large Group Room <b>Microsoft Meet - L-55</b>	Wyong Road, Killarney Vale NSW 2261	Simon Hill, Manager 0414 193 209

## CCLHD Mental Health South Facilities

Site Details	Location	Contact
DEMOUNTABLE 2 <b>Microsoft Meet - L-20</b>	Gosford Hospital Site - Holden Street Gosford	Susan Pinnell, ONM - 0414 193 275
Mental Health Unit - Meeting Room 1 <b>Microsoft Meet - L-30</b>	Gosford Hospital Site - Holden Street Gosford	Susan Pinnell, ONM - 0414 193 275
Mental Health Unit - Review Board Room <b>Microsoft Meet - L-30</b>	Gosford Hospital Site - Holden Street Gosford	Susan Pinnell, ONM - 0414 193 275
Mental Health Unit - Staff Room <b>Microsoft Meet - L-15</b>	Gosford Hospital Site - Holden Street Gosford	Susan Pinnell, ONM - 0414 193 275
Gateway Child and Adolescent Mental Health (CAMHS) Room 1 (medium) <b>Microsoft Meet - L-30</b>	Suite 1 Level 2 Gateway Centre, 237 Mann Street, Gosford	Catherine Merillo, Manager - 0414 192 942
Gateway Child and Adolescent Mental Health (CAMHS) Room 2 (medium) <b>Microsoft Meet - L-20</b>	Suite 1 Level 2 Gateway Centre, 237 Mann Street, Gosford	Catherine Merillo, Manager - 0414 192 942
Gateway Headspace Meeting Room 1 <b>Microsoft Meet - L-12</b>	Suite 4 Level 2 Gateway Centre, 237 Mann Street, Gosford	Helen Isenhour, Manager - 0434 567 265
Citigate Large Meeting Room <b>Microsoft Meet - L-55</b>	4/451 Pacific Highway, North Gosford	Simon Hill, Manager 0414 193 209

### 12.2 “As built” Documentation

“As built” information must include a full list of all new assets by name, manufacturer, model, serial and other technical information suitable for inclusion into the CCLHD asset register.

### 12.3 Status Reporting

Status Reports must outline the current level of progress, next steps/activities, any issues being encountered, steps taken or planned to be taken to mitigate, and issues to be escalated.

### 12.4 OUT OF-SCOPE

CCLHD shall engage a pre-qualified building contractor to co-ordinate the required building infrastructure enabling works to enable the audio and visual installation by the Respondent; These works include the following;

1. Site co-ordination and planning.
2. Wall strengthening, patching and painting.
3. Make good of affected areas and ceilings
4. Electrical Services and Comms data cabling/outlets
5. Modifications and upgrades to existing CCLHD Comms racks equipment including patch panels and network switches.

### 12.5 CONTRACT ENGAGEMENT

CCLHD intends to engage the Contractor(s) under the NSW ICT Services Scheme

# RESPONSE CHECKLIST

Respondents must complete this Response Checklist.

## Part A – Prescribed format of Response

Respondents must confirm that their Response complies with each requirement set out in section A by ticking the final column of each row where indicated.

	Subject	NSW Health Requirement	(Please tick to confirm compliance with requirement)
a.	Language	<ul style="list-style-type: none"> <li>English</li> </ul>	
b.	File Format	<ul style="list-style-type: none"> <li>The Response must be able to be read, formatted, displayed and printed by Microsoft Word 2007 or later. Supporting information only may be provided in .pdf format.</li> </ul>	
		<ul style="list-style-type: none"> <li>In addition, where the pricing schedule has been issued in Microsoft Excel format with the RFT documentation, the pricing must be submitted in that format.</li> </ul>	
c.	File Naming Convention	<ul style="list-style-type: none"> <li>The Response file must use the following file naming convention:  <b>“HTXXXXX Respondents’ name”</b>  <i>For example, ABC Pty Ltd will name the file as:</i>  <b>HTXXXXX _ABC</b> </li> </ul>	
		<ul style="list-style-type: none"> <li>When submitting supporting documents with the Response, supporting documents should be designated as  <b>“HTXXXXX Respondents’ name Supporting Documents”</b> </li> </ul>	
d.	Embedded documents	<ul style="list-style-type: none"> <li>The Response <b>must not</b> contain other embedded electronic documents.</li> </ul>	
e.	Embedded code	<ul style="list-style-type: none"> <li>To reduce the likelihood of viruses, a Respondent must not include any macros, applets or executable code or files in a Response</li> </ul>	
f.	Compression	<ul style="list-style-type: none"> <li>If a Respondent compresses files, it must be possible to decompress them using WinZip. A Respondent must not submit self-extracting (.exe) zip files.</li> </ul>	

## Part B – Required Response documentation

Respondents must confirm that the following documents and Response Schedules are included in their Response as required under the RFT by ticking the final column of each row where indicated.

	Document / Response Schedule	(Please tick to confirm compliance with requirement)
a.	Response Checklist	
b.	Form 1 – Respondent Organisation Profile	
c.	Form 2 – Statement of Compliance with RFT Conditions	
d.	Form 3 – Respondent's Proposal (including assumptions)	

# FORM 1 – Respondent Organisation Profile

Information Required	Details
Company Name:	
Trading Name:	
Ultimate Holding Company (if applicable):	
Australian Business Number (ABN):	
Registered Business Address:	
Postal Address:	
Physical (Head Office) Address:	
Local Office Address:	
Company Representative Name:	
Company Representative Title:	
Company Representative Phone Number and email address:	

# FORM 2 – Statement of Compliance with RFT Conditions

Respondent must indicate that Item 1 through Item 11, and associated documents, of this Request for Tender been read, understood, and accepted.

Respondent agrees to the conditions of the Request for Tender as listed below:	Respondent to complete as "Read, understood, and accepted" in cell below
<div>1. Introduction</div> <div>2. Scope</div> <div>3. RFT Preparation</div> <div>4. RFT Process</div> <div>5. Exchange of Information between Government Agencies</div> <div>6. Disclosure Information</div> <div>7. Respondent's Questions</div> <div>8. Intellectual Property in Response</div> <div>9. Complaints Procedure</div> <div>10. Proposal Response</div> <div>11. Services Delivery Plan</div> <div>12. Deliverables</div> <div>10. 11. Response Checklist</div> <div>a. Form 1 – Organisation Profile</div> <div>b. Form 2 – Statement of Compliance with RFT Conditions</div> <div>c. Form 3 – Respondents Proposal</div>	

# FORM 3 – Respondent's Proposal (including assumptions)

Respondent to attach proposal in accordance with the Statement of Requirements