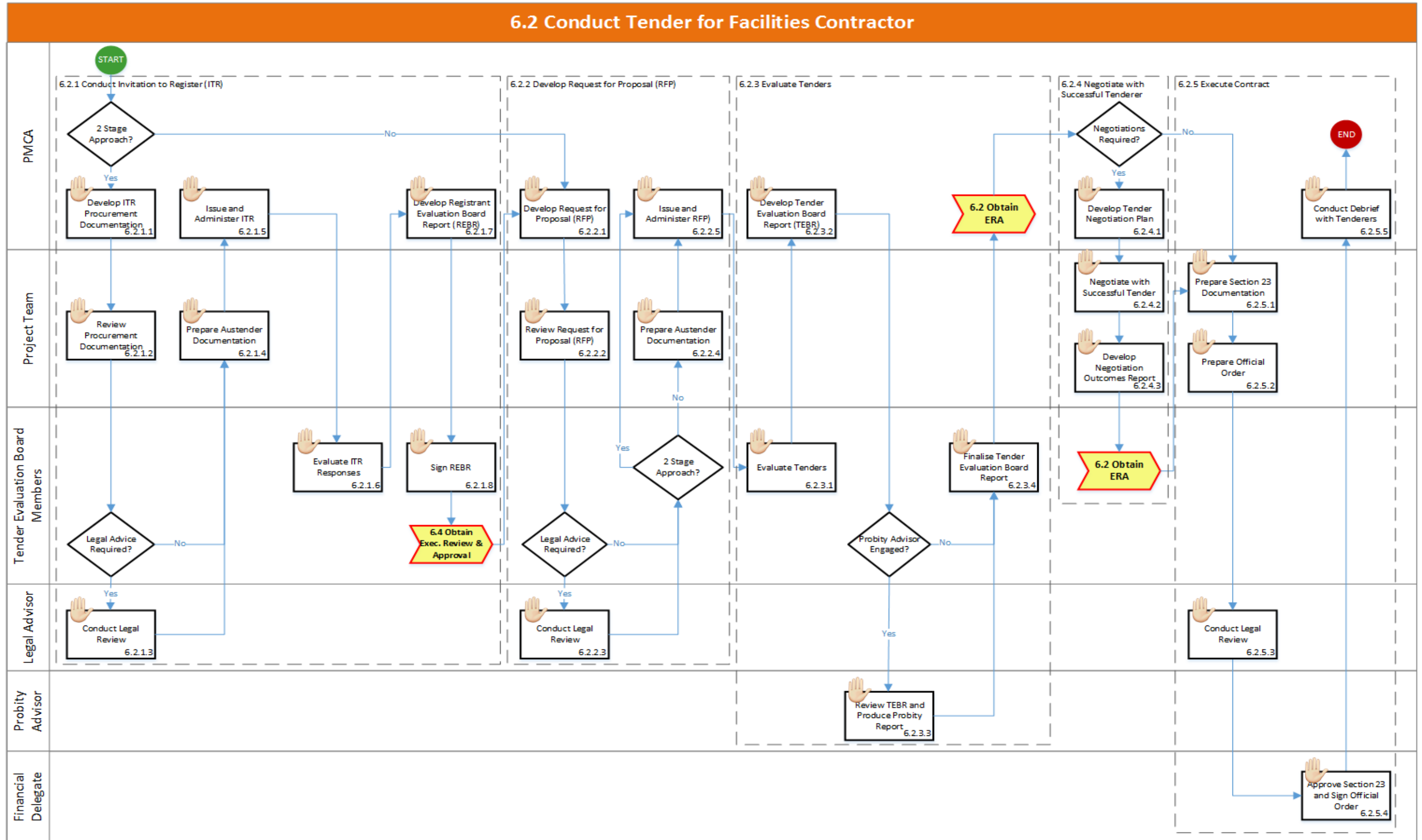


6.2 CONDUCT TENDER FOR FACILITIES CONTRACTOR

Tender process for consultants and contractors from the Suite of Facilities. This includes Designers, Head Contractors, Medium Works Contractors, and Managed Contract Contractors.

6.2 Conduct Tender for Facilities Contractor



UNCLASSIFIED

6.2 Conduct Tender for Facilities Contractor									
Level 3 ID	Level 3 Sub Process	Level 4 ID	Level 4 Activity	System	Description	Responsible (Role)	Documents / Outputs	Indicative timeframe	Business Rule (or other relevant guidance documentation)
		Start							
		Decision	2 Stage Approach?						
6.2.1	Issue Invitation to Register	6.2.1.1	Yes – 2 Stage Approach Develop ITR Procurement Documentation	Off System	<ul style="list-style-type: none"> Prepare the procurement documentation using the "Contract Specific" templates provided on the Suite of Facilities Contracts page. <p><i>Note: for Head Contractors, the ITR component of the procurement can be completed prior to Parliamentary approval, with the remainder of the procurement activities occurring following approval.</i></p>	PMCA	<ul style="list-style-type: none"> Invitation to Register Procurement Documentation 	2 Weeks	<ul style="list-style-type: none"> Manual - Suite of Facilities Contracts
6.2.1	Issue Invitation to Register	6.2.1.2	Review Procurement Documentation	Off System	<ul style="list-style-type: none"> Review ITR Procurement Documentation. 	Project Team			
		Decision	Legal Advice Required						
6.2.1	Issue Invitation to Register	6.2.1.3	Conduct Legal Review	Off System	<ul style="list-style-type: none"> Review ITR Procurement Documentation. 	Legal Adviser		30 Days	
6.2.1	Issue Invitation to Register	6.2.1.4	Prepare Austender Documentation	Off System	<ul style="list-style-type: none"> Prepare Austender for the procurement documentation to be advertised. 	Project Team	<ul style="list-style-type: none"> Austender Documentation 		
6.2.1	Issue Invitation to Register	6.2.1.5	Issue and Administer Invitation To Register (ITR)	Off System	<ul style="list-style-type: none"> Issue and administer the ITR. 	PMCA		1 Day	
6.2.1	Issue Invitation to Register	6.2.1.6	Evaluate ITR Responses	Off System	<ul style="list-style-type: none"> Evaluate the proposal in accordance with the approved Evaluation Plan. 	Tender Evaluation Board Members		2 Weeks	<ul style="list-style-type: none"> Evaluation Plan
6.2.1	Issue Invitation to Register	6.2.1.7	Develop Registrant Evaluation Board Report (REBR)	Off System	<ul style="list-style-type: none"> Develop Registrant Evaluation Board Report (REBR). 	PMCA	<ul style="list-style-type: none"> Registrant Evaluation Board Report 	7 Days	<ul style="list-style-type: none"> Template – Registrant Evaluation Board Report (REBR)
6.2.1	Issue Invitation to Register	6.2.1.8	Sign REBR	Off System	<ul style="list-style-type: none"> The REBR is reviewed and signed by the Tender Evaluation Board Chair. 	Tender Evaluation Board Members			
		Go to:	6.2 Obtain Executive Review and Approval						
6.2.2	Issue Request For Proposal (RFP)	6.2.2.1	Develop Request for Proposal (RFP)	Off System	<ul style="list-style-type: none"> PMCA prepares the relevant RFP Template for each Panel Consultant identified in the procurement strategy. 	PMCA	<ul style="list-style-type: none"> Request for Proposal Procurement Documentation 	4 Weeks	<ul style="list-style-type: none"> Manual - Suite of Facilities Contracts
6.2.2	Issue Request For Proposal (RFP)	6.2.2.2	Review Request for Proposal (RFP)	Off System	<ul style="list-style-type: none"> Project Team reviews RFP procurement documentation. 	Project Team			
		Decision	Legal Advice Required?						
6.2.2	Issue Request For Proposal (RFP)	6.2.2.3	Yes – Legal Advice Required Conduct Legal Review	Off System	<ul style="list-style-type: none"> Review RFP procurement documentation. 	Legal Adviser		4 Weeks	
		Decision	2 Stage Approach?						
6.2.2	Issue Request For Proposal (RFP)	6.2.2.4	No – Not 2 Stage Approach Prepare Austender Documentation	Off System	<ul style="list-style-type: none"> Prepare Austender for the procurement documentation to be advertised. 	Project Team	<ul style="list-style-type: none"> Austender Documentation 		

UNCLASSIFIED

UNCLASSIFIED

6.2 Conduct Tender for Facilities Contractor									
Level 3 ID	Level 3 Sub Process	Level 4 ID	Level 4 Activity	System	Description	Responsible (Role)	Documents / Outputs	Indicative timeframe	Business Rule (or other relevant guidance documentation)
6.2.2	Issue Request For Proposal (RFP)	6.2.2.5	Issue and Administer Request for Proposal (RFP)	Off System	<ul style="list-style-type: none"> Issue and administer the RFP. 	PMCA		1 Day	
6.2.3	Evaluate Tenders	6.2.3.1	Evaluate Tenders	Off System	<ul style="list-style-type: none"> Evaluation proposal in accordance with the approved Evaluation Plan. 	Tender Evaluation Board Members		3 Weeks	
6.2.3	Evaluate Tenders	6.2.3.2	Develop Tender Evaluation Board Report (TEBR)	Off System	<ul style="list-style-type: none"> Develop Tender Evaluation Board Report 	PMCA	<ul style="list-style-type: none"> Tender Evaluation Board Report 		<ul style="list-style-type: none"> Template - Tender Evaluation Board Report (TEBR)
		Decision	Probity Advisor Engaged?						
6.2.3	Evaluate Tenders	6.2.3.4	Review TEBR and Produce Probity Report	Off System	<ul style="list-style-type: none"> Probity Adviser to review TEBR and produce Probity Report. 	Probity Adviser	<ul style="list-style-type: none"> Probity Report 		
6.2.3	Evaluate Tenders	6.2.3.5	Finalise Tender Evaluation Board Report	Off System	<ul style="list-style-type: none"> Following probity report, the tender evaluation board report is finalised and signed by the Tender Evaluation Board Chair. 	Tender Evaluation Board Members	<ul style="list-style-type: none"> Finalised Tender Evaluation Board Report 		
		Go to:	6.2 Obtain Executive Review and Approval						
		Decision	Negotiations Required?						
6.2.4	Negotiate with Successful Tenderer	6.2.4.1	Yes – Negotiations Required Develop Tender Negotiation Plan	Off System	<ul style="list-style-type: none"> The Panel Consultant may be informed (without the Commonwealth accepting, or being taken to have accepted, the proposal) that the Commonwealth will negotiate certain or all aspects of the Panel Consultant's proposal. 	PMCA	<ul style="list-style-type: none"> Tender Negotiation Plan 		<ul style="list-style-type: none"> Template - Negotiation Plan
6.2.4	Negotiate with Successful Tenderer	6.2.4.2	Negotiate with Successful Tenderer	Off System	<ul style="list-style-type: none"> Conduct negotiations. 	Project Team			
6.2.4	Negotiate with Successful Tenderer	6.2.4.3	Develop Negotiation Outcomes Report	Off System	<ul style="list-style-type: none"> Negotiations outcomes are documented in the Negotiation Outcomes Report. 	Project Team	<ul style="list-style-type: none"> Negotiation Outcomes Report 		<ul style="list-style-type: none"> Template - Negotiation Outcomes Report
		Go to:	6.2 Obtain Executive Review and Approval						
6.2.5	Execute Contract	6.2.5.1	Prepare Section 23 Documentation	Off System	<ul style="list-style-type: none"> Project Officer will produce PGPA Section 23 Approval (internal only) in accordance with approved TEBR and/or contract negotiation outcomes. If contract value is greater than \$15m (including GST) notify the Minister for Defence of contract award. <p>Note: If negotiations occurred this could be attached to the Negotiations Outcomes Report in the Executive Review and Approval process to consolidate the required approvals.</p>	Project Team	<ul style="list-style-type: none"> Section 23 Documentation 		<ul style="list-style-type: none"> Template - Section 23 Commitment Approval

UNCLASSIFIED

6.2 Conduct Tender for Facilities Contractor									
Level 3 ID	Level 3 Sub Process	Level 4 ID	Level 4 Activity	System	Description	Responsible (Role)	Documents / Outputs	Indicative timeframe	Business Rule (or other relevant guidance documentation)
6.2.5	Execute Contract	6.2.5.2	Prepare Official Order	Off System	<ul style="list-style-type: none"> If the original or revised proposal is accepted, then the Project Officer will issue an Official Order. The Official Order (include in the RFP) is formal notification from the Commonwealth to the Panel Consultant giving notice of acceptance of the Panel Consultant's proposal. This will form a contract between the Commonwealth and the Panel Consultant. Note: If negotiations occurred this could be attached to the Negotiations Outcomes Report in the Executive Review and Approval process to consolidate the required approvals. 	Project Team	<ul style="list-style-type: none"> Official Order 		
6.2.5	Execute Contract	6.2.5.3	Conduct Legal Review	Off System	<ul style="list-style-type: none"> Review Official Order. 	Legal Advisor			
6.2.5	Execute Contract	6.2.5.4	Approve Section 23 and Sign Official Order	Off System	<ul style="list-style-type: none"> Approve Section 23 and Sign Official Order. 	Financial Delegate	<ul style="list-style-type: none"> Signed Section 23 and Official Order 		
6.2.5	Execute Contract	6.2.5.5	Conduct Debrief with Tenderers	Off System	<ul style="list-style-type: none"> All tenderers, successful and unsuccessful, must be offered the opportunity for a debrief. 	Project Team			<ul style="list-style-type: none"> DEQMS Debrief Guidelines
		End							