1. RESPONSE VOLUME: GENERAL (CORE)
2. CONTRACT WORK BREAKDOWN STRUCTURE AND DICTIONARY (optional)

Draft SOW reference: clause 3.2.3

Note to drafters: A draft CWBS can demonstrate a full understanding of the scope of work for a tendered price. Amend the CSWBS definitions in draft Attachment M for the intended scope of work.

* 1. Tenderers are to provide a draft Contract Work Breakdown Structure (CWBS) and CWBS Dictionary, in accordance with DID-SSM-CWBS and based on the Contract Summary WBS (CSWBS) elements in Attachment M to the draft Contract.
  2. The draft CWBS is to contain sufficient detail to demonstrate an understanding of the work to undertake any resultant Contract, and the integration of program, cost and schedule controls.
  3. The draft CWBS is to be provided in a tool such that it can be reviewed at any level of expansion (for instance using ‘outline mode’ in Microsoft Word or Excel).
  4. The CWBS Dictionary is to define the scope of each CWBS element in the CWBS.

1. SUPPORT SERVICES MASTER SCHEDULE (optional)

Draft SOW reference: clause 3.2.2

Note to drafters: If the draft Contract has no significant Milestones, the SSMS and this TDR will not be required. A draft Phase In Plan and draft Ramp Up Management Plan can also plan how to establish Services without an SSMS. Even if required in the SOW, an SSMS may not need to be tendered. If not required, delete the clauses below and annotate the heading as ‘Not used’.

* 1. Tenderers are to provide a draft Support Services Master Schedule (SSMS) (in PDF and as a data file for the applicable software package) in accordance with DID-SSM-SSMS, as a Gantt Chart in Microsoft Project, Open Plan Professional or other agreed scheduling software. The SSMS should demonstrate a realistic approach, allowing for risks, and show the integration of proposed Approved Subcontractor activities.
  2. The draft SSMS is to describe each Milestone, identify the party primarily responsible for its achievement (eg, Contractor or Commonwealth), and a scheduled date for accomplishment.
  3. The draft SSMS is to contain sufficient detail to demonstrate an understanding of the work effort and schedule control required to successfully complete any resultant Contract.

1. KEY staff positions (CORE)

Draft COC reference: clause 3.12

Draft SOW reference: clause 9.1

Note to tenderers: The Commonwealth wants to understand the Key Staff Positions for any resultant Contract, and the tenderer’s ability to attain Key Staff Positions to fill those positions.

* 1. Tenderers are to identify Key Staff Positions for any resultant Contract, based on the tenderer’s strategies/plan for the activities in the draft Contract, and for each Key Staff Position:
     1. identify the position title and related duties, responsibilities and delegated authorities;
     2. propose a Key Staff Position specification defining the qualifications, training, essential and desirable experience, and other attributes required of the person filling the position;
     3. identify the numbers of staff in the tenderer’s organisation, including proposed Subcontractors, currently undertaking roles equivalent to the Key Staff Positions; and
     4. describe the tenderer’s strategy to fill the Key Staff Position.

1. STAFF/SKILLS PROFILE (OPTIONAL)

Draft SOW reference: DID-SSM-SSMP clause 6.2.4

Note to drafters: A staff/skills profile should be requested in medium/larger support contracts.

Note to tenderers:  A proposed staff/skills profile informs staffing-related risks, particularly during Ramp Up, contract viability, and associated costs.

* 1. Tenderers are to provide (in Microsoft Excel or the scheduling software used in response to TDR E-2) aggregate, labour-category-based, time-phased plans for the use of human resources in the performance of the Initial Term of any resultant Contract, which:
     1. identifies the staffing requirements on a quarterly basis, consistent with the draft SSMS provided in response to TDR E-2;
     2. breaks down the staff requirements into labour categories, including those identified in response to TDR D‑1, Schedule of Rates; and
     3. identifies, for the tenderer, the Australian and New Zealand workforce.
  2. Tenderers are to separately provide the information required by clause 4.1 for any proposed Approved Subcontractors that will provide a significant portion of the required Services for any resultant Contract (eg, those required to provide detailed pricing in response to TDR D-2).

1. RISK ASSESSMENT AND RISK REGISTER (Core)

Draft SOW reference: clause 3.7

Note to tenderers: Assessed risks, the budget to treat risks and residual risk exposure, should correlate to the pricing of risk (ie, Management Reserve) in response to TDR D-2.

* 1. Tenderers are to provide a risk register prepared in accordance with DID-SSM-SSMP, which summarises the tenderer’s assessment of the risks associated with the performance of any resultant Contract.

1. DEFENCE INDUSTRY SECURITY PROGRAM PHYSICAL AND INFORMATION / CYBER SECURITY REQUIREMENTS (Optional)

Draft COC reference: clause 11.10

Note to drafters: Include this clause if DISP membership at Level 1 is required for the draft COC. If the RFT is to include classified information, drafters should consult their Security Officer.

Note to tenderers: Refer to the Details Schedule in the draft COC for the DISP membership level, Physical Security, Information / Cyber Security, and COMSEC requirements for any resultant Contract. Also, refer to the Security Classification and Categorisation Guide attached to the draft Contract or contact the Contact Officer listed in the Tender Details Schedule.

* 1. Tenderers are to provide the following details for all premises proposed to be used for the storage of classified documents, classified assets, or the housing of ICT systems for the processing of data, up to and including the Physical Security and Information / Cyber Security DISP membership levels identified in the Details Schedule in the draft COC:
     1. physical address of facility;
     2. facility accreditation(s) held (type and level), when granted and by whom; and
     3. ICT system accreditation(s) held (type and level), when granted and by whom.
  2. If appropriate DISP membership levels are not held, tenderers are to indicate their willingness to undergo the process to obtain the requisite DISP membership, or if unable to obtain DISP membership because it is not an Australian company, the tenderer is to advise:
     1. of the applicable Security of Information Agreement or Arrangement (SIA); and
     2. how they would meet requirements equivalent to the DISP membership requirements of the draft Contract, and any risks associated with contract execution or management.
  3. Tenderers are to provide the above information in relation to all Subcontractors who will require access to security classified information.

1. Technical Data (Optional)
   1. Tenderers are to provide a draft Technical Data List (TDL), for any Technical Data that the tenderer would bring to any resultant Contract, identifying for each item of Technical Data:
      1. the item reference number, document number or drawing number, as applicable;
      2. the name or title of the item of Technical Data;
      3. a brief description of the item of Technical Data, including its purpose or use;
      4. the product identifier and the name for the system / sub-system / Configuration Item (CI) / end-product (including hardware and Software) to which the Technical Data relates;
      5. the source (eg, internal, or the name of Subcontractor/supplier that would provide it);
      6. if applicable, cross-reference to the ‘Unique Line Item Description’ entry in the tendered Technical Data and Software Rights (TDSR) Schedule (refer TDR C-4);
      7. any other restriction (eg, Export Approvals), identifying the related licence or agreement;
      8. if applicable, the Australian or foreign security classification; and
      9. the current or intended end-user of the Technical Data (eg, system operator, Contractor, applicable Subcontractor or Associated Party).
2. GOVERNMENT FURNISHED MATERIAL (Optional)

Draft COC reference: clauses 3.6, 5.1 and 5.5, and Attachment E

Draft SOW reference: clause 3.11

Note to drafters: Develop Attachment E to the draft COC to enable tenderers to transfer GFM details to the tender response format. Also refer to CASG Safety Management System (CASSafe) regarding the Requirement: ‘Supply safe plant, substances, structures and radiation sources’.

Note to tenderers: Government Furnished Material (GFM) that is mandated or offered (if any) is listed in Attachment E to the draft COC. Additional GFM may be proposed by tenderers for any resultant Contract. Refer to the ‘Specific Prices’ worksheet of the SPTPW for Specific Prices to be tendered if GFM is not made available.

* 1. Tenderers are to provide the requested detail in accordance with the GFM Tender Response Format at Table E-1 below. Details for the required GFM may be transferred from Attachment E to the draft Contract, into the tenderer’s response.
  2. If tenderers propose changes to the quantities, dates, locations or time periods proposed in Attachment E to the draft Contract, these changes should be clearly identified in the tender response (ie, columns c to f of Table E-1, GFM Tender Response Format).
  3. Tenderers are to specify in column h of Table E-1, GFM Tender Response Format, whether, in accordance with clause 5.1.4 of the draft COC:
     + 1. the tenderer or a proposed Subcontractor owns all of the IP in the proposed GFM (eg, if a proposed Subcontractor is an OEM: ‘Y – IP owned by [name of Subcontractor]’); or
       2. the tenderer (or a nominee) proposes to own the IP created in respect of the GFM under any resultant Contract, and the reason for ownership (eg, ‘Y – [reason for ownership]’).

Table E-1: GFM Tender Response Format

| Item description | Reference/Part number | Quantity | Delivery date and location | Return date and location | Time Period for Inspection | Technical Data and Software Restrictions (if applicable) | Tenderer to own new IP (Y/N), and reason if ‘Y’ | Export restrictions (if applicable) | Comments/ Intended Purpose |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a | b | c | d | e | f | g | h | i | j |
| Commonwealth Mandated GFM: GFE | | | | | | | | | |
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| Commonwealth Mandated GFM: GFD | | | | | | | | | |
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| Non-mandated GFM: GFI | | | | | | | | | |
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| All other non-mandated GFM | | | | | | | | | |
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Notes: Table E-1: GFM Tender Response Format

1. Item Description: A description of the item of GFM.
2. Reference/Part Number: A reference, part number, document number, or other identifier that clearly identifies the item of GFM.
3. Quantity: The quantity of the item of GFM to be delivered by the Commonwealth.
4. Delivery Date and Location: The date on and location at which the item of GFM is to be delivered by the Commonwealth.
5. Return Date and Location: The date on and location at which the item of GFM is to be returned to the Commonwealth.
6. Time Period for Inspection: The period within which the item is to be inspected and the Commonwealth notified (refer clause 3.11.1 of the SOW).
7. TD and Software Restrictions: Indicates any Technical Data or Software restrictions in addition to those granted under clause 5.5 of the COC.
8. Tenderer to Own New IP: A declaration of whether new IP created under any resultant Contract, in respect of the item of GFM, is to be owned by the Tenderer (or a nominee) pursuant to clause 5.1.4 of the COC. Tenderers are to provide justification for any proposed ownership of IP in GFM.
9. Export Approvals Restrictions: Any restrictions derived from Export Approvals to which an item of GFM is subject to (if applicable).
10. Comments/Intended Purpose: The purpose for the item of GFM and any comments supplementary to the information under columns (a) to (i).
11. GOVERNMENT FURNISHED FACILITIES (Optional)

Draft COC reference: clause 3.7 and Attachment O

Draft SOW reference: clauses 3.18 and 9.6

Note to drafters: Include this clause if clause 3.7 is included in the draft COC. If GFF will not be offered, the following clauses can be deleted and the heading annotated with ‘Not used’.

Note to tenderers: All Government Furnished Facilities (GFF), mandated or proposed by the Commonwealth (if any), is detailed in Attachment O to the draft Contract. Refer to the ‘Specific Prices’ worksheet of the SPTPW for Specific Prices to be tendered if GFF is not made available.

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| Option: For when the Commonwealth will allow tenderers to propose additional GFF.  Additional GFF may be proposed by tenderers for the purposes of any resultant Contract. |

* 1. Tenderers are to summarise the proposed use of the GFF and any specific GFF Licensed Areas, describe any assumptions made in relation to their tender, and Identify any other arrangements required, relevant to use of that GFF.
  2. Tenderers are to state their compliance with the dates and time periods proposed by the Commonwealth in Attachment O to the draft Contract, or provide an alternative proposal.

1. GOVERNMENT FURNISHED SERVICES (Optional)

Draft COC reference: clause 3.9 and Attachment E

Note to drafters: Include this clause if clause 3.9 has been included in the draft COC.

Note to tenderers: All Government Furnished Services (GFS), mandated or proposed by the Commonwealth (if any), are detailed in Attachment E to the draft COC. Refer to the ‘Specific Prices’ worksheet of the SPTPW for Specific Prices to be tendered if GFS is not made available.

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| Option: For when the Commonwealth will allow tenderers to propose additional GFS.  Additional GFS may be proposed by tenderers for the purposes of any resultant Contract. |

* 1. Tenderers are to summarise the proposed use of Government Furnished Services (GFS), any relevant assumptions (eg, cost, schedule), and any other arrangements relevant to the tender.
  2. Tenderers are to state their compliance with the dates and time periods proposed by the Commonwealth in Attachment E to the draft Contract, or provide an alternative proposal.

1. ALTERNATIVE PERFORMANCE Management PROPOSAL (CORE)

Draft COC reference: clauses 6.1, 6.3 & 7.16 and Attachments B, P & Q

Draft SOW reference: clause 3.2.5

Note to tenderers: In regards to clause 11.2, as an example, a more efficient measurement process, for the same Services and KPI, does not require an alternative proposal.

* 1. Tenderers may propose changes to the performance management framework including, for example, changes to Review Periods, Key Performance Indicator measurement, weightings, the Performance Implementation Period, and/or the Other Performance Measures.
  2. If proposing, in response to clause 11.1, a change that would have a material effect on the Services under any resultant Contract, the tenderer is to submit an alternative proposal in accordance with clause 2.15 of the COT.