



FITZROY BASIN ASSOCIATION

Invitation to Tender

Tenders close: 30th June 2009

Purpose of consultancy

The purpose of this study is to review implementation of the \$25 million Regional Investment Strategy by the Fitzroy Basin Association funded by the National Action Plan for Salinity and Water Quality and the extension of the Natural Heritage Trust.

1. Introduction

1.1 Background

The Fitzroy Basin Association (FBA) is the regional natural resource management group in central Queensland. Its region of influence extends through the Fitzroy Basin and associated coastal catchments as well as the catchments of the Boyne and Calliope Rivers and the Curtis region. The regional plan, *Central Queensland Strategy for Sustainability – 2004 and beyond (CQSS2)*, was accredited in May 2004. In January 2005, delivery of the \$25 million Regional Investment Strategy began.

Having finalised investment of the RIS, FBA wishes to evaluate its effectiveness in effecting change in resource condition and the costs and benefits of investment. The review is timed to provide valuable information and recommendations on future investment of Caring for Our Country funds over the next four years.

2. Scope of Work

2.1 The evaluation

Four areas have been identified for analysis

1. Effectiveness of investment of RIS funds in changing or potentially changing resource condition
2. Cost benefit analysis of investment with respect to costs input and valuation of private and public benefits
3. The contribution of RIS investment in effecting social and attitudinal change
4. Efficiency of investment with respect to transaction costs, non-cash costs, and benefits

In each area, the consultant is expected to identify learnings and recommendations for improvement.

2.2 Methodology

FBA is keen to use innovative approaches to conduct the evaluation and requests proponents describe their preferred methodology for achieving objectives and to identify the mix of qualitative and quantitative analysis to be used.

2.3 Deliverables

The consultant will deliver the specific requirements listed above. Outputs associated with these requirements will include:

- A. 1 interim Report
- B. Presentation to the FBA Board
- C. Final Report

2.4 Information and support available

Staff and Board members of the Fitzroy Basin Association will be available to provide information as required; however all administrative requirements must be provided by the consultant. All reviews of FBA's work undertaken by or available to FBA, including the review of the delivery approach and progress and final reports on contracts and agreements, will be made available to the consultant.

3. Contract Administration

3.1 Terms of engagement

A standard consultancy agreement will form the basis of the terms of engagement for this project. The *Invitation to Tender* and *Proponent's Proposal* will form part of the project documentation.

3.2 Timetable

Commencement date of the consultancy will be one week after advice of acceptance of the project proposal. Completion date should be a maximum of six months from commencement.

3.3 Reporting arrangements

The consultant will report directly to the Operations Manager and provide one (1) interim report and a final report on completion. Any anticipated delays are to be notified immediately. At agreed milestones, the consultant may be required to provide progress presentations to the FBA Board.

3.4 Project Fee and payment

Those submitting tenders should make their own assessment of the time and budget needs and include these in their tender documentation. The study will be conducted on a fixed fee basis inclusive of all time and expense costs, including

- Travel and accommodation
- Operating costs, including secretarial support
- Provision of written and electronic reports and mapping products
- Any external professional advice required

Any costs incurred in preparing tenders, including travel costs and the cost of preparation of all documentation must be borne by the proponent.

Progress payments will be made according to a payment schedule agreed upon between the consultant and FBA, and will be contingent on satisfactory progress against agreed milestones.

Not less than twenty percent of the total fee will be retained until satisfactory completion of the contract.

3.5 Intellectual Property

The Fitzroy Basin Association will own any intellectual property resulting from the study.

3.6 Insurance

The entity to which the tender is awarded is required to provide public liability, worker's compensation and professional indemnity insurance.

3.7 Assessing proposals

The Chief Executive Officer or delegate/s will be responsible for assessing submissions and awarding the tender.

The CEO's decision is final, and will enter into no correspondence regarding the decision.

3.8 Finalising the contract

FBA representatives will negotiate with the person identified in the preferred tender as the person with authority to negotiate and conclude a contract. In the event that it is not possible to satisfactorily conclude negotiations, FBA reserves the right to terminate negotiations and enter into contract negotiations with the other/s who have submitted a tender.

The CEO reserves the right, without explanation and for any cause whatsoever

- to accept or reject any tender, and to annul the tendering process at any stage thereby rejecting all tenders, at any time prior to awarding a contract
- to re-call tenders from any source including those who have already submitted tenders, without incurring any liability or any obligation to inform affected those who have submitted a tender of the grounds for this action
- to not accept the lowest priced or any tender

4. Tenders

A tender may be submitted for all or part/s of the project. Those submitting tenders may collaborate with others submitting tenders and may submit jointly or separately.

Tenders must be submitted in the name of the entity that, should the tender be successful, will enter into the contract with the Fitzroy Basin Association and must include the ABN of the entity and the name of the person authorised to negotiate and conclude the contract. The name, telephone and facsimile numbers, and email address of the person to whom all correspondence should be addressed must appear on the front page of the proposal.

The proposal for undertaking the consultancy should include

- 1) The component/s for which the tender is submitted
- 2) Identity of any other tenders with which the proponent may potentially collaborate
- 3) A description of methodologies and proposed consultancy design
- 4) Estimates of time commitments and costs, including

- A program for completion of the consultancy indicating milestones for delivery of outputs, cash flow requirements linking payment to delivery of outputs, and persons responsible for delivering outputs
 - An *all-inclusive* fee for the project, with a breakdown of the fee basis for professional services and other expenses (see 3.4)
- 5) Details of public liability, worker's compensation and professional indemnity insurance.

5. Lodgement process and further information

Further inquiries should be addressed to the Operations Manager, Claire Rodgers, on 0749992803, or email Claire.Rodgers@fba.org.au .

Three (3) original proposals (not facsimile copies) and one electronic copy should be submitted to the following address by close of business on June 30 2009 to:

Mr Paul Birch
Acting Chief Executive Officer
Fitzroy Basin Association
PO Box 139
ROCKHAMPTON QLD 4700
Paul.Birch@fba.org.au