Conditions of Tender

Contractor Standing Capability RELEVANT Clauses

Note to drafters: Amend Attachment A to the Conditions of Tender to include the following additional Tender Data Requirements:

|  |  |
| --- | --- |
| Tender Data Requirement Number | Tender Response Volume |
|  | General |
| D-5 | 1. Contractor Standing Capability Pricing |
| E-12 | 1. Contractor Standing Capability |

1. TENDERED PRICING INFORMATION – GENERAL REQUIREMENTS

Note to drafters: Include ‘Contractor Standing Capability’ in the worksheet list under clause 1.1 in Annex D to Attachment A to the Conditions of Tender.

1. TENDERED PRICING INFORMATION – Specific REQUIREMENTS

Note to drafters: Add the following tender data requirement to the end of clause 2 in Annex D to Attachment A to the Conditions of Tender.

Note to tenderers: Tenderers are to identify the labour categories and skill levels required for the CSC to perform CSC Tasks in accordance with clause 15 of the draft COC and DSD-ENG-CSC. TDR E-12 describes the types of CSC Tasks that the CSC is expected to perform.

* 1. When preparing the ‘Contractor Standing Capability’ worksheet for the initial CSC Term, tenderers are to include sufficient numbers of skilled personnel for, as applicable:
     1. any specific positions proposed by the Commonwealth under TDR E-12; and
     2. all additional positions required for the type of CSC Tasks outlined in TDR E-12.

Note to drafters: Insert the following new clause 12 at the end of Annex E to Attachment A to the Conditions of Tender.

1. Contractor Standing Capability

Note to drafters: Insert details of anticipated CSC Tasks under clause 12.1. The list of CSC Tasks must be consistent with the scope of DSD-ENG-CSC and other S&Q Services that the CSC is expected to undertake. Drafters are to update clause 12.1 with contract-specific requirements, sufficient for tenderers to scope the composition of the CSC. Descriptions may indicate likely skills (eg, ‘for software tasks’ or ‘for mechanical systems’); however, care should be taken not to pre-empt what may be offered as the CSC’s composition of skill categories and levels. Descriptions should quantify outputs if possible (eg, two software releases per year). Although clause 12.2 provides the ability to specify some skill sets, the task descriptions in clause 12.1 should be written in outcome terms to the extent practicable, to enable each tenderer to propose a mix of Personnel with associated skills and experience. All examples below are to be deleted if not overwritten.

Note to tenderers: The purpose of the CSC is to provide an on-going pool of expertise able to perform specialist engineering, design and other activities that would otherwise be managed as S&Q Services. However, S&Q Services, can incur higher overheads and labour charges, and reduced skills continuity due to their stop/start nature. The CSC provides an efficient and effective alternative to the administration of S&Q Services for tasks that are undefinable at the time of releasing the RFT. The CSC Tasks listed below are indicative of the activities that may be requested by the Commonwealth under any resultant Contract.

* 1. For the purposes of defining an initial CSC composition, the following list of CSC Tasks, to be [DRAFTER TO INSERT 'conducted concurrently' OR 'to be performed within the first six months' OR OTHER], is outlined below:
     1. Major Change Tasks:
        1. [DRAFTER TO INSERT];
        2. [INSERT FOR EXAMPLE, structural and electrical interface design and development for the introduction of XYZ system under Project JPXXX]; and
        3. [INSERT FOR EXAMPLE, Software Preventive, Adaptive and Perfective Maintenance for the applicable Software Products in draft SOW Annex A and in accordance with DSD-ENG-SW];
     2. Study Tasks:
        1. [INSERT FOR EXAMPLE, Mechanical systems reliability monitoring and Growth program studies];
        2. [INSERT FOR EXAMPLE, Life Cycle Costing Analysis in accordance with DSD-ENG-SERV, in preparation for forthcoming mid-life upgrade]; and
        3. [INSERT FOR EXAMPLE, detailed inventory review and related stock assesment activities, in accordance with DSD-SUP-SACC, covering all RIs within the initial CSC Term];
     3. Other Tasks:
        1. [INSERT FOR EXAMPLE, Technical Instruction development for mechanical systems, in accordance with DSD-ENG-SERV]; and
        2. [DRAFTER TO INSERT].

Note to drafters: The list of Personnel under clause 12.2 may be used to identify a minimum number of CSC Personnel required to maintain skills and retain specialist corporate knowledge of the Products Being Supported, particularly if Australia is the only operator of those Products. The inclusion of such skill sets within the CSC would be in addition to those retained through the performance of the Recurring Services. If the scope of Recurring Services is insufficient for full employment of sufficient numbers of skilled Personnel, and the retention of such corporate knowledge is essential, the CSC can provide a mechanism to retain those skills. Drafters should add to the list below as required. If the likely tasks under clause 12.1 (above) will be sufficient to enable the required skill sets to be identified by tenderers, then this clause 12.2 may be deleted and replaced with ‘Not used’.

* 1. In order to perform the CSC Tasks identified at clause 12.1, and to maintain a working knowledge of the Products Being Supported, the Commonwealth will require that the initial CSC team include, as a minimum and without limiting the size of the CSC proposed by the tenderer, Personnel with the following skill categories and levels:
     1. [INSERT LABOUR CATEGORY AND SKILL LEVEL], [INSERT NUMBER] person(s) with knowledge and skills regarding [INSERT PURPOSE / SPECIFIC SYSTEMS / FUNCTION]; and
     2. [INSERT LABOUR CATEGORY AND SKILL LEVEL], [INSERT NUMBER] person(s) with knowledge and skills regarding [INSERT PURPOSE / SPECIFIC SYSTEMS / FUNCTION].

Note to tenderers: Rates for labour categories and skill levels identified in response to this requirement are to be included in response to TDR D.

* 1. Tenderers are to describe the rationale for the composition for the proposed CSC to undertake CSC Tasks, as described above, during the initial CSC Term of any resultant Contract, including:
     1. the proposed labour categories and skill levels;
     2. the numbers of Personnel proposed for each labour category and skill level; and
     3. whether CSC Personnel will be provided by the Contractor and/or a Subcontractor.
  2. Tenderers are to describe how the CSC will maximise the number of hours available to the Commonwealth to achieve CSC Task outcomes, while minimising the overhead costs associated with the provision of the CSC. The description is to include the expected annual working days and daily working hours for each labour category and skill level of CSC Personnel used in the calculation of CSC Service Hours.

Note to drafters: If a draft CEMP is required to be provided as part of the tender response (in Annex F), then the following clause should be deleted and replaced with ‘Not used’.

* 1. Tenderers are to provide sufficient details to allow the Commonwealth to understand the proposed operation of the CSC, including details of:
     1. the organisational arrangements for the CSC, including the functional groups;
     2. the proposed task management system, including how it will be employed to manage CSC Tasks, including monitoring and controlling individual CSC Tasks and resources;
     3. the management of standing CSC Tasks, including how the effort associated with standing tasks will be managed and controlled;
     4. the management of CSC Personnel to ensure that the CSC is staffed with Personnel having the necessary qualifications, expertise and experience to perform their respective functions and achieve the CSC objectives, including the management of:
        1. CSC Personnel;
        2. CSC Staff Positions and Key Persons (cross-referenced to the draft SSMP); and
        3. Subcontractors and Subcontractor Personnel, if applicable; and
     5. the processes to be employed to obtain CSC Additional Resources.