

Request for Panel of Providers for Archaeological Services: Aboriginal Cultural Heritage Surveys

INTRODUCTION

The Murray Catchment Management Authority (MCMA) is seeking to establish a panel of providers of archaeological services to conduct Aboriginal Cultural Heritage surveys and prepare management plans for the CMA's our Cultural Heritage Incentives Program over the next two years.

The Cultural Heritage Incentive Program aims to protect and enhance cultural significant sites/or places on private or public lands within the Murray Catchment. Success with these surveys will help protect and enhance the cultural values within our Catchment. Works will be undertaken in consultation with the relevant Aboriginal communities.

We are seeking suitably qualified and experienced archaeologists to undertake cultural surveys and develop management plans for our Cultural Heritage Incentive Programs.

If your passion and skills are in Aboriginal cultural heritage, please send an Expression of Interest, with a résumé detailing your work experience and history.

Expression of Interest documentation is available from the Murray CMA website at: www.murray.cma.nsw.gov.au, or by contacting the Murray CMA.

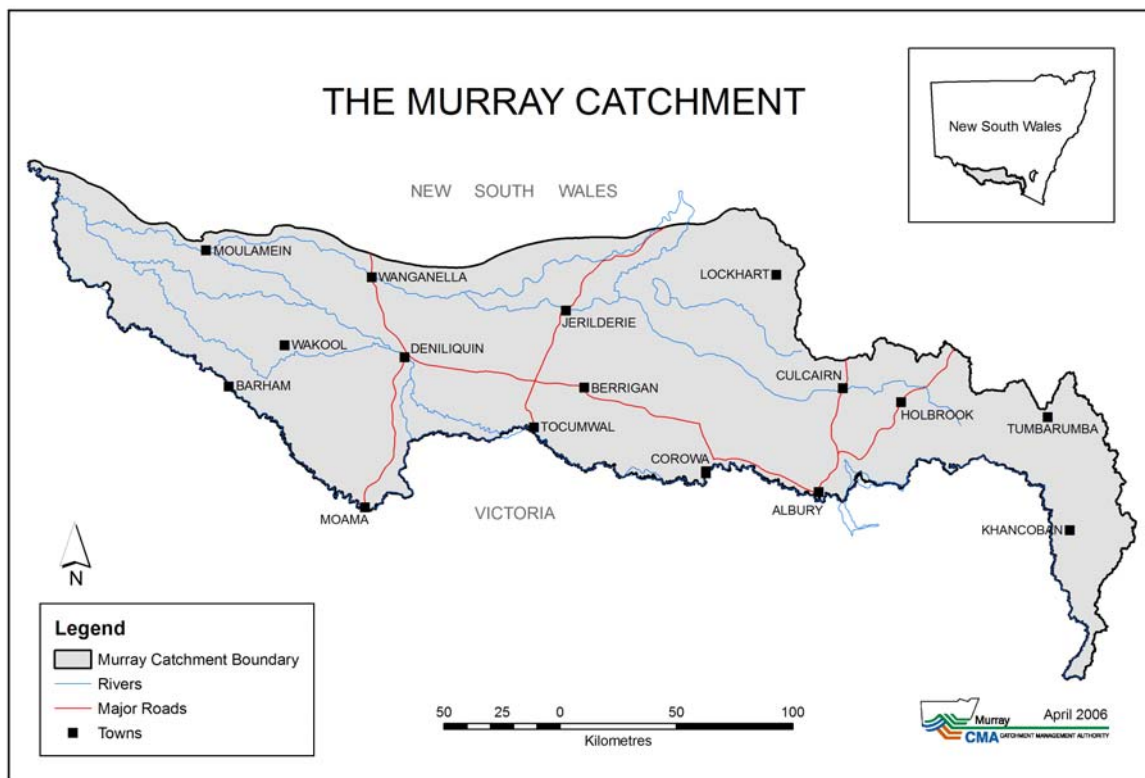


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1. Process for Expression of Interest (EOI) for Inclusion on Provider Panel

The EOI is a two-stage process and initially seeks to determine a list of suitably qualified potential contractors. Price quotations are not being sought in this Stage of the selection process. Stage two, successful qualification to the Panel, entails an assessment of each respondent's EOI against the selection criteria. This assessment will form the basis for inclusion on the panel of pre-qualified service providers. As Cultural Heritage Surveys are rolled out, providers who have been selected to the Panel will be invited to submit a detailed price quotation to undertake each survey.

Qualification and inclusion on the Panel does not constitute an offer of survey work. Each EOI constitutes a non-binding proposal by the Registrant to Murray CMA to provide the Cultural Heritage Survey Services.

Successful qualification and inclusion on the Panel of Providers will allow, but not limit, Aboriginal Cultural Heritage surveys to seek quotations from contractors over a two-year period.

No works will be offers until a formal contract has been entered into in the prescribed format.

Panel Refresh

The Contractor acknowledges that the CMA will, on an ongoing basis, monitor the performance of the Panel members (including the Contractor) to ensure the scope and nature of the Services offered under the Panel continues to meet the CMA's requirements.

The CMA, in its absolute discretion, will periodically refresh the Panel arrangements either within the existing Panel structure, via a public EOI process or via an alternative procurement method.

As part of the refresh process the CMA may:

- add suppliers to the Panel,
- add, modify, expand or restrict Services categories, or
- remove non-performing or non-compliant suppliers from the Panel.

The Contractor acknowledges that its past performance as a Panel member may be taken into account during any refresh activities to determine the future membership of the Contractor in all or some of the Goods and/or Service Categories.

2. Submission of EOI

Respondents to this EOI should lodge their submission and any other information required in a sealed envelope in the Tender Box:

Marked: "EOI to Conduct Aboriginal Cultural Heritage Surveys"

Attention: Tender Box

Address: Box 797 Albury NSW 2640

Closing Time: 3.00 pm 17 November 2009.

EOI's lodged by facsimile or e-mail will not be considered.

Late EOI's will not be considered.

3. Documents to be lodged

The following documents must be completed and submitted by the Contractor (see attachments):

- Statement Against Key Selection Criteria (Schedule B)
- Indicative Charges (Schedule C)
- Business details (Schedule D)
- Project history (Schedule E)
- Personnel and Subcontractors (Schedule F)
- Schedule of insurances (Schedule G)
- Environmental Management Plan (Schedule H)
- Occupational Health and Safety Plan (Schedule I)

Formats of each Schedule are provided below.

4. Evaluation of EOI

By responding to this request for EOI's, the Contractor agrees that the Principal may gather, monitor, assess and communicate information about the Contractor's performance and capacity.

All submissions will be evaluated using the following Key Selection Criteria:

- Conformity with the EOI documents as per Schedules below, including preparedness to enter into the standard Murray CMA Contract.
- Demonstrated relevant experience and previous performance, and ability to perform within set time frames;
- Respondent's capacity and ability to complete the work, including proposed management, organisation, subcontractors, personnel, management systems/practice, current commitments and plant and equipment identified;

EOI's that do not comply with any requirement of, or which contain conditions or qualifications not required or allowed by the EOI documents may be passed over.

5. Notification

Respondents to this EOI will receive a letter advising if they were successful or unsuccessful in their application for selection to the panel.

6. Inquiries

All inquiries relating to the specifications and required deliverables should contact:

Kaleana Reyland
Catchment Officer - Aboriginal Communities
02 60512 219
0427 896 265

All inquiries relating to this EOI process or contract format/management should contact:

Bill Morton
Business Manager
03 5880 1405
bill.morton@cma.nsw.gov.au

SCHEDULE A

Methodology for undertaking Aboriginal Cultural Heritage Surveys for the Aboriginal Cultural Heritage Assessment

Contractors forming the provider panel under this Expression of Interest will be contracted by the Murray CMA to undertake cultural heritage surveys in accordance with the methodology below. (See also Schedule B Key Selection Criteria.)

- Contact the Murray CMA project representative to organise preliminary site visit.
- Engage locally appropriate Indigenous representatives.
- Conduct a desktop assessment to identify areas of known and predicted Indigenous cultural heritage within the proposed project area.
- Undertake site induction with a Murray CMA representative.
- Undertake an archaeological survey of known and predicted cultural heritage sites identified in the desktop assessment. Site survey record to be based on the NSW Dept Environment & Climate Change's Aboriginal Site Recording Form.
- Record any cultural heritage sites identified within the proposed project area and assess their significance.
- Determine the potential impacts on cultural heritage sites.
- Develop a management plan in consultation with the community for mitigating potential impacts on cultural heritage sites.
- Register any Aboriginal cultural sites on the Aboriginal Heritage Information Management System register of NSW if applicable.
- Prepare a Cultural Heritage Site Survey and Management Plan of the proposed project area for the Murray CMA and Land Manager.
- Provide copies of the Site survey and management plan to Local Aboriginal Land Councils, other relevant Aboriginal organisations and the regional archaeologist with the NSW Department of Environment, Climate Change and Water.

SCHEDULE B
STATEMENT AGAINST KEY SELECTION CRITERIA

CRITERION STATEMENT

(Please provide a brief statement as to how you will satisfy these criteria.)

1. Demonstrated relevant archaeological experience and previous performance with working in Aboriginal Cultural heritage studies and with communities.

2. Methodology proposed for meeting specification requirements for completing cultural heritage survey tasks. (See Schedule A). Attach examples of previous site surveys and management plans submitted.

3. Respondent's capacity and ability to complete the work by February 2010, including personnel/ subcontractors to be used, their skills and qualifications, management systems used. (See Schedule D)

Current commitments (if any)

Plant and/or equipment to undertake surveys (if applicable).

4. Conformity with the EOI documents as per Schedules below, including preparedness to enter into the standard Murray CMA Contract. *(Must comply to be eligible)*

5. An understanding the history of the Murray Catchment area and the Traditional Nations within it, including a demonstrated ability to engage locally appropriate Indigenous representatives.

INDICATIVE CHARGE RATES

SCHEDULE C

(Note: The data provided in this schedule is *not* a quotation price but an indicative costing that will assist the CMA staff in developing heritage survey projects.)

Site Surveys:

Salary

Operating

Capital

Management Plans

Salary

Operating

Capital

BUSINESS DETAILS

SCHEDULE D

Business Name (*in block letters*):

A.B.N. (*if applicable*):

Business type:

Company

Incorporated Business

Postal Address:

.....

Office Address (if different):

.....

How many years has your business been operating under its current name?

.....

Have you had any adverse judgements been made against your business for any breaches of statutory requirements or unlawful acts under the following areas?

OH&S/Workcover

Yes

No

Trading/Trade Practices

Yes

No

Industrial relations

Yes

No

Environmental Management

Yes

No

If yes please provide details

Contact details

Contact person:

Telephone number:.....

Facsimile number:.....

e-mail address:.....

Signed for the Respondent by:

.....

Name (*in block letters*):

.....

Position:

.....

Date

...../...../2009

PREVIOUS PROJECT HISTORY

SCHEDULE E

List any similar or related projects your organisation has undertaken in the last 3 years

1. Project Name _____

Client	Contact	Phone number	Contract amount	Duration
DECCW Contact				

Description of Works

2. Project Name _____

Client	Contact	Phone number	Contract amount	Duration
DECCW Contact				

Description of Works

3. Project Name _____

Client	Contact	Phone number	Contract amount	Duration
DECCW Contact				

Description of Works

PERSONNEL AND SUBCONTRACTORS

SCHEDULE F

List key personnel (if applicable) who would be involved in a Contract, identifying each person's proposed role in this EOI.

Name of Personnel or Subcontractor	Description of experience, skills, qualifications and works/project completed.
1.	
2.	
3.	
4.	
5.	

SCHEDULE OF INSURANCES

SCHEDULE G

PROFESSIONAL INDEMNITY INSURANCE

Insurer:

Sum Insured:.....Date of Expiry:.....

PUBLIC LIABILITY INSURANCE

Insurer:

Sum Insured:.....Date of Expiry:.....

WORKERS COMPENSATION INSURANCE / PERSONAL ACCIDENT INSURANCE

Insurer:

Insurance Details:

.....

.....

Date of Expiry:.....

Include comparable details for each proposed subcontractor.

OCCUPATIONAL, HEALTH AND SAFETY PLAN

SCHEDULE H

The following questionnaire is to be completed and submitted with your Expression of Interest documents. The response provided in this questionnaire will form part of the evaluation of this EOI.

		Yes	No
1	Is there a company OHS Policy, Management System or Plan?		
2	Are health and safety responsibilities clearly identified for all levels of staff?		
4	Are employees involved in decision making on OHS issues?		
5	Has the company prepared Safe Operating Procedures, Work Method Statements or specific safety instructions relevant to its operations, and to specific safety hazards likely to be encountered on site?		
6	Is there a documented incident reporting & investigation procedure?		
7	Is there a documented hazard reporting, assessment & investigation procedure?		
8	Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?		
9	Are there procedures for storing and handling hazardous substances?		
10	Are there written procedures for identifying, assessing and controlling risks?		
11	Are there written procedures for identifying, assessing and controlling risks associated with manual handling?		
12	Is a record maintained of all required safety training and induction programs undertaken for employees in your company?		
13	Has the company written procedures covering possible emergencies that may occur on site?		
14	Are regular health and safety inspections at work sites undertaken, including the use of standard workplace inspection checklists?		
15	Is there a system for recording and analysing health and safety performance statistics?		
16	Has the company ever been convicted of a health and safety offence?		