



Requirements Conditions Standards



Requirements of Service Provider

In addition to Project Deliverables there are Specific Requirements of the Service provider for this project. They include but are not limited to:

Regular Status Reporting

In all cases the deliverables / milestones are to be delivered directly to the WaterRA Research Manager.

The respondent shall provide the WaterRA Research Manager with regular status reports as per the approved project plan.

WaterRA will provide the service provider with a template for the status report. The WaterRA Research Manager will share regular project progress with the project partners throughout the project to ensure ongoing satisfaction and support.

Progress Meetings

The service provider must make an allowance to conduct at minimum three meetings; one at project commencement, an intermediate meeting at an appropriate time within the project and another at project completion at the WaterRA Adelaide head Office. These meetings are for the service provider to update and seek direction with the PAC on the progress of the project.

Additional meetings may be required during the project as determined by the service provider(s) and the PAC. These will be held by teleconference where possible.

All meetings or workshops must be facilitated by the service provider(s) and include an agenda submitted to WaterRA one week prior to the session and a list of action items from the session one week later.

Provision of Review Documents

The service provider(s) will need to deliver draft versions of each of the above deliverables to the PAC for review prior to finalisation.

Production of Knowledge Transfer Products

Knowledge transfer artefacts are a requirement of all WaterRA projects and can take the form of; **final reports, fact sheets, videos, workshops** and/or **training sessions**. The number and type of activities will be determined by the PSC and WaterRA Research Manager.

It is the duty of the service provider(s) to provide the fundamental information behind each of these artefacts and/or facilitate or run the workshops and training sessions.

Conditions and Standards

Confidentiality

All information provided to the service provider must remain confidential between the service provider and the Project Advisory Committee (PAC).

IP Ownership

The service provider will be required to sign a research agreement with WaterRA to ensure that all IP and associated project materials remain the sole property of WaterRA and must be kept in strict confidence, in accordance with the Members' Agreement Section 26.

Standards for Deliverables

Final Reports and all other associated project materials shall be in adherence to the WaterRA style guide available through the WaterRA Engagement, Communications and Marketing team and should be submitted to the WaterRA Research Manager to engage this process.

The service provider shall take care when preparing the Executive Summary to ensure that it clearly, simply and logically articulates the outcomes of the work undertaken and includes any critical decision-making information.

The final versions of the outputs shall be submitted as electronic copy, in both PDF and native format. A copy of all project deliverables is to be included and issued to the WaterRA Research Manager upon completion of the services.

Fees and Invoicing

A breakdown of project activities into milestones will be required. Invoices will be provided as milestone payments to be agreed with the WaterRA Research Manager.

All dollars are assumed to be exclusive of GST where not indicated and in Australian currency.

Expression of Interest (EoI) Evaluation

Criteria

An EoI will be evaluated relative to WaterRA's confidence in the respondent's ability to:

- Provide a competitive and commercially acceptable proposal;
- Demonstrate an understanding of the services required;
- Detail and demonstrate recent relevant experience in providing services of a similar nature;

- Provide resources to the project as described by this brief;
- Demonstrate adequate project and risk management;
- Provide references from organisations for whom the services have been provided including contact names and telephone numbers (if required);
- Comply with this proposal document and WaterRA Members Agreement.

Post Eol Submission

WaterRA may require a respondent to submit additional information concerning its proposal or to personally discuss its proposal before any Eol is accepted.

Should a respondent fail to:

- Submit the additional information required by the date and time stipulated; or
- Attend personally to discuss its proposal at the scheduled date and time;

their Eol may not be further considered.

Rectification of Errors or Omissions

WaterRA reserves the right to:

- Check Eol for errors and omissions;
- By agreement with a respondent, amend a proposal price or rate submitted by a
- Respondent to remedy the effect of any errors or omissions in the calculation of the
- Proposal price or rate; and
- By agreement with a respondent, otherwise amend the Eol of the respondent to
- Remedy the effect of any errors or omissions.

Acceptance of Eol

WaterRA may accept any proposal or part thereof. WaterRA is not obliged to:

- Accept the lowest proposal; or
- Accept any proposal.

WaterRA will accept a proposal by notifying its acceptance of the Eol in writing.

All respondents will be notified in writing of WaterRA's decision.