

REQUEST FOR QUOTATION AND TASKING STATEMENT

<p align="center">RFQTS - FINAL</p> <p align="center">Request for Quotation and Tasking Statement</p> <p align="center">Defence Support Services (DSS) Standing Offer Deed</p>		
<p>The Commonwealth requests a quotation for the following Services. The terms and conditions of any resultant Contract shall be those of the DSS Standing Offer Deed (the Deed)</p>		
RFQTS Number:	[Generated by the system]	
Department:	VCDF	
Group:	Reserve & Youth Division	
Directorate:	Command & Support	
Project/Section Name:	Command & Support	
Task Title:	Defence Reserve Support Council (DRSC) Reform 2019	
Commencement date for Task:	18/02/2019	
Completion date required for Task:	22/07/2019	
RFQTS Type:	Short Term (Less than six months)	
Closing Date for Quotation:	04/02/2019 12pm ACT Local Time	
Skill Set(s)	Skill Level(s)	Service Category(s)
Strategic Business Advice	Level 4 - Expert	Commercial Services
Strategic Business Advice	Level 3 – Advanced Practitioner	Commercial Services
Strategic Business Advice	Level 2 - Practitioner	Commercial Services
Location:	<p>The Service Provider shall conduct the Services primarily in Canberra. The majority of the work including meetings and interviews will be conducted in Canberra. There is also the potential for meetings and interviews with DRSC members in Brisbane, Sydney and Melbourne. Should this be required, it is anticipated these activities should be no longer than one day duration per location.</p>	

Scope of Task:

Background:

1. The Defence Reserve Support Council (DRSC) evolved from The Committee for Employer Support of Reserve Forces (CESRF) established in February 1977. The original objective being to support and promote Reserve service in the community. The existing DRSC Mission is to establish and maintain a flexible and supportive partnership between Defence and the Australian community, industry and employers to sustain and enhance the availability of the Reserve component of the ADF.

2. With the evolution of the ADF Total Workforce Model the government and ADF leadership are now more than ever dependent on the reservist/part time workforce in the delivery of ADF capability. With the support of influence of the DRSC and Reserve and Youth Division (RYD), the government and ADF expects a more coordinated and targeted support structure with increased accountability delivering the support the Reservists, their employers and Australian industry expects.

Reform Impetus:

3 The current National Chair was appointed in May 2017 by the Minister for Defence Personnel (MINDP) and was selected for the appointment to “sharpen the focus” of the DRSC and brings a range of experience in governance and reform to the appointment. DRSC members are selected in recognition of their place in the community (including business) and their ability to advocate issues relating to the interactions between employers, Reservists, and the community in general.

4. The current DRSC organisation has a four tiered hierarchical structure comprising:
the DRSC National Executive (Chair, two Vice Chairs, Head Reserve and Youth Division (HRYD) and Executive Member);
the DRSC National Council;
State and Territory Councils; and
Regional Committees, where they exist.

5. The DRSC National Council currently has 32 members representing Defence, industry and employer groups, academia, ex-Service organisations, cultural groups and the indigenous community.

6. RYD provides the strategic oversight and support to the DRSC through the following Defence components:
the Directorate of Reserve Employer Support (DRES);
the Office of Reserve Service Protection; and
the Employer Support Payment Scheme.

7. The DRSC, through its executive and state/territory committees, has traditionally undertaken activities focussed on securing employer and community support for Reserves, with a view to improving their availability to participate in, and support, ADF training and operations. However, the effectiveness of the current structures of the DRSC, RYD and their broad general approach is disjointed with no clear accountability for defined outcomes and has been difficult to assess. The National Chair is driving this initiative, with the strong endorsement and support of HRYD, Commander 2nd Division and the Services Directors General of Reserves. All believe the current DRSC and RYD support components require significant restructure and reform in particular a sharper strategic focus on tailored engagement with civilian employers of Reservists, relevant Defence staff and Reservists.

8. The extant reform initiatives are being driven by the DRSC National Chair, in partnership

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with HRYD. The National Chair briefed the Minister for MINNDP and Vice Chief of the Defence Forces (VCDF) in 2018 where the need to significantly reform the DRSC was raised. MINNDP and VCDF were supportive of this initiative. The overarching objective of the reform is to provide a more integrated, co-ordinated approach and accountability to the support provided to the reservists to ensure they deliver the capability expected of them by government and ADF. The focus of the DRSC and RYD support requires greater strategic oversight, centralisation of guidance/direction and resources, and increased accountability.

9. At this stage of the reform deliberations it has become clear that to achieve the stated objective the current system/diverse structure of the DRSC and method of operation will need to change significantly. The UK Defence forces has undertaken similar reforms and restructuring of its support framework for reserve forces. Other key allies have also addressed the support framework to their Reservist with differing approaches. Early assessment of the UK model by the DRSC senior leadership has assessed it as a viable model for the DRSC and ADF to consider adopting. RYD would also be required to restructure to provide the appropriate support for the revised DRSC. The existing personnel support provided to the DRSC by (ADF full time and part time and APS) would also require increased professionalisation and different skills to those of the current staff.

Task Objective:

10. The overarching objective of the reform is to provide a more integrated, co-ordinated approach and increased accountability to the support provided to the reservists to ensure they deliver the capability expected of them by government and ADF. The focus of the DRSC and RYD support requires greater strategic oversight, centralisation of guidance/direction, resources and increased accountability.

Task Description:

11. The Service Provider shall:
- a. Review the existing structure and objectives of the DRSC, examine its method of operation including the outputs it currently provides compared to the expectations and current requirements of the ADF, Reservists and their employers.
 - b. Develop a proposal for a new DRSC structure/form and method of operation that provides the outputs/support to the Reservists and employers expect to ensure the Reservists contribute fully to the delivery of ADF capabilities now and in the future.
 - c. Consider contemporary report and overseas models (UK, CA and US) of organisations similar to the DRSC.

Deliverables:

The Service Provider is expected to:

Brief outcomes of initial research into existing structure and objectives of the DRSC, its method of operation including the current outputs and review of overseas models (**04 Apr 2019**).

Engage key stakeholders and provide options for the revised method of operation and support workforce (**Draft version 06 May 2019**).

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Present workforce options to support each option (**Draft version 06 May 2019**)

Final Report, including proposed change management and implementation plans for the preferred option, delivered (**27 May 2019**).

Subject to the Commonwealth's approval of the Final Report, produce the final change management plan and the final implementation plan for the Commonwealth's preferred option (**No later than 22 July 2019**). Otherwise, this arrangement terminates upon completion of Deliverable 4.

Throughout the review provide input and support to the development of detailed departmental briefs and Ministerial reports/updates.

Specified Personnel:

The Service Provider is to nominate qualified and competent personnel for the delivery of the Services in accordance with the DSS Skill Levels and Minimum Standards. The Service Provider is to provide the names of Specified Personnel proposed to provide Services and the roles that each will undertake.

Evaluation Criteria:

Quotations will be evaluated against the following criteria (not in any order of importance):

Service Provider's proposed approach to the delivery of the Services.

Service Provider's knowledge of the requirements of the Services to be provided.

Service Provider's previous or similar experience.

The experience and qualifications of the Key Persons to be used by the Service Provider for the provision of the Services.

Service Provider's costing estimates and pricing structure.

Quotations should respond directly to each evaluation criterion above and also include the following:

Curriculum Vitae (CV):

CVs of personnel (including subcontractor personnel, if any) proposed to deliver the Services. Supporting evidence of their Skill Level may be requested. The CV provided should be no more than 3 pages and detail their proposed role, previous experience in this field and their current level of security clearance. Two referees should also be provided.

Pricing:

Payment on successful completion of each deliverable as outlined above.

The Service Provider should provide itemised information detailing:

All fees associated with the provision of the services;

Each proposed personnel's (including subcontractor personnel, if any) skill level, daily rate (GST inclusive) and their contribution (in hours, with 8 hours being a standard work day); and

All other costs associated with the delivery of the Services.

GFM:

When agreed by the Reserve and Youth Division contact officer, a suitable work station – desk space and appropriate meeting room will be made available to the panel member and staff associated with this task.

Applicable Standards or references:

The Service Provider must ensure that any goods and services provided under this arrangement will comply with all applicable Australian standards (or in its absence an international standard) including any requirements or standards relevant to this work. If requested by the Commonwealth (RYD), the Service Provider must enable RYD, or an independent assessor, to conduct periodic audits to confirm compliance with all applicable Australian or international standards, including, but not limited to, those specified in this Statement of Work.

Allowances or disbursements:

If the Commonwealth has provided its prior consent, the Service Provider shall be entitled to reimbursement for travel, accommodation and living expenses for the expenses incurred, up to the Defence Non-SES Travelling Allowance rates which have been adjusted to include an element for GST, in accordance with Deed Clause 5.5.

Other relevant information or special requirements:

Deadline for Questions: Service Providers are encouraged to ask clarifying questions or seek additional information on or before 31 January 2019. The Commonwealth may not, and is under no obligation to, answer any questions received after such date.

Contact Officers for Questions: Service Providers are to email Mrs Anna Whipp ([HYPERLINK "mailto:anna.whipp@defence.gov.au"](mailto:anna.whipp@defence.gov.au) anna.whipp@defence.gov.au) AND Mr Andrew Gillespie ([HYPERLINK "mailto:andrew.gillespie2@defence.gov.au"](mailto:andrew.gillespie2@defence.gov.au) andrew.gillespie2@defence.gov.au) for any questions.

Confidentiality Undertaking: The successful Service Provider shall provide to the Commonwealth a Confidentiality Deed Poll in the form of Deed Attachment H duly executed by the Service Provider and Service Provider Personnel at commencement of the Contract.

Special Conditions (As set out in the Special Conditions (Attachment E to the Deed)):

N/A

Extension Options (Applicable for Contract Duration greater than 6 Months):

N/A

Security Clearances required for personnel working on this Task:

The lead of the Service Provider and any other staff associated with this work must have a security clearance level of at least BASELINE clearance.

Security Guidance:

The information to be accessed and the classification level of and documentation produced is to be UNCLASSIFIED. The final reports are to be UNCLASSIFIED – FOR OFFICIAL USE ONLY

Key Result Areas (If required in addition to KRAs set out in the Performance Management Framework (Attachment G to the Deed)):

N/A

RFQTS AUTHORISED BY THE COMMONWEALTH**Name of Commonwealth Representative authorising the RFQTS**

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