**RCV Secretariat Expression of Interest**

**Provision for Services**

**MANDATORY FORM**

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| --- | --- |
| **Business Name** |  |
| **Address** |  |
| **Email** |  |
| **Contact Person** |  |
| **Phone** |  |
| **Type of Business (e.g. Company, Sole Trader)** |  |
| **ABN** |  |
| **ACN (If Applicable)** |  |
| **Incorporation No (if Applicable)** |  |

**Formal Response Attachment to Five Mandatory Questions below:**

* EOIs must include a formal response to the following six elements:
1. An overview (up to 300 words) demonstrating your experience in performing Secretariat type roles and responsibilities that include complex regional or statewide projects involving multiple stakeholders across a variety of jurisdictions.
2. An explanation (up to 600 words) of how you propose to manage the day-to-day administration of the RCV secretariat with due consideration to the key responsibilities as described in this EOI.
3. Identify any additional non-financial resources or information that your organisation would require to effectively deliver the RCV Secretariat Service.
4. Identify the annual fee for your organisation would require to deliver the RCV Secretariat service including a cost analysis for staffing and other costs associated with meeting the roles and responsibilities as described in this EOI.
5. In addition, the EOI applicant must complete the Mandatory EOI Form, which includes the details of the applicant, along with the mandatory and other criteria responses.

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| **INSURANCE** | **YES** | **NO** |
| If you employee staff, do you have Workcover Insurance? |  |  |
| Do you have Public Liability Insurance Coverage for minimum of $20 million? |  |  |
| Do you have Professional Indemnity Coverage for miunimum of $1 million?  |  |  |

Please note, the successful Invitee will be required to provide a copy of all insurance documentation to RCV before the contract can be enacted.

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| **QUESTIONS** |
| **Outline Current Contract Commitments** |
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| **List Personnel, Skills and Experience** |
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| **Trading History & Experience; number of years of experience in delivering the type of service**  |
|  |
| **Previous experience in completing similar projects to the required standard (contract history & referees)**  |
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