



## QUOTATION NO: RFQ 44/2024

### **SPECIFICATION FOR CONSULTANCY FOR COMMUNITY ENGAGEMENT (FULL SERVICE / PART SERVICE)**

Request for Quotation (RFQ) Closing Time and Lodgement Instructions

---

**RFQ Issue Date:** 12/12/2024

---

**RFQ Closing Date:** 6/1/2025

---

**RFQ Closing Time:** 9:00 AM

---

**RFQ Lodgement Instructions:** Quotations shall be submitted via email to Weddin Shire Council, attention of Auburn Carr  
[mail@weddin.nsw.gov.au](mailto:mail@weddin.nsw.gov.au)

Subject: RFQ 44/2024 – CONSULTANCY FOR  
COMMUNITY ENGAGEMENT (FULL SERVICE / PART  
SERVICE)

---

Weddin Shire Council is seeking quotes for the following:

## **LOCATION:**

Weddin Shire Local Government Area, including the town of Grenfell, villages of Caragabal, Greenethorpe and Quandialla and the rural locality of Bimbi.

## **PROJECT AIM / OVERVIEW:**

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West region of NSW adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council is based in Grenfell and provides services to its 3,700 residents. Weddin Shire includes the villages of Caragabal, Greenethorpe and Quandialla and the rural locality of Bimbi.

The Integrated Planning and Reporting (IP&R) framework came into practice in 2009 and changed the way Councils in NSW plan, document and report on their plans. The IP&R Framework begins with identifying the community's main priorities and aspirations for the future of the local government area, for a period of at least 10 years in a document known as a Community Strategic Plan (CSP). Section 402 of the Local Government Act states that each council must review their Community Strategic Plan before 30 June in the year following an ordinary election of council. Weddin Shire Council has chosen to develop and endorse a new Community Strategic Plan, covering the next 10 years until 2034.

Weddin Shire Council has a custodial role in initiating and preparing the CSP 2034 however many partners such as state agencies and community groups, will be responsible for its implementation. CSP 2034 will ensure the whole community is working towards a shared vision for a better future.

Weddin Shire Council is seeking quotations from suitably qualified and experienced community engagement providers to undertake full service or part service community consultation that meets the scope of works. You are welcome to provide a full service or part service proposal depending on your expertise.

### **Full Service**

#### **Facilitated Workshops**

1. The role of the facilitator will be to guide the collaborative process, maintain focus throughout the workshops, and ensure that all participants have the opportunity to contribute. The successful facilitator will foster a positive environment that promotes productive collaboration, ensuring that each participant feels heard, understood, and valued. The successful facilitator will actively encourage the inclusion of diverse perspectives, facilitating their integration to support genuine collaboration among all involved.

The facilitator will be tasked with ensuring attendees actively participate in informing the community aspirations and vision in the CSP 2034. In addition, the facilitator will be tasked with testing and validating CSP 2034 progress to date.

#### **Customer Engagement Survey**

2. The full service will also include a customer engagement survey that will seek feedback from residents within the Weddin Local Government Area regarding the preliminary draft vision and pillars of the proposed CSP 2034. The community engagement survey will also seek to know how residents regard Council's services and facilities.

## **Part Service**

Suitably qualified consultants who can deliver one (Facilitated Workshops) or two (Community Engagement Survey) are invited to submit a proposal.

## **SCOPE OF WORKS:**

Suitably qualified persons and companies are invited to submit a proposal for a full service or part service.

The key outputs will be:

### **START UP MEETING**

- Start up meeting with the General Manager and other staff to discuss the components and to finalise the methodology and project plan.

### **COMPONENT 1- FACILITATED WORKSHOPS**

- One (1) facilitated two-hour face to face community workshop in Grenfell on a weekday during business hours in February 2025 regarding the vision and broad themes of the proposed CSP 2034.
- Three (3) facilitated two-hour face to face village community workshops in Caragabal (1), Greenethorpe (1) and Quandialla (1) on a weekday during business hours in February 2025 regarding the vision and broad themes of the proposed CSP 2034.
- One (1) facilitated all day face to face Councillor workshop in Grenfell on 24 February 2025:
  - Regarding the vision and broad themes of the proposed CSP 2034. Long term Financial Plan, the Workforce Plan and the Asset Management Plan (subject matter experts will provide an overview, the role of the facilitator is to assist in facilitating this discussion with Councillors).
- Provision of a stakeholder engagement report and analysis on completion of the consultation workshops outlining the community's main priorities and aspirations for the future. Also noting priorities and aspirations unique to individual communities.
- Presentation to Council of the stakeholder engagement report.

### **COMPONENT 2- COMMUNITY SURVEYS**

Following endorsement for public exhibition of the Draft Community Strategic Plan:

- Design and delivery of 150 telephone surveys of Weddin Shire residents in March and April 2025.
- Design and delivery of an online survey to Weddin Shire residents in March and April 2025.
- Design and delivery of both surveys will consider:
  - Measure community input and thoughts into the draft vision and themes of the Draft CSP.
  - Measure community satisfaction with and importance of services and facilities provided.
  - Enable benchmarking of Council's performance.
  - Identify and prioritise services/facilities most in need of attention.
  - Identify key issues and preferred maintenance standards.
  - Identify key issues outside of Council services that matter to our residents.
  - Identify key opportunities outside of Council services that could be leveraged in our Shire.
- Provision of a stakeholder engagement report and analysis on completion of the surveys outlining the community's priorities and aspirations for the future.

**RFQ TIMEFRAME:**

<b>RFQ Issue Date</b>	12 December 2024
<b>Briefing Date</b>	N/A
<b>RFQ Closing Date</b>	6 January 2025, 9:00am
<b>Assessment Completion</b>	13 January 2025
<b>Scheduled Contract Execution Date</b>	17 January 2025
<b>Contract commences</b>	20 January 2025
<b>Project Concludes</b>	31 May 2025
<b>Contract concludes</b>	30 June 2025

**EXPECTED PROJECT TIMEFRAME (FACILITATED WORKSHOPS):**

<b>Project commences</b>	20 January 2025
<b>Start up meeting</b>	Week of 28 January 2025
<b>Grenfell Workshop</b>	Date to be confirmed – likely to be before 24 February 2025
<b>Village Workshops</b>	Date to be confirmed – likely to be before 24 February 2025
<b>Councillor Workshop</b>	24 February 2025
<b>Final Stakeholder Engagement Report due</b>	5 March 2025
<b>Presentation to Councillors</b>	14 April or 12 May 2025

**EXPECTED PROJECT TIMEFRAME (COMMUNITY ENGAGEMENT SURVEY):**

<b>Project commences</b>	20 January 2025
<b>Start up meeting</b>	Week of 28 January 2025
<b>Draft design of community engagement survey</b>	24 February 2025
<b>Final design of community engagement survey</b>	13 March 2025
<b>Launch of community engagement survey</b>	21 March 2025
<b>Close of community engagement survey</b>	11 April 2025
<b>Final Stakeholder Engagement Report due</b>	28 April 2025
<b>Presentation to Councillors</b>	12 May 2025

**PRICING:**

Respondents are to provide a lump sum price to deliver the project (part service or full service), as well as a breakdown of costs for each component. All prices are to be exclusive of GST.

Respondents are asked to provide costing for key staff members to allow for the pricing of any variations which might arise during the contract.

Respondents are asked to provide a payment schedule.

**CAPACITY AND CAPABILITY:**

Respondents are to provide evidence of their company's proven experience in undertaking community engagement for local government entities.

Respondents are to provide details of the staff who will work on the project, setting out their relevant qualifications and experience.

Respondents responding to Components 1 and/or 2 are required to provide how the information provided will be securely stored.

## **METHODOLOGY:**

Respondents are to describe their understanding of the objectives, scope, challenges and deliverables of the projects Components 1 and/or 2, briefly and clearly. Respondents must address their ability to meet the Expected Project Timelines for each component.

Respondents are to provide information outlining the proposed methodology/approach to be used. This information may include a Stakeholder Engagement Report.

Respondents are to provide a proposed timetable, including start date, completion date, and intermediate milestones for the project (subject to Council approval).

Respondents are to advise if any assumptions have been made.

### **Please provide a price meeting specification, along with:**

- Pricing Schedule for Components 1 and/or 2
- Proposed methodology- as this is a time sensitive project, please indicate availability during February- April 2025. Refer to the Expected Project Timelines for each component.
- Conflict of interest declaration
- Copies of all relevant insurances.
- Contact details for two (2) referees of similar projects of scope and value.

## **EVALUATION:**

### **Evaluation Objective**

Council will assess applications to identify the quotation considered to be the most advantageous.

### **Evaluation Governance**

Council representatives may seek clarification from, and enter into discussion with, any or all of the applicants in relation to their quotations. It is not permissible for Council delegated representatives to negotiate with applicants during the evaluation process.

### **Evaluation Criteria**

For each remaining quotation, a quantitative (score: 1 to 10) and qualitative (comment) assessment of the quotation will be undertaken to determine the degree of effectiveness against the following weighted Evaluation Criteria:

NO	ITEM	DESCRIPTION	SCORE	WEIGHTING
1	Pricing	Project Cost Note Councils Local Preference Policy (1.24.2) applies to this project. A local preference price will be applied to local suppliers.	1 to 10	25%
2	Methodology	Details of the overarching planning, implementation and completion.	1 to 10	25%
3	Capacity and Capability	Demonstrated experience in projects that were of a similar nature and cost that the applicant had previously successfully completed with a good track record (project met on time and within budget). Provides contact details for 2 referees and project description.	1 to 10	40%
4	Work Health & Safety	Addresses WHS.	1 to 10	10%

**FINAL DECISION:**

Council representatives will not necessarily accept any response. All final decisions in relation to this procurement process will be made by Council. All applicants will be informed in writing of the outcome of their quote at the conclusion of the procurement process.

**QUESTIONS:**

All questions, requests for further information or clarification of this RFQ must be submitted in writing via [mail@weddin.nsw.gov.au](mailto:mail@weddin.nsw.gov.au) and directed to the Contact Person. Answers to questions and requests for clarification will be provided to all persons who have received a copy of this RFQ and the Contact Person may issue Addenda in response to questions to all Proponents.

## CONDITIONS OF QUOTATION

1. The canvassing of Councillors at any time in respect to this quotation will not be permitted. Any firm or representative canvassing or approaching Councillors shall be disqualified from the quotation being considered. Unethical or inappropriate conduct will result in the quotation being disqualified.
2. Quotation documents received from suppliers will become confidential items.
3. Suppliers are advised that Council or a Committee of Council shall not communicate with any outside person or authority except through the General Manager, or person authorised by the General Manager.
4. It is the responsibility of the Supplier to familiarise himself/herself with the requirements of these Conditions of Quotation and Specification and to ensure that all the requirements are met. Failure to do so may result in the quotation being rejected.
5. A notice posted to the Supplier's address given in the quotation will be deemed to be good service of the notice and the time mentioned in these conditions for doing any act after notice shall be reckoned from the time of posting the notice.
6. The word "Supplier" in these Conditions shall be deemed to include two (2) or more persons. Words in the singular shall include the plural and words in the plural shall include the singular, according to the requirements of the context. The word "Council" shall mean the Weddin Shire Council.
7. In consideration of being permitted to quote, the Supplier promises as a fundamental condition that:
  - (a) it has no knowledge of the price of any other Supplier for the work under the Contract;
  - (b) except as disclosed in the quotation, it has not entered into any Contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade or industry association (above the published standard fee) or to or on behalf of any other Supplier in relation to the quotation or any other Contract to be entered consequent thereon, nor paid or allowed any money on that account;
  - (c) it has not paid or allowed or entered into any Contract, arrangement or understanding to pay or allow any money directly or indirectly to or on behalf of any other Supplier nor received any money or allowance from or on behalf of any other Supplier in relation to this quotation or any Contract to be entered consequent thereon, nor will it pay or allow or receive any money as aforesaid;
  - (d) in the event of the Supplier receiving any money or allowance from or on behalf of another Supplier in relation to this quotation, such money or the value of any allowance shall be held in trust for and become immediately payable to the Principal; and
  - (e) in the event of the Supplier paying or allowing to on behalf of a trade or industry association or another Supplier any money in breach of these conditions, the Principal shall be entitled to withhold from any payment due to the Supplier on any account an equivalent sum as liquidated damages.
8. Prices and fees listed in this quotation must include all allowances for the cost of paying Goods and Services Tax. If a supplier does not provide an Australian Business Number (ABN) indicating that the supplier will pay GST on any taxable supply made under the Contract, the quotation price will be weighted by a 10% increase in the assessment of quotation price relativity.

9. If a Supplier shall have complied with these conditions and is the successful Supplier, a letter notifying the acceptance of the quotation, subject to the conditions stated in such letter, will be addressed to that Supplier.

The exercise of any or all the rights of the Council in the event of failure or neglect of a Supplier to comply with all or any of the Conditions of Quotation shall not affect the rights of the Council to institute proceedings at law or equity for damages or specific performance against such a Supplier, or to exclude such a Supplier from competition for works and services of the Council.

10. This is a lump sum quotation with no rise and fall.

11. The Council will not necessarily accept the lowest or any submission.

Payment will be made within fourteen (14) working days of delivery of the items subject to it being delivered to the full satisfaction of the General Manager.

As the authorised officer named below, I certify that;

- I am authorised to submit the Supplier's response as the Supplier's representative/
- The Supplier understands and has complied with the requirements of this Request for Quote.
- The Supplier's response is complete, accurate and not misleading in any way.

Quotation Submitted By: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Signed by Authorised Representative: \_\_\_\_\_

Date: \_\_\_\_\_



GENERAL TERMS AND CONDITIONS FOR SUPPLY OF GOODS, SERVICES OR WORKS	
INVOICE/QUOTE PRICE	The Price of goods or services includes: 1. All taxes, duties and other imposts for which the Supplier is liable; and 2. All amounts payable for the use of patents, copyright, registered designs, royalties, trademarks and other intellectual property rights
GOODS	All goods supplied pursuant to this Order shall be new and unused unless otherwise specified.
SERVICES & WORKS	All services provided pursuant to this Order shall be in accordance with the specification. The Supplier shall indemnify Weddin Shire Council against all suits, claims and actions arising in any way whether directly or indirectly for the performance of the services. The Supplier must establish and maintain a safe working environment.
TERMS OF PAYMENT	Payment will be made only on a correctly rendered invoice (under ATO Guidelines). Payment is due <b>28</b> days from receipt of invoice or acceptance of goods, whichever is later. Early settlement will be considered for discounts offered but without prejudice to the standard <b>28</b> day payment period. Claims for payment (invoices) shall be submitted through <b>the project officer</b> .
PACKAGING & MARKING	All goods must be suitably packed at the Supplier's expense to ensure delivery in good order and condition. Each item shall be marked indicating the Weddin Shire Council Purchase Order number and full delivery point details.
PRICE VARIATIONS	No price variations will be accepted, unless the Supplier has notified the project officer <b>and</b> that officer or designated authority has accepted the variation.
SPECIFICATION	All goods, services or works supplied against the Order shall be free from defects in materials and workmanship and at least of merchantable quality and shall conform to any specifications and descriptions set out on the Order.
DELIVERY	All goods, services or works are to be delivered at the time and place detailed in the Order. Delivery will be Free Into Store unless otherwise specified.
INSPECTION & ACCEPTANCE	All goods are subject to check and inspection before acceptance, which shall take place at Weddin Shire Council delivery point and Weddin Shire Council may reject any goods supplied incorrectly, damaged in excess of quantities specified on this order, or otherwise found not to be in accordance with these terms and conditions. If Weddin Shire Council rejects any goods, the Supplier must, at no expense to Weddin Shire Council, remove the goods and, at Weddin Shire Council's sole discretion: 1. Replace the rejected goods; 2. Refund any payment for the rejected goods; or 3. Repair the goods to the satisfaction of Weddin Shire Council.
CANCELLATION	Weddin Shire Council reserves the right to cancel this Order in whole or in part if delivery is not made by the due delivery date specified in the Order or if the Supplier is in breach of any other term or condition of the Order or if the Supplier becomes insolvent or any formal action is taken against the Supplier in respect of insolvency.

TITLE AND RISK	Risk of loss or damage to goods and title shall pass to Weddin Shire Council on acceptance by Weddin Shire Council.
INDEMNITY – INTELLECTUAL PROPERTY RIGHTS	The Supplier indemnifies Weddin Shire Council against all loss, damage or expense arising in respect of any action or claim for alleged infringement of any patent, copyright, registered design, royalty, trade mark or any other intellectual property rights, by reason of the purchase, possession or use of the goods.
HAZARDOUS MATERIALS	The Supplier shall provide material safety data sheets for any hazardous substances to be supplied against this Order.
ASSIGNMENT	The Supplier must not, without consent in writing from Weddin Shire Council, assign the Supplier's rights under the Contract.
APPLICABLE LAW	The Order will be governed by and construed in accordance with the laws in force in New South Wales.