

ADDENDUM 1

Date: 22 March 2021

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Subject: Addendum 1 to the AAI: *Human rights leadership to influence policy*
(Tender: AM6410) STA Request for Tender of 26 February 2021

Tenderers are advised of the following:

This addendum is openly available to all potential tenderers. It consists of clarifications of and amendments to the Request for Tender documentation.

NOTIFICATION 1: The tenderers are advised **not** to contact any Australian Government agencies regarding their engagement in the AAI STA. The tenderers can include the agencies in the proposed course program without contacting the agencies. As part of the contract negotiations with the preferred tenderer, AAI will develop a plan with the Australian Embassy in Jakarta and the preferred tenderer detailing the communication with the Australian Government agencies.

NOTIFICATION 2: The tenderers do not need to include referees in the CVs. CVs do not need to be signed.

CORRECTION 1: The two references to AM-5799 on Part D and Part E cover pages in the RFT document should refer to AM-6410.

CORRECTION 2: Please delete the following sentence on page 17 of the RFT document regarding general criteria for participants: *...their view about youth participation in Indonesia's democratic processes and how they think they can improve youth participation*".

QUESTION 1: Who was offering this program before?

ANSWER 1: This is a new program, there is no incumbent.

QUESTION 2: Staffing – We wish to re-confirm that we can propose two or more people to fill the role of Course Leader? (We note the Scope of Services, page 31, indicates that this is within scope so we are simply seeking confirmation that is correct).

ANSWER 2: Tenderers can propose two or more people as Course Leaders. The tenderer must include these nominated persons in the CV table and attach their CVs to the proposal.

QUESTION 3: CV Template – we note that the new Tetra Tech Technical Proposal template no longer includes a section for certification (candidate signature) nor for referees, whereas the previous Coffey Tender template did

require these. We wish to confirm that candidate signatures and two referees per CV are no longer required?

ANSWER 3: The tenderers do not need to include certification, referees and signatures in the CVs.

QUESTION 4: Financial Proposal – Tab ‘Part B’ (Reimbursable Budget) – We understand from the documentation that we do NOT need to submit a reimbursable budget (for costs such transport, interpretation, accommodation, etc). We understand that we should therefore leave the Financial Proposal template, Tab ‘Part B’ entirely blank. Is that correct?

ANSWER 4: That is correct. Part B of the Excel template should be left blank. Reimbursable budget will be negotiated with the preferred tenderer.

QUESTION 5: Fixed Personnel Costs (Guest Speakers) – Tab ‘Part A’ states “ SCHEDULE 2: Fixed personnel costs for the delivery of the course (in whole AUD). Please note: the tenderer must include all personnel mentioned in the technical proposal in the financial proposal; however, as part of the contract negotiations, the preferred tenderer is allowed to include in the reimbursable budget guest speakers, panel members etc. who invoice for 0.5 of a day or less for their input (per person), up to the total maximum amount of \$3,000. These inputs do not need to be included in the fixed personnel costs.” – In the technical proposal we expect to list the names of several guest speakers who we may only invite to provide less than half a day of input. We plan to include the cost of these speakers in the fixed personnel budget, even though they may be providing 0.5 of a day or less of input. Is that correct? We understand the note above is primarily a provision for any later stage addition of guest speakers who we may be invited to participate at a later date, after the tender has been submitted?

ANSWER 5: Tenderers can include the names of personnel who invoice for 0.5 of a day or less for their input (per person) in the technical proposal without including them in the financial proposal (up to a total value of \$3,000). However, as part of the contract negotiations, the preferred tenderer cannot increase the total amount of personnel fees included in the **reimbursable budget** above \$3,000.

QUESTION 6: Online delivery expectation – We note the tender requests an outline for a face to face program. However, it would seem quite likely that there may be incoming Covid19 travel restrictions to Australia for the remainder of 2021, limiting the likelihood that face to face delivery will be possible this calendar year. Can you provide any update on the expected likelihood the program being delivered online within this year instead? Or alternatively, the likelihood of the program being delayed to 2022 to enable a face to face delivery at a later date? Have there been any examples of other similar Australia Awards short courses awarded in 2020 or 2021 since being delivered online?

ANSWER 6: DFAT will make the decision on face-to-face vs. online delivery later in 2021. DFAT may wait for the borders to open so that the course can be delivered in Australia in the first half of 2022 or they may prefer to deliver

the course online in the second half of 2021. AAI has not delivered any STA online; however, all pre-course workshops of current STA are delivered online. The delivery dates will be negotiated with the preferred tenderer.

All other information as set out in the RFT dated 26 February 2021 remains unchanged.