



Border Rivers - Gwydir Catchment Management Authority

Development of Innovative Business Partnership Funding

Request for Tenders Round 2 January 2009

This document can be downloaded from the BR-G CMA website:
brg.cma.nsw.gov.au (Services and Incentives)

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Development of Innovative Partnership Grants

Part 1. INTRODUCTION

The Border Rivers-Gwydir Catchment Management Authority (BRG CMA) is a locally driven statutory authority established by the NSW government to engage rural communities in natural resource management in the catchment.

The BR-G CMA has traditionally engaged with *land holders* to meet the requirements of its Catchment Action Plan (CAP). This has involved funding activities on farms that sustain or improve natural resources within the catchment.

a. Funding opportunities

Funding of up to \$30,000.00 is available for eligible people/groups/businesses to implement, or improve the success of, innovative activities that will improve or maintain natural resources within the Border Rivers-Gwydir catchments. Eligibility criteria applies and successful applicants will receive funding until the end of June 2009, with the possibility of extending funding for a further two years if successful/required and good progress has been made by the applicant. Successful applicants will need to re-apply for follow-on funding.

b. Purpose of this document

This document provides information on the requirements for the submission of a tender application for the Innovative Partnership grants.

The tender is open until **4.30pm, 6th of March, 2009**.

c. Application of tender

Part of the Education Strategy (2006) of the BR-G CMA is to ensure that all sections of the community can become involved in natural resource management (NRM):

For the aims and objectives of the BR-G CMA to be achieved, the entire community must have some level of appreciation of the issues faced by land managers and for the natural resource issues of our catchment. Both individuals and non-NRM community groups will be targeted through different strategies.

The broad community has the ability to make lasting changes within the landscape in areas such as reduced water use, reduced reliance on fossil fuels and willingness to pay for conservation outcomes. They are a driving force for policy development, because although they do not own large amounts of land, they form the majority of the voting population within the catchment.

As such, this tender is open to all members of the community who have an innovative activity that will improve or maintain some aspect of natural resources in the catchment.

It is the responsibility of tenderers to ensure all parts of the *Tender Application Form* are completed. Part 2 of this *Request for Tender* describe how to complete each section of the *Tender Application Form*.

d. Information to help with your tender application

Activities that would attract funding (but would not be limited to), would include:

- Seed orchard establishment;
- Seed collection co-operatives developed;
- Native 'bush tucker' nurseries;
- Carp collection and disposal to fertiliser companies (or a local industry set up);
- Funding for the purposes of scoping successful businesses outside the catchment, and/or funds to purchase resource materials for research purposes;
- Native plant nurseries for revegetation purposes;
- Innovative tree-planting methods (i.e. development and patenting of tools/equipment);
- Innovative ways to increase the success of tree-planting (i.e. protection of seedlings, watering equipment, and so on); and
- Water-saving devices for the home or business.

Examples of successful innovative value-added NRM activities in other parts of the state:

There are many ways that business activities relate to improvement in natural resources. These are a few of the activities that have been successful in other regions.

- *Activity*

Charlie Carp – fish fertiliser made from European Carp taken from rivers and streams in the Murray-Darling Basin.

- *NRM Benefit*

Removal of the introduced European Carp that out-competes many of our native fish and degrades water quality by stirring up sediments. Increased biodiversity and improved water quality once removed.

- *Activity*

Collection of local native seeds.

- *NRM benefit*

Local native seeds can be used in local direct seeding projects or grown-on for future revegetation schemes.

- *Activity*

Grey-water recycling systems.

- *NRM benefit*

Water savings for the environment and the user, meaning that more water is available for the environment.

e. Requests for clarification and assistance

Information regarding the tender process or packages can be obtained from the Border Rivers-Gwydir CMA as follows:

The Contact Officer Innovative Partnerships
Border Rivers-Gwydir Catchment Management Authority
PO Box 411
Inverell, NSW, 2360

Phone: (02) 6728 8039

Fax: (02) 6728 8098

Information packages and application forms are also available on the BR-G CMA website at <http://www.brg.cma.nsw.gov.au> and follow the link from *Services and Incentives*. This link will also be updated with information that has been given to other tenderers that may have an influence the information that you put on your tender application.

f. Eligibility criteria

- The applicant must reside within the Border Rivers-Gwydir catchment and the place of business (if pertinent) must also be within the Border Rivers-Gwydir catchment.
- The applicant must not have any outstanding final reports for previously funded work through the BR-G CMA, or have had a contract with the BR-G CMA cancelled through non-delivery of goods or services.
- Funding cannot be used for purchasing or leasing land.
- Successful applicants must be willing to provide evidence of how the funding has been spent (e.g. receipts, statements).
- If it is a business enterprise, the applicant must be the registered owner of the business.
- The innovative activity/business must have a demonstrated benefit to natural resources within the Border Rivers-Gwydir Catchment. Natural resources include soils, flora and fauna (biodiversity), and water.
- The innovative activity/business must not harm other aspects of the natural environment (e.g. overuse of resources to conduct the activity, or potential pollution problems).
- The activity/business does not need to be a new one, but the applicant must be able to demonstrate how the provision of funding would be applied to increase the success of improving natural resources. The applicant must also be able to show that the activity/business would be less viable without the funding.
- Government departments, employees and families of the Border Rivers-Gwydir Catchment Management Authority are not eligible to apply.

- The successful applicants must be willing to provide evidence that the funding has improved the success of the activity/business, possibly in the form of quarterly profit and loss statements provided by an accountant. (Other forms of evidence may be acceptable and will be negotiated between the BR-G CMA and the Tenderer). The evidence would also need to show that the activities have/will improve an aspect of natural resources in the catchment.
- The successful applicants must be willing to be available for promotion of their activity/business during and after the contract period.

Part 2. HOW TO COMPLETE THE TENDER APPLICATION FORM

- I. General applicant details** – responses must be provided under all of the requests for information. If the request is not applicable you must state this (i.e. N/A). Please take note of the eligibility criteria when completing these details (1.f.)
- II. Other details** – these details give us an indication of your past and present experiences that will help us decide the likelihood of your success at the venture.
- III. Innovative activity description**
Give a description of the activity you want to undertake and its relationship to maintaining or improving natural resources in the catchment. Include as much information that you can so that we can make a decision on its applicability to funding. For example if you have undertaken a scoping study, or you know about a similar venture that is successful, include this information and how it relates to your activity.
- IV. Amount of funding** – The amount of your bid and a break down of how it will be used.
- V. Timeframe** – What activities you will be undertaking and when.
- VI. Business plan** - Include an outline of the business plan for the activity. This plan should include:
 - A.** General description of business activity –What will you be doing?
 - B.** Products and/or services – What will the innovative activity produce or what service?
 - C.** Legislation and policies that may affect your business activity and that need to be taken into account.
 - D.** Market research – What market research have you done of the innovative activity, and how?
 - E.** Economics – What do you expect the demand will be for you product/service? Who will want it?
 - F.** List the benefits of your product/service to your potential customers/clients.

- G. Customers – Who will your customers be?
 - H. Competition – Are there other businesses in the area offering the same product or service?
 - I. Strategy – Outline your strategy for promoting your product/service.
 - J. Sales forecast – Give an indication of the turnover of the business.
- VII. **Referees** – provide names of two (2) referees who may be contacted to confirm claims made in the application. May be a business associate, or anyone that is aware of your experience and knowledge.

Part 3. EVALUATION OF TENDERS

Tenders will be assessed through the following processes:

- Assessment of the *Tender Application Form* by a panel, against evaluation criteria;
- Referee reports;
- Review of supporting documentation; and
- Interviews with applicants, if required.

3.1 The assessment panel

An assessment panel, chaired by the Innovative Grants Project Manager, and a minimum of three individuals who have relevant experience and expertise, will assess tenders. Members of the assessment panel will be required to operate in accordance with the Border Rivers-Gwydir CMA's *Probity Policy*.

The assessment panel will make recommendations on panel outcomes. Both successful and unsuccessful tenderers will be advised in writing of the outcomes of their application.

3.2 Referee reports

Referees may be asked to supply a written reference in a format determined by the BR-G CMA. Tenderers should advise referees of this potential requirement and ensure that they will be available to supply this information within one week of a request.

3.3 Interviews

Assessment panels may choose to interview applicants to gain a better understanding of aspects of the submitted tender. Failure to provide an interview may result in the application receiving no further consideration.

Part 4. EVALUATION CRITERIA

All tenderers will be assessed against the evaluation criteria set out below. The criteria relates to the following sections of the *Tender Application Form*.

- I. **Other details** – Demonstration of experience in undertaking the nominated innovative activity. Could be related to past employment, education or unpaid work experience.
- II. **Innovative activity description** - Evaluation of how the innovative activity relates to maintaining or improving natural resources in the catchment. Applicants that have undertaken a scoping study, or have demonstrated that they understand the linkage between their innovative activity and natural resource management will score highly.
- III. **Amount of funding** – the break down of how the funding will be must be realistic and must include an in-kind contribution of at least 40% of the total funding required.
- IV. **Business plan** - will be assessed on how informative the business plan is in relation to the planned innovative activity. A well-written and informative business plan will score well.
- V. **Referees** – the report from your referees will be helpful in assessing your tender.

Part 5. LODGEMENT INFORMATION

The following documents together form the application:

- A completed *Tender Application Form* with all parts of the form completed (Sections I to IV only for scoping studies).
- Any attachments that support the application.

5.1 Closing date

Applications for all services must be received by **4.30pm 6th March, 2009**.

5.2 Lodging a tender

Tenders must be lodged with the Border Rivers-Gwydir CMA, by the closing date and time, in a sealed envelope, clearly marked as follows:

CONFIDENTIAL
Innovative Business Tender
Border Rivers-Gwydir Catchment Management Authority
PO Box 411
Inverell, NSW, 2360

OR

Hand deliver the envelope, marked as above, into our Inverell office at:

15 Vivian Street
Inverell, NSW, 2360

All tender applications will be placed in a locked and secure place.

5.3 Receipt of applications

After the closing date the tenders will be opened by the Project Manager and registered. A letter of acknowledgement will be sent to all tenderers within ten (10) working days of the closing date.

5.4 Use of Facsimile or Electronic Mail

A tender may be lodged electronically by **prior arrangement with the contact officer** by telephoning Wendy Miller on (02) 6728 8039.

An electronically received tender must be transmitted in full before the closing time and date. It will only be accepted if the **original** is received by the BR-G CMA within three working days after the closing date.

5.5 Number of copies

Submit **one** original of the tender and attachments, signed as required, together with two additional copies. **One hard copy should be unbound.**

5.6 Late applications

Late applications will not be accepted, unless it is clear that the cause of lateness was beyond the tenderers control and the BR-G CMA is satisfied that the integrity and competitiveness of the tendering process will not be compromised.

5.7 Ineligible applications

A tender is considered ineligible if it:

- Is received late;
- Is incorrectly submitted;
- Does not have the necessary endorsements;
- Does not meet the tender requirements described above;
- Fails to complete all required sections of the application form; and/or
- Is submitted in accordance with the tender requirements, but where BR-G CMA has taken action to discontinue the tender.

5.8 No obligation to proceed

This invitation to tender does not commit the BR-G CMA in any way to the provision of funding or assistance to any tenderer. The outcome of the process is subject to the evaluation of all tenders in accordance with the stated assessment criteria and the endorsement of any recommendations of the assessment panel, unless the BR-G CMA discontinues the process at an earlier stage.

BR-G CMA reserves the right to discontinue the tender process at any point, without making a determination regarding acceptance or rejection of any tender. BR-G CMA

will not be liable for any losses suffered by a tenderer as a result of discontinuance of the tender process, including the costs of the tender.

5.8 Application costs

All costs incurred by any organisation responding to this request for tender will be borne by that organisation. In no circumstances will the BR-G CMA be liable for any costs, expenses or losses incurred or suffered by any applicant.

5.9 Complaints about the tender process

If an individual or organisation believes that the probity of the tender process has been compromised by any action of an officer of the BR-G CMA or the assessment panel, it may express its concern in writing to:

Confidential
The General Manager
Border Rivers-Gwydir Catchment Management Authority
PO Box 411
Inverell, NSW, 2360

No appeals from unsuccessful applicants will be accepted unless the appeal relates to issues of probity.

5.10 Feedback on Application Outcomes

Unsuccessful applicants may request feedback on the quality of their applications. Requests for feedback should be in writing to:

CONFIDENTIAL
Wendy Miller
Innovative Grants Tender
Border Rivers-Gwydir Catchment Management Authority
PO Box 411
Inverell, NSW, 2360