

## Request for Proposals – Form Letter



ENGINEERS  
AUSTRALIA

January 11th, 2007

To: **Potential Proposer**  
Address

Dear XXXX,

### **Request for Proposals**

I am seeking proposals for the provision of secretariat services for a consortium of International Engineering Agreements (IEA), from organizations affiliated with an IEA, for the administration of their activities. The signatories have appointed me to chair a Selection and Monitoring Committee (SAM). SAM will review proposals and recommend a provider to the consortium.

### **Background**

The members of the consortium accredit engineering courses and govern the mobility of engineering personnel between a number of countries. These activities have been going on for many years and the number of participant countries has grown over that time. The amount of administrative work has also grown to an amount that warrants the services of a professional secretariat.

The consortium has agreed on a Multi-Party Agreement (MPA), which defines its secretariat needs and the related matters of selection, management and funding of a professional secretariat. A copy of the MPA is attached.

### **Services Required**

The schedules to the MPA show:

1. a list of signatories to the agreement,
2. the scope of work,
3. estimates of the hours needed for the work,
4. tables of programs and registrants,
5. the number of accredited programs and the number of registered engineering personnel,

which will indicate the type and extent of the work needed and the number of units being administered.

In addition there will be some work involved in servicing applicants to the various IEA and the general meetings of the consortium members presently called the International Engineering Meetings (IEM). The consortium is seeking a fixed price for all of this work.

Although no other work is presently anticipated, specific projects may arise from time to time. Please include in your proposal an hourly rate for such work should it arise.

The service contract is for a four-year term with an option of a two-year extension. Each term is subject to a review and continuation is based on satisfactory performance. In addition SAM will review costs and work estimates in conjunction with the provider in 2009 to determine the appropriateness of the initial estimates. The on-going cycle is described in the attached timeline.

Rules and Procedures for the IEA have been consolidated into a single document, a copy of which is attached. The document has been approved in principle but is to be considered and formally approved at the IEM in June 2007.

### **Resources provided by the consortium**

The IEAs will provide policy and interpretative knowledge of their activities.

They will also be responsible, as far as they can, for the prompt payment of contributions of participants to overall costs and the effective operation of the MPA.

They will provide knowledge and experience of past activities. There will be a transition period of 3 months in which current secretariats will assist in transferring the work to the provider.

### **Timetable**

1. Your proposal should reach Professor Alan Bradley at the address below by 4:30 p.m., Eastern Australian Standard Summer Time on Monday 12 March 2007.
2. The IEA chairs will be advised in April of the preferred provider selected by SAM. The preferred provider will be given notice of the selection to enable preparations to be made.
3. The Governing Group will meet the preferred provider at the IEM in June 2007 and approve the appointment. A contract will be signed and the handover period will also begin at the June 2007 IEM.
4. SAM will update the data table early in July 2007 and calculate IEA signatory contributions. The information will be supplied to the provider and the IEA signatories.
5. The provider will receive contributions during July, August and September 2007.
6. The handover period ends in September 2007.

## Evaluation Criteria

SAM will consider proposals from organizations affiliated to an IEA. The following factors will be considered when evaluating your proposal and therefore your submission should deal with each item:

1. Demonstrated understanding of: <ul style="list-style-type: none"><li>• the services required, and</li><li>• the role of the service provider.</li></ul>
2. Experience in delivering similar services to not-for-profit organisations.
3. Communication skills in English, both spoken and written.
4. Staff resources available including: <ul style="list-style-type: none"><li>• breadth of appropriate experience of leader and support staff,</li><li>• means to ensure on-going good service in the event of unforeseen circumstances.</li></ul>
5. Quality assurance measures to be used.
6. Proposed arrangements for invoicing and receiving payments.

The evaluation will also consider the cost of the proposal, including:

- fixed price (which may vary from year to year if the proposer so chooses) for listed services,
- hourly rate for possible additional work.

The document detailing costs in the proposal shall be submitted in a separate document from the remaining sections in the proposal.

## Address for proposals

Proposals should be sent in a sealed envelope clearly marked “Professional Secretariat Proposal”, for the attention of:

Selection and Monitoring Committee  
C/- Professor Alan Bradley  
Engineers Australia  
Australian Engineering Accreditation Centre  
Suite 206  
21 Bedford St  
North Melbourne 3051  
AUSTRALIA

## **SAM Contact**

Dr Peter Greenwood  
Chair, Selection and Monitoring Committee.  
C/- Professor Alan Bradley – address as above.

I look forward to receiving your proposal.

Yours sincerely

A handwritten signature in black ink that reads "Peter Greenwood". The signature is written in a cursive style with a large initial 'P'.

Dr Peter Greenwood, Hon.FIEAust, CPEng, EngExec  
Chair, Selection and Monitoring Committee

## **Attachments**

MPA and attachments  
Timeline  
Rules and Procedures