

Developing a Business Case for South Coast NRM Community Natural Capital Program

Request For Quotations

1. Services

This document is a request for quotations (RFQ) from competent organisations to develop a business case evaluating the viability and outlining the most suitable approach to develop a regional natural capital account for WA's South Coast region to catalyse complementary private sector investment at scale.

2. Planned Timings*

Activity	Completion Date
Release of RFQ	15/07/2024
Clarifying queries by proponents	09/08/2024
Submission date	23/08/2024
Clarifying questions to proponents	06/09/2024
Decision on successful quotation	13/09/2024

* Dates subject to amendment, as deemed necessary. Notice of changes will be made to proponents.

3. Background

South Coast Natural Resource Management (South Coast NRM) is based in the South Coast region of Western Australia and was formed in 1994. It is an independent, community-based organisation, providing leadership and expertise in natural resource management, conservation, sustainability, and community capacity.

South Coast NRM attracts and delivers strategic projects that align to its Strategic Plan. The organisation is currently leading a regional natural capital development approach with First Nations, community, and industry partners to progress business development objectives for the region and to significantly increase resourcing to support the community in caring for the region's natural resources.

4. Objective

The business case needs to capture and effectively communicate the following technical elements to both a technical and non-technical audience:

- A. Strategic alignment with emerging and existing policy.
- B. Economic modelling to demonstrate project viability and provide project delivery options.
- C. Commercial arrangements, identifying resourcing and supplier requirements.
- D. Financial plan, including capital, revenue and whole of life cost analysis.
- E. Project management approach, contracting and stakeholder engagement plan.
- F. Human resources requirements, including options for team composition and key skilled roles.

5. Deliverables

A cohesive suite of business case documents, covering the elements detailed above. These should include:

1. Business Case Document (MS Word format)
2. Financial model with list of assumptions (MS Excel format)
3. Plain English summary of business case to support stakeholder consultations (MS Word format)
4. 2 slide presentations outlining business case (1 summary (5-7 slides), 1 detailed (15-20 slides) (MS PowerPoint format)

6. Milestones

- Project consultations (including stakeholder engagement workshops) completed.
- Initial concept modelling prepared for South Coast NRM board approval complete.
- Final document preparation for final South Coast NRM review.
- Final production of documentation for external use.

7. Timeframe & where to send quotes

Final submissions are to be received by **4.00pm (WST) on 23 August 2024**. Quotes lodged after the closing date and time will be deemed late and may be excluded from consideration.

All quotes are to be addressed to:

Cary Green, Executive Manager Business and Governance
Via: info@southcoastnrm.com.au, cc joeh@southcoastnrm.com.au.

8. Submissions

The submissions should include the following:

- A demonstrated understanding of the scope of works, and confirmation of the indicative proposed methodology, including draft implementation plan and commitment to the required milestone dates.
- Curriculum vitae of actual consultants to undertake the work.
- A list of previous relevant experience with similar work, with an emphasis on natural capital and community development projects.
- Schedule of current commitments.
- A Schedule of Rates.
- Expected timings for key deliverables.

Please note: Consultants will be required to hold their Rates for the duration of the project.

9. Selection Criteria

Submissions will be evaluated against the following weighted criteria:

1. Demonstrated understanding of the services required (20%)
2. Demonstrated relevant experience and expertise (30%)
3. Proposed project timeline, methodology and implementation plan (30%)
4. Projected Total Cost, using consultant Schedule of Rates x predetermined hours. (20%)

10. Evaluation

Submissions received will be evaluated in accordance with the selection criteria.

11. Consultant obligations

- Assign the copyright and intellectual property rights of all material developed in addressing the scope of works to become the exclusive property of South Coast NRM.
- Immediately disclose any potential conflict of interest arising during the process to the Project Manager.
- Provide South Coast NRM in a timely fashion of any expected limitations in achieving deliverables on time and as described.

12. Contact details for RFQ

For queries relating to the RFQ process, please contact: Cary Green, Executive Manager Business and Governance - info@southcoastnrm.com.au.

For queries relating to the intended business case content, please contact: Joe Heffernan, Natural Capital Lead: joeh@southcoastnrm.com.au or 0478 078740.

For queries relating to South Coast NRM, including governance and strategy, please contact: Luke Bayley, CEO: ceo@southcoastnrm.com.au or 0427 495772.