Livestock SA in partnership with Grain Producers SA (GPSA) invites you to submit an Expression of Interest (EOI) for the supply to delivery under the “AgRi-Silience Program” as part of the Australian Government’s Farm Business Resilience Program to livestock and grain farm businesses across selected agricultural regions in South Australia.

To assist you in the preparation of EOI, please find a response form and proposed contract attached.

Your EOI must be submitted using the response form by the closing date specified in the reference schedule and must remain valid and open for acceptance for the validity period specified.

Your EOI will be evaluated against the evaluation criteria outlined in the response form.

If EOI is accepted, supply will be in accordance with the proposed contract.

If you have any questions, please contact the Program Management team at the Livestock SA Office on 08 8297 2299.

Yours sincerely,

Libby Tedstone  
Acting Chief Executive Officer   
Livestock SA Inc.

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| **REFERENCE SCHEDULE** |

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| Purchaser | Livestock SA Inc. |
| The Program  The Program  The Program | Livestock SA and GPSA are seeking expressions of interest to establish a **panel of providers** (the panel) that will deliver the AgRi-Silience Program that will support farm businesses to undertake a strategic review of their business and develop a current Resilience Roadmap (roadmap), or adapt and update existing farm business plans, specific to the current needs of the business.  **Program Background**  The Future Drought Fund (FDF) is a long-term Australian Government investment fund that provides a sustainable source of funding to help Australian farmers and communities become more prepared for, and resilient to, the impacts of drought. Funding will be invested from the FDF across Australia every year for projects to help strengthen drought resilience in Australian primary producers.  The Department of Primary Industries and Regions (PIRSA) is coordinating the delivery of Farm Business Resilience Program in South Australia. PIRSA have contracted Livestock SA and Grain Producers SA to deliver the foundation year of the AgRi-Silience Program for the livestock and grains sectors.  The AgRi-Silience Program will:   1. support up to 150 individual broadacre agriculture participants in farm business resilience assessment, knowledge appraisals and development and business plan reviews to increase farmers' understanding of their drought resilience. 2. aim for 80% of those businesses to report greater confidence in their resilience to manage through droughts as a result of a positive experience, having gained new capabilities from their participation and 3. recruit, empower and offer local and regional providers the opportunity to develop and deliver business management training and mentoring.   The Program aims to   * give farmers and communities the tools and capabilities they need to prepare for, and live through, times of drought, * reduce drought impacts, and the need for drought support, and * provide triple-bottom line objectives of increased economic, environmental, and social resilience.   The Program has a budget to develop or review 150 Resilience Roadmaps up to **June 30, 2022**.  The Program must cover:   1. strategic farm business management and planning including financial literacy (such as business structures, governance models, access to finance and investment in farm assets and other equity investments), best practice business planning approaches, long term profitability, benchmarking and monitoring performance, people management.   The Program should cover:   1. farm risk management and informed decision making – including tools and strategies, decision-making frameworks, understanding and using data, adverse event preparation, climate adaptation, diversification. 2. natural resource management – including understanding best practice activities that build drought resilience, experimenting with and implementing holistic natural resource management approaches that improve the farm resource base on which agriculture depends 3. personal and social resilience – including succession planning, time management, building networks and community involvement and continuous learning   The foundation year of the Program is focused on delivering workshops associated with themes 1 and 2 listed above. However, Livestock SA and GPSA are setting up the Program to enable successful delivery of workshops associated with themes 3 and 4 pending future funding.  **Panel of Providers - Expressions of Interest**  Livestock SA and GPSA are seeking expressions of interest to establish a **panel of providers** (the panel) that will support farm businesses to undertake a strategic review of their business and develop a current Resilience Roadmap (roadmap), or adapt and update existing farm business plans, specific to the current needs of the business.  The panel will be a skilled group of workshop facilitators and project coordinators with experience in strategic planning and business coaching.  The Project encourages applicants to consider collaborating with other facilitators to deliver the Project.  EOIs are sought from facilitators/groups of facilitators who can deliver within each of these 10 agricultural regions in South Australia:   * Upper Eyre Peninsula * Lower Eyre Peninsula * Southern Mallee * Northern Mallee * Upper South-East * Lower South-East * Mid North * Upper North * Hills and Fleurieu * Barossa   EOIs are also sought from facilitators with the ability and/or desire to deliver content online.  Applicants can apply to deliver in more than one of these regions and will be expected to demonstrate they have the capacity to do so in this EOI. Applicants will be expected to use their local knowledge and networks to successfully deliver against the Projects outcomes.  Each facilitator/facilitator group will work with groups of up to 15 farm businesses in their regions. Participating businesses will selected by the Steering Committee through an application process managed by Livestock SA.  Successful applicants will be expected to participate in the Program’s monitoring and evaluation activities, such as the collection of delivery and participation data. Specific monitoring and evaluation activities will be discussed with the successful applicants.  The appointment of the panel will be by the Program Steering Committee established by Livestock SA, Grain Producers SA and PIRSA in accordance with the requirements set out in this EOI.  **Subject Matter Experts**  Subject Matter Experts (SMEs) can be engaged by the facilitator to deliver training for areas that are outside of the facilitator’s areas of expertise. SMEs must also be experienced group workshop facilitation to provide learning in one or more of the following:   * Strategic farm business management and planning * Farm risk management and informed decision making * Natural resource management * Personal and social resilience.   SMEs and facilitators will deliver workshop content and processes of their own design to cater for the needs of the farm business groups and compatible with and contribute to the development of participants roadmaps.  Facilitators will identify appropriate SMEs in the delivery plan submitted to Livestock SA after workshop 1 (outlined below). Livestock SA have the right to suggest alternative SMEs if deemed necessary or can provide support to facilitators in identifying SMEs if required.  **Program Participants**  The Program will engage 150 livestock /grains farm businesses across South Australia. Livestock SA will receive applications from farm businesses and assign participants to preferred groups based on location and facilitators. Up to two people per business will be eligible to participate in the subsidised Program and participating businesses will contribute $500 (ex GST) per business which Livestock SA will collect. Additional people can be involved in the Program but will be expected to pay the full cost of the Program to Livestock SA.  **Family and Business Support (FaBS) mentors**  Family and Business Support (FaBS) mentors are a group of independent people, engaged by PIRSA, to provide support to rural and regional communities during difficult situations like drought, bushfire and other adverse events. The primary role of the FaBS mentors is to connect people with the services available and are knowledgeable about the services available in their dedicated regions.  It will be expected that a FaBS mentor will attend   * Workshop 1 to introduce themselves to the group, and * Workshop 3 to discuss the roadmaps with participants (15 to 30 mins per participating business) and offer an additional hour one-on-one session for further advice, should the participant wish to receive it.   The FaBS mentors will also be involved in a pre- and post- training assessment. How these assessments will be conducted will be discussed at the briefing workshop (detailed below).  **Program Timeline**   * + - 1. Once the panel has been appointed, Livestock SA will convene a **two-day briefing workshop** and training for facilitators and FaBS on 10 and 11 March in Adelaide\*. This workshop will * Set expectations for Program mechanics and outcomes * Provide a training opportunity in best practice group facilitation practices * Outline the delivery plan process * Explain the role of the FaBS mentors, * Provide list of endorsed participants to the facilitators, * Describe monitoring and evaluation expectations, and * Create a peer support network amongst the facilitators.   \*It is expected that by submitting an EOI, that the applicant is available to attend the briefing workshop on this date.   * + - 1. Based on expectations discussed in the facilitators workshop, facilitators will develop and deliver Workshop 1 with their participants (expected delivery by 15 April 2022)       2. Based on information captured in Workshop 1, each facilitator will submit a **delivery plan** to Livestock SA for approval including costings, timings of workshops and coaching sessions, and proposed SMEs for Workshop 2.       3. Once the delivery plan has been approved, each facilitator will manage the delivery of Workshop 2 (by 20 May 2022) and 3 (by 17 June 2022), and one-on-one coaching sessions with their participants.       4. Facilitators will need to provide a milestone report after Workshop 2 (by 30 May 2022) and a final report (by 30 June 2022) to Livestock SA. Facilitators will be provided with a reporting template.   **Outline of Program Activities**   * Workshop 1: convening and facilitating a group workshop of farm businessesto undertake business situational analyses. This will include a **mandatory resilience assessment** provided by the Program. Other activities may include a benchmarking OR SWOT analysis (or similar) to determine individual and business goals associated with improving personal and business resilience. * Workshop 2: coordinating a specialist topic workshop with subject matter experts based on the group’s expectations and needs, and support development of the resilience roadmaps. * Workshop 3: a group workshop to review and finalise the resilience roadmaps and identify topics for potential workshops beyond 30 June 2022 (pending funding approval). * 1-on-1 coaching: providing access to two hours of 1-on-1 ‘coaching’ session to the resilience roadmap to each participant.   **The Resilience Roadmap**  A Resilience Roadmap (roadmap) template will be developed by the applicant and provided as part of this EOI. The roadmap should identify the short-term priorities and long-term goals to enhance the resilience of the business under the following themes\*   1. Strategic farm business management and planning 2. Farm risk management and informed decision making 3. Natural resource management 4. Personal and social resilience.   \*Program delivery to 30 June 2022 will focus on theme 1 and 2, and delivery of workshops associated with theme 3 and 4 may be delivered after 30 June 2022, conditional on additional funding being obtained. |
| Purchaser’s Requirements  Purchaser’s Requirements | The number of providers appointed to the panel will be decided by the program Steering Committee, who will consider:   * the number of EOIs received, * coverage of the requirements sought, and * geographical and industry sector spread.   Key requirements of the EOI include:   * The region/s you are interested in delivering within * Proposed personnel delivering in your targeted regions, identifying the lead facilitator and co-facilitators. * Subject matter expertise of the facilitator * Proven ability to deliver of the Program if COVID-19 or other disasters impact the ability to delivery face-to-face (e.g., the ability to delivery online) * The proposed full cost per participant. * Proposed Farm Business Resilience Roadmap template, which may be fine-tuned with successful providers * Costed facilitator participation in the briefing workshop, program management and monitoring and evaluation activities including the delivery of a final report.   Proposed budget\* must include costs associated with   * management and delivery of all Program activities outlined in this EOI including venue hire, catering and personnel costs * attendance of the lead facilitator at the briefing workshop, including associated travel costs * collection of monitoring and evaluation data * reporting requirements of the project including two milestone reports, a final report, and attendance to a review meeting with the Program Manager.   \* Budget should be as accurate as possible. Unexpected costs incurred by successful applicants associated with development and delivery of the Program will be discussed with the Program manager.  Key performance indicators for the delivery of the Program will include, but are not limited to\*\*:   * Total number of farm businesses who commit to the Program * Total number of farm businesses who complete the Program * 100% delivery of Farm Business Resilience Roadmaps or an adapted and updated existing farm business plan for each business that completes program * 80% of participants report a positive and beneficial experience * 80% of participants report new knowledge or business aspirations which will lead to business improvements * 80% of participants report they are better prepared for financial impacts of drought and better position to recover from drought.   \*\* Participants will be surveyed as part of monitoring and evaluation activities to gauge success of program during and after implementation.  Livestock SA, will supply the following:   * Template to collect baseline information and KPIs (to be provided once successful providers are contracted); * Monitoring and evaluation processes to be provided by the program. * Relevant industry contact details and communications support to announce and promote the Farm Business Resilience Program * Logos, graphic devices, and wording for acknowledgement of Drought Support Program, PIRSA, Government of SA, and other funding bodies as appropriate. |
| Closing Date and Time | 27 February 2022, 5pm ACDT |
| Indicative date of contract commencement | 10 March 2022 |
| Indicative date for notifying Supplier(s) of outcome | 5 March 2022 |
| Address for lodgement | Livestock SA  U10 780-802 South Road  Glandore SA 5037  Email: [projects@livestocksa.org.au](mailto:projects@livestocksa.org.au) |
| Other requirements | N/A |
| Offer Validity Period | 90 days |
| Contact Person | Emily Buddle |
| Senior Project Officer |
| [ebuddle@livestocksa.org.au](mailto:ebuddle@livestocksa.org.au) |
| 0448 055 886 |

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| **Evaluation Criteria** | |
| Mandatory Criteria | * Public Liability Insurance - $10,000,000 * Professional Indemnity Insurance - $1,000,000 |
| Weighted Criteria | The weighted criteria include, but are not limited to, the following (in no particular order of priority):   1. **Budget**  * Proposed cost to prepare and deliver the AgRi-Silience program, based on expected number of producers engaged, proposed cost per participant, and location of farm business.  1. **Relevant Experience and past performance**  * Demonstrated experience in delivery of business plans, business analysis and understanding of key farm business profit drivers (livestock, grain or mixed grain and livestock). * Proven ability to increase business acumen and skills in producer businesses. * Demonstrated experience in reporting on the outcomes of programs/projects and associated monitoring. * Producer and Professional References (at least one of each).  1. **Capability and Capacity to fulfil requirements**  * Demonstrated understanding of business resilience, particularly in the context of drought and associated impacts. * Demonstrated ability to deliver Farm Business Management Programs to producers in one-on-one and/or group settings. * Demonstrated ability to engage with businesses to achieve outcomes over course of the Project. * Demonstrated commitment to the Program’s aims and objectives. * Demonstrated ability to deliver within the stipulated timeframes. * Demonstrated consideration in ability to shift delivery online if required due to COVID-19 or other adverse events |
| Conditions of Quote  Conditions of Quote | 1. The Steering Committee may at any time seek further information from you regarding your EOI, (but need not make the same request of all Suppliers). This may include but is not limited to:  * requests for additional information * presentations by, or interviews with You or Your key personnel * other responses or additional information as required.  1. No legal relationship will exist between you and the Purchaser unless your EOI is accepted, and a legally binding contract is executed by both parties. 2. You participate in this procurement process at your own risk 3. You are responsible for the cost of preparing and submitting your EOI and all other costs arising from this procurement process 4. You may only communicate with the Contact Person about this procurement process 5. The Steering Committee is not obliged to accept the lowest priced quote or any quote. 6. You must identify any aspect of EOI that you consider should be kept confidential including reasons. The Steering Committee is not obliged to treat information as confidential and in the absence of any agreement to do so, you acknowledge that the Purchaser has the right to publicly disclose the information 7. You must declare any actual or potential conflict of interest. 8. You must comply with all laws in force in South Australia applicable to this EOI Process 9. Livestock SA may in its absolute discretion:  * take into account any relevant consideration when evaluating quotes * invite any person or entity to lodge a quote * allow a supplier to change its quote * consider, decline to consider, or accept (at the Purchaser’s sole discretion) a quote lodged other than in accordance with these conditions * suspend in part or whole, vary or abandon this procurement process at any time * make enquiries of any person or entity to obtain information about you (including but not limited to the Referees). |

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| **Additional Information** | |
|  | The Program Guidelines and further information can be found at  [www.livestocksa.org.au](http://www.livestocksa.org.au) or  [www.grainproducerssa.com.au](http://www.grainproducerssa.com.au) |

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| SUPPLIER’S RESPONSE FORM (to be completed and returned by the supplier) |

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| **SECTION A GENERAL RESPONSE** | |
| **Supplier Identification** | |
| Signed for and on behalf of: | <insert name of Supplier> |
| Authorised Person Signature: |  |
| Authorised Person Name: |  |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN | <insert number> |
| ABN | <insert number> |
| Address of registered office | <insert address> |
| Place of business in South Australia (if relevant) | <insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <insert entity> |
| Key Personnel (e.g. director, chief executive officer, principal of business etc) | <insert names and positions> |
| Telephone | <insert phone number> |
| Website | <insert URL> |
| **Supplier Location and Contact** | |
| Contact Person | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address  (if different to above) | <insert address> |
| Email | <insert email address> |
| Telephone | <insert phone number> |

**Details of Facilitators**

Provide details of the proposed facilitators that will be involved in delivering the AgRi-Silience Program. Insert more tables if required.

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| Name | <insert name> |
| Business name |  |
| Address | <insert address> |
| Postal address  (if different to above) | <insert address> |
| Email | <insert email address> |
| Telephone | <insert phone number> |
| Summary of experience including in online delivery (if applicable) |  |

|  |  |
| --- | --- |
| Name | <insert name> |
| Business name |  |
| Address | <insert address> |
| Postal address  (if different to above) | <insert address> |
| Email | <insert email address> |
| Telephone | <insert phone number> |
| Summary of experience including in online delivery (if applicable) |  |

**Target Regions**

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| **Which regions do you wish to deliver the Farm Business Resilience Program in?** | Upper South East  Lower South East  Southern Mallee  Northern Mallee  Mid North and YP  Upper North  Lower Eyre  Upper Eyre  Hills and Fleurieu  Barossa and Lower North  Online |
| Delivery methodology: incl. proposed arrangements between Local Facilitators and SMEs |  |

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| I**nsurance Details** | |
| Provide details of each insurance policy relevant to the Purchaser’s Requirement in Section B **Mandatory Requirement** | * Public Liability - $10,000,000 * Professional Indemnity - $1,000,000 | |

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| **SECTION B SPECIFIC RESPONSE TO PROCUREMENT DETAILS** | |
| **Response Against Evaluation Criteria** | |
| **1. Relevant experience and past performance** | |
| Provide details of your relevant experience and past performance related to meeting the Purchaser’s Requirement. |  |

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| **2. Capability and capacity to fulfil the Purchaser’s Requirements** | | | | |
| Provide details of Your Capability and capacity to fulfil the Purchaser’s Requirements including technical, management systems, quality assurance, key personnel. | | | | |
| Ref | Criteria | Complies  Yes / No (office use) | | Comment |
| 1. **Price** | | | | |
| 1.1 | Price Submitted |  |  | |
| 1. **Relevant Experience and past performance** | | | | |
| 2.1 | Demonstrated experience in delivery of business plans, business analysis and understanding of key farm business profit drivers (livestock, grain or mixed) |  |  | |
| 2.2 | Proven ability to increase business acumen and skills in producer businesses. |  |  | |
| 2.3 | Demonstrated experience in reporting on the outcomes of programs/projects and associated monitoring. |  |  | |
| 2.4 | Producer and Professional References (at least one of each). |  |  | |
|  | **Capability and Capacity to fulfil requirements** | | | |
| 3.1 | Demonstrated understanding of business resilience, particularly in the context of drought and associated impacts. |  |  | |
| 3.2 | Demonstrated ability to deliver Farm Business Management Programs to– including 1-on-1 and/or group settings. |  |  | |
| 3.3 | Demonstrated ability to continue to engage and work with businesses to achieve outcomes post development of the FBRP over course of the program. |  |  | |
| 3.4 | Demonstrated commitment to the Program related objectives. |  |  | |
| 3.5 | Demonstrated ability to deliver within the timeframes. |  |  | |

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| **3. Price** | |
| Provide price and costing details related to the fulfilling the Purchaser’s Requirement. | Proposed cost to prepare and deliver the project   * number of producers engaged * proposed cost per participant.   Payment will be based on completion of agreed Milestones.  Where SMEs are ‘external’ to your organisation and approved to deliver, they will invoice Livestock SA directly on delivery of workshops. |

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| **Conflict of Interest** | |
| Provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest and actions to prevent or manage the conflicts of interest. |  |

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| **Risk Management** | |
| Provide details of the risk management strategies and practices that you would implement in the delivery of the Purchaser’s Requirement. |  |

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| References | | | |
| Please provide up to three references that may be contacted in relation to Your EOI. Please include at least one producer who you have worked with professionally, and one professional reference. | | | |
| Name, Business Name, Position in the Business | Producer or Professional Reference? | Phone Number | Email Address |
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**Application Checklist**

Before submitting your application, have you:

Attached proof of professional indemnity insurance (minimum value of $1,000,000) and public liability insurance (minimum value of $10,000,000)?

Attached a copy of your proposed Farm Business Resilience Roadmap Template?

Completed all the sections in the Supplier’s Response Form?

Provided signed copies of the Declaration in relation to unlawful collusion (page 18) from each of the proposed facilitators?

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| DECLARATION IN RELATION TO UNLAWFUL COLLUSION |

Re: …………………………………………………………………………………… (“the Procurement”)

[insert name of Procurement]

I , ……………………….of …………………………………………………………….

[insert name and address of declarant]

**do hereby declare as follows:**

1. I hold the position of ……………within ……….…………….. (“the Respondent”) and that I am authorised to provide this declaration on its behalf.

2. I confirm that the Quote submitted by the Respondent is independent and that there has not been any unlawful collusion with any other Respondent or party in connection with this Request for Quote process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Respondent and any other person(s), the details of which have been provided to the Principal as part of the Quote submitted by the Respondent.

3. I confirm that the total value of the goods and/or services to be provided by sub-contractors, to the extent known at the time of making this declaration, is $................... .

4. [*where that value exceeds 25% of the total value of the Quote*] Attached hereto is a complete list of all sub-contractors, the value, and the nature of the work to be provided under each sub-contract, to the extent known at the time of making this declaration.

5. I understand that if any part of this declaration is found to be false, the Principal reserves the right (regardless of any subsequent dealings) to:

* terminate negotiations with the Respondent;
* terminate consideration of the Respondent’s Quote; and
* terminate any contract between the Respondent and the Principal in relation to the Procurement without any obligation on the Principal to make any payment to the Respondent.

………………………………………. ……../……../ 20 …

Signature Date

Note: If your Quote is submitted jointly with another party or parties then each joint respondent must provide a signed declaration in the form set out in Appendix 1.