



TSRA
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REQUEST FOR TENDER

Torres Strait Regional Authority Organisational Climate Change Risk Assessment and Net Zero Pathway reporting

Contract Number: RFT CA-2025-0033

Strategic Policy Unit

Programme Manager: Melinda Eades

Project Manager: John Rainbird

Tender Approval

The information contained in this Request for Tender inclusive of the user requirements is cleared for release.

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Melinda Eades
Programme Manager
Strategic Policy Unit

4/2/2025

REQUEST FOR TENDER (RFT)

Reference:

A. Torres Strait Regional Authority (TSRA) Procurement and Contracting Policy.

As an entity based in the remote Torres Strait region and operating for the benefit of Torres Strait Islander and Aboriginal people, the TSRA applies the Indigenous Procurement Policy (IPP). The purposes of the IPP are to stimulate Indigenous entrepreneurship, business, and economic development and significantly increase the rate of purchasing from Indigenous businesses.

In line with the IPP, the TSRA applies the Mandatory Set Aside rule to all contracts delivered in the region regardless of value. This policy applies the IPP to all procurement activities to the extent that it:

- delivers value for the TSRA and the region, and
- does not unduly impact on effective competition within the region.

Purpose

1. The purpose of this document is call for tenders for the undertake of an organisational climate change risk assessment and develop a APS Net Zero reporting framework.

Timing

2. Tenders open at 9:00 am on **11 February 2025** and close at **4:00pm and 10 March 2025**.
3. The cut-off date for correspondence from tenderers seeking clarification or additional information is **4:00pm 28 February 2025**.
4. All timings are Australian Queensland Non Daylight Saving, (UTC + 10).

Registration

5. Persons intending to submit a tender response are advised to register their intent. It is in the interest of the tenderer to effect the registration as early as possible in the tender period so that they will receive any additional or amplifying information. Registration may be effected by email to tenders@tsra.gov.au including the reference **CA-2025-0033** in the subject line.

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Requirement

6. The TSRA requires services to undertake an organisational climate change risk assessment and development of APS Net Zero Reporting framework.
7. The TSRA requires that the services be provided in accordance with the **Terms of Reference** at Annex A.

Communication by Tenderers

8. Communication from tenderers must be in writing and all responses to enquiries will be provided in writing. Questions from tenderers will not be accepted by telephone or other verbal communication. Questions will not be accepted after the cut-off date indicated in 'Timings' above. Tenderers are advised that all responses to questions relating to clarification of the tender document or relating to the services under the tender will be provided in non-attributable format to all persons who have registered their interest in the tender. Questions are to be directed to contracts officer contractadmin@tsra.gov.au and must contain the reference **CA-2025-0033** in the subject line of the email.

Tender Evaluation

9. The tender will be assessed in accordance with TSRA Tender Evaluation Plan.
10. It is in the interest of the tender to **construct their tender response around the evaluation criteria** which is contained in the Tender Evaluation Plan (Attachment 1).
11. Tenderers are also required to state their agreement to the terms and conditions in the draft Contract (Attachment 2) or to identify any clauses in the draft Contract where a variation would be sought. The nature and reason for the variation is to be included in the tender response.
12. Tenders which are lodged electronically will be accepted as being 'signed' by a duly authorised representative of the tendering organisation provided the name, appointment and contact details (telephone, email address and postal address) of the authorised officer is clearly identifiable. Tenders submitted by other means must contain the signature, name, appointment and contact details (as above) of the tenderer's authorised officer.

Incomplete Responses and Late Tenders

13. Tenders lodged after the closing date specified under 'Timing' above will be managed as late tenders. Late tenders will not be evaluated and if submitted as hard copies will be returned to the tenderer unopened. Tenderers will be advised as soon as possible after the tender closing date if their documentation was not received by the tender closing date. Tenders submitted through Australia Post which are postmarked up to 48 hours before the tender closing date may be accepted if they are received at least 24 hours before the Tender Evaluation Panel is scheduled to meet. Tenders which do not meet this exception are to be treated as late tenders.
14. Tenders which are materially incomplete, in that insufficient information has been provided to complete an evaluation of the tender, will be set aside at the beginning of the Tender Evaluation. Tenders which are 'set aside' are to be classed as non-compliant and are not to be further evaluated. The reason for setting aside an incomplete tender is to be included in the Evaluation Report to the delegate.

Clarification of Tender Responses

15. During the evaluation process, communication between the Commonwealth and tenderers must not be designed to solicit new information from tenderers. Any communication between the Commonwealth and tenderers is to be restricted to clarification of information that would assist the evaluation process, thereby improving the level of confidence attached to the evaluation. Clarifying questions must be approved for release by the Tender Evaluation Panel Chair. When a tenderer's response to a clarifying question foreshadows a change in scope, schedule, quality or cost, the Tender Evaluation Panel will determine whether the information is admissible for evaluation purposes.
16. Any unsolicited information received from tenderers after the tender closing date will be passed to the Chairperson of the Tender Evaluation Panel. If the Chairperson of the Tender Evaluation panel determines that such information is inconsistent with the principles outlined in the procedures for the handling of late tenders as outlined in the Tender Evaluation Plan, the information is to be so endorsed and withheld from the evaluation.
17. Any clarification questions from the Tender Evaluation Panel are to be consolidated into a single request and forwarded to the tenderer by the Tender Evaluation Panel Chair. Requests for clarifying information will be issued by the Tender Evaluation Panel Chair to the relevant applicant in writing.
18. Tenderers will allowed two business days to respond to matters of clarification.

Lodgement of Tender

19. Tender responses are to be clearly marked as 'TENDER RESPONSE CA-2025-0033'. Electronic lodgement is preferred. Electronic submissions must be compatible with Microsoft Office Suite 2010 or Adobe Reader Portable Document Format (PDF) and lodged as an eMail attachment to tender@tsra.gov.au. Alternatively, responses may be lodged either by Australia Post to 'Locked Tender Box, The Torres Strait Regional Authority, PO Box 261, Thursday Island, Queensland, 4875'; or delivered by the Tenderer's representative or courier to the Locked Tender Box located on the level one foyer of Torres Haus, 46 Victoria Parade, Thursday Island, Queensland.

Communicated [AF2]: 19/03/2025 10:41:41

Provision of Advice to Tenderers

20. The recommendation of the Tender Evaluation Panel will not be communicated to tenderers until the Evaluation Report has been approved by the delegate. Unsuccessful applicants will be advised by letter.
21. Feedback to unsuccessful tenderers will be offered as a matter of course. Feedback will be limited to advising the name / organisation of the successful applicant, the value of the successful tender and the strengths and weaknesses of the unsuccessful tender. A comparison of the unsuccessful tender to any other tender will not be provided. Feedback will be provided by the Chair of the Tender Evaluation Panel. A record will be kept of all feedback.
22. The successful applicant will be advised by letter and informed that a contract will be forwarded for consideration.

Confidentiality

23. Tenderers should be advised that the TSRA will keep tender information confidential and in the event of a claim under the *Freedom of Information Act 1982* consult with them and claim appropriate exemptions under the Act. TSRA will comply with any court orders to release documents.

Annex

- A Terms of Reference

Attachments:

- A. Tender Evaluation Plan
- B. Draft Contract

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Annex A TERMS OF REFERENCE

RFT CA-2025-0033

**Torres Strait Regional Authority Organisational Climate Change Risk
Assessment and Net Zero Pathway reporting**

The Torres Strait Regional Authority (TSRA) is a Commonwealth statutory body located on Thursday Island, Queensland. The TSRA is involved in a wide range of service delivery functions to the Torres Strait Islander and Aboriginal people living in the Torres Strait region. These are outlined on the TSRA web site at www.tsra.gov.au.

The TSRA head office is based on Thursday Island but has assets and staff based on 15 islands across the region as well as staff based in Cairns.

Requirements:

The response to the RFQ is to be in the form of a proposal which as a minimum outlines:

1. The qualifications and experience of the Contractor, including specific reference to:
 - a. Organisational climate change risk assessment skills and experience
 - b. Integrating climate change into risk, governance and operational frameworks and executive and organisational capacity building.
 - c. Emission reduction planning and decarbonisation strategies.
2. The qualifications and experience of the nominated personnel who will deliver the services.
3. Requirements and deliverables:
 - Stage 1
 1. Assessment of how climate change considerations have been integrated into organisational goals, plans, policies, programs and procedures.
 2. Assessment of how well TSRA's governance aligns with the principles of climate resilient governance.
 3. High level review of TSRA assets and assets management to assess opportunities to achieve low carbon outcomes, demonstrate sustainability and reduce exposure to climate related impacts.
 4. Assessment of climate change risks to TSRA workforce health and wellbeing (first pass).
 5. Assessment of risks to TSRA travel, field operations and business continuity (first pass).
 6. Assessment of policy and legal risks, including due to emerging regulations.
 7. Assessment of risks to TSRA's organisational reputation.

Stage 2.

Develop, and as far as practical, complete, a TSRA climate disclosure report framework including appropriate metrics and pathway options, to meet the needs of the Commonwealth regards the APS Pathways to Net Zero by 2030 ([Net Zero in Government](#))

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Version 2.3 (May 2018)

Operations Strategy).

Expected Outcomes:

- 1 Identification of where TSRA is exposed to climate change risks and propose risk mitigation options.
- 2 Identify opportunities for TSRA to demonstrate climate resilient leadership.
- 3 Meet the requirements and aspirations of the APS agencies regarding NetZero by 2050.

Deliverables:

Stage 1

A report detailing:

- High level summary
- Scope and methodology
- Key assumptions
- Data and information sources
- Results of risk assessment
- Recommendations to reduce risks and to seize opportunities

Stage 2.

TSRA climate disclosure framework, metrics, pathway options and final report

Additional information about the TSRA, including annual reports and media releases, is available on the TSRA website at www.tsra.gov.au

Tenderers are advised that the TSRA at its sole discretion may shortlist applicants, seek further information from applicants, may proceed to Contract on the basis of any proposal provided or may not proceed further with the procurement.

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TENDER EVALUATION PLAN
Torres Strait Regional Authority Organisational Climate Change Risk
Assessment and Net Zero Pathway reporting

Contract Number: CA17:00000033

Strategic Policy Unit

Project Manager

John Rainbird

Evaluation Plan Approval

I approve the arrangements detailed in this Tender Evaluation Plan including the selection methodology, selection criteria, weightings and membership of the Tender Evaluation Panel.

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Programme Manager
Melinda Eades

4/2/2025

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Page B-3

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Attachment A: TENDER EVALUATION PLAN

Reference:

- A. TSRA Procurement and Contracting Policy

Purpose

1. The purpose of this document is to outline the evaluation plan and methodology for assessing the responses to the Tender for contract number **CA17:00000033** for the Torres Strait Regional Authority Organisational Climate Change Risk Assessment and Net Zero Pathway reporting. The methodology is also applicable for the evaluation of Expressions of Interest and Requests for Quotation. The term 'tender' throughout this document is to be interpreted accordingly.

Evaluation Methodology

2. The tender was emailed directly to a list of nine consultants considered to have the required credentials and experience, including two Indigenous Businesses via Supply Nation. The evaluation is to be conducted in accordance with procurement principles outlined in Reference A. The evaluation criteria and weightings for the tender are shown in annex A.
3. Tender responses will be reviewed for completeness against the following list. Incomplete tender responses may be set aside by the panel.
 - a. compliance with any Australian Government procurement policies specified in the Request for Tender document;
 - b. a minimum 30 day period of validity for the quoted price;
 - c. evidence the tender has been submitted by an authorised officer;
 - d. the applicant's understanding of the task as detailed in the Terms of Reference in the Request for Tender document;
 - e. the applicant's proposed approach to the delivery of the services;
 - f. the applicant's past performance, the skills, qualifications and experience of the person(s) nominated to deliver the services;
 - g. the offered price, the basis of determining the price and the payment schedule; and
 - h. overall value for money to the Torres Strait Regional Authority.
4. Each tender is to be evaluated individually by each member of the evaluation panel against the criteria in annex A and scoring guide in annex B. A tender which fails to meet mandatory performance or functional requirements in Part A of the Evaluation Scoring Guide may be set aside and not further considered. The reason for any response being put aside at this stage is to be included in the tender evaluation report.
5. For each response that has met the mandatory performance and functional requirements, each member of the Evaluation Panel is to complete an assessment using the tender evaluation workbook (attachment A). The Evaluation Panel will then meet and develop a consensus report for each tender response. The consensus report is to reflect the agreed position of all voting members of the evaluation panel and is to be completed on a master copy of the assessment using the tender evaluation workbook (attachment A).

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6. On completion of detailed assessments of individual tenders, a comparative qualitative assessment of all tenders against the evaluation criteria is to be completed. The comparative assessment will focus on drawing out major differences between offers as they relate to the evaluation criteria rather than the price. Key discriminators between applicants will form the basis upon which applicants will be ranked in order of technical merit in the evaluation report.
7. The comparative assessment is to document the relative strengths and weaknesses of the tenders in order to make a value for money judgement.
8. Value for money shall be determined by comparing:
 - a. the price offered;
 - b. the level of effort proposed;
 - c. the quality of the services offered, in particular the qualifications and experience of the persons proposed to deliver the services; and
 - d. compliance with the project schedule.

Evaluation Panel Membership

9. The Evaluation Panel members are:

Name	Role	Voting / Non-voting
	Chairperson	Voting
	Member	Voting
	Member	Voting
NA	Probity adviser	Non-voting

Responsibilities of the Evaluation Panel Chairperson

10. The evaluation panel chairperson is responsible for:
 - a. ensuring evaluation panel members are aware of and comply with the requirements of the tender evaluation;
 - b. managing the assessment of each response against the requirements of the tender and in accordance with the evaluation plan;
 - c. ensuring consistency of the approach and evaluation methodology; and
 - d. completing the tender evaluation report and submitting the recommendation of the tender evaluation panel to the delegate.

Evaluation Board Reporting

11. The signed consolidated tender evaluation workbooks are to be appended to the evaluation report summarising the strengths and weaknesses of each response and recommending the preferred offer to the delegate. The original hard copy responses from each tenderer are to be attached to the Evaluation Report.

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Probity Issues

12. If appointed, the probity adviser is to advise the evaluation panel chair of any probity risks that arise during the tender process.
13. Before commencing the evaluation the chair of the evaluation panel is to ascertain from each member of the evaluation panel whether they have been contacted by or have provided any assistance to any of the tenderers, in relation to the preparation of the tender. Should there be any question of the independence of any member of the evaluation panel the chairperson is to seek advice from the probity adviser (if appointed) as to whether that member should be excused. Should a member be excused the chairperson is to suspend the evaluation panel and consult with the delegate to appoint a replacement member. The chairperson is to reconvene the evaluation panel when a new member is appointed and they have completed their individual tender assessments.
14. On completion of the evaluation all copies of the tender and evaluation documents are to be returned to the chairperson. An electronic copy of each tender is to be stored in the TRIM. A paper copy of the successful tender is to be retained as a working document for the duration of the Contract and then destroyed. All paper copies of unsuccessful tenders are to be destroyed.
15. If at any time during the evaluation process any member of the evaluation panel is contacted by an applicant in relation to the tender, they are to report the contact to the evaluation panel chairperson.

Annexes:

- A.Evaluation Criteria and Weightings
- B.Scoring Guide

Attachment:

- A.Draft consultancy agreement

EVALUATION CRITERIA AND WEIGHTINGS

1. The evaluation criteria and their weightings are shown in Table A-1.

Serial	Mandatory Evaluation Criteria, applying to all Tenders	
M1	The identity and contact details for the officer authorised to submit the tender has been provided.	Yes / No
M2	The total cost and the breakdown of the cost can be identified.	Yes / No
M3	The tenderer commits to deliver the services within the time-frame specified in the Terms of Reference.	Yes / No
M4	The tender describes the skills and experience of the personnel nominated to deliver the contracted services.	Yes / No
M5	The level of effort is stated or can be clearly inferred from the response.	Yes / No
M6	The submission contains sufficient information to enable the Evaluation Panel to determine whether it represents value for money.	Yes / No

Serial	Tender Specific Mandatory Criteria	
S1	Demonstrated skill to undertake tasks outlined in tender	Yes / No
S2	Demonstrated experience in development of carbon reduction strategies	Yes / No
S3	The submission contains sufficient information to enable the Evaluation Panel to determine whether it represents value for money	Yes / No

Serial	TENDER Specific Qualitative Criteria	Weighting %
Q1	Demonstrated experience in undertaking climate change risk assessments in line with the scope of the tender requirements and designation of appropriately skilled and experience staff.	50%
Q2	Applicants demonstrate an understanding of the context of the tender assignment and a willingness to accommodate TSRA's needs and expectations and adjust their methodology accordingly.	20%
Q3	Tender's quote represents value for money	30%

Serial	Risk Statement	Consequence
R2	That the tenderer does not adequately understand the TSRA needs and context of operation	High
R3	That the tenderer does not commit appropriate staff to undertake the tasks	Moderate
R4	The tender's quote does not represent good value for money	Moderate

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R5	The tender's do not have the capacity or skills to deliver the assessment as required	High
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Table A-1: Evaluation Criteria, Weightings and Risk

Annex B to
Tender Evaluation Plan
Contract Number: CA17:00000033

EVALUATION SCORING GUIDE

1. The evaluation scoring guide is shown in table B-1.

Description	Criteria	Score
Comprehensive	Compliance is demonstrated. Exceeds specified performance or capability and the additional material offered adds value. Tenderer clearly understands the requirement. No weaknesses or deficiencies. Almost certain tenderer will be able to deliver the services.	5
Very Good	Compliance is demonstrated. Fully meets the specified performance or capability. Tenderer indicates a very good understanding of the requirement. No weaknesses or deficiencies. Almost certain tenderer will be able to deliver the services.	4
Good	Compliance is demonstrated. Fully meets most, but has addressed all of the specified performance or capability. Tenderer indicates a good understanding of the requirement. No major weaknesses or deficiencies. Low risk the tenderer will not be able to deliver the services.	3
Acceptable (Deficient)	Compliance is demonstrated. Fully meets some, but has addressed all of the specified performance or capability. Tenderer indicates a general understanding of the requirement. Some weaknesses or deficiencies and further clarification may be needed. Moderate risk the tenderer will be unable to deliver the services.	2
Marginal (Deficient)	Compliance is not demonstrated. Has addressed all of the specified performance or capability. Tenderer does not indicate a general level of understanding or indicates some misunderstanding of the requirement. Some major weaknesses or deficiencies. High risk the tenderer will not be able to deliver the services.	1
Unacceptable (Deficient)	Non-compliant. Has not addressed all of the specified performance or capability, or the tenderer indicates a significant misunderstanding of the requirement. There are few supporting statements to verify claims made. Extreme risk the tenderer will	0

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	not be able to deliver the services.	
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Table B-1: Evaluation Scoring Guide

Deficiencies

2. If any criteria is scored as two (acceptable with some deficiencies) or lower, it will be classed as deficient, meaning it is assessed as falling short of the requirements specified in the tender. Deficiencies will be classified in accordance with table B-2.

Deficiency	Criteria used to determine deficiency
Critical	A deficiency that cannot be readily remedied prior to contract signature which is of such significance that it may seriously prevent the contract deliverables from being achieved to the specified schedule, budget or quality.
Significant	A deficiency that has the potential to prevent an element of the contract deliverables from being achieved, but this is expected to be remedied prior to contract signature. The specified schedule, budget or quality may require adjustment.
Minor	A deficiency that has no substantial implications for the deliverables and could be accepted without remedial action. The deficiency has no impact on the specified schedule, budget or quality.

Table B-2: Deficiency Criteria

3. In applying the above criteria, each identified deficiency is to be judged on its merits as presented. The risks to schedule, budget and quality are to be considered when determining the level of the deficiency.

Confidence Levels/Risk Assessment

4. After compliance has been assessed, a level of confidence is to be applied to each criteria using the ratings shown in Table B-3. The evaluation of confidence provides an indication of an assessment of risk associated with the tender. A high level of confidence would indicate a low level of risk in the claims of the tenderer.

Level	Criteria used to determine confidence level
High	The claims made by the tenderer are credible, supported by evidence provided in the tender or in publicly accessible material, and can be readily verified without seeking clarification from the tenderer. The evaluation panel has a high level of certainty concerning the validity of the claims.
Medium	The claims made by the tenderer are supported by evidence provided in the tender or in publicly accessible material, but cannot be verified without seeking clarification from the tenderer. The evaluation panel has some level of certainty concerning the validity of the claims.

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Low	The claims made by the tenderer are not supported by evidence provided in the tender or in publicly accessible material. The evaluation panel has a low level of certainty concerning the validity of the claims.
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Table B-3: Confidence Level Criteria

Risk Assessment

5. The terminology to be used to determine the likelihood and consequence for risk ratings is to be taken from the TSRA Project Risk and Issue Register associated with Contract CA17:000000
6. When completing the Tender Evaluation Workbook, the evaluation panel is to consider the confidence level rating when determining the likelihood of the stated risk (in the eventuating for each of the qualitative criteria listed in Annex A.