

# Decision Points: Drought Resilience Program

## Round 1 Request for Quote (RFQ) response requirements

Please limit your response (quote) to the Round 1 RFQ to a maximum of two A4 pages with content no smaller than 10-point font and include the following information.

*NB: An organisation can submit only one quote in response to this Round 1 RFQ. One quote can include more than one activity, but the activities must be related.*

### **Your organisation**

*NB: For this “Your organisation” section, if this information is already available on your website, please provide a link to the relevant page rather than duplicating content*

- Organisation name, ABN and primary address
- Local Government Areas you service, agricultural commodities or industries you work with, primary producer networks and reach
- Your relevant experience in extension and adoption and approach taken
- Names and role of key personnel involved in the delivery of extension and adoption activities
- Relevant facilities, equipment and resources available to your organisation
- Confirmation that you can deliver extension and adoption activities within 6-12 weeks of submitting a quote

### **Activity summary**

- Description and format of proposed activity
- Any experts engaged
- Location - *NB: must be within the Hub's geographic footprint*
- Target audience

### **Approach**

- Provide information about the uncertainty and climate/drought risks facing producers in your region (in the short, medium and/or long term) and associated decision-making challenges
- Demonstrate the activity's practical relevance for producers
- How the activity responds to seasonal conditions
- Extension methods to be used
- How your local context is incorporated

### **Communications**

- How participants will be engaged
- Channels to be used (email, social, networks)

### **Timing**

- When the activities will be delivered

*NB: Decision Point: Drought Resilience Program Round 1 extension and adoption activities must be within 6-12 weeks of the RFQ closing date.*

### **Monitoring and evaluation**

- Confirm your ability to deliver the following evaluation activities:

- Participant event feedback survey
- Participant and/or presenter event feedback reflection
- 5-6 names and contact details of participants willing to be contacted in future by the Hub for evaluation purposes

*NB: Southern NSW Innovation Hub will provide survey questions and platform and a template for the reflection.*

### **Budget**

- Itemised costs for delivery of the activity/ies
- Total cost – up to a maximum of \$10,000 (ex GST)

### **Registered supplier status with Charles Sturt University**

By completing your quote, your organisation is consenting to becoming a registered supplier within Charles Sturt University's procurement system.

If you are not already a registered supplier with Charles Sturt, please provide the following information in your covering email. *Not sure if you are already a registered supplier? Just ask us via [southernNSWHub@csu.edu.au](mailto:southernNSWHub@csu.edu.au).*

- Organisation name
- Organisation type
  - Farming group
  - Landcare / NRM organisation
  - Agronomy / advisory business
  - Consultant / sole trader
  - Other (please specify)
- Website (if applicable)
- Primary contact person in the organisation
  - a. Title
  - b. Email address
  - c. Phone number
- Banking details
  - a. Account name
  - b. BSB
  - c. Account number
- Please confirm the following
  - a. We comply with relevant Work Health and Safety legislation
  - b. We hold appropriate insurance (public liability, professional indemnity etc)
  - c. We can provide evidence if requested

*NB: Charles Sturt will contact you to verify your institutional/banking details. This registration will mean you can be engaged to deliver activities more quickly if your quote is successful.*

### **Contact us**

For questions or support, please contact Southern NSW Innovation Hub by email:  
[southernNSWHub@csu.edu.au](mailto:southernNSWHub@csu.edu.au).