



**wheatbelt**  
natural resource  
management

## **REQUEST FOR QUOTATION**

# **CONSULTANT – FARM PLANNING & TOOLBOX DEVELOPMENT**

**Optimising Fodder Options in Mixed Farming Systems  
26 August 2019 to 30 June 2023**

**Deadline:** 4pm (WST) Friday 2 August 2019

**Reference:**

**Lodgement:** By email to [bdunlop@wheatbeltnrm.org.au](mailto:bdunlop@wheatbeltnrm.org.au)

## 1. INTRODUCTION

Wheatbelt NRM is seeking submissions from a suitably qualified consultant to carry out a whole farm planning process with identified farms across the Wheatbelt Region. The consultant will also develop a Toolbox that will enable the whole farm planning to be implemented by farmers independently.

The purpose of the farm planning is to demonstrate a systems approach to implementing practices that maximises ground cover over summer for soil health and production outcomes.

It is expected that the final products will be

- 12 individual farm plans for specific enterprises
- A toolbox that provides an approach for farmers to develop their own farm plan

## 2. BACKGROUND INFORMATION

Wheatbelt Natural Resource Management Incorporated (Wheatbelt NRM) is an independent community-based organisation leading natural resource management (NRM) endeavours within the Avon River Basin. The organisation operates from its Northam office, Western Australia, and exists as the second largest of the seven NRM regional organisations in the State, with responsibility for the 12,000,000 hectares of the Avon River Basin.

### **THE OPTIMISING FODDER OPTIONS IN MIXED FARMING SYSTEMS PROJECT IS BEING DELIVERED AS PART OF THE AUSTRALIAN GOVERNMENT'S NATIONAL LANDCARE PROGRAM.**

The primary outcome of this project will be to increase summer ground cover.

Project activity will include

#### **Planning**

- Helping mixed farmers optimise fodder, forage and pasture options to fill summer feed gaps and increase ground cover.

#### **Events**

- There will be events, field days, demonstrations and practical workshops to bring the latest information and analysis on options suited to individual farm businesses.

#### **Field Demonstrations**

- Eight Farm Demonstration Sites working with industry influencers will deliver a whole of farm approach to feed management. Summer crops, perennial pastures and shrubs will form the basis of on farm demonstrations that showcase a systems approach to summer feed options. These summer feed gap options will increase ground cover, stabilise soil and increase soil carbon. Field days and other extension activities will support peer to peer learning.
- Four summer ground cover plan sites will be used as examples to support a peer to peer extension process that will enable mixed farmers to benefit from seeing the planning process in action.

#### **Toolbox**

- A Toolbox will also be developed to support them to identify the best approach for their farm.

#### **Analysis**

- Economic analysis of the production benefits of summer grazing options will encourage further adoption. (A separate consultancy will be developed for the economic modelling.)

### 3. PERIOD OF CONTRACT

The contract will commence 26 August 2019 and conclude the 30 June 2023

### 4. PROJECT OBJECTIVES

The main ask of the farm planning consultant is to work directly with 8 selected farmers on farm plans that lead to the creation of demonstration sites. To do this successfully they will be required to demonstrate extensive technical expertise and knowledge of mixed farming, the WA livestock industry and grazing options to ensure delivery of the best outcomes for the Wheatbelt community.

Specific objectives include:

- Work directly with 8 farmers on summer ground cover plans for demonstration sites
- Work with Wheatbelt NRM to develop the most cost-effective project action plan
- Participate in workshops that are planned for years 2 -5 of the project (up to 8 workshops throughout the project)
- Provide ongoing technical advice to demonstration site participants

The second requirement is to lead the extension of the planning process to a broader audience.

Specifically this includes:

- Working directly with 4 farmers on summer cover plans to be used as examples of how to undertake the planning process.
- Develop a toolbox for Wheatbelt farmers to be able to create their own farm plan from a list of tools eg species suited to their rainfall/soil type
- Facilitate 2 workshops to introduce the toolbox, show how it relates to the plans showcased and assist workshop participants to commence their own plans
- Upskill Wheatbelt NRM staff to assist farmers to use the toolbox successfully.

### 5. SCOPE OF WORK

This section provides a description of the scope of works of the Contract.

#### **Summer Ground Cover Farm Planning**

1. Work directly with 8 farmers on farm plans that identify demonstration site topics.
  - (a) Whole of farm plans to be able to be implemented over 5-10 year period by the host farmers.
  - (b) 1 on 1 farm visits to be conducted with each of the 8 farms.
2. Work with Wheatbelt NRM to develop a cost-effective demonstration site implementation plan.
3. Work directly with an additional 4 farmers on farm plans only.
  - (a) Whole of farm plans to be able to be implemented over 5-10 year period by the host farmers.
  - (b) 1 on 1 farm visits to be conducted with each of the 4 farms.
4. Participate in workshops that are planned from years 2 -5 of the project (up to 8 workshops/field walks).
5. Provide ongoing technical advice to demonstration site participants.

#### **Toolbox Development**

1. Design and develop a toolbox process for a farmer to be able to create their own farm plan to maximise ground cover.
2. Develop a tool that can be delivered by WNRM project officers and other project extension officers.
3. Demonstrate the use of the toolbox in 2 workshops (each workshop to use 2 different farm plan sites).
  - (a) Work with project demonstration sites and planning sites to gather information prior to workshops in order to develop a farm plan using the toolbox at each workshop
4. Upskill the WNRM staff and other project extension officers on the use of the Toolbox so they can support its delivery to an external audience.

## **6. PROJECT TIMEFRAME**

This consultancy is ongoing as required through the life of the project. Workload will vary in accordance with the deliverables required.

Request for quote released: Thursday 11 July 2019  
Closing date for submissions: Monday 29 July 2019  
Contract award: Monday 19 August 2019  
Project commence: Monday 26 August 2019

## **7. MEETINGS**

The consultant will be required to attend meetings in person in Northam, however it is expected that remote participation will be maximised.

## **8. Demonstration Sites**

The eight demonstration sites selected are:

- Dempster – Goomalling
- Kelly – Newdegate
- Mann – Beverley
- Morgan – Bencubbin
- Page – Pingelly
- Storer – Cunderdin
- Whyte – Kondinin
- Mutton – Wickepin

The four farm plan sites are:

- Beard – Cunderdin
- Davey – Wongan Hills
- Huckstep – Beacon
- Kingston – Goomalling

## **9. EXPRESSION OF INTEREST AND PRICING REQUIREMENTS**

Expressions of Interest should clearly address the selection criteria and also detail the process that will be used to achieve the Scope of works. It would be beneficial to include a project schedule/ timeline.

Expressions of Interest should include a company capability statement and a list of personnel who will be responsible for delivering the project detailing:

- Their skills and experience
- Their hourly rate/s and the number of hours they will contribute to the project

#### 10. SELECTION CRITERIA

Expressions of interest will be assessed using the following selection criteria:

- Understanding of the brief
- Proposed methodology to achieve required outcome
- Skills and experience
- Organisational capacity
- Value for money

#### 11. LODGEMENT OF RESPONSE AND DELIVERY METHOD

The Response must be electronically by the Deadline. The Deadline for this Request is 4pm Monday 29 July 2019 in Australian Western Standard Time (AWST).

The Respondent may submit the Offer electronically at [bdunlop@wheatbeltnrm.org.au](mailto:bdunlop@wheatbeltnrm.org.au).  
Late responses will not be accepted.

#### 12. Response

**Please Note**

**Respondents may submit expressions for interest for all the services and scope of works within this RFQ or parts there-of. Collaborative applications accepted. More than one Respondent may be contracted to complete the works.**

The Contract may be awarded to a Respondent or Respondents who best demonstrate the ability to provide quality services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

Wheatbelt NRM has adopted a best value for money approach to this Request.

This means that, although price is considered, the Response/s containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the qualitative criteria. A scoring system will be used as part of the assessment of the qualitative criteria.

## 13 QUALITATIVE CRITERIA

Qualitative Criteria	Qualitative Criteria Weighting
<p><b>Understanding of the brief/Proposed Methodology</b></p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> <li>(a) A project schedule/timeline (where applicable);</li> <li>(b) The process for the delivery of the services;</li> <li>(c) A demonstrated understanding of the scope of work.</li> </ul> <p>Supply details and provide an outline of your proposed methodology labelled “Demonstrated Understanding”.</p>	30%
<p><b>Skills &amp; Experience</b></p> <p>Describe your experience and that of any proposed personnel in completing /supplying similar Requirements. Respondents must, as a minimum, address the following information and label it <b>“Relevant Experience”</b>:</p> <ul style="list-style-type: none"> <li>(a) Provide details of similar work;</li> <li>(b) Provide the scope of the Respondent’s involvement including details of outcomes;</li> <li>(c) Provide details of issues that arose during the project and how these were managed by the Respondent;</li> <li>(d) Demonstrate sound judgement and discretion; and</li> <li>(e) Demonstrate competency and proven track record of achieving outcomes.</li> </ul>	30%
<p><b>Organisational Capacity</b></p> <p>Respondents should demonstrate their ability to supply and sustain the necessary:</p> <ul style="list-style-type: none"> <li>(a) Documentation and other support materials; and</li> <li>(b) Any contingency measures or back up of resources including personnel (where applicable).</li> </ul>	10%

As a minimum, respondents should provide a current commitment schedule and plant/equipment schedule, and label it <b>“Respondent’s Resources”</b> .	
<p><b>Value for Money</b></p> <p>Wheatbelt NRM is looking for a fixed price quote detailing a schedule of services and prices.</p> <p>Payment instalments are to be linked to project milestones and deliveries achieved.</p> <p>Respondents are to provide a budget for each activity proposed in their methodology with a breakdown of hourly rates, travel and other on-costs.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• prices are to be included (excluding GST)</li> <li>• Number of units (of activity) is estimated and may be subject to change.</li> </ul>	30%

#### 14 **VALUE FOR MONEY**

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#### 15 **EVALUATION PROCESS**

This is a Request for Quote.

Your Response will be evaluated using information provided in your Request for Quote.