



## **Request For Proposal**

### **Future of CouncilBIZ Workshop Facilitation**

**Job Name:** Future of CouncilBIZ Workshop Facilitation  
**Quote Name:** CBZ-FOC2022  
**Closing Time:** 4:00pm  
**Date:** Friday December 23 2022  
**Location:** CouncilBIZ  
T27/60 Winnellie Road  
Winnellie, NT 0820

**Contact Officer:** Greg Troughton

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**Please note CouncilBIZ is not bound to procuring any services from any vendor responding to this Request For Proposal (RFP).**

## Introduction

CouncilBIZ is a Local Government Subsidiary of eight Regional Councils of the Northern Territory and the Local Government Association of the Northern Territory. Along with the formation of Shire Councils (now Regional Councils) in 2008, CouncilBIZ was established to facilitate the efficient provision of administration, information technology and financial services.

## Background

CouncilBIZ currently requires Member Councils to provide funding on an annual basis in exchange for services from a centralised subsidiary. CouncilBIZ are on a journey to transition from the current mandated environment to a new voluntary choice environment.

In recent times, has recently embarked on a large-scale business transformation which has included the implementation of cloud-first technologies, to transition the organisation away from a centralised private cloud environment. This shift in service delivery model opens up both opportunities for CouncilBIZ to provide a different range of services, but also creates an environment where Councils are able to choose who they partner with for the provision of services and are less reliant on, and not forced to use, CouncilBIZ.

The change in environment requires the consideration of what services CouncilBIZ can, could and should provide to Member Councils in the new business environment. It also requires the consideration of the services that CouncilBIZ have traditionally provided and whether they should continue to be provided by CouncilBIZ as a collective shared service or 3<sup>rd</sup> party alternatives should be considered.

## Queries

All queries and clarifications regarding this project must be addressed to the Nominated Contact Officer, Greg Troughton.

**Greg Troughton**

[Greg.Troughton@councilbiz.nt.gov.au](mailto:Greg.Troughton@councilbiz.nt.gov.au)

0419 813 955

## RFP Responses

All RFP responses are to be submitted in electronic format either by email or physical media placed within the RFP box located at the CouncilBIZ office reception and addressed to the Selection Panel.

**Email Delivery:** [rfp@councilbiz.nt.gov.au](mailto:rfp@councilbiz.nt.gov.au)

**Physical Media Delivery Location:** CouncilBIZ Office Reception - T27/60 Winnellie Road

**Closing Time:** 4pm

**Date:** Friday December 23 2022

CONTACTING COUNCILBIZ STAFF (OTHER THAN THE NOMINATED CONTACT OFFICER),  
BOARD MEMBERS OR COUNCILLORS OR MEMBERS OF STAFF FROM THE NT REGIONAL  
COUNCILS OR LGANT WILL AUTOMATICALLY DISQUALIFY VENDORS.

## Inclusions

Vendors are asked to price and provide a detailed project plan to deliver the following scope of works;

### Phase I – Future of CouncilBIZ Services Identification

Engage with Member Councils and CouncilBIZ to;

- Survey to all Member Councils
- 1-on-1 consultation with each Member Council
- Consolidation of results into draft Business Case

To assist in further developing understanding prior to the workshop, senior staff at CouncilBIZ will work with a technology provider to deliver a list of services that CouncilBIZ or other 3<sup>rd</sup> parties would need to provide in the new environment. CouncilBIZ will also provide a list (not exhaustive) of options that could be considered by Member Councils for future CouncilBIZ services.

### Phase II – Future of CouncilBIZ Services Workshop and Business Case Delivery

Organise and facilitate a workshop to;

- Present draft Business Case to Board (Preferably by March 2023 if practical).
- Facilitate discussion and review of Business Case and associated service opportunities
- Present final Business Case (by June 30<sup>th</sup>, 2023 at the very latest).

## Vendor Response

### **Pricing**

Itemised breakdown of all work required to facilitate a workshop.

### **Payment Terms**

All payment terms should be clearly defined.

### **Delivery Schedule**

A detailed project plan on the delivery of the various project phases.

### **Company Profile**

A summary of the company should be included within the proposal including CV's of the staff that will be involved with the work.

### **Previous Experience**

Vendors shall include company information that may include current or previous supply arrangements with local government councils, preferably in the Northern Territory. Vendors are encouraged to include references of Northern Territory Government Departments or Businesses with whom they have previously conducted business.

## Selection Criteria

Responses will be assessed based on the following:

Company Capability	40%	Capability to undertake work to appropriate standards and delivery times.
Previous Local Supply/References	20%	Previously supplied Local Government and/or NT Government Departments.
Price	40%	Competitive pricing.