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| **Requirements Document**  **For the delivery of <Enter opportunity title>**   |  |  | | --- | --- | |  |  | |  |  | |

**Remove any sections in this document that are not applicable to your procurement.**

Requirements

1. About our requirements

The request seeks to engage experienced sellers who have capability to provide - insert a brief summary of your requirements.

1. About the Project

Outline key deliverables and outcomes related to the project this procurement relates to.

1. Definitions

The following additional definitions apply to this request :

|  |  |
| --- | --- |
| TERM | DEFINITION |
| Insert any terms additional to that in the Digital Marketplace Master Agreement. | Insert term definition |

1. Key Dates

|  |  |
| --- | --- |
| ACTIVITY | DATE |
| Closing time and date | Insert time and date  All briefs on the Digital Marketplace close at 6pm (Canberra time). |
| Anticipated start date | Insert date |
| Date the provision of services is required to be completed on or before | Insert date |
| Contract term | Enter the number of weeks/months/years of the initial contract |
| Contract extension option | Insert potential contract extensions |

1. How to respond
   1. You must comply with all requirements set out in this request, the Master Agreement and terms of use of the Digital Marketplace.
   2. Responses must be lodged on the Digital Marketplace before the opportunity closes.
   3. The Digital Marketplace will not accept late responses and sellers will be unable to submit a response once the opportunity has closed.
   4. The Digital Marketplace will accept responses in .DOC .XLS .PPT or .PDF format.
2. Validity Period

Update the validity period in accordance with the scope / risk / complexity of your procurement.

Your response remains valid for a period of up to XX days / weeks / months from the opportunity closing datetime.

Conditions of Participation and Mandatory Requirements

Insert any requirements which the seller must adhere to. When evaluating, you may exclude any response that does not meet these requirements.

* 1. Insert requirement
  2. Insert requirement
  3. Insert requirement

Technical Capability

The level of detail in your requirements should be appropriate to the size, complexity and associated risk of the procurement.

**Write ‘Not applicable’ in any sections that do not apply to your procurement.**

1. Service Requirements

Describe what work is required and any key problems that need solving as part of the work.

1. Maintenance and Support

Insert a full description of any maintenance and support. This may apply to procurements that include software.

1. Training

Describe any training the seller will be required to deliver as part of the work.

1. Deliverables

Remove or insert as required:

* 1. Customer Service Plan - Insert a full description of the requirement
  2. Service Levels - Insert a full description of the requirement
  3. Reporting - Insert a full description of the requirement
  4. Transition In Plan - Insert a full description of the requirement
  5. Transition Out Plan - Insert a full description of the requirement

1. Delivery and Acceptance

Clearly define how the services are to be delivered. This should include timeframes and any milestones that apply.

The buyer may accept or reject any recommended deliverables in accordance with the contract.

|  |  |  |
| --- | --- | --- |
| Milestone Description | Delivery Location | Due Date |
| Description | Location |  |
| Description | Location |  |
| Description | Location |  |
| Description | Location |  |
| Description | Location |  |
| Description | Location |  |

1. Standards

Insert any standards that apply to this work. Clearly define any applicable industry standards, international standards (ISO) or Australian Standards (AS) where appropriate.

1. Security Requirements

Insert details if particular security arrangements are required. These may include:

* Seller personnel handling of classified material
* Access to restricted IT systems
* Required to access secure facilities

Capacity

1. Experience

Insert a full description of the any specific experience required.

1. Key Personnel Expertise

Provide details of the relevant experience and expertise key personnel should have.

1. Quality Systems

Quality [management] systems refer to the governance system that contains the policy/procedures/instructions that assist with quality assurance.

Insert a full description of the requirement (may include quality system certification). When evaluating, you may exclude any response that does not meet these requirements.

* 1. Insert quality system
  2. Insert quality system
  3. Insert quality system

1. Work, Health and Safety

Insert full description of WHS requirements.

1. Additional Terms and Conditions

An executed work order will incorporate the following additional Terms and Conditions:

|  |  |
| --- | --- |
| Clause | Clause wording |
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