



## **Expressions of Interest**

**Project Manager/ Project Management  
Consulting Group**

**Heritage Knowledge Repatriation  
Project**

**CLOSING TIME AND DATE: 5:30pm AWST, Friday 8th April 2016  
ISSUED BY: National Trust of Australia (WA)**

## Contents

Part A. About this EOI Process .....	3
1. Background .....	3
2. How this EOI process works .....	3
3. Late Lodgement .....	4
4. Where to get more information .....	4
5. How your EO will be assessed .....	5
Part B Project Information .....	5
1. Background .....	5
2. Key Responsibilities .....	5
3. Qualifications, Experience & Skills .....	6
4. Detailed Project Information .....	6
5. Assessment Criteria .....	7
Part C Organisation Details .....	8

## **Part A. About this EOI Process**

### **1. Background**

The National Trust of Australia (WA) is seeking expressions of interest from project managers (“PM”) or project management consulting groups to deliver the first phase of an exciting culture and technology development initiative, working alongside leading resource industry partners and native title groups from the Pilbara, as set out in Part B of this document.

### **2. How this EOI process works**

The purpose of the EOI process is to enable the National Trust to establish the level of interest, capacity and costings for the delivery of the required service.

Each Respondent must ensure that they provide all their organisation information requested in Part C of this document, along with a detailed response to each Criterion set out in Part B. The relative importance of each Criterion is identified as a percentage weighting.

The closing date for submission is 5:30pm Friday 8 April 2016.

EOI can be submitted by Hand to

The National Trust of Australia (WA)  
The Old Observatory  
4 Havelock Street  
WEST PERTH WA 6010

By Post

The National Trust of Australia (WA)  
PO Box 1162  
WEST PERTH WA 6872

Email

[Karl.haynes@ntwa.com.au](mailto:Karl.haynes@ntwa.com.au)

All hardcopy submissions must be accompanied with an electronic PDF version.

Each submission will be acknowledged within 7 days of the Closing Date of the EOI.

Once the assessment of each submission is completed each Respondent will be notified of the outcome within 8 weeks of the Closing Date.

The National Trust may:

- a) request more detailed submissions from Respondents;
- b) enter into direct negotiations with a Respondent in relation to its EOI;
- c) establish a shortlist of potential service providers and invite them to participate in a competitive Request for Tender;
- d) decide not to proceed any further; or
- e) do something other than the above.

It is important to note that this EOI process is not a Request for Tenders. It is not a commitment or representation of any kind by the National Trust that it will at any time issue a Request for Tenders for the services described in Part B, or that the National Trust will otherwise seek to procure such services.

### **3. Late Lodgement**

EOIs that are not received in full by the Closing Date and Time cannot be evaluated by the National Trust.

### **4. Where to get more information**

If you have any queries regarding the EOI process please contact:

Karl Haynes

Manager Heritage Services

National Trust of Australia (WA)

Tel: 08 93216088

Email: [karl.haynes@ntwa.com.au](mailto:karl.haynes@ntwa.com.au)

If you have any queries in relation to the project please contact

Roberta Molson

Manager Heritage

Fortescue Metals Group Ltd

Tel: 08 6218 888

Email: [rmolson@fmgl.com.au](mailto:rmolson@fmgl.com.au)

## 5. How your EO will be assessed

The National Trust will appoint an assessment panel, which will assess each EO against the Criterion set out in Part C. As part of the assessment process it will be determined to what extent an EO may deliver value for money to the National Trust. A value for money assessment does not simply consider price. While price is a factor taken into account, all costs, benefits and risks associated with each EO will be assessed when making a value for money decision.

In addition there are a number of State Supply Commission policies that the National Trust will apply to the EO process, including but not limited to the following.

- the Value for Money policy;
- the Probity and Accountability policy; and
- the Open and Effective Competition policy

Copies of these policies are available to view and download from the State Supply Commission website; [http://www.finance.wa.gov.au/cms/State\\_Supply\\_Commission.aspx](http://www.finance.wa.gov.au/cms/State_Supply_Commission.aspx)

## Part B Project Information

### 1. Background

The HKRP aims to ensure that the relevant Aboriginal people have appropriate and meaningful access and ownership of the cultural heritage information held by participating mining companies, and the capacity to centrally and sustainably manage their cultural information into the future.

The first iteration of the HKRP is a pilot, which will be conducted in collaboration with three native title groups. The pilot will deliver a culturally appropriate technological solution to enable Traditional Owners and their representative bodies to manage and engage with their own cultural heritage information. This will be conducted in collaboration with a technology partner, currently being selected through a public expression of interest process.

The pilot project will also develop a sustainability model which recognises the complexities of the heritage, native title and Aboriginal cultural context: meeting both short-term heritage industry needs for the participating native title partners; and, medium to long term needs associated with the use of cultural information to develop cross-cultural, education and cultural tourism programs and resources, to name just a few potential applications.

### 2. Key Responsibilities

- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop the detailed project plan and budget to monitor and track progress
- Ensure resource availability and allocation

- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Manage relationships, committees and workshops with stakeholders (Traditional Owners, native title group representative bodies, technology partner, resource company representatives), including in relation to the following specific tasks:
  - Development and implementation of cultural and technical protocols for information management
  - Development of the Requirements Definition documentation
  - Development, implementation and testing of the technological solution
  - Development of the HKRP Sustainability Strategy
- Create and maintain comprehensive project documentation
- Measure and report on project performance using appropriate tools and techniques

### **3. Qualifications, Experience & Skills**

- Professional certification or formal training in Project Management disciplines (e.g. Prince 2, PMI, etc.)
- Proven experience with project management in the Native Title, Heritage, or Aboriginal Community Development sectors
- Proven experience with project management in the information technology sector
- Solid understanding and/or hands-on experience in software development and web technologies
- Familiar with methodologies and project tools such as PRINCE 2, PMI and Microsoft Project
- Excellent client-facing and internal communication skills, including proven experience working with Aboriginal people and their representatives
- Excellent written and verbal communication skills, including in a cross-cultural environment
- Solid organizational skills, including attention to detail and multi-tasking skills

### **4. Detailed Project Information**

- Heritage Knowledge Repatriation Project Plan
- Technical Solution Web Based Aboriginal Heritage Information System

Please contact the National Trust for copies of the above documentation

Karl Haynes

Manager Heritage Services

National Trust of Australia (WA)

Tel: 08 93216088

Email: [karl.haynes@ntwa.com.au](mailto:karl.haynes@ntwa.com.au)

## 5. Assessment Criteria

Summary of Criteria	Weighting
1. Demonstrated organisational capability and skills and experience to undertake projects of a similar nature, including relevant technical and general experience: a. Provide examples of similar projects undertaken b. Provide CVS of persons who will be assigned to this project detailing education, qualifications, relevant experience and knowledge.	30%
3. Proposed approach, methodology and project plan of the services offered including a demonstrated understanding of the required tasks.	40%
4. Project Management fees and fee structure	30%
Total	<b>100%</b>

## Part C Organisation Details

Respondent Information	
Name of legal entity:	<i>[insert]</i>
ACN:	<i>[insert]</i>
Trading name:	<i>[insert]</i>
ABN (if applicable):	<i>[insert]</i>
Contact person:	<i>[insert]</i>
Contact person position title:	<i>[insert]</i>
Registered address or address of principal place of business:	<i>[insert]</i>
E-mail:	<i>[insert]</i>
Telephone number:	<i>[insert]</i>
Other Details	
<p>Are there any circumstances, arrangements or understandings which constitute, or may reasonably be perceived to constitute an actual or potential conflict of interest with either the Respondent's obligations under this Request for EOI or any potential involvement of the Respondent in the provision of services as described in Part B?</p> <p>(Yes / No)</p> <p><b>If yes</b>, please provide detail of the actual or potential conflict of interest, and the Respondent's strategy for managing it:</p>	