



RFT for Protective Security Guarding And Related Services

INDUSTRY BRIEFING

RFT 21/0015

The National Library of Australia acknowledges Australia's First Nations Peoples—the First Australians—as the Traditional Owners and Custodians of this land and gives respect to the Elders—past and present—and through them to all Australian Aboriginal and Torres Strait Islander people.

Welcome

Agenda

- Housekeeping
- Probity
- RFT Overview
- RFT Document Suite
- Responding to the RFT
- SOR Overview
- Site Walk

Housekeeping

- Acknowledgement of Country
- COVID-19
- Mobile phones off or to silent please
- Bathroom locations
- Evacuation alarms

Probity

- The Library is adhering to strict probity conditions to ensure a fair, transparent and defensible process
- We've engaged Grosvenor Procurement Advisory as our external probity advisor
- We're happy to take questions during this presentation, but reserve the right to take the question on notice, or choose not to answer
- Questions and answers will be released in writing as addendum following this briefing
- We will not be taking questions during the site tour as it will be difficult for a social distanced group to hear the questions and the answer, so please note your questions and submit them in writing to the Contact Officer via Tenderbox@nla.gov.au

RFT Overview

The Library is seeking Guarding and Security Services that:

- Maintains security and safety of staff and visitors
- Protects the contents and occupants of the Library
- Are customer service oriented
- Are in accordance with relevant legislation and Library policy

The Library is seeking a Guarding and Security Services Contractor that:

- Has a flexible, professional and conscientious approach to delivering services
- Has well trained, courteous, approachable, professionally presented security guards
- Will work as an integrated function with the Library

RFT Overview (continued)

- The Library is a key agency responsible for maintaining and securing Australia's national cultural heritage
- The Library's role is to ensure that documentary resources of national significance relating to Australia as well as significant non-Australian library materials, are collected, preserved and made accessible
- There are over 13 million items in the Library's collection. The Library collects books, newspapers, archives, manuscripts, pictures, photographs, musical scores, maps, websites, oral history and folklore recordings

RFT Overview (continued)

The Services relate to the Library's three sites in the ACT

- Parkes (Main Building) 47,000 sqm
- Tralee St, Hume (Book store) 3,730 sqm
- Sheppard St, Hume (Book store) 2,734 sqm

RFT Overview (continued)

- Main Building is open seven days a week and most public holidays (excluding Christmas Day and Good Friday)
- The Main Building has three public exhibition galleries, numerous conference venues for hire, public reading rooms, office areas, special collection storage areas, two cafes and a bookshop

Services

- Three guards required during most opening hours
 - Shift Supervisor (Security Control Centre guard)
 - Entry Foyer Guard
 - Patrol Guard
- 24x7 presence required at the Security Control Centre (SCC) located on Lower Ground 2
- Full details of hours required for each role are located in Table 1 of the Statement of Requirements
- All guards are to wear uniform – Entry Foyer guard to wear a suit coat
- Ad-hoc additional guarding for special events and functions

Services

- Selection of suitable guards for the site includes factors such as personal presentation, demeanour, communication skills, sensitivity and tact, good judgement
- The ability to courteously deal with a diverse range of staff, members of the public and staff while enforcing the Library's Regulations and security instructions

Security clearances

- The successful tenderer is required to comply with the following security vetting requirements at their cost through the Library's security team:
 - SCC Guards - Negative Vetting Level 1
 - Patrol Guards - Negative Vetting Level 1
 - Entry Foyer Guards - None, should be cleared to Negative Vetting Level 1 if undertaking relief or patrol shifts
 - Exhibition Guards - To be determined per exhibition requirement - from no clearance to Negative Vetting 1
 - Ad hoc guards for casual guarding – no clearance
 - External response patrol guards – no clearance

Responding to the RFT

- The closing time is **2pm on 11 May 2021**
- We can't accept late tenders
- Tenders **must** be emailed to:

tenderbox@nla.gov.au

Responding to the RFT

- Conditions for Participation
 - Solvency
 - No Unpaid Employee Entitlement Claims
 - Current security master licence as defined in the Security Industry Act 2003

Responding to the RFT

Criteria	Criteria type	Tenderers referred to
Technical Evaluation Criteria (weighted) (Technical Worth Assessment)		
(a) whether the Tenderer has a proper understanding of the matters involved and offers a sound approach to the Services required	30% weighting	Schedule 3.3 (Understanding of and Approach to the Services Required)
(b) the Tenderer's knowledge, proven expertise, capacity demonstrated responsiveness and reliability in delivering the Services, including past experience	30% weighting	Schedule 3.4 (Knowledge, Expertise, Capacity Responsiveness, Reliability and Past Experience)
(c) experience and qualifications of the Tenderer's key personnel	25% weighting	Schedule 3.5 (Experience and Qualifications of the Tenderer's Key Personnel)
(d) Strategic fit and cultural fit with the Library including the ability to work closely and cooperatively over extended periods of time	10% weighting	Schedule 3.6 (Strategic Fit and cultural fit with the Library including the ability to work closely and cooperatively over extended periods)
(e) the extent the Tenderer offers value added services beyond the service levels and standards of performance within the Statement of Requirement.	5% weighting	Schedule 3.8 (Value Added Services)

RFT Document Suite

- RFT
 - Schedule 1 – Statement of Requirements
 - Schedule 2 – Form of Offer
 - Schedule 3 – Tender Schedules
 - Schedule 4 – Pricing Schedule (Excel file)
 - Schedule 5 - Draft Contract (separate document)

Responding to the RFT

Pricing Response

- The pricing response worksheets are not to be altered other than inserting additional rows (if required)

Site Visit

- Please:
 - keep together (but at 1.5m social distancing)
 - the areas we are visiting are occupied
 - remember that we're not taking questions -you can submit questions in writing to the Contact Officer at [procurement 210015@nla.gov.au](mailto:procurement210015@nla.gov.au)
 - don't take photos of people, the collection, or the SCC
 - note that we will not be returning to this theatre so take your belongings now.

Thank you

nla.gov.au

