

OFFICIAL

Drought Support: Technical decision-making group events

Request for Quote (RFQ)

DSC_25

November 2025 (Phase 3)

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*This program is part of the Victorian Government's Drought Support Package for Victoria. Find out more at <https://agriculture.vic.gov.au/farm-management/drought>

Introduction

The Department of Energy Environment and Climate Action (DEECA) supports thriving, productive and sustainable communities, environments and industries.

The Victorian Government is providing further practical support to farmers across Victoria impacted by drought and difficult seasonal conditions.

This is in response to deteriorating seasonal conditions across the state, with some areas of Victoria now recording significant rainfall deficiencies extending back to 2023.

The funding provides farm businesses with technical and decision-making support right across the state. These services will be delivered in partnership with a range of technical specialists, to support farmers to manage the impacts of increasingly difficult conditions.

Agriculture Victoria, within DEECA, is seeking to contract organisations — including, but not limited to, service providers, agricultural consultants, farm advisors, incorporated bodies, private companies, agriculture-specific training organisations, farmer groups, or organisations e.g., Landcare or industry networks — to deliver publicly advertised, group-based events for its technical decision-making support program.

The events will support farmers, including farm managers and employees, to build their knowledge, skills and implement farm management changes in response to the season.

Applicants must demonstrate that the proposed activity will address need/s identified by a specific target group/audience, with ability to adapt content as the season and impacts evolve.

Delivery of events is expected to occur at an appropriate time between 19 January and 30 May 2026, depending on demand and farmer needs. Agriculture Victoria understands that events will be subject to the seasonal conditions will allow for flexibility in delivery, including rescheduling, topic modification and event cancellation by negotiation.

This RFQ process seeks to provide opportunities to a wide range of partners and service providers to deliver across Victoria, to ensure that decision-making support is engaging, accessible and relevant to the localised and diverse needs of impacted farmers.

A wide range of initiatives and workshops that provide opportunities for information delivery and extension, as well as scaling up of existing local initiatives will be considered. New or innovative, as well as tried and tested services and programs are in scope.

Agriculture Victoria will consider a range of delivery mechanisms, as standalone or in combination, for this procurement:

- Face to face delivery (single or multi day)
- Webinars
- Discussion groups or small working groups
- Additional advanced support (post face to face delivery), such as additional follow up with attendees could be considered as part of a complete package

Agriculture Victoria will consider applications with multiple events i.e. if proposing multiple events please modify the event proposal as required to add in additional fields/tables such as additional dates, locations or combinations of delivery, for example, if you plan a workshop and a follow up supporting webinar with participants use a single event proposal.

Projects may be delivered in collaboration with other organisations (sub-contracting). The Primary organisation should be identified in Section 3 Supplier details and as such and will be responsible for all contract and financial administration, including payment of partners and/or sub-contractors. Where possible event proposal should include information on sub-contractors. Subcontractors who are providing technical advice (for example, Veterinarians) must have a valid Professional Indemnity Insurance Policy and should if requested by Agriculture Victoria be able to provide the name of the company the insurance is held with, a policy number, value and end date of insurance coverage.

Each application will be assessed by a panel of Agriculture Victoria staff including technical experts.

Approved deliverers must have a registered Australian Business Number (ABN), Public Liability insurance (\$20 Million per occurrence) and Professional Indemnity Insurance (\$2 Million). Certificates of Currency for insurance, (or information validating insurance such as the insurance company, policy number, end dates of insurance coverage and value) must be provided on request by Agriculture Victoria.

Applications will be assessed based on industry, locality, and technical topics, according to the criteria provided in this documentation.

A summary of approved applications (event description, locality and industry) will be available to the public in the form of an events calendar.

Agriculture Victoria reserves the right to promote approved events on its platforms at its discretion including social media platforms and digital newsletters; this will be done by sharing a link to the events calendar ([Agriculture Victoria Drought Support Events](#)), on social media and in digital newsletters. In addition, individual event listings will be posted on the AgVic [website events page](#).

To complement your own promotion (website, mail or other) Agriculture Victoria will promote **all** events approved through the Open RFQ process. Details must be confirmed at least two weeks prior to event delivery.

Agriculture Victoria will confirm event details provided in the event proposal form with the supplier prior to contracting. Agriculture Victoria accepts that event details may change between contracting and delivery and will make every effort to update its advertising once advised of changes. Note event details will need to be provided including a registration link for completion of Milestone 1.

Request for Quote

Please complete the specified boxes and each question within Sections 3, 4, 5 and 6. Additional information can be attached as required. This response can be provided in either portrait or landscape format.

Supplier Guidance notes are included in blue.

Section 1 – RFQ Details

		Drought Support: Technical decision-making group events
1.	Time period for queries	<i>4:00pm, three (3) days prior to the RFQ closing date</i>
2.	Closing Time & Date	<i>All RFQs – 11.59 pm on Sunday 21 December 2025</i>
3.	Submission Method	<i>Electronically via email</i>
4.	Submission Address	<i>Drought.support@agriculture.vic.gov.au</i>
5.	Submission subject	<i>RE: Drought Preparedness/Management Boosted group RFQ (Query or Submission)</i>
6.	DEECA Project Manager	<i>Name: Jodie Harrison Email: jodie.harrison@agriculture.vic.gov.au Contact Number: 0438 890 292</i>
7.	RFQ Requirements	Submission of Section 3 – Supplier details and risk criteria Submission of a Drought Technical Decision-making Group Event Proposal Form Submission of Section 5 – Financial Proposal Submission of Section 6 – Offer and Declaration
8.	Delivery Location/s	Victoria
9.	Relevant Industry Experience	Outline relevant industry experience in the Drought Technical Decision-making Group Event Proposal Form
10.	Relevant Skillsets	Outline relevant skillset in the Drought Technical Decision-making Group Event Proposal Form
11.	Delivery format	Outline Delivery Format in the Drought Technical Decision-making Group Event Proposal Form

Section 2 – Details of Services Sought

1.	Purpose	Agriculture Victoria is seeking to contract partners to deliver group-based events to drought affected farmers in Victoria. The events will support farmers to build their knowledge, skills and implement farm management changes in response to the season.
2.	Background of the Engagement	<p>This service offer seeks to continue support in Victoria and extend support to other regions of Victoria to complement and boost existing services that support the complex decision-making required to manage the impacts of the current drought conditions to the business and farm.</p> <p>Events are to be delivered as part of the Drought Support Package which supports farmers to develop the knowledge and skills they need to improve their farm business and be better equipped to manage the impacts of drought and a changing climate.</p> <p>Agriculture Victoria is seeking quotes/responses from partners for the delivery of tailored technical decision-making events to groups of farmers in Victoria. Single or multi-day group activities will be considered and must demonstrate a clear need and audience.</p> <p>Through this competitive process Agriculture Victoria is seeking to ensure impacted farmers have access to timely and relevant technical information and advice.</p> <p>The preferred service providers/businesses (SP) will be contracted by Agriculture Victoria to provide the approved service (see below). Once contracted, the SP will plan, advertise, deliver and evaluate the approved event(s) within the nominated timeframes below.</p> <p>Each application will be assessed by a panel of Agriculture Victoria staff including technical experts.</p> <p>Applications will be assessed based on industry, locality, and technical topics, according to the criteria provided in this documentation.</p> <p>A summary of approved applications (event description, locality and industry/ provider) will be made available to the public including an interactive map showing event locations and summary.</p>
3.	Scope of Services	<p>The service provider will deliver and evaluate single and or multiple day activity/s, targeting an identified need of a core group/ audience, and be publicly advertised (including Agriculture Victoria website).</p> <p>The activities should address key issue/s or challenge/s facing farm businesses in managing drought conditions. Sessions could include discussion on the following key areas:</p> <p><u>Farm and livestock management:</u></p> <ul style="list-style-type: none"> • Feed budgeting and planning – Equip farmers with tools and techniques to assess feed availability, interpret feed test results, and formulate balanced rations. Supports informed decisions on stocking rates and supplementary feeding. • Water budgeting and planning (including farm reticulation systems) – Help farmers to evaluate water resources, infrastructure, and distribution systems to ensure reliable supply for livestock and crops. This includes understanding water markets, assessing affordability and prioritising water use. Effective planning is critical during dry periods and for long-term resilience. • Livestock management – Guide decisions on herd/flock structure based on feed availability, market conditions, and breeding priorities. Supports strategic de-stocking or retention to optimise productivity and financial outcomes.

		<ul style="list-style-type: none"> • Livestock nutrition – Highlight the role of targeted nutrition in rebuilding livestock condition, supporting reproduction, and improving overall farm performance post-drought or stress periods. • Pastures – assessment, renovation & re-establishment – Provide practical skills to evaluate pasture condition, identify renovation needs, and implement strategies for re-establishment. Supports ground cover, feed supply, and long-term soil health. • Agronomy: Variety selection, time of sowing, pest & disease management – Build foundational knowledge in crop and pasture agronomy, including variety selection, optimal sowing windows, and integrated pest and disease control. Helps improve yield and reduce input costs. • Horticulture production: soils, irrigation and crop management – Build growers knowledge and provide practical skills to help them make informed management decisions to improve water use efficiency and production. • Design, siting and use of Stock containment areas – Promote the use of containment areas to protect vulnerable pastures, manage livestock during feed shortages, and maintain ground cover. Supports land condition and animal welfare. • Key farm management triggers and decision points – Encourage proactive planning by identifying critical decision points across timeframes: <ul style="list-style-type: none"> ○ Short (next few weeks): immediate actions like water needs, feed purchases or livestock movements ○ Medium (next 2-3 months): tactical decisions on sowing, pasture renovation or financial planning ○ Long term (6+ months): Strategic planning for recovery, infrastructure investment and business resilience. <p><u>Finance and Business Management:</u></p> <ul style="list-style-type: none"> • Bank ready – Support farmers to understand and interpret key financial documents (e.g. cashflow statements, balance sheets, profit and loss) and how to present their business to lenders, what information banks typically require, and how to build confidence when seeking finance for recovery or growth. • Farm finances – Supports farmers in planning and managing cashflow across seasonal cycles. Covers how to forecast income and expenses, identify financial pinch points, and use data to make informed decisions that maintain business stability during uncertain periods. <p><u>Support Services:</u></p> <ul style="list-style-type: none"> • Service providers will be expected to signpost participants to other relevant support services for further assistance (e.g. Rural Financial Counselling Service, wellbeing or mental health services etc). <ol style="list-style-type: none"> 1. Once assessment of submissions is complete, successful and unsuccessful suppliers will be notified by email. 2. Successful suppliers will receive a letter of confirmation and a draft contract for review; the contact details of a witness will be required for signing. 3. A contract will be sent via Adobe Sign. This needs to be executed. 4. Fully executed contract to be sent to all parties. 5. Supplier will be provided a Purchase Order number, for invoicing. 6. Invoices for milestones must be done individually, at completion of the milestone. However, you can invoice multiple milestones if each milestone you are invoicing is complete. For example, invoice milestone one and milestone two together once the event is complete, or invoice all three milestones as a group once the evaluation and reporting is complete.
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		Contract Milestones <ul style="list-style-type: none"> • Milestone 1 (10%) can be invoiced once event details are confirmed, and event is advertised. • Milestone 2 (30%) can be invoiced on completion of the activity. • Milestone 3 (60%) to be invoiced on provision of the registration details and evaluation to Agriculture Victoria.
4.	Key information	<p>All below information will be provided in the letter of confirmation to suppliers:</p> <p>Participant registration</p> <ul style="list-style-type: none"> • ALL events must have pre-registration. • Registrations must be advertised using an external platform (MS form, Try Booking, Eventbrite). • Minimum participant registrations required for event to go ahead. • Registrations must include: age, gender, phone number, email, participant occupation (Farm owner, manager, Sharefarmer, lease, employee, trainee, apprentice, student), and the DEECA Privacy Collection and Disclosure statement. <p>Event/activity advertising (relates to Milestone 1 payment)</p> <ul style="list-style-type: none"> • ALL Advertising must include the Agriculture Victoria logo and project statement – provided in letter of success. • Advertising of ALL events on the Ag Vic website (ALL details must be current and registration link must be provided note: a minimum of 2 weeks notice is required), • On request, Agriculture Victoria can assist in the following ways: <ul style="list-style-type: none"> ▪ distribution of the events calendar and map to Agriculture Victoria's social media platforms, collaborating agencies, industry bodies and local government ▪ advertising in Agriculture Victoria's digital newsletters at the discretion of the authors (minimum 2 weeks notice). <p>Delivery (relates to Milestone 2 payment)</p> <ul style="list-style-type: none"> • Confirm delivery details to assist in advertising • Provide participants a printed copy of Agriculture Victoria's Dry Seasonal Conditions Resource directory (optional) <p>Participant evaluation (Relates to Milestone 3 payment)</p> <ul style="list-style-type: none"> • Service provider to provide participant evaluation. <p>5. Participant evaluation must include:</p> <ol style="list-style-type: none"> Satisfaction with the event/activity (1–10 scale) <ul style="list-style-type: none"> ▪ Participant recommend to others (yes/no) ▪ Participant knowledge of topic BEFORE the workshop ▪ Participant knowledge of topic AFTER the workshop <p>Service Provider evaluation (not included in Milestone 3)</p> <ol style="list-style-type: none"> On project completion, Agriculture Victoria will ask for service providers to participate in project evaluation for continuous improvement purposes. While your feedback is voluntary, your opinion is highly valued.

6.	Key Deliverables & Timeframe	<ul style="list-style-type: none">• Complete delivery of all group activities by 30 May 2026• Submit the participant evaluation by 15 June 2026 (a collated excel spreadsheet is preferred but other methods are accepted)• Provide Agriculture Victoria with Participant Registration data by email to drought.support@agriculture.vic.gov.au (Excel/Word/PDF format accepted) by 15 June 2026.• Provide invoice/s for payment by 20 June 2026.
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Supplier Response

Suppliers are to complete Section 3 below in response to the requirements and specifications outlined in Section 2 (above).

Section 3 – Supplier Details and Risk Criteria

	Criteria	Supplier Response
1.	Full legal name of supplier <i>If you are a company acting as a trustee, provide your name in this format: ABC Pty Ltd as trustee for the XYZ Trust</i>	
2.	Registered Business Name	
3.	Trading Name <i>If applicable</i>	
4.	Australian Business Number (ABN) <i>If conducting business in Australia</i>	
5.	Principal Contact Name	
6.	Title	
7.	Email	
8.	Phone Number/s	
9.	Conflict of Interest <i>If yes, please provide details of any conflict of interest and how these will be managed</i>	
10.	Compliance with the Specifications <i>Will you comply with the specifications outlined at section 1 and 2 of this RFQ?</i> <i>If No, please explain</i>	

Section 4 – Scored Criteria

	Criteria	Weighting	Supplier Response
1.	<p>Impact</p> <p><i>Please provide an outline of the impact that the workshop/activity will mitigate and evidence or testimonials to support its delivery in response to the seasonal conditions in Victoria.</i></p> <p><i>i.e. use examples from your client base to show need.</i></p>	40%	To be provided on the Drought Technical Decision-making Group Event Proposal Form template provided
2.	<p>Reach</p> <p><i>Please provide an outline of the intended audience and engagement.</i></p> <p><i>Please include industry or agency collaborators that will assist advertising and engagement.</i></p> <p><i>Target audience numbers must be provided (including a minimum number of registrations. Events not meeting this declared minimum number will not go ahead.</i></p>	20%	To be provided on the Drought Technical Decision-making Group Event Proposal Form template provided
3.	<p>Methodology</p> <p><i>Please provide an outline of how you propose to provide the goods and / or services.</i></p> <p><i>Without restricting what you may outline, please include:</i></p> <ul style="list-style-type: none"> • The location(s), date(s) or date range and timing from where the goods and / or services will be provided • The physical resources you intend to provide • If collaborating with other service providers please indicate by name and service provision and place of employment (business name) (i.e. John Smith, Agronomist Nutrien, or John Smith, Rural Nurse, XX Allied Health) in the event proposal even if details are to be confirmed at a later stage. 	20%	To be provided on the Drought Technical Decision-making Group Event Proposal Form template provided
4.	<p>Capability and Capacity</p> <p><i>Please provide prior registration and evaluation documents if you</i></p>	20%	To be provided on the Drought Technical Decision-making Group Event Proposal Form template provided

	Criteria	Weighting	Supplier Response
	<i>have completed Drought Support events previously.</i>		
	Total RFQ Scoring Criteria	100%	

Section 5 – Financial Proposal

Value for money will be determined by assessing responses to the evaluation criteria and will consider the following:

- the quality of the proposed submission
- the total cost of the proposal
- any risks (financial, technical or probity related) in entering a contract with the preferred Tenderer.

The overall value for money evaluation of the Offer will combine the evaluation score and the pricing assessment outcome to determine which Offer provides the best value for money outcomes for DEECA.

Criteria	Supplier Response
1. Financial <i>Please provide a fixed capped sum (GST inclusive) for your provision of the services</i> <i>Your quote must be valid 30 June 2026.</i>	
2. Milestones <i>Note: if required, the financial milestones may be varied to suit the activity/event type by agreement between Agriculture Victoria and the Primary organisation identified in Section 3 Supplier details</i>	<i>The fees will be paid in instalments following achievement of each relevant milestone (as described below) to the satisfaction of the Department by the relevant due date for achievement of that milestone.</i>
3. Instalment 1: Workshop Promotion activities commenced <i>Note: Instalment one (1) is approved for payment once Agreement is signed and event details are confirmed with Agriculture Victoria for advertising.</i> <i>If minimum target numbers provided in the Event Proposal Form are not reached, only instalment one (1) will be paid and subsequent invoices will not be processed.</i> <i>If the event is rescheduled and gains minimum numbers and delivery occurs Instalment two (2) and three (3) will be paid on completion of the below requirements.</i>	<i>10 percent of total fixed capped sum (GST inclusive) for provision of all services</i>
4. Instalment 2: Completion of all workshop activities/components (as specified in section 2)	<i>30 percent of total fixed capped sum (GST inclusive) for provision of all services</i>
5. Instalment 3: Submission of the Participant registrations and evaluation to Agriculture Victoria, by email	<i>60 percent of total fixed cap sum (GST inclusive) for provision of all services.</i>

Section 6 – Offer and Declaration

By submitting this response, the Supplier:

6. confirms that they have read and accept all of the terms and conditions in:
 - i. this Request for Quotation;
7. acknowledges and agrees that it is making an offer to contract with DEECA (Offer) which may be accepted or rejected by DEECA and, if accepted, confirmed by issuing a purchase order or email of acceptance (Purchase Order);
8. agrees that if the Offer is accepted, a legally binding agreement is formed between the Supplier and DEECA (Agreement) which includes:
 - i. DEECA Agreement of standing offer (General conditions for the provision of services available at Appendix 1)
 - ii. the Request for Quote
 - iii. the Supplier's response to the Request for Quote
 - iv. the Purchase Order
9. where, in the event of inconsistency, the order of precedence set out above will apply;
10. declares there is no actual or potential conflict of interest except to the extent set out in Section 3;
11. declares that they will maintain insurance policies as required by the DEECA Agreement of Standing Offer Contract (available on request);
12. acknowledges that any personal information about the Supplier's contact person(s) or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic) and other applicable laws (Use); and
13. declares that it has obtained the consent of the Supplier's contact person(s) or the third party to the Use of their personal information.

Agreed on behalf of the Supplier by (who represents that they have the authority to bind the Supplier):

Name:

Position:.....

Signature:

Date: