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	- Risk assessment; and - Stakeholder consultation. • Report on progress, as required, and submit a project brief to Home Affairs for acceptance.	• Accuracy of information provided.	• Nil instances of material errors attributable to the successful Panellist.
Develop, manage, deliver and report project activities	• Project manage the delivery of Home Affairs program/project requirements, as required, including; - Preparing and managing appropriate Project Plan; - Liaising with Home Affairs on systems design; - Arranging detailed systems design and documentation; - Coordinating the systems design, supply of equipment and Installation/Systems Integration; - Obtaining delegate approvals from within Home Affairs; - Managing delivery of the systems design, supply of equipment and Installation/Systems Integration against Home Affairs budget and time constraints; - Coordinating interfaces, and where appropriate obtaining relevant approvals, between Home Affairs internal stakeholders, other Home Affairs contractors, Site Owners/Operators and regulatory bodies; - Quality assuring and signing-off all project work; and - Coordinating handover, acceptance and defects liability periods.	• Services provided in accordance with agreed budget and timeframes.	• 100% compliance unless prior approval obtained from Home Affairs.
		• Outcomes provided are subject to satisfaction of Home Affairs.	• 100% compliance unless prior approval obtained from Home Affairs.
		• Disruptions to Home Affairs business operations due to a failure to deliver the required Services.	• Nil instances.
		• Number of instances where appropriate consultation and delegate approvals are not undertaken/obtained.	• No instances or occurrences
		• Number of instances where Home Affairs contractors are not contracted to provide planned services.	• Nil, unless prior approval obtained from Home Affairs.
		• Number of instances where the variation between overall project expenditure and actual budget is greater than 5%.	• Nil unapproved instances
		• Accuracy of information provided.	• Nil instances of material errors attributable to the Successful Panellist.
		• Local authority approvals, i.e. 'Site Owners/Operators', in place prior to works commencement	• 100% compliance.
Supply of Equipment			
Provision of equipment	• Supply, delivery and warranty of video surveillance technology, including; - Access Devices; - CCTV and Network Infrastructure; and	• Services provided in accordance with agreed budget and timeframes.	• 100% compliance unless prior approval obtained from Home Affairs.
		• Deliverables provided in accordance with Home Affairs brief.	• 100% unless prior approval obtained from Home Affairs

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	- Supporting Infrastructure.	• Disruptions to Home Affairs operations due to a failure to deliver the required Services. • Re-work required, attributable to the successful Panellist, completed at no additional charge to Home Affairs • Damage and/or re-work impacting the delivery of the Services. • Deliverables provided in accordance with Home Affairs brief. • Failure to work with Home Affairs contractors to implement and/or integrate equipment. • Accuracy of information provided. • Availability of appropriate support to resolve issues implementation issues • Failure to support integration of equipment with Home Affairs existing technologies. • Disruptions to Home Affairs operations due to a failure to deliver the required Services. • Services provided in accordance with agreed budget and timeframes. • Re-work required, attributable to the successful Panellist, completed at no additional charge to Home Affairs. • Damage and/or re-work impacting the delivery of the Services will be provided promptly at no charge to Home Affairs	• Nil instances. • 100% compliance. • Nil instances attributable to the Successful Panellist. • 100% unless prior approval obtained from Home Affairs • Nil instances. • Nil instances of material errors attributable to the successful Panellist. • 100% unless prior approval obtained from Home Affairs • Nil instances attributable to the successful Panellist. • Nil instances. • 100% compliance unless prior approval obtained from Home Affairs. • 100% compliance. • 100% compliance.
Support implementation of equipment	• Provide assistance to implement identified video surveillance technology and infrastructure to support Home Affairs' CCTV design and engineering specifications and systems integration requirements.		
Assemble and pre-configure equipment	• Provide assembly and pre-configuration of video surveillance technology and infrastructure, including but not limited to, software, communications and hardware components.		

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		• Services conducted in accordance with original equipment manufacturer's specification. • Services provided in accordance with identified CCTV design and engineering specifications.	• 100% compliance unless prior approval obtained from Home Affairs. • 100% compliance unless prior approval obtained from Home Affairs.
<i>Installation and Systems integration Services</i>			
Introduce and implement changes	• Introduce and implement project requirements consistent with Home Affairs operational capabilities/priorities, as identified from time-to-time. This includes, but is not limited to: - Installation and upgrading of identified video surveillance technology and infrastructure; - Racking out of equipment; - Cabling services; - Electrical services; - Fibre optic services; - Microwave/Wireless services; - Ancillary services; and - Development, production and delivery of 'as-built' documentation.	• Services provided in accordance with agreed budget and timeframes. • Outcomes provided are subject to satisfaction of Home Affairs. • Disruptions to Home Affairs operations due to a failure to deliver the required Services. • Local authority approvals, i.e. 'Site Owners/Operators', in place prior to works commencement • Instances of non-compliance with regulatory requirements • Failure to work with Home Affairs contractors to introduce and/or implement equipment. • Re-work required, attributable to the successful Panelist, completed at no additional charge to Home Affairs • Damage and/or re-work impacting the delivery of the Services. • Services conducted in accordance with original equipment manufacturer's specifications. • Services provided in accordance with identified CCTV design and engineering specifications.	• 100% compliance unless prior approval obtained from Home Affairs. • 100% compliance unless prior approval obtained from Home Affairs. • Nil instances. • 100% compliance. • Nil. • Nil instances. • 100% compliance. • Nil instances attributable to the successful Panelist. • 100% compliance unless prior approval obtained from Home Affairs. • 100% compliance unless prior approval obtained from Home Affairs.

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Decommission and dispose of obsolete equipment	- Decommission and dispose of identified video surveillance technology and infrastructure as required. This includes, but is not limited to: - Decommissioning (including certified data sanitisation); - Dismantling and removal (including certified environmental disposal); and - Provision of Site Cleaning and Make Good services.	- Deliverables provided in accordance with Home Affairs brief. - Decommissioning/ disposal plans prepared within agreed budgets and timeframes. - Non-compliance with industry regulations and codes. - Outcomes provided are subject to satisfaction of Home Affairs.	100% compliance unless prior approval obtained from Home Affairs. 100% compliance unless prior approval obtained from Home Affairs. - Nil instances attributable to the successful Panellist. 100% compliance unless prior approval obtained from Home Affairs.
Integrate and deliver changes	- Integrate and deliver project requirements, including identified video surveillance systems design and engineering specifications, consistent with Home Affairs operational capabilities/ priorities. This includes, but is not limited to: - Programming, configuring and integrating the necessary video surveillance technology and infrastructure, including but not limited to, software, communications and hardware components; - Management of the operational performance of the National CCTV system associated with identified physical and electronic video surveillance project requirements; and - Testing and commissioning of video surveillance project requirement.	- Services provided in accordance with agreed budget and timeframes. - Outcomes provided are subject to satisfaction of Home Affairs. - Disruptions to Home Affairs operations due to a failure to deliver the required Services. - Failure to work with Home Affairs contractors to integrate equipment and/or deliver the Services. - Services conducted in accordance with original equipment manufacturer's specification. - Services provided in accordance with identified CCTV design and engineering specifications. - Services provided in accordance with agreed budget and timeframes. - Accuracy of information provided.	100% compliance unless prior approval obtained from Home Affairs. 100% compliance unless prior approval obtained from Home Affairs. - Nil instances. - Nil instances. 100% compliance unless prior approval obtained from Home Affairs. 100% compliance unless prior approval obtained from Home Affairs. 100% compliance unless prior approval obtained from Home Affairs. - Nil instances of material errors attributable to the successful Panellist.
End-user learning and development	Deliver and maintain required end-user learning and development programs and materials as required, related to the access and use of Home Affairs' National CCTV System.		

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		• Absence of appropriate documentation provided to Home Affairs.	• Nil instances attributable to the successful Panellist.
		• Responsiveness to requests for additional learning and development programs.	• Training provided within 10 working days of request.

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under the Freedom of Information Act 1982

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5.1 The Service Provider will:

Meeting	Attendees	Frequency	Place
Project Status Meetings	Service Provider, Project Manager	Weekly	Conference call or otherwise

6. Reporting (clause 28.2)

6.1 The Service Provider will:

Report type and content	Frequency
Project Status Report (template supplied by the Department)	Weekly

7. Management and Other Planning**7.1 Project Plan and Schedule**

The Service Provider will use, and maintain, a Project Plan detailing the proposed methodology to be used in the provision of the Services (together with a Gantt chart which will be submitted to the Departments' Project Manager upon any change).

7.2 Transition Plan

The Department requires the Service Provider to develop a transition plan, including details of any relevant practices or procedures, associated with the provision of the proposed Services.

7.3 Risk Management Plan

The Service Provider is required to maintain a Risk Management Plan identifying key risks to the delivery of the Services and the proposed mitigation strategies if any changes occur during the project delivery. The Service Provider should include such risks as how their organisation will ensure business continuity if changes occur.

7.4 Project Closure

- (a) For Departmental acceptance of work, the Service Provider is required to submit a site specific Certificate of Completion form for every location where work has been completed. The Department will evaluate the completed work against the agreed scoped items and will provide a signed copy signifying acceptance of this work.
- (b) Refer to Request for Quotation - **Attachment L - Certificate of Completion Template** for the Certificate of Completion template to be used.

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Attachment A – Pricing Tables

Location: BICT & surrounding BNE Seaport Region

- **Time and Material Costs – BICT & surrounding BNE Seaport Region**
- s. 47D



Supply of Equipment - BICT & surrounding BNE Seaport Region

s. 47D, s. 47E(d)

Item Description	
ACCESS DEVICES	
WORKSTATION PLATFORMS AND PERIPHERAL SYSTEMS	
VISUAL DISPLAY SYSTEMS	
CAMERA CONTROL SYSTEMS	

Official Order – CCTV2019-20_006 – BICT (Part A) – Bamac Pty Ltd

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ADD ITEMS AS REQUIRED	s. 47D, s. 47E(d)
NETWORK AND CCTV INFRASTRUCTURE	
INTELLIGENT SURVEILLANCE TECHNOLOGIES	s. 47D, s. 47E(d)
VIDEO ANALYTICS	
HIGH DEFINITION / HIGH RESOLUTION CAMERAS	
DATA NETWORKING AND SWITCHING EQUIPMENT	
VIDEO MANAGEMENT SYSTEMS	
VIDEO RECORDING SYSTEMS	
DIGITAL VIDEO STORAGE EQUIPMENT	
ADD ITEMS AS REQUIRED	
SUPPORTING INFRASTRUCTURE	
OPERATOR CONSOLE SYSTEMS	s. 47D, s. 47E(d)

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	s. 47D, s. 47E(d)
EQUIPMENT ENCLOSURES AND CABINETS	
COOLING AND AIR- CONDITIONING SYSTEMS	
DC POWER SUPPLY AND DISTRIBUTION SYSTEMS	
UNINTERRUPTIBLE POWER SYSTEMS (UPS)	
DATA CABLING PRODUCTS AND ACCESSORIES	
INSTALLATION HARDWARE AND ACCESSORIES	
ADD ITEMS AS REQUIRED	

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s. 47D, s. 47E(d)

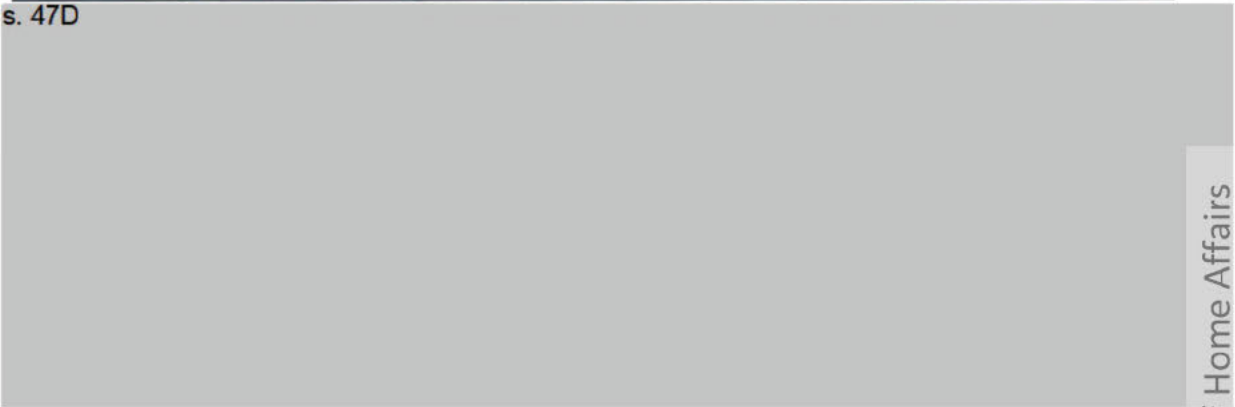


Other Costs not described elsewhere - BICT & surrounding BNE Seaport Region
s. 47D



Work Package Cost Summary - BICT & surrounding BNE Seaport Region

s. 47D



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FOR OFFICIAL USE ONLY**Assumptions**

- 7.5 No assumptions have been made within this Official order.

8. Invoicing requirements (clause 36.2)

- 8.1 The Service Provider will be required to submit Tax Invoices to the Department in instalments which will be in line with an agreed payment schedule, regarding Services delivered within the scheduled dates.
- 8.2 Any Tax Invoice rendered by the Service Provider, associated with any Services under this RFQ, will:
- (a) be provided consistent with either this Official Order or Schedule 7 [Charges and Discounts and Service Offering] of the Deed of Agreement for the Provision of Video Surveillance Equipment and Services executed between the Service Provider and the Department.
 - (b) include a sufficiently detailed description of the work performed and provide reference to relevant documentation relating to the Services including any relevant job reference(s), as appropriate.
 - (c) clearly apportion all charges with respect to the relevant sites and will explicitly identify:
 - (i) standard labour costs
 - (ii) travel labour costs
 - (iii) accommodation/travel costs
 - (iv) equipment and parts costs.

9. Expenses (clause 36.5)

- 9.1 Subject to (5.2) below, the Department will not pay any travel, accommodation or other expenses unless they have been pre-approved in writing by the Department.
- 9.2 The Department will pay the Service Provider the following travel expenses when their Specified Personnel are required to travel to destinations away from their home location in delivering the Services:
- (a) Economy class air fares and accommodation which will be arranged consistent with the Departments travel system.
 - (b) Food, drink and incidentals capped at the rates shown in Table 1 of Taxation Determination TD 2018/11 located at: <http://www.ato.gov.au/law/view/pbr/td2018-001.pdf> which will be itemised separately on the invoice submitted for the Services being claimed.

Any additional travel expenses incurred by the Service Provider in the performance of the Services will not be considered by the Department.

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Australian Government

Department of Home Affairs

Schedule 2- Official Order

Order Number – RFQ CCTV19-20_003 (Part A)

Option Packages 1 - 2 - 3 and 4

Reference: 'ALL Options'

Provision of CCTV Upgrades to Closed Circuit Television System (CCTV) at Gladstone Seaport Region

The Service Provider has offered under clause 4.1 of the Agreement to provide the deliverables described in this Official Order. The Department of Home Affairs (The Department) accepts this offer on the terms and conditions set out in the Deed of Agreement for Provision of Video Surveillance Equipment and Services (the Agreement) and in this Official Order; and issues this Official Order in accordance with clause 4.3 of the Agreement. If there is an inconsistency between this Official Order and any other provisions of the Agreement forming part of this Official Order, the terms and conditions of the Agreement will prevail to the extent of any inconsistency.

Item No#	Description	Deed Clause Reference	Details
1.	Official Order No. and description	N/A	CCTV19-20_003 (Part A-2) - Provision of CCTV Upgrades to Closed Circuit Television System (CCTV) at Gladstone Seaport Region Option Packages 1 - 2 - 3 and 4 Reference: 'ALL Options'
2.	Official Order start date	1.1 and 3.1	18 November 2019
3.	Official Order Period	1.1 and 3.2	26 June 2020
4.	Option Period		N/A
5.	Software	1.1	Refer to Attachment A (Official Order)
6.	Software Support Services	1.1	Refer to Attachment A (Official Order)
7.	Hardware	1.1	Refer to Hardware from Attachment A (Official Order)
8.	Software Licence	7.2	Not applicable
9.	Escrow	7.4	Default position to apply
10.	Audit of use	7.7	Audit rights in clause 7.7 are to apply
11.	Delivery, installation and implementation	8.1	Refer to Bemac Security Pty Limited <i>Response to Request For Quote CCTV2019-20_003 – Part A</i> for the complete scope of work. Option Packages 1 - 2 - 3 and 4 Reference: 'ALL Options'
12.	Subcontractors	9.7	Not applicable

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Item No#	Description	Deed Clause Reference	Details
13.	Warranty Period	1.1 and 17	1. Hardware and Software – Manufacturer's Warranty 2. Bemac Security Pty Ltd installation service labour – 12 Months or, under the provisions of Australian Consumer Law (ACL).
14.	Hardware Maintenance Support Period	19.1	The Hardware Maintenance Support Period will commence from formal acceptance by the Department and will continue for the following periods for: 1. Axis Cameras – 12 months 2. PC Workstations – 36 months 3. General IT equipment & structured cabling components – 12 Months.
15.	Software Support Period	10.1	Not applicable
16.	User difficulty or inexperience	10.3 (c)	Not applicable
17.	Remote Access	10.4	Not applicable
18.	Updates and New Releases	11.1	Not applicable
19.	Ongoing Software Support Services	11.2	Not applicable
20.	Acceptance testing of Software and Hardware	29.1	Acceptance testing actioned by the Department post successful completion and commissioning of contracted work.
21.	Period for Acceptance	29.4	As per Deed
22.	Specified Personnel	1.1 and 31.1	s. 22(1)(a)(ii)
23.	Intellectual Property Rights – Ownership of Contract Material	32.3	Clause 32.5 (Commonwealth Ownership of Intellectual Property Rights in Agreement Material) is to apply
24.	Intellectual Property Rights – Licences	32.4 (b)	Period of the Departments licence is perpetual.
25.	The Departments Material	1.1, 32.5(b) and 32.5(b)(ii)	Material provided to the Service Provider by the Department is to be used solely for the purposes of delivering the Services under this Official Order.
26.	Intellectual Property Rights – Licences	32.5(b)	Where clause 32.5 (Commonwealth Ownership of Intellectual Property Rights in Agreement Material) is to apply: Period of the Departments licence is Perpetual

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Item No#	Description	Deed Clause Reference	Details
27.	Limitation of liability – cap	39.2(a), 40.3	Not applicable
28.	Limitation of liability – limitation on types of liability	39.2(b)	Not applicable
29.	Limitation of liability – aggregate or per occurrence	39.2(c)	Not applicable
30.	Limitation of liability – Service Rebates not included in limitation of liability	39.5(b)	Not applicable
31.	Additional Insurance	40	Not applicable
32.	Unforeseen events – termination period	47.3	Not applicable

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THE DEPARTMENT OF HOME AFFAIRS
ABN: 33 380 054 835

Name (print)

s. 22(1)(a)(ii)

Position

Assistant Director, CCTV Design and Delivery
s. 22(1)(a)(ii)

Signature

Date

s. 22(1)(a)(ii)

05 / 12 / 2019

Bemac Security Pty Ltd

ABN

46 003 482 577

Name (print)

s. 22(1)(a)(ii)

Position

~~Director~~ / Manager

Signature

s. 22(1)(a)(ii)

Date

05 / 12 / 2019

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Attachment A to the Official Order – Statement of Requirement

1. Purpose

- 1.1 The CCTV & Enforcement Communication Section / Operation Capability Branch of the Department of Home Affairs is responsible for ongoing management and maintenance of the Departments CCTV infrastructure nationally.
- 1.2 The Department is engaging Bemac Security Pty Ltd (Bemac) as Service Provider under Category A: Project Services of the Departments Video Surveillance Equipment and Services Panel (SON: 2453831) to deliver Project service including, but not limited to:
- (a) Systems Design and Engineering
 - (b) Project Management
 - (c) Supply of Equipment
 - (d) Systems Installation and Integration
 - (e) Materials and Logistic
 - (f) Information and Asset Management.
- 1.3 The Service Provider is responsible for:
- (g) provision of Project Management services to ensure the contracted items are delivered on time and as designed
 - (h) development of the appropriate, site specific CCTV solution design which will be reviewed by the Department. No work should commence without formal approval from the Department.
 - (i) supply and Installation of:
 - (i) CCTV network infrastructure
 - (ii) CCTV cameras as determined
 - (iii) cabling, including copper and fibre-optic
 - (iv) hubs, cabinets, brackets, and all related installation hardware
 - (v) digital Microwave links, as required
 - (vi) all other necessary items to meet the specified requirements.
 - (j) configuration and integration of the CCTV upgrades with the Department's existing CCTV environment
 - (k) development of an appropriate solution test plan which will be reviewed and approved by the Department
 - (l) complete thorough testing of the CCTV solution upgrades to ensure the system is implemented as designed and any issues are rectified
 - (m) meeting and delivering all identified requirements and deliverables to a high standard, including compliance with identified industry and performance standards
 - (n) ensuring all services are provided efficiently and consistently including planning and execution, with due diligence to the Department's law