

Notice of intention to approach market – request for tender



This document provides an outline of the services that will be the subject of the proposed approach to market. NOPSEMA intends to issue a Request for Tender (RFT) that conforms generally to these requirements but reserves the right to modify its request and the scope of services during the period it designs and develops the RFT. Interested tenderers should not presume that the RFT will conform exactly to the structure outlined below.

The tender documents will be published to the [AusTender](#) Australian Government procurement site and provided on request to interested suppliers. NOPSEMA will report on the status of this procurement via its website at nopsema.gov.au.

Description of services

Provision of specialist consulting services in relation to software delivery including project management, business analysis, software and architecture design, software development and operations, and related activities. The provider will also provide advice and expertise in this area to assist with technological decision-making and strategic planning.

The services contract will be for a period of three years with two optional extensions of one year each, commencing May 2019.

Tenderers should note that NOPSEMA is making a separate approach to market for ICT managed support services. The relevant details are available at nopsema.gov.au.

Overview

NOPSEMA has recently established a small in-house software delivery team but will need additional external resources from time to time to deliver specific projects, provide advice or otherwise assist to maintain the software delivery environment. This approach to market is intended to find a supplier of those software delivery services.

The successful provider will provide the following services as required:

- Manage and execute software delivery projects as directed by NOPSEMA.
- Provide personnel to fill required roles, such as software engineers, business analysts and consultants with appropriate expertise and experience.
- Transfer knowledge to NOPSEMA staff and third parties.
- Facilitate or provide operational support for NOPSEMA's custom software systems. Support could be done by the provider itself, NOPSEMA staff or a third party service provider.

Service descriptions

This table provides a broad description of the services expected to be requested of the contractor. Further details will be contained in the RFT.

Service	Broad description
Project management	Execute projects by utilising appropriate current software project management techniques and processes. The Contractor will design and adjust the software delivery processes to provide the best value to NOPSEMA.
Business analysis	Engage and collaborate with NOPSEMA staff to identify and prioritise business requirements.
Software and architecture design	Analyse and understand the architecture and design of NOPSEMA's software systems and evolve the architecture and design to optimise value to NOPSEMA.
Software development	NOPSEMA currently has software systems based on ruby on rails and various other web technologies. We expect to continue to develop and maintain these systems but will adopt other technologies if they are considered to provide long term value to NOPSEMA.
Software operations	Ensure the various tools and processes currently in use are maintained and continue to provide value. Continuously re-evaluate the tools and processes used by NOPSEMA and propose improvements.
Related activities	In addition to the usual software delivery activities, the contractor may be requested to provide product evaluations, collaboration with third party service providers and input and assistance to implement process improvement.
Advice on strategy and technology	Advise and support NOPSEMA to make sound technological and strategic decisions and enable NOPSEMA to take opportunities provided by new technologies.

Timeframes

These timeframes are indicative of intentions but subject to change.

Event	Timeframes
Information sessions	5 December 2018 and 23 January 2019
Issue RFT	28 January 2019
Evaluation period	March 2019
Contract negotiation	April 2019
Sign contract	April 2019
Commence contract	6 May 2019

Information sessions will be held on Wednesday, 5 December 2018 and Tuesday, 23 January 2019 to provide an overview. For further information contact tenders@nopsema.gov.au.

About NOPSEMA

The National Offshore Petroleum Safety and Environmental Management Authority is an independent statutory authority responsible for the regulation of health and safety, structural integrity and environmental management of all offshore petroleum facilities and activities in Commonwealth waters, and in coastal waters where state powers have been conferred. Our head office is in Perth and we maintain a small office in Melbourne. Total number of staff is approximately 120.

Our role is to:

- work with the industry, workforce, stakeholders and other authorities to ensure the offshore petroleum industry appropriately manages all safety, integrity and environmental risks
- independently administer offshore petroleum safety, integrity and environmental management legislation
- promote a legislative framework that encourages continuous improvement of safety, integrity and environmental performance of the offshore petroleum industry
- develop people, processes and systems that are efficient and effective.

NOPSEMA is directly accountable to the Minister for Resources and Northern Australia, and is staffed by professional specialist staff with extensive experience in the offshore oil and gas industry and environmental sciences. NOPSEMA is independent of other government agencies to prevent conflicts of purpose and has taken an active role in managing its own application infrastructure and development services since its commencement in 2005. For further information visit nopsema.gov.au.