Australian Government

Australian Sports Commission

Request for Proposal
for
Athlete Management System

RFP Ref: RFP CAN 419/11

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Closing Time: Friday 9th March 2012, 1700hrs Australian Eastern
             Daylight Time (GMT +10)

Part 1 - General information

1. Background

1.1 The ASC

The Australian Sports Commission (**ASC**), which incorporates the Australian Institute of Sport (**AIS**), is the Australian Government body that manages, develops and invests in sport at all levels in Australia. The ASC promotes an effective national sports system that offers improved participation in quality sports activities by all Australians and helps those who are talented and motivated to reach their potential excellence in sports performance. The ASC does this by administering and funding innovative national sporting programs on behalf of the Australian Government and providing leadership, coordination and support for the sport sector.

The AIS is Australia's premier sports training institute. Outstanding athlete results combined with skilled coaches, world-class facilities and cutting-edge sports science sports medicine services have given the AIS its international reputation as a world's best practice model for high performance athlete development.

The AIS offers 34 sport programs in 26 sports, with a varying number of scholarships offered annually to Australia's finest sportsmen and sportswomen. The AIS is a national institution, with its main headquarters in Canberra, in the Australian Capital Territory. AIS programs are also based around the country, including Adelaide, Brisbane, Gold Coast, Melbourne, Perth and Sydney. AIS athletes in certain sports also train overseas at bases in Spain, Italy and the United Kingdom.

1.2 Introduction

A central register of athlete information for various AIS disciplines has been anticipated for several years. This data is currently stored in several systems both within the AIS and externally. With no medium to exchange the information between the systems inevitably the information is duplicated, out of date and/or incomplete.

Once an authoritative database is established within the AIS the following objectives can then be realised:

- Collect essential information required to analyse and monitor athlete/squad performance;

- The ability to be able to view the entire life-cycle of an athlete at any given point in time;

- Transform the current fragmented information systems and offer improved data services;

- Streamline the data collection points;

- Support the efficient development and delivery of high performance programs and activities, and improve their likelihood of success;

- Develop a system with the appropriate functionality, features and quality that will support the delivery of high performance programs; and

- Provide a comprehensive system for in-depth reporting analysis, with the ability to run flexible reports based on individual needs.

The fundamental requirement of the project is to create a master athlete profile to use as a common source by various stakeholders within the AIS and around the country. A comprehensive athlete profile is integral to all business areas within the AIS. However, the current tools at our disposal do not provide the functionality required to effectively perform this. As a result of competing priorities, the collection and maintenance of data is often neglected and performed using inadequate tool sets (eg. spreadsheets).

This project will provide a system that will support immediate business priorities while establishing a robust yet flexible foundation for expansion in line with ASC objectives and strategic directions.

1.3 Scope

The project scope is initially limited to the following 4 priorities:

- A central repository for athlete data;
- The ability to produce a full athlete profile at any point in time;
- A web-based user interface which is accessible on multiple devices by internal and external stakeholders; and
- Deliver key functionality in the following categories:
  1. Performance monitoring;
  2. Interactive prescription;
  3. Increased automation;
  4. Diary and booking functionality;
  5. Clinical case notes; and
  6. Analysis and reporting.

The requirements defined herein outline the scope of an athlete management system. Selected requirements may be delivered in release iterations to deliver prioritised components and/or meet delivery timeframes.

1.4 Services

The ASC wishes to engage a contractor to:

- Design, build, test and implement the system;
- Perform data migration services to the system;
- Maintain and support the system;
- Provide training for ASC Personnel to use the system;
- Produce documentation for user support;
- Collaborate and communicate with the ASC throughout the project implementation; and
- Enter into an agreed service level agreement.

The services required by the ASC are as set out in detail in Schedule 1 - Statement of Requirement / Response Form (**Services**).

2. Purpose of this RFP

(a) The ASC is issuing this Request for Proposal (**RFP**) to enable organisations to register their interest in providing the Services and to facilitate an assessment of the ability of the respondents to this RFP (**Respondents**) to provide the required Services.

(b) The ASC invites the submission of proposals (**Proposals**) from potential suppliers in accordance with the terms of this RFP.

(c) The ASC does not guarantee or warrant that it will proceed with this procurement process or that it will enter a contract with any one or more Respondents in relation to the Services.

(d) It is expected that any contract entered for the provision of the Services will be consistent with the terms of the ASC's standard IT consultancy contract.

Part 2 - Required information

3. Form of responses to RFP

(a) Respondents must submit their Proposals as detailed in this RFP and provide all information required under this Part 2.

(b) Proposals, including all schedules, attachments and supporting material, must be written in English. Unless otherwise specified, measurement must be expressed in Australian legal units of measurement, and prices must be expressed in Australian dollars.

4. Respondent details

Respondents must provide details of their:

(a) Australian Business Number (if applicable) and full company name;

(b) any business or trading names; and

(c) registered office and principal place of business.

5. Response to ASC requirements

Respondents must submit a response to the ASC's requirements in the form specified in Schedule 1 - Statement of Requirement / Response Form.

6. Respondent ability

Respondents must submit details of their ability to deliver the Services, in the form specified in Schedule 1 - Statement of Requirement / Response Form.

7. Pricing

Respondents must provide details of pricing, in the form specified in Schedule 1 – Statement of Requirement / Response Form. Pricing is to be provided in Australian Dollar (AUD) value, or US Dollar (USD) value if a non Australian submission.

8. Conflict of interest

If a Respondent identifies that a conflict of interest might arise in the provision of the Services, that Respondent must identify that potential conflict of interest in its Proposal and set out its proposed strategy for managing that conflict of interest.

Part 3 – Evaluation of Proposals

9. Evaluation

9.1 Criteria

In evaluating the Proposals, the ASC will assess them against the evaluation criteria specified in Schedule 2 – Evaluation (**Evaluation Criteria**).

9.2 Process

(a) The Proposals will be evaluated by the ASC against the Evaluation Criteria in the manner specified in Schedule 2 – Evaluation.

(b) The ASC may, at its discretion, determine a short-list of Proposals and may exclude from further consideration those Proposals that are not short-listed.

(c) The ASC may require one or more Respondents to provide additional information, give presentations or undertake interviews to assist in the assessment of Proposals.

10. Debriefing

Unsuccessful Respondents may, after they have been notified that they are unsuccessful, request in writing a debriefing from the ASC. The ASC will provide a debrief to the Respondent at such time and in such manner as the ASC considers appropriate.

Part 4 - Conditions of RFP Process

11. Registration of Respondent

Any person may, at any time prior to the Closing Time (refer to clause 14.1), by giving notice in writing to the Contact Officer (refer to clause 12.1) specifying:

(a)   an intention to submit a Proposal; and

(b)   their contact details (including the name, phone number and address of a contact person),

be included on the register of Respondents.

12. Enquiries

12.1 Contact Officer

All enquiries in relation to this RFP must be directed to the following ASC contact person (**Contact Officer**):

David Morgan
Project Manager
Tel: (02) 6214 1844
Email: david.morgan@ausport.gov.au

12.2 Request for clarification

(a)   Respondents may seek clarification of the meaning of content of this RFP from the Contact Officer up to 5 Business Days before the Closing Time (refer to clause 14.1);

(b)   All enquiries must be in writing.

(c)   The ASC reserves the right to provide answers to any enquiries lodged in accordance with this clause to all registered Respondents on a non-attributed basis.

12.3 Industry Briefing

An industry briefing may be conducted if requested. All registered respondents will invited to attend if a briefing is conducted. The meeting may take the form of a face to face meeting, teleconference or web conference.

13. Addenda

13.1 Issue of addenda

Addenda to this RFP may be issued up to 5 Business Days prior to the Closing Time for the purposes of clarifying or amending this RFP. All addenda issued will become part of this RFP. Respondents must respond to this RFP as amended by any addenda.

13.2 Distribution

Registered Respondents will be notified of each addendum by email.

14. Closing Time and lodgement of Proposals

14.1 Closing Time

Proposals must be lodged by **Friday 9th March 2000, 1700hrs Australian Eastern Daylight Time (GMT +10).**

14.2 Delivery

(a) Proposals must be lodged by email to procurement@ausport.gov.au, with the subject line: RFP Ref: RFP CAN419/11 – [Respondent Name].

(b) Respondents acknowledge that lodgement of their Proposals on time and in accordance with this RFP is entirely their responsibility. Respondents are responsible for confirming receipt of their response.

14.3 Lodgement requirements

(a) Respondents should take all steps to ensure that the Proposal is free from anything that might reasonably affect useability or the security or operations of the ASC's computing environment.

(b) Proposals should be lodged in a format compatible with Microsoft Word 2007.

(c) The file size of emailed Proposals should be a maximum of 5MB. Responses that cannot be contained within that limit should communicate this to the RFP contact officer so that other arrangements can be made

14.4 Late Proposals

(a) Proposals lodged after the Closing Time will be recorded as late Proposals.

(b) The ASC may exclude late Proposals from consideration, unless the delay was solely due to mishandling by the ASC.

(c) The judgment of the ASC as to the actual time that a Proposal is lodged is final.

15. Acceptance

Lodgement of a Proposal indicates the Respondent's acceptance of these Conditions of RFP Process.

16. The ASC's rights

The ASC reserves the right to at any time:

(a) vary any part of this RFP;

(b) change or suspend the RFP process;

(c) terminate the RFP process;

(d) select none or more than one of the Respondents to provide the Services;

(e) select and negotiate with a third party who has not submitted a Proposal and/or enter into a contract or other binding relationship outside of the RFP process with a person on such terms as the ASC in its absolute discretion accepts;

(f) request and rely on clarification or additional information from any or all Respondents;

(g)   provide additional information to any or all Respondents;

(h)   terminate any negotiations being conducted at any time with any Respondent for any reason; and

(i)   allow or not allow a related body corporate within the meaning of the *Corporations Act 2001* to take over a Proposal in substitution for the original Respondent.

17.   No contractual obligations

Neither the release of this RFP, nor the submission of a Proposal, will create or evidence any contractual or other enforceable rights or obligations in relation to:

(a)   the conduct of this RFP process; and

(b)   whether or not the ASC enters into a contract for the provision of the Services.

18.   Costs of responding

Participation in any stage of this RFP process, or in relation to any matter concerning this RFP, is at the Respondent's sole risk, cost and expense. The ASC will not be responsible in any circumstances for any cost or expense incurred by a Respondent in preparing or lodging a Proposal or in taking part in the RFP process or taking any action related to the RFP process.

19.   Ownership of RFP and Proposals

19.1   RFP Intellectual Property Rights

All copyright and other intellectual property rights in this RFP remain the property of the ASC.

19.2   Intellectual Property Rights

Any intellectual property rights in a Proposal do not pass to the ASC simply by virtue of the submission of that Proposal.

19.3   Submitted Proposals to become property of the ASC

Notwithstanding clause 21.2, by submitting a Proposal, the Respondent agrees that the original and all copies (paper and electronic) of the Proposal submitted to the ASC become the property of the ASC at the time of submission and that the ASC may make further copies of, and use, the Proposal for the purpose of conducting the RFP process, audit requirements and complying with any governmental or parliamentary reporting requirements.

20.   Respondent behaviour

Respondents must not, and must ensure that their officers, employees, agents and advisors do not, in relation to the preparation, lodgement or assessment of Proposals:

(a)   make false or misleading or deceptive claims or statements;

(b)   improperly obtain confidential information;

(c)   receive improper assistance from any existing or former officers or employees of the ASC;

(d)   engage in collusive behaviour, anti-competitive conduct, unlawful, unethical or other similar conduct with any other Respondent or other person; or

(e)   attempt to improperly influence an officer or employee of the ASC, violate any applicable laws regarding the offering of inducements or approach any officer or employee of the ASC other than in the manner set out in clause 12.

21. Confidentiality

21.1 Confidential Information

For the purpose of this clause **Confidential Information** means in relation to a person, information disposed or made available by or on behalf of that person (**first person**) to the other person that:

(a)   is by its nature confidential; or

(b)   is designated by the first person as confidential.

21.2 Obligation of confidentiality

The ASC undertakes to keep confidential any Confidential Information provided to the ASC by a Respondent and each Respondent or prospective Respondent must keep confidential any Confidential Information provided to it by the ASC.

21.3 Limitation of obligation of confidentiality

The obligation of confidentiality in clause 21.2 does not apply if the Confidential Information:

(a)   is disclosed by the ASC to its advisers or employees solely in order to consider the Proposal responses;

(b)   is disclosed by the ASC to the responsible Minister;

(c)   is disclosed by the ASC, in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;

(d)   is authorised or required by law to be disclosed; or

(e)   is in the public domain otherwise than due to a breach of clause 21.2.

22. Return of information

The ASC may, at any stage during the RFP process, require the Respondent to:

(a)   return to the ASC; or

(b)   destroy and provide to the ASC certification of the destruction of,

any information supplied by the ASC to the Respondent, in any material form, in connection with the RFP.

23. Consortium and Joint Proposals

23.1 Joint Proposals

A joint Proposal submitted on the basis that two or more people will be jointly and severally liable will not be considered.

23.2 Consortium Proposals

A Proposal submitted by a consortium will only be considered if:

(a)   it will contract with the ASC as one separate legal entity;

(b)   the Proposal clearly specifies the details of all members of the consortium; and

(c)   a single point of contact for the consortium is specified.

Schedule 1- Statement of Requirement / Response Form

The tables below list the ASC's requirements for its Athlete Management System and other information required from Respondents. The tables comprise 4 general sections:

1. System requirements;

2. Web services platform;

3. Ability; and

4. Price.

Respondents are required to respond against each requirement in the spaces provided. Please respond in the designated format as applicable:

- Yes or No if your system meets the requirement. Please support your answer with any description as necessary;

- Describe in appropriate detail how your system meets the requirements. Where customisation is required, the Respondent should outline the required complexity; and

- Describe/Attach gives the option to describe in detail or attach documentation if extra room is required. If attached, provide a reference in the description.

Priorities have been assigned to the system requirements:

- Critical (C) – Requirements described as Critical are integral or critical to the solution being sought. It is expected that respondents will address these requirements to an extremely high standard ensuring that all claims are substantiated;

- Highly Desirable (HD) – Requirements described as Highly Desirable are important to the solution and should be highly regarded but they may not be integral or critical to the overall solution;

- Desirable (D) – Requirements described as Desirable are an expressed wish or request that the ASC has a preference for obtaining within the solution but the solution could be acceptable and/or sound without the particular elements.

1. System Requirements

General Functionality			
ID	**Requirement**	**Priority**	**Response Required**
GF-001	Describe the system and the current version	C	Describe
GF-002	A central integrated database to store a repository of athlete data	C	Describe
GF-003	An intuitive user friendly interface for users of varying technical ability, eg. multi-level navigation, quick retrieve of data	C	Describe
GF-004	The solution must be web based	C	Yes/No
GF-005	The system to contain a core set of functioning modules but with the ability to build on/add modules over time, ie. schedule implementation in phases, prioritising certain modules over others	HD	Describe
GF-006	Allow for multiple user groups and roles, eg. athletes, coaches, support staff and system administrators	C	Yes/No
GF-007	Ability to cater for multiple sports with minimal or easy customisation	C	Describe
GF-008	A system to run on both PCs and Macs	HD	Yes/No
GF-009	Ability to customise forms, field values and labels, allowing the ASC to use their language and terms	C	Describe
GF-010	To perform basic and advanced searches on fields displayed on the user interface	C	Describe
GF-011	Ability to apply validation rules to fields, eg. setup mandatory fields on a page	HD	Yes/No
GF-012	Ability to develop and customise templates for data capture covering multiple sports over multiple disciplines, eg. screening templates	HD	Describe
GF-013	Ability to leverage internationally recognised standards for certain data types	D	Yes/No
GF-014	Touch screen functionality for data input/retrieval	D	Yes/No
GF-015	TRIM (version 6) integration - able to make references (link) to documents already stored in TRIM with a unique trim record identifier	HD	Yes/No

GF-016	To display our own branding/logos on the system	HD	Yes/No
GF-017	To notify/flag users when key events are triggered by date or date range, eg. 6mths before passport expiry	C	Describe
GF-018	To notify/flag users when key events are triggered by exception from athlete details, eg. sleep patterns are not normal	C	Describe

Athlete - Details			
ID	**Requirement**	**Priority**	**Response Required**
ADET-001	Capture and retrieve person profile, attributes and contact information, eg. name, dob, dietary requirements, passport details, etc	C	Yes/No
ADET-002	Ability to access historical records for an individual	C	Yes/No
ADET-003	Easy setup of relationships and linking data, eg. assigning an athlete to a squad with minimal clicks	HD	Describe
ADET-004	Access a timeline (eg. Gantt chart) for an athlete for the data contained in the system	D	Describe
ADET-005	Easy navigation to cross reference details on an athlete for a number of disciplines	D	Describe
ADET-006	Workflows in place to streamline the data collection process, eg. information put into fields may trigger another field for capture	HD	Describe
ADET-007	Ability to store files/images against an athlete record, eg. scanned passport image	C	Yes/No
ADET-008	Capture supporting athlete particulars through various text/number/date fields. eg, accommodation info, security access, bank account details, anti-doping history	C	Describe
ADET-009	Capture and link additional contacts to athletes, eg. emergence contacts	HD	Yes/No
ADET-010	The ability to SMS information to athletes, or to setup batch automatic reminders	HD	Yes/No
ADET-011	The ability to Email information to athletes, or to setup batch automatic reminders	HD	Yes/No
ADET-012	Provide the ability to manage athlete details regarding education, employment, courses, professional development, etc.	D	Describe

ADET-013	Ability to create and link electronic forms so details are filled in and directly added to the database	D	Describe
ADET-014	Athlete calendar function, providing a diary view of an athlete's activities	D	Describe
ADET-015	Capture travel approvals for squads	D	Yes/No
ADET-016	Attach audio/visual items against session plans (eg. video footage)	D	Yes/No

Athlete - Training			
ID	**Requirement**	**Priority**	**Response Required**
ATRA-001	Capture and monitor training volume/load for an athlete, such as frequency, type of exercise, duration, intensity, test results, etc	C	Describe
ATRA-002	Capture athletes training notes and comments	HD	Yes/No
ATRA-003	Data capture for fatigue, soreness, sleep and stress	C	Describe
ATRA-004	Capture such as intensity of sessions, exercise sets/reps, type of sessions	C	Describe
ATRA-005	Capture of training attendance	D	Yes/No
ATRA-006	Capturing training data in flexible formats, eg. duration captured in mins	HD	Describe
ATRA-007	Inputting session plans, session information and non-training days	C	Describe
ATRA-008	Capture motivation and sensations data	HD	Describe
ATRA-009	Capture athlete self reported illness (type and severity)	HD	Describe
ATRA-010	Capture self reported injury (location and severity)	HD	Describe
ATRA-011	Existing tools and technology for athlete data automation placed behind the athlete, eg. SRM on bikes	HD	Describe
ATRA-012	Ability to store metrics on athlete practices (eg. nutrition), such as a ratings system 1 to 7	HD	Yes/No

Athlete - Nutrition

ID	Requirement	Priority	Response Required
ANUT-001	Capture information on athlete Surface anthropometry including skinfolds, girths, lengths, breadths, height, mass etc.	C	Describe
ANUT-002	Capture Clinical nutrition history and issues including food allergies and intolerances, and nutrient deficiencies and inadequacies.	C	Describe
ANUT-003	Capture of body composition information	C	Describe
ANUT-004	Capture of body composition information from available technologies – DXA scanner, 3D scanner	HD	Describe
ANUT-005	Capture of hydration status and changes, both acute and chronic changes to hydrations status	HD	Describe
ANUT-006	Capture of supplementary practices and costs (eg. what, when, how often, how long, how much and associated costs)	C	Describe
ANUT-007	Capture athlete daily diet related habits	D	Describe

Athlete - Medical

ID	Requirement	Priority	Response Required
AMED-001	Capture of athlete medical profile (a basic overview)	D	Describe
AMED-002	Capture a basic form of diagnosis and cost	D	Describe
AMED-003	Capture of athlete blood test results	D	Describe
AMED-004	Capture of immunisation records	D	Describe
AMED-005	Capture of medication details and history	C	Describe
AMED-006	Provide an athlete medical summary for immunisations / allergies / acute and chronic illness	D	Yes/No
AMED-007	Ability to export medical information	D	Yes/No
AMED-008	Ability to store scanned documents against a medical record	D	Yes/No
AMED-009	Easy access to ECG (electrocardiogram) records	D	Yes/No

Athlete - Biomechanics

ID	Requirement	Priority	Response Required
ABM-001	Capture specific athlete measurements, eg. arm span	HD	Describe
ABM-002	Capture core data such as time, forces, acceleration and velocity	D	Describe
ABM-003	Capture gyro data	D	Describe
ABM-004	Capture kinetic data	D	Describe
ABM-005	Ability to capture continuous data sets, eg. recording multiple data sets for the same test	D	Describe
ABM-006	Store equipment information	D	Describe
ABM-007	Store equipment setup information	D	Describe
ABM-008	Allow for tracings/compares of data sets	D	Describe

Athlete - Physiotherapy

ID	Requirement	Priority	Response Required
APT-001	Capture diagnosis, treatment details (eg, area injured)	C	Describe
APT-002	Capture comments/notes	HD	Yes/No
APT-003	Capturing data on injury contributors, eg. surface, weather, equipment, etc.	C	Describe
APT-004	Injury classification according to the 4 character OSIC code	C	Yes/No
APT-005	Body mapping image to flag where injury occurred	C	Describe
APT-006	Ability to apply formulas to the injury fields, eg. derive cost of injury	C	Describe
APT-007	Ability to store every injury as a new incident/record	C	Yes/No
APT-008	Data capture forms that can be sport specific and are easy to generate, ie. flexible for multiple sports	HD	Describe
APT-009	Ability to flag an injury as new or reoccurring injury	HD	Yes/No
APT-010	Ability to enable the clinical provider to be linked with the athlete	HD	Yes/No

Squads

ID	Requirement	Priority	Response Required
SQU-001	Capture squad particulars through various text/number/date fields, eg. age group, category/class, etc	C	Describe
SQU-002	Functionality/navigation tools for ease of data entry for large squads	HD	Describe
SQU-003	Ability to store files/media items against a squad	HD	Yes/No
SQU-004	Ability to roll up a group of athletes into a squad	HD	Describe
SQU-005	Ability to SMS one or more members of a squad	HD	Yes/No
SQU-006	Ability to email one or more members of a squad	HD	Yes/No
SQU-007	Ability to create and view a calendar of events for squads	D	Describe
SQU-008	Ability to access a timeline (eg. Gantt chart) for squad data contained in the system	D	Describe
SQU-009	Ability to bulk upload athletes into a squad	D	Describe
SQU-010	Capture travel approvals for squads	D	Yes/No

Coaches

ID	Requirement	Priority	Response Required
COA-001	Capture coach particulars through various text/number/date fields, eg. name, dob, etc	C	Yes/No
COA-002	Capture coaching contract information	D	Yes/No
COA-003	Ability to link a coach to athletes and squads	C	Describe
COA-004	Ability to attach files/media items to a coach record	HD	Describe
COA-005	Ability for coach planning (eg. setup schedules)	D	Describe
COA-006	Capture status and coverage nationally in regard to their working with children authorisation	D	Yes/No

Bookings

ID	Requirement	Priority	Response Required
BK-001	An integrated booking system, recording and viewing athlete appointments by sport/discipline	C	Describe
BK-002	Ability to view bookings in a Calendar format	HD	Yes/No
BK-003	Ability to produce run sheets from the booking system over a specified timeframe, eg. who I am seeing today	HD	Yes/No
BK-004	From bookings be able to produce athlete profile reports, eg. treatment history to prepare for appointment	HD	Yes/No
BK-005	Ability to select from a directory of health care and other service providers	D	Describe
BK-006	Booking system available to practitioners that are external to the Canberra facility	HD	Describe
BK-007	Ability to self populate the medical and physio reporting systems to decrease data entry time	HD	Yes/No

Competitions & Results

ID	Requirement	Priority	Response Required
COMP-001	Capture competition data (local and international competitions)	HD	Yes/No
COMP-002	Capture results data (local and international)	HD	Yes/No
COMP-003	Capture rankings data	D	Yes/No
COMP-004	Capture number of caps/appearances for athletes/squads	D	Yes/No
COMP-005	Capture conditions for competitions, eg. wind speed	D	Yes/No
COMP-006	Ability to bulk upload competitions/results	D	Describe
COMP-007	Allow for the capture of missing specifics/comments associated with a result, eg. athlete came 2nd after falling off bike with 2kms to finish	D	Yes/No
COMP-008	Ability to view competitions/events in a calendar format	D	Describe
COMP-009	Interface to 3rd party provider of events and results, eg. ASC currently use Infostrada	HD	Describe
COMP-010	Ability to link competitions/results data to an athlete or squad	HD	Yes/No

COMP-011	Ability to upload and link video, audio or other media to competitions/results	D	Yes/No
COMP-012	Ability to store benchmarks to assist in identification and monitoring performance	D	Yes/No
COMP-013	Allow Time/measure for performance dependant on sport selected	D	Describe
COMP-014	The ability to apply international standards for the formatting of results data capture, eg. HH:MM:SS	D	Describe
COMP-015	Export competitions data	HD	Yes/No
COMP-016	Export results data	HD	Yes/No

Reporting & Analysis			
ID	Requirement	Priority	Response Required
REP-001	Ability to access standard reports, ie. out of the box reports	C	Describe
REP-002	Ability for user to build customised reports across all fields and all modules	C	Describe
REP-003	Ability to summarise data with roll up and drill down to the lowest level when required	HD	Yes/No
REP-004	Allow users to produce queries and generate reports with flexible parameters based on their security level	HD	Yes/No
REP-005	Allow users to produce contact distribution lists (eg. mail lists) with flexible parameters based on their security level	D	Describe
REP-006	To be able to access a Dashboard or similar for athlete/squad performance, to monitor how they are travelling at any given point in time	HD	Describe
REP-007	Ability to create key performance indicators/improvement ratios and measure against these	HD	Describe
REP-008	To create reports on change over time (graphs, pictorial representations, etc)	D	Describe
REP-009	Ability to generate an integrated report on body composition	D	Yes/No
REP-010	Connectivity to backend database tables for data mining purposes, eg. ODBC	C	Yes/No

REP-011	Documentation generation, eg. mail merge documents created	D	Yes/No
REP-012	Reports that can automatically be scheduled to run and emailed to users, eg. on a weekly basis	D	Describe
REP-013	Ability to have tracing/comparison analysis of data	D	Describe
REP-014	Ability to export reported data to file (eg. excel, csv, pdf)	C	Yes/No

Accessibility			
ID	**Requirement**	**Priority**	**Response Required**
ACC-001	Ability for the system to be viewed and used on a tablet device, eg. iPad	C	Describe
ACC-002	Ability for the system to be viewed and used on a smartphone device, eg. iPhone	C	Describe
ACC-003	To be accessible via the internet	C	Yes/No
ACC-004	Functionality for language translation of data, eg. Italian to English of an Italian doctors medical notes	D	Yes/No
ACC-005	Athletes and coaches to be recognised (logged on) to the system through the use of a swipe card	D	Yes/No
ACC-006	Simple sign up and login process for external users	HD	Describe

Security			
ID	**Requirement**	**Priority**	**Response Required**
SEC-001	Ability to set levels of security for read/write access	C	Yes/No
SEC-002	Ability to set levels of security by module	HD	Yes/No
SEC-003	Ability to set levels of security based on sport	HD	Yes/No
SEC-004	Ability to set levels of security for importing or exporting data	HD	Yes/No
SEC-005	Ability to customise views of records and data fields for various users based on their roles and security level	HD	Describe
SEC-006	Set levels of security for allowing or restricting users to specific reports, eg. hide reports based on role	HD	Yes/No
SEC-007	Ability to quickly and easily transfer users from a security group to another	D	Yes/No

ID	Requirement	Priority	Response Required
SEC-008	A logging system to see who is accessing the system and at what time	D	Describe
SEC-009	An audit log tracking fields deleted/updated, who by and at what time	D	Describe
SEC-010	Ability to automatically timestamp data entry	C	Yes/No

Database			
ID	Requirement	Priority	Response Required
DATA-001	Support multiple users viewing and editing the data at the same time	C	Yes/No
DATA-002	Integration with multiple 3rd party software and bespoke ASC applications. Provide examples of current integration	C	Describe
DATA-003	Ability to provide web service with defined interfaces to publish with partner organisations, enabling information transfer/sharing with external systems.	HD	Describe
DATA-004	Be able to work offline and store data locally. When internet access is then available upload/sync data	C	Describe
DATA-005	For the ASC to have ownership of the database	C	Describe
DATA-006	Archive facility for data older than x years for athletes no longer active in sport	HD	Describe
DATA-007	An API (Application Programming Interface) for proposed 3rd party applications. eg. SRM, Garmin, etc	HD	Describe
DATA-008	Database performance to be fast and efficient to increase the user experience, eg. limited lag on form loads, data retrieval, etc	HD	Describe

2. Web Services Platform

Web Platform			
ID	Equipment/platform	Location	Comply
WSP-001	TRIM v6.25	ASC staff/client workstation	Yes/No
WSP-002	Primary browser: Internet Explorer v9/v8	ASC staff/client workstation	Yes/No

WSP-003	Secondary browsers: Firefox v3.6, Opera v10, Chrome v5, Safari v5	ASC staff/client workstation	Yes/No
WSP-004	Windows XP SP3	ASC staff/client workstation	Yes/No
WSP-005	Windows 7 SP1	ASC staff/client workstation	Yes/No
WSP-006	MAC OS X 10.6	ASC staff/client workstation	Yes/No
WSP-007	Java Platform Standard edition	ASC staff/client workstation	Yes/No
WSP-008	MS Office 2007/2010	ASC staff/client workstation	Yes/No
WSP-009	Hardware: Physical: HP Proliant DL360 Virtual: VMWare ESXi 4.1	ASC IT	Yes/No
WSP-010	Windows 2008R2 SP1 for windows based components/services;	ASC IT	Yes/No
WSP-011	Centos 5 for Linux based components/services	ASC IT	Yes/No
WSP-012	Microsoft SQL 2008R2	ASC IT	Yes/No
WSP-013	Active Directory LDAP for user authentication; Active Directory LDAP group mapping and enumeration for application security roles;	ASC IT	Yes/No
WSP-014	Exchange 2007 SP2/Exchange 2010	ASC IT	Yes/No
WSP-015	IIS 6/7.5	ASC IT	Yes/No

3. Ability

Ability - Capability & Methodology		
ID	**Requirement**	**Response Required**
CAB-001	Details of the technology/software/platforms to be used	Describe/Attach
CAB-002	How implementation will be undertaken	Describe/Attach
CAB-003	How the Respondent would engage with the ASC's project management team	Describe/Attach
CAB-004	Proposed/draft documents for a project plan	Describe/Attach
CAB-005	Proposed/draft documents for a risk management plan	Describe/Attach
CAB-006	Proposed/draft documents to outline its acceptance testing methodology	Describe/Attach
CAB-007	Proposed/draft documents for a proposed support model	Describe/Attach

CAB-008	Proposed/draft documents for a proposed training plan	Describe/Attach
CAB-009	Do you have local (Australian based) research and development	Describe
CAB-010	Do you have designated QA teams/testers	Describe
CAB-011	Briefly describe the release procedure, ie. how often, down time, is new functionality passed to all clients, etc	Describe
CAB-012	Briefly describe the reliance on the vendor to support the product post implementation	Describe
CAB-013	Briefly describe the post implementation support (if required, what capability, level and types of support from the vendor)	Describe

Ability - Experience		
ID	Requirement	Response Required
EXP-001	Experience in providing similar services over the past 3 years, including the client, the period and value	Describe/Attach
EXP-002	Contact details for at least 2 referees for whom the Respondent has provided similar services. Referees should, where possible, be located in Australia	Describe/Attach
EXP-003	Key personnel skills, qualifications and experience	Describe/Attach
EXP-004	If any personnel are former employees of the ASC, length of employment and positions held	Describe/Attach

Ability - Capacity		
ID	Requirement	Response Required
CAP-001	Details of its strategies for resourcing (staff, equipment and facilities)	Describe/Attach
CAP-002	Information on availability and allocation of personnel to provide the services	Describe/Attach

CAP-003	Information on corporate and ownership structure, including information on related bodies	Describe/Attach
CAP-004	Details of its enterprise profile, including the size, location of sites and principal locations for the provision of the services	Describe/Attach
CAP-005	Information on how long it has been in business	Describe/Attach
CAP-006	Confirmation that there is no past, current, pending or finalised litigation against the Respondent, or an explanation of any such litigation	Describe/Attach

4. Price

Price		
ID	**Description**	**Response Required**
PRI-001	Outline the pricing structure for the product, including implementation services and software license fees	Describe/Attach
PRI-002	Outline any one-off fees associated with the purchase	Describe/Attach
PRI-003	Outline any maintenance/subscription fees with the purchase, eg. annual maintenance fees	Describe/Attach
PRI-004	Outline any support service fees (hourly rate or fixed fee)	Describe/Attach
PRI-005	Outline any consultancy fees (hourly rate or fixed fee)	Describe/Attach

Schedule 2- Evaluation

Proposals will be assessed on the basis of value for money through the application of the Evaluation Criteria. Value for money is a comprehensive assessment that takes into account both price and the value represented by the assessment of ability, in the context of the risk profile presented by each proposal.

The 3 Evaluation Criteria are set out in the following table:

1. Ability - The ability of the Respondent to provide the Services in accordance with the Statement of Requirements.
For example (in no particular order):
Compliance with Requirements
Cover of multiple disciplines
Intuitive User Interface
Accessibility and Portability
Integration Functionality
Flexible Security
Alignment with ASC architecture
Professional Competence
Capability / Capacity
Past Performance and Current Work
Strategic
Innovation
Data Capture, Reporting & Analysis
Configurable for data capture and reporting
Standard Reporting
Analysis Reporting
Key Indicators

Support
Post Implementation Support
Technical Resource Dependency for Changes
Minimal Reliance on Vendor Support

2. Risk - Any risks inherent in the proposal.
For example (in no particular order):
Respondent Viability
Compliance with this RFP
Risk Management
Conflict of Interest

3. Price - Proposed price, including total cost to the ASC.

Proposals will be evaluated using the following approach:

- assessment of the technical worth of proposals using Evaluation Criterion No. 1;

- financial assessment of proposed prices; and

- assessment of best value for money by a comparison of technical worth as against proposed prices and risks associated with proposals.

The ASC is not obliged to accept the lowest priced proposal. Value for money involves assessing various factors over the entire procurement cycle.