

Note: This draft template has been provided to assist public land managers in Victoria to prepare Expression of Interest documentation for the granting of tour operator licences.

Public land managers are not required to use the template, and are strongly encouraged to obtain professional probity advice in the preparation and management of any EOI process.

An EOI Conduct Plan is not intended to be a public document – it is written by and for the land manager to guide a fair and transparent process

Expression of Interest (EOI) Conduct Plan

[Insert name of licensing entity]

[Insert project title]

[Insert date]

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1 Project description

1.1 Background

Provide a brief background to the EOI eg:

[The purpose of the EOI]

[The statutory role and responsibilities of the land manager]

[The nature and purpose of the managed lands]

[The statutory requirement to have a licence]

[The background to the decision to run a competitive EOI process, including any guiding statute and policy]

1.2 Project objectives

Describe the objectives of the EOI eg:

[The opportunity being offered through the EOI]

[The number of licences that will be available]

[The proposed licence period and fees]

[The proposed application process]

[The proposed evaluation process and principles]

1.3 Project timelines

Step	Target date
Release of EOI	
Public briefing(s)	
Closing date of EOI responses	
Evaluation of EOI respondents	
Notification of licence allocation decision	
Grant of licences	

1.4 The EOI Team(s)

(Tick relevant boxes below)

<input type="checkbox"/>	The project will involve an Evaluation Team only
<input type="checkbox"/>	The project will involve a Steering Committee and an Evaluation Team
<input type="checkbox"/>	Other (Provide a brief description)

<input type="checkbox"/>	A probity adviser will not be used for this project		
<input type="checkbox"/>	A probity Auditor will be used.	Name	
		Firm	
		Phone	

EOI evaluation team (Add to, or delete from, this section as required)		
Role	Name	Title and organisational role/company
Project Manager (and Chair)		
Team member		
Team member		
Commercial adviser		
Legal adviser		

EOI steering group		<input type="checkbox"/> Applies	<input type="checkbox"/> Does not apply
Role	Name	Title and organisational role	
Chair (usually the project sponsor or responsible departmental officer)			
Appeals Officer (could be chair)			
Member			
Member			
Member			

Project Sponsor	<input type="checkbox"/> Applies	<input type="checkbox"/> Does not apply
Name		
Title and organisational role		

2 Key responsibilities

2.1 Responsibilities of the EOI Steering Group

(Tick the boxes that indicate roles to be undertaken. Leave blank if not undertaking this role. Add rows at the bottom of the table for additional roles.)

<input type="checkbox"/>	There will not be an EOI Steering Group for this project
<input type="checkbox"/>	Provide overall direction and management to EOI Evaluation Team
<input type="checkbox"/>	Market engagement
<input type="checkbox"/>	Evaluation stages of the EOI process
<input type="checkbox"/>	Endorse EOI timelines and approve any timeline variations
<input type="checkbox"/>	Provide sign off at the following stages in the process:
	1.
	2.
<input type="checkbox"/>	Receive the probity reports with EOI evaluation reports
<input type="checkbox"/>	Receive other reports that may be necessary for time to time
<input type="checkbox"/>	Consider EOI evaluation reports and approve/reject the recommendations from the EOI Evaluation Team
<input type="checkbox"/>	Request the EOI Evaluation Team to conduct further evaluation, if appropriate

The EOI Steering Group will report to:		
Name		Role

2.2 Responsibilities of the EOI Evaluation Team

(Tick the boxes that indicate roles to be undertaken. Leave blank if not undertaking this role. Add rows at bottom of table for additional roles)

<input type="checkbox"/>	Evaluate EOI responses according to the evaluation criteria
<input type="checkbox"/>	Test and verify the claims made by applicants in relation to the evaluation criteria
<input type="checkbox"/>	Engage the market as required
<input type="checkbox"/>	Evaluation stages of the EOI process
<input type="checkbox"/>	Propose EOI timelines and any timeline variations
<input type="checkbox"/>	Obtain signoff at the following stages in the process:
	Action
	Signoff by
1	
2	

3. Key conduct requirements

3.1 The procurement process

<input type="checkbox"/>	Public call for expressions of interest (EOI)
<input type="checkbox"/>	Other (describe):

3.2 Consistency and transparency of process

<input type="checkbox"/>	Evaluation criteria will be determined before advertising						
<input type="checkbox"/>	Evaluation criteria will be weighted before advertising						
<input type="checkbox"/>	Evaluation criteria will be included in the EOI documentation						
<input type="checkbox"/>	Importance given to different criteria (if relevant) will be included in the EOI documentation						
<input type="checkbox"/>	There will be a	<input type="checkbox"/>	mandatory	<input type="checkbox"/>	non-mandatory	<input type="checkbox"/>	pre-EOI briefing

All queries or requests for further information will be managed by:

Name		Organisation	
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3.3 Security and confidentiality

Applications will be received at

<input type="checkbox"/>	An approved tender box	Location	
<input type="checkbox"/>	Other (describe):		

Format for receipt of applications *(as appropriate)*

<input type="checkbox"/>	Paper submission to standard tender box
<input type="checkbox"/>	Electronic document (CD etc.) to standard tender box
<input type="checkbox"/>	Electronic submission to electronic tender box
<input type="checkbox"/>	Other (describe):

<input type="checkbox"/>	A secure tender room will be used	Location	
Tender room security will be the responsibility of:			
Name		Role	

3.4 Use of probity practitioners

<input type="checkbox"/>	No specialist probity service will be engaged.		
A probity auditor will be used			
Name		Organisation	
A probity adviser will be used			
Name		Organisation	

3.5 Project debrief

<input type="checkbox"/>	A project debrief is not planned		
<input type="checkbox"/>	A project debrief will be provided to:		
Name		Role	
Name		Role	

4 Probity tasks and steps

4.1 Records

Signed contracts (e.g. with external advisers) will be held on file number:			
EOI working papers will be held until filed by:			
Name		Role	

Conflict of Interest (COI) statements / Confidentiality Agreements will be provided to:			
Name		Role	

The person nominated above will provide their COI statements to:			
Name		Role	

<input type="checkbox"/>	No actual, potential or perceived conflict of interest (COI) matters have been identified.
<input type="checkbox"/>	Some COI matters have been identified and will be managed as detailed below:

4.2 Confidentiality procedures

<input type="checkbox"/>	Standard confidentiality procedures will be followed
<input type="checkbox"/>	Standard confidentiality procedures will be varied in the following way (refer below):
<input type="checkbox"/>	Particular confidentiality requirements may apply to this EOI (refer below):

4.3 Briefing of all relevant staff

The Evaluation Team will receive a probity briefing on:		Date	
The briefing team will be provided by:			
Name		Role	

Other relevant staff will receive a briefing on:	Date	
The briefing team will be provided by:		
Name		Role

4.4 Advertising arrangements

EOI advertising will include: (as appropriate)

<input type="checkbox"/>	State/National Newspaper
<input type="checkbox"/>	Agency website
<input type="checkbox"/>	Other newspapers – (name)
<input type="checkbox"/>	Other (describe):

4.5 Applicants – probity and track record check

(as appropriate)

<input type="checkbox"/>	Corporate information checks will be obtained
<input type="checkbox"/>	Referee checks will be sought

4.6 Evaluation report and recommendation

A report consistent with reasons for allocation of licences will be prepared and submitted to:		
Name		Role

4.7 Notification of licence recommendations and appeals process

After approval, applicants will be notified of preliminary results and advised of the right to appeal by:		
Name		Role

4.8 Transition arrangements

(as appropriate)

<input type="checkbox"/>	Formal transition requirements will not be required		
<input type="checkbox"/>	The following will be involved in transitioning in the new licence-holders (add rows if necessary):		
	Name		Role
	Name		Role
	Name		Role

5 Record keeping

5.1 Documentation

The following key documents will be retained: (add as appropriate)			
<input type="checkbox"/>	EOI history	<input type="checkbox"/>	Business case documentation
<input type="checkbox"/>	EOI documentation	<input type="checkbox"/>	Strategic planning documents
<input type="checkbox"/>	Notice of meetings	<input type="checkbox"/>	EOI conduct plan
<input type="checkbox"/>	Lists of parties contacted	<input type="checkbox"/>	EOI briefing meeting minutes
<input type="checkbox"/>	List of EOIs received	<input type="checkbox"/>	Conflict of interest declarations
<input type="checkbox"/>	Evaluation summary	<input type="checkbox"/>	Notifications to unsuccessful applicants
<input type="checkbox"/>	Notification to successful applicants	<input type="checkbox"/>	Record of post-notification discussions
<input type="checkbox"/>	Licence	<input type="checkbox"/>	Record of complaints or appeals

6 EOI conduct plan approvals

Any variations to this plan must be approved by:			
Name:		Role	

This plan is approved by:			
Signature		Role	
Name		Date	

ANNEX A - Conflict of Interest and Confidentiality Declaration

[Date]

[Name of Evaluation Team Chairperson]

[Title of Evaluation Team Chairperson]

[Address of Evaluation Team Chairperson]

Dear [sir/madam]

[Title of Expression of Interest process etc]

As a member of the Evaluation Team for the [nature of panel], I am writing about my obligations in relation to conflict of interest and confidentiality.

Conflict of interest

I am fully aware of my obligations to avoid all conflicts of interest in carrying out my duties, and to disclose any potential conflict of interest if they emerge in the course of my official duties.

I currently have no such conflicts.

Confidentiality

I am fully aware of my obligations in relation to confidential information. I will not disclose to anyone who is not part of the formal selection process in relation to this Expression of Interest anything about the applications or the process unless (1) I am compelled to do so by law; (2) the information is already legally in the public domain; or (3) I have your prior permission. All documents will either be returned to [Land Manager] or destroyed in a secure manner.

Yours sincerely

[Name of Evaluation Team Member]

[Title of Evaluation Team Member]