



Request for Proposal RFP 2009/01

**Provision of independent consulting advice for
the development of the IT Strategic Plan**

INTRODUCTION

This Request For Proposal (RFP) has been prepared by the Special Broadcasting Service Corporation (SBS).

The purpose of this RFP is to seek offers from companies who are interested in assisting SBS in conjunction with the IT Governance Sub-committee develop a long term IT strategic plan which will serve the business for the next 3 to 5 years.

This document outlines the scope of work and background information on SBS as a corporation.

1. Scope of Work

The selected company will provide specialist staff to attend meetings at the SBS Sydney office to assist in the development of the IT strategy. The company must be able to provide independent advice to the sub-committee on the latest IT technology trends, innovations and developments etc

The selected company will :-

- Be vendor and specific technology independent
- Have extensive experience developing IT technology strategies within a media environment
- Demonstrable experience developing long term IT strategies within medium sized corporate environments
- Be able to provide technical specialists who can provide expert advice to the Committee

Specialist skills include:-

- Knowledge of the following:-
 - Simplifying the user interface/experience in a media environment
 - IT architecture, including networking, storage, virtualisation, consolidation,
 - IT Security sympathetic to both Media industry requirements and Commonwealth Government IT guidelines (ACSI 33)
 - Policy Development
 - IP telephony, unified communications
 - Telecommunications
 - Managed services/outsourcing
 - Green technologies, including power and A/C optimisation
 - Remote, mobile access

This consultancy **does not** include:-

- Contribution to the development of the technology strategy for Radio and Television, production, presentation or playout.

.2. Deliverables

It is expected that the selected company's representative will attend all meetings, and will provide sufficient supporting documentation to assist the sub-committee with the development of the plan.

Meetings are scheduled to commence from late February and may be fortnightly in the first instance.

The planning period is from March 2009 to June 2009

3. Timeframe:

Proposals should be provided to SBS by 13 February 2009. If an extension to that time frame is required, contact Alex Surplice whose contact details appear below.

SBS is ready to commence this project immediately upon completion of the selection process.

4. Process:

SBS will advertise this RFP in the press and on the SBS website.

SBS will compare the offers against the following criteria:-

- Offer made against the scope requirements and deliverables
- Cost
- Past experience with the development of an IT strategic plan within a media environment

The Selection Committee will include the Director Technology and Distribution, the Manager, Broadcast Engineering, Business Manager and the Manager, IT.

SBS will select the company to assist the IT Governance sub-committee with the intention to commence as soon as possible after that.

5. Contact:

Alex Surplice, Business Manager, T and D will be co-ordinating this quotation process. Her contact details are as follow:-

Office phone – 9430-3678

Mobile phone – 0411 408 051

Email address – alex.surplice@sbs.com.au

Any queries regarding the RFP, or any procedural issues should be directed to her.

6. Payment arrangements

All prices quoted should be inclusive of Goods and Services Tax (GST). Companies must provide their Australian Business Number (ABN) or provide a reason as to why one cannot be supplied.

SBS payment terms are 30 days from the receipt of an invoice following receipt of goods or services. All Tenderers must provide invoices in a format which is suitable for GST purposes and complies with the Australian Taxation Office's tax invoice requirements (<http://www.taxreform.ato.gov.au/>). SBS preference is to pay its accounts by electronic funds transfer (EFT) direct to the nominated bank account of the supplier.

7. Lodging of Proposals;

Proposals may be delivered in any of the following methods:

Email:

alex.surplice@sbs.com.au

Fax:

02- 9511 2363

Post:

Alex Surplice
Business Manager, T and D
Special Broadcasting Service Corporation
Locked Bag 028, Crows Nest 1585
ARTARMON NSW 2064

BACKGROUND INFORMATION ON THE SBS CORPORATION.

General

SBS is involved in the production of multicultural and multilingual television programs and the distribution and transmission of these in each State capital and Canberra, together with regional centres throughout Australia. SBS television is broadcast over an extensive network of analogue television transmitters together with digital transmitter services in the five main capital cities.

SBS also operates multilingual radio stations on both AM and FM bands in Sydney and Melbourne. A subset of these radio services is relayed to the other state capitals and Canberra where it is broadcast on FM transmitters and to Newcastle and Wollongong where it is broadcast on AM transmitters. Some of these radio services are also broadcast as part of SBS's digital television service.

SBS Online provides text and video services as well as audio-on-demand in 68 languages. The online service extends and enhances SBS Television and Radio programming and generates original content, including comprehensive Australian and international news reports, innovative youth programming and one of Australia's most comprehensive soccer web sites.

SBS is a Statutory Government Corporation and is subject to public accountability responsibilities in terms of annual reporting and reporting to Parliament.

More detailed information regarding SBS can be found on the Internet at 'www.sbs.com.au'.

Independence and Integrity

SBS is prohibited by law from accepting the performance of any service, or the provision of any facility, where it is likely that the independence or integrity of SBS would be affected.

Strategic Priorities

- Provide content that is relevant to all Australians by strengthening SBS's slate of original, distinctive, Australian and international multicultural programming across TV, Radio and Online.
- Focus attention on growing revenues while managing costs to ensure that investment in SBS grows and continues to provide improved services to audiences
- Be agile so that we can react to a rapidly changing media environment
- Work to build stronger relationships and partnerships with external stakeholders who will assist in providing improved services in the digital age.

Locations and staff numbers

SBS currently employs approximately 800 FTEs mainly in Sydney, Melbourne and Canberra. In addition up to 350 people are contracted to perform tasks for it across Australia and overseas.