



Government of South Australia

Department for Trade, Tourism
and Investment

DEPARTMENT FOR TRADE, TOURISM AND INVESTMENT

Registration of Interest

Registration of Interest (ROI) for:	SOUTH AUSTRALIAN LANDING PAD PROGRAM – BUSINESS SERVICE PROVIDER
Reference number:	1718041
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Closing Date:	07 July 2019

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1. DISCLAIMER

This Registration of Interest (**RoI**) is issued by the State of South Australia (acting through the Department for Trade, Tourism and Investment (**DTTI**)).

This RoI does not create a legally binding commitment by DTTI to any particular course of action. The RoI is not a representation by DTTI, either express or implied, that:

- any procurement process will proceed; or
- if a procurement process does proceed, that any response to this RoI will be accepted.

No legally binding contract will arise between DTTI and any other person as a consequence of this RoI.

2. INTRODUCTION

2.1. Background

DTTI's South Australian Landing Pad Program (**Program**) builds upon the State's objective to attract foreign companies to invest and create jobs in South Australia. The Program offers funding assistance by way of reimbursement of expenses incurred by international companies (**Landing Pad Participants**) looking to establish in the state, being:

- a grant up to \$40,000 a year to access a space for 12 months within South Australia's existing co-working hubs or alternative accommodation types (serviced offices, property lease, etc.) for up to 10 people; and
- a grant up to \$40,000 a year to access local professional services (financial, tax, legal, marketing, etc.) based on the needs of the business.

The program will also provide an opportunity to engage with the local networks and ecosystems (partnerships, business networks, research collaborations, government subsidies and funding, etc.) via DTTI's case management services.

2.2. Purpose of this RoI

DTTI intends establishing a panel of South Australian business service providers to provide advice and assistance to Landing Pad Participants (**Landing Pad Services**). Relevant services are listed in section 3.2 of this RoI.

Any contract for the provision of Landing Pad Services will be between a Landing Pad Participant and Landing Pad Service Provider from the panel (**Landing Pad Service Providers**) selected by the Landing Pad Participant. Landing Pad Participants will be responsible for paying fees to Landing Pad Panel Service Providers for Landing Pad Services, but will be able to obtain reimbursement for eligible fees and expenses for Landing Pad Services from DTTI.

Landing Pad Participants are not eligible to receive reimbursement through the Landing Pad Program for fees and expenses:

- incurred for services from non-Landing Pad Service Providers, unless expressly agreed between DTTI and the Landing Pad Participants;
- incurred for services not listed (or approved by DTTI) as eligible services; or
- charged by Landing Pad Service Providers not in accordance with the rates provided in the service provider's Rol response.

Service providers interested in providing Landing Pad Services are invited to respond to the this Rol in the manner indicated below.

Following evaluation of responses, any shortlisted respondents will be contacted by DTTI to discuss their services and willingness to execute an MoU in the form of Attachment 1 to become a panel member.

A Landing Pad Service Provider is not obliged to provide Landing Pad Services to Landing Pad Participants. However, if Landing Pad Services are provided, then the expectation is that the rates set out the Rol response will be charged for those services.

3. CRITERIA

3.1. Landing Pad Service Provider criteria

Landing Pad Service Providers will (within their respective areas of expertise) provide bespoke assistance and guidance in respect of eligible business services or partnering, training and networking opportunities in the South Australian ecosystem.

Landing Pad Service Providers should be experienced in providing services to diverse audiences related to some or all of the following industries:

- food and agribusiness;
- international education;
- tourism;
- energy and minerals;
- defence and space industries;
- the high-tech sector;
- health and medical industries; and
- creative industries.

Landing Pad Service Providers are expected to guarantee high-value outcomes, ethics and community engagement through:

- the provision of service level commitments to DTTI and Landing Pad Participants; and
- a corporate social responsibility charter highlighting any social, environmental, diversity commitments (structure, process, results).

To be eligible for consideration as a Landing Pad Service Provider, a service provider must:

- be able to satisfy the criteria specified above;

- provide a response in accordance with section 7.2;
- demonstrate appropriate skills and experience to deliver targeted advice and assistance to Landing Pad Participants in regard to eligible business services;
- have offices in South Australia and utilise only personnel located in South Australia to provide the Landing Pad Services; and
- offer preferential rates to Landing Pad Participants for the Landing Pad Services.

Service providers meeting the criteria above will be considered for inclusion on the service provider panel. However, meeting the criteria does not guarantee participation on the panel. DTTI may determine to limit the number of service providers on the panel and will select service providers which it considers will best meet the objectives of the program.

3.2. Eligible business services

Eligible business services are:

	Details
Business strategy	Studies on growth opportunities, funding, marketing and digital strategy, etc.
Capital Structure	Deal advisory on investment structure (M&A, divestment, etc.), capital raising and stock exchange listing. Governance and statutory records
Accounting	Advice and development of accounting system. Registrations. Cross border accounting.
Taxation	Advice on taxation obligations, payroll tax and reporting obligations. Registration
Migration advice	Advice and assistance with migration and Visa requirements/procedure
Grant Eligibility	Advice on R&D opportunities, grants, eligibility, etc.
Legal and Regulatory Advice	Advice on regulatory standards, IP laws, local consumer protection regulations, process. Development or review of contracts
HR Advisory	Advice on HR strategy and recruitment, terms of employment (salaries, benefits, etc.)
Back Office Services	Bookkeeping, annual report, payroll, etc.
Import/Export	Advice on sales and distribution process and networks, market entry strategy, trade missions, in-country support (funding, partnerships, etc.)
IT	Advice on IT infrastructure, data management, tests, development, etc.
Facilities	Real Estate advisory

4. CONFIDENTIALITY

DTTI will treat all RoI responses confidentially and will only disclose information regarding a respondent with consent or as required by law.

5. NO COLLUSION

By providing a response to the RoI, a respondent is warranting that it has not colluded with any competitor in developing and submitting its response and has not engaged in any

communication regarding the RoI with DTTI other than with the contact person specified below.

6. CONTACT PERSON

The contact person for this RoI is:

Name: Jeremy Satchell
Title: Principal Supply Consultant
Address: Department for Trade, Tourism and Investment
Level 9, 131-139 Grenfell Street, Adelaide, 5000
Telephone: +61 (8) 8429 2990
Email: jeremy.satchell@icnsa.org.au

Any enquiries regarding this RoI should be directed to the contact person in writing.

7. RESPONDING TO THIS ROI

7.1. Lodgement

Please return completed responses by *07 July 2019* at the latest.

Earlier responses are welcomed.

Please submit responses via the ICN Gateway page.

Ensure:

- **“RoI South Australian Landing Pad Panel”** appears in the title of the PDF submission.
- The response must be a pdf which does not exceed 16MB and be virus checked prior to submission.

7.2. Response content

A response to this RoI must be in writing. The response must not be more than 10 pages and include as relevant to the area of expertise of the service provider:

- (1) A table in the form set out in section 7.3 setting out the respondent’s details.
- (2) A brief description of the service provider, its relevant areas of expertise and service provision, its relevant experience in respect of the industries listed in section 3.1, team and its connections to the South Australian ecosystem.
- (3) A brief overview of the services required by international and interstate companies locating to South Australia.

- (4) A table outlining the services which the respondent could provide, including specifying if the services are outsourced or co-sourced.
- (5) Maximum rates which would be charged to Landing Pad Participants for eligible business services and how these rates differ from standard rates charged by the service provider. Responses can include hourly rates and fixed fee arrangements for particular service outcomes as relevant to the Landing Pad Services which would be provided. (Note: Under the attached MOU cost recovery for disbursements is capped at cost plus 2.5%).
- (6) Complimentary services offered by the respondent which would be of available to Landing Pad Participants.
- (7) 1 to 3 relevant business cases.
- (8) An outline of service level and social responsibility commitments.
- (9) Identification of any term of the MOU which the respondent would seek to vary, the reason for the variation and alternative wording for the consideration of DTTI.
- (10) Details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest and actions the respondent will implement to prevent or manage the conflicts of interest.

7.3. Respondent details

Legal Name:	
Trading name (if any):	
Address of registered office:	
SA/Adelaide Office:	
Australian Business Number:	
Telephone:	
Facsimile:	
Email:	
Web:	
Contact person:	
Phone:	
Email:	

SA based support:	
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