Department of [*name of Department*]

**Request for Information**

Request for Information (RFI) for: [*title/description of request*]

Reference number: [*department reference number*]

Issue Date: [*date the RFI was issued*]

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# Disclaimer

This Request for Information does not create any representation, either express or implied, that:

* any tender or procurement process will proceed; or
* if a tender or procurement process does proceed, that the participant’s tender or other form of application (if any) will be given any preference or special consideration.

Participants are still required to follow any tender or procurement process that may take place.

This Request for Information does not indicate a commitment to any particular course of action.

# Introduction

## Background

The Department is seeking information …..

* *Insert information re industry being approached*
* *Why this information is being sought*
* *Any other information re background*

## Purpose

This Request for Information is an information gathering process in which the Department seeks to collect information and opinions from *[insert industry/field/profession].* This Request for Information and the responses provided may be used a precursor to a procurement process.

Insights may relate to a range of issues such as:

* *Insert issues*

## An Opportunity to Contribute and Shape

The Department views this Request for Information as an opportunity for parties within the *[industry/field/professio*n] to contribute information based on their knowledge and experience.

The Department encourages participation, acknowledging that participation is completely voluntary. You may choose to answer all or some of the questions. Please note this process is independent from any subsequent procurement process and your participation or otherwise will have no bearing on any future procurement processes.

## Confidential

The Department will treat all responses confidentially.

## Contact Person

*[Department to update as appropriate]*

The Contact Person for this Request for Information is:

Name:

Title:

Address:

Telephone:

Email:

## Lodgement

Please return completed responses by *[insert date*] at the latest.

Earlier responses are welcomed.

Please submit responses to:

*[email]*

Ensure:

RFI appears in the subject line of the email.

Your submission is zipped and virus checked prior to submission.

# Scope

*[Insert description of project]*

# Response Section

The Department has developed a response template (Section 6) to assist you in participating.

Your answers may include as much or as little detail as you feel is necessary. Additional information on matters or issues not raised is welcomed.

Please provide your responses in the text boxes provided wherever possible.

# Respondent Details

|  |  |
| --- | --- |
| Name of Respondent: |  |
| Address of Registered Office: |  |
| SA/Adelaide Office: |  |
| Australian Business Number: |  |
| Telephone: |  |
| Facsimile: |  |
| Email: |  |
| Web: |  |
| General Contact Person: |  |
| Phone: |  |
| Email: |  |
| SA based support: |  |

# Response Schedule/Specific Information Requested

*[Insert information required]*