



HARNESS RACING AUSTRALIA EQUINE GENETIC MARKER TESTING SERVICES TENDER DOCUMENT

Introduction

The principle objective of this tender is to establish the most suitable provider of Equine Genetic Marker Testing Services for *Harness Racing Australia* (HRA).

It is incumbent upon each tenderer to acquaint themselves with the business, operations and activities of HRA and its equine marker testing management requirements.

Harness Racing Australia is the peak body for the enhancement and furtherance of the sport of harness racing. It is a not for profit, member based organisation, with the members being the State Controlling Bodies and the Principal Racing Clubs of Queensland, New South Wales, Victoria, Tasmania, South Australia and Western Australia. *Harness Racing Australia* has its head office in Flemington, Victoria.

HRA provide service to our members and the harness racing industry generally in the following areas:

- Representation on national forums;
- Creation, maintenance and keeper of the studbook;
- Updating of HRA website and HRA on-line reports;
- Naming and importing of horses;
- Horse welfare
- Administration of genetic marker (DNA) testing for parenting verification;
- Product testing and safety;
- Industry Insurance
 - Licenced Persons Personal Accident;
 - Licenced Persons Public Liability;
 - Harness Racing Club Public Liability;
- Making submission on behalf of the harness racing and standardbred breeding industry to all levels of Government;
- Undertaking projects and investigations on a pro-active basis.

HRA jealously guards its strong regulatory and animal welfare reputation, with a culture of operating with a strong and transparent integrity base which ensures a level playing field for all participants and ensuring the confidence of the wider public audience.

Full details of HRA's operations, including our corporate structure, rules of association and other pertinent information can be found at our website:

<http://www.harness.org.au/hra/hranational.htm>

General Terms and Conditions of Tender

Confidentiality

All information contained in this document and its attachments is strictly confidential and may not be reproduced in any form or communicated to any other person, firm, company or other third party without the written consent of *Harness Racing Australia*.

Contact Information

All enquiries, correspondence and other communication pertaining to this tender must be directed to:

Andrew Kelly – Chief Executive

Telephone: 03 9227 3004

Mobile: 0488 358 285

Email: akelly@hra.harness.org.au

Proposed Tender Timetable

Activity	Date
Request for tender published	8 May 2017
Questions and requests for information from tenderers to be concluded by	9 June 2017
Tender closing time	16 June 2017
Short-listing process completed	23 June 2017
Tender presentations (if required)	week of 3 July 2017
Intended completion of evaluation	14 July 2017
Intended formal notification of successful tenderer	21 July 2017
Service Agreement commencement date	1 September 2017

Tender Lodgement

Attention of	Andrew Kelly
Address	Level 1, 400 Epsom Road Flemington Vic 3031
Number of copies	5 hard copies 1 soft copy (via email)
Latest Date and Time	5:00pm on 16 th day of June 2017 (AEST).

Harness Racing Australia reserves the right to accept the late submission of a written tender response if, in the opinion of *Harness Racing Australia*, the late submission is due to factors beyond the control of the tenderer.

Tender Costs

The tenderer accepts all liability for costs associated with the preparation and submission of their tender and the attendance at meetings, presentations or such other site visits as may be required in connection with this tender.

Reservation of Rights

Harness Racing Australia shall not be bound to accept the lowest offer of any submission and no submission shall be deemed to have been accepted until a formal written agreement is executed between the parties.

Harness Racing Australia reserves the right to:

- amend the nature, scope, terms, conditions and requirements of this tender without notice at any time
- discontinue to engage or negotiate with any tenderer without notice at any time and is under no obligation to disclose the reason(s) for its decision to do so
- enter into post-submission discussions or negotiations with tenderers on any matter prior to the selection of the successful tenderer
- abandon or postpone the tender process at any time before or after the receipt of written and/or oral submissions from the tenderers
- make inquiries of any person, company or organisation regarding the tenderer and/or its written and/or oral representations
- take any other action it considers necessary or appropriate in the relation to this tender

Written Tender Response

Each Tenderer is required to provide a written submission to comprehensively address the requirements of the Conforming Tender Specification outlined in this tender document.

Oral Presentation

If an oral presentation is requested by *Harness Racing Australia*, the personnel who will be responsible for delivery of the tenderer's services to *Harness Racing Australia* (i.e. Account Chairperson and Account Executive) will be expected to actively participate in the oral presentation.

Presentations may be made in person, by Tele or Video Conference with all expenses borne by the tenderer.

Conforming Tender Specification

Scope

Each tenderer is required to provide a written submission which concisely addresses the following key topics:-

- Credentials and Capabilities
- Service Delivery and Management
- Remuneration and Disclosure
- Transitional Arrangements

Genetic Marker Testing Program

Harness Racing Australia employs a strong commitment and regulatory framework to protect the integrity of breeding activities within the harness racing industry.

An important component of these regulations is the parentage verification of each foal prior to registration for competition or breeding activities since 2002. Parentage is verified via hair testing, with the hairs pulled from the foal's mane during the freezebranding (visual identification) procedure – usually between 3-months and 6-months of age.

The parentage verification results provide *Harness Racing Australia* with confirmation of Sire and Dam details.

In the instance of an older horse, either born prior to 2002 or imported to Australia for breeding purposes, hair is pulled from the horse's mane for the purposes of recording markers for future breeding reference.

Harness Racing Australia is also interested in looking at other innovative genetic marker programs that can add value to the harness industry. This may be in the form of, but not limited to, horse performance or health studies.

Credentials and Capabilities

Company Profile

Please provide an outline of your company's corporate structure including details of its parent and/or subsidiary companies (if applicable) and accreditation status.

Client and Industry Experience

Please provide a schedule of your company's major corporate clients including those within the same industry segment as *Harness Racing Australia*.

Equipment and Procedures

Please provide details of the equipment which will be used to perform the genetic marker tests, along with the marker test procedures which will be applied to the hair samples and the guaranteed accuracy of results.

Outsourcing

If any component(s) of your company's service offering to *Harness Racing Australia* is to be outsourced to any third party, please advise which component(s) of your service offering will be outsourced together with full details and the credentials of the third party organisation(s) to whom it will be outsourced.

Professional Indemnity

Please provide details of your company's Professional Indemnity insurance with particular reference to the name of the insurer(s) and the limit(s) of indemnity applicable in the terms of the policy.

Referees

Please provide the name and contact details of three of your company's clients to whom we may refer as reliable referees in connection with this tender.

Service Delivery and Management

Management & Technical Services

Please provide a comprehensive outline of the management and technical services which your company considers to be relevant to *Harness Racing Australia* and the manner in which your company proposes to deliver these services to *Harness Racing Australia*.

Such services should include but not be limited to:

- Turnaround times
- Data transfer procedures
- Database management and confidentiality protocols
- The handling of exclusions, discrepancies or failed samples
- Reporting of results
- Summary reports
- Storage and archiving
- Witness statements and any associated costs
- Invoicing procedures
- Ownership of records
- Performance standards and review procedures

Service Team

Tenderers are required to nominate the individuals comprising the proposed servicing team and, in respect of each, provide a brief resume of their role, responsibilities, qualifications and experience.

Service Agreement

Tenderers are required to provide a full copy of the proposed Equine Genetic Marker Testing Service Agreement specifying the terms and conditions upon which your company proposes to provide its services to *Harness Racing Australia*.

Remuneration and Disclosure

Remuneration

Harness Racing Australia preference is to remunerate its equine genetic marker testing service provider on the basis of a fee for service.

Please provide a service fee proposal for the provision of the equine genetic marker testing management which your company proposes to provide to *Harness Racing Australia*. Please ensure that any applicable GST is shown separately.

Length of Agreement

Please advise your preferred length of time for this service agreement – including extension options and at whose discretion.

Disclosure and Transparency Standards

Please advise if the relationship between your company and any equine body with whom you transact business has the potential to conflict with your company's responsibilities to *Harness Racing Australia* as its appointed equine genetic marker testing service provider.

Please outline your company's general approach to transparency and conflict of interest.

Transitional Arrangements

(Not applicable to incumbent provider)

Please advise the procedures and protocols that your company would implement to ensure an orderly transfer to you of service provider responsibilities in relation to *Harness Racing Australia's* equine genetic marker testing services.

Decision Making

Weighting of the Assessment process:

Harness Racing Australia, as part of assessing the successful tenderer, has given the following weightings to the main areas of the program scope. We hope that this gives the process a degree of transparency and allows the tenderer to get a feel of where we place degrees of importance.

- Credentials and Capabilities – 40%
- Service Delivery and Management – 40%
- Remuneration and Disclosure – 15%
- Transitional Arrangements – 5%

Harness Racing Australia wishes to thank all prospective tenderer's for their consideration of participating in this competitive process.