



REQUEST FOR PROPOSAL (RFP)
TENDERING CONDITIONS AND
STATEMENT OF REQUIREMENTS

For the following activities:

- **Information and Communication Technology update – ICT Training Package**
- **Specialist Artificial Intelligence – ICT Training Package**
- **Specialist Cyber Security Skills – ICT Training Package**

Issue Date: Thursday 18 September 2025

Closing and Due Date: 5:00 PM Wednesday 15 October 2025

Contact Officer

Tenderers should refer requests for information or advice regarding this RFP to:

Contact Name	Claire Mooney
Contact Email – Primary	procurement@futureskillsorganisation.com.au
Contact Email - Cc	claire@futureskillsorganisation.com.au

Any information given to a tenderer to clarify any aspect of this RFP will also be given to all other tenders if in the opinion of Future Skills Organisation (FSO), it would be unfair not to do so. All questions to be issued in writing to the nominated contact email address.

Part A - Request for Proposal

1. Overview of Request for Proposal

The purpose of this Request for Proposal (RFP) is to seek Proposals for the provision of Services for the scoping of the Information and Communications Technology (ICT) Training Package (TP).

Introduction

The purpose of the ICT Training Package is to provide technical and specialist skills for careers in the technology industry, and for technology roles across other sectors, ensuring that qualifications are aligned with current and emerging industry needs. It acts as a nationally accredited framework that ensures Registered Training Organisations (RTOs) deliver consistent, high-quality, and industry-relevant training products within the vocational education and training (VET) system. This in turn supports learners to gain practical, job-ready expertise, and enables RTOs to meet the evolving demands of employers and the workforce. It also provides a learning pathway which enables learners to gain degree level qualifications through the higher education sector.

The ICT Training Package is intended to provide a suite of training products that are valued by both industry and learners. These will offer clear, accessible pathways that open employment opportunities for all. The scope of qualifications will be shaped by the FSO’s Entry Level Pathways (ELP) project, to be finalised by the end of September 2025. This project will define the skills required to access technology roles in areas such as software development, data analysis, product management, networks and infrastructure, as well as emerging areas like AI and cyber security.

At present, the package also includes more generalist digital skills designed for use across all industries. These will be moved to the BSB Training Package, as their inclusion in ICT creates a mismatch with the broader focus on specialist technology skills. We need to consider how best to structure these qualifications, both in the ICT and BSB Training Packages to ensure they are relevant, targeted and useful.

At the same time this work should be cognisant of the updates currently being implemented within the Australian VET system. [Qualifications Reform](#) is driving changes which will move the system from a **unit-driven** to a **qualification-first** approach. This transformation sits within a broader tertiary harmonisation agenda designed to make pathways between VET and higher education work more seamless.

Delivering this reset will require a step change. FSO must design with industry consensus, learner outcomes, and new [Quality Principles](#) at its core, while also anticipating the realities of RTO delivery and the way employers will recognise and value these new forms of qualifications. This is not just a technical overhaul; it is a cultural shift. It demands a re-articulation of what skills matter, how they are described, and how modular and stackable qualifications can be delivered in practice.

The opportunity is clear: to redesign the ICT Training Package so it distinguishes generalist digital skills from specialist ICT streams, establishes visible and accessible entry-level pathways, enables flexible and innovative delivery and supports the needs of the modern learner, whether a school leaver, a mid-career worker seeking to upskill, or someone learning while earning.

Future Skills Organisation

This work will be undertaken on behalf of the Digital Skills Organisation Limited, trading as Future Skills Organisation (**FSO**), the Jobs and Skills Council (**JSC**) for the Commonwealth of Australia's Finance, Technology and Business (**FTB**) employment sectors.

Acknowledging that finance, technology and business are industries in their own right (vertical) and recognising the roles that technology, digital and business skills play in broader industry, and across the other nine JSCs (horizontal), the opportunity to drive nationwide change is hugely exciting.

JSCs reflect the importance of VET to Australia's economic growth and productivity, and their formation is part of a broader skills reform agenda. JSCs have been implemented by the Commonwealth Government to enhance industry engagement in the reform of skills and training.

At a high level, FSO will facilitate industry-led skilling solutions across the Technology, Finance and Business sectors.

With a key focus on industry engagement, FSO is responsible for the following core functions:

1. **Workforce planning** - undertake workforce planning to understand and address workforce challenges and prioritise initiatives.
2. **Training product development** - develop training products that meet evolving industry needs and reflect the reform agenda of the Australian Government.
3. **Implementation, promotion and monitoring** - drive improvements in the development and delivery of training, education and assessment through the implementation, promotion and monitoring of initiatives.
4. **Industry stewardship** - provide a strong, strategic industry voice and act as steward for the finance, technology and business sector.

The JSC program is overseen by the Department of Employment and Workplace Relations (DEWR) and forms part of the broader Commonwealth vocational education and skills reform agenda. Whilst funded by the Commonwealth Government, JSCs operate as independent, not-for-profit organisations, driven by members and an independent Board of Directors. The FSO acts as the Finance, Business and Technology Industry representative, considering perspectives from different stakeholders, including employers, trade unions, training providers, state and territory governments.

Proposed Scope

FSO is now seeking proposals for research and analysis professional services that caters to the specific needs of the technology sector for the scoping component of the ICT Training Package update. The contractor will conduct preliminary research and consultations to identify necessary updates that address industry needs and align with employment pathways.

This scoping must include:

- Reviewing current ICT training products to determine which ones are superseded and require updating or deleting.
- Identifying where new training products may be required for the ICT Training Package

Specialist Artificial Intelligence:

- Reviewing existing AI units of competency to determine which ones are superseded and require updating.
- Identifying where new AI training products may be required for the ICT Training Package

Specialist Cyber Security Skills:

- Reviewing existing Cyber Security training products to determine which ones are superseded and require updating.

- Identifying where new Cyber Security training products may be required for the ICT Training Package

Budget

FSO has allocated up to **AUD \$475,000** (exclusive of GST) for this engagement. Proposals must quote a fixed, all-inclusive sum that covers the full scope and all costs and expenses. Prices are to remain firm for the contract term; payments will be tied to acceptance of agreed milestones and deliverables.

Table 1: Scoping resources and considerations

#	In completing this RFP, the contractor must consider:	Description / Considerations
Reform, compliance and system alignment		
1.	Qualifications Reform	<p>In Dec 2024, Skills Ministers endorsed reforms for new, purpose-based approach to VET qualifications design that is guided by design principles and will improve quality, simplify course designs and reduce complexity.</p> <p>Contractors must align this project with the intention of the reforms.</p>
2.	Training Package Organising Framework (TPOF)	<p>The TPOF embeds a purpose-driven approach to qualification design, and sets out:</p> <ul style="list-style-type: none"> Product Requirements – setting the overarching design and development requirements of training package products for endorsement by Skills Ministers and outlining the design rules that must be adhered to when developing or modifying a training package product; and Process Requirements – outlining the process for developing and seeking the endorsement of nationally recognised training package products. <p>Contractors must align this project with TPOF requirements.</p>
3.	Tertiary Harmonisation Further details: <ul style="list-style-type: none"> Australian Universities Accord Harmonised Tertiary (VET–HE alignment) 	<p>Tertiary Harmonisation reforms will bring providers across VET and higher education, industry and governments together to ensure students can navigate the entire tertiary education system, including to reskill and upskill.</p> <p>The revised ICT Training Package must consider opportunities to articulate credit, nesting and progression into higher education to enable genuine portability from AQF 2–7, reduce duplication, and support lifelong learning in line with the Commonwealth’s harmonisation agenda.</p>
FSO evidence base and market signals		
4.	FSO Entry Level Pathways (ELP) Project including endorsed descriptors of entry-level tech roles	<p>The ELP project (in progress). This project will define the most in-demand tech pathways, validated by industry and aligned to VET qualifications. These will provide an evidence-based skills-first frameworks to support qualification and unit design to ensure the training package provide learners that employer needs and employers can hire into meaningful technology careers.</p>

5.	FSO ICT Needs and Gaps (NGA) Report and FSO-developed AI and Cyber needs-and-gaps desktop research	The ICT NGA Analysis (2025) and additional AI/Cyber desktop research outlines the rationale for modular, stackable, VET–HE-aligned training product design, a clear generalist vs specialist boundary, modern learner pathways, and the need for recognition of industry certifications.
6.	FSO 2025 Workforce Plan	The Workforce Plan (2025) , developed through extensive industry consultation and aligned to national VET priorities, provides evidence-based analysis of current and emerging skills needs for the Finance, Business and Technology sectors
7.	FSO's AI research output <ul style="list-style-type: none"> • Building an AI-Enabled Workforce: Priority Framework • Impact of generative AI on skills in the workplace 	These provide evidence to prioritise which qualifications/units to address first and show how Gen-AI changes tasks (augment/adapt/automate), guiding where to embed safe, ethical and productive AI use and where content can be adapted or rationalised.
8.	FSO-provided data on enrolments, completions, and low/no enrolments	Demand, utilisation and completion evidence should support decisions to create, update, supersede or delete products, supporting the reform principle that every qualification has a clear purpose and market need.
Scope boundaries and alignment across training packages		
9.	FSO Telecommunication Technology Qualifications Update	This training package update project has commenced, with a dedicated scoping contract underway. The scoping will provide clarification of the ICT–Telecommunications boundary and consider whether evidence exists to support the ICT qualifications standing apart from Telecommunications qualifications. FSO will coordinate information sharing across the ICT and Telecommunications projects.
10.	FSO Uplift Digital Capability Training Package Development (TPD) activity	The Uplift Digital Capability project is developing new cross-sector generalist digital capability UoCs that will be located in the BSB Training Package. Scoping for the ICT TP must clarify the generalist/specialist boundary, ensuring ICT remains focused on specialist skills while supporting cross-training package portability for foundational digital skill. FSO will coordinate information-sharing across the Digital Capability and ICT projects.
11.	ACFIPs Digital Technology Cross-Industry Sector Report	Brings a cross-industry view of foundational digital skills to inform what belongs in generalist products versus specialist products and how those capabilities transfer across sectors.

Design, delivery and implementation settings		
12.	Modern learner needs	Packaging rules and assessment approaches must support modular design and the provision of entry/exit points, RPL and workplace-integrated assessment so products work for full-time learners, mid-career workers and EWYL models.
13.	Funding viability and scalability	Consider how proposed packaging and delivery models align with state/territory subsidy settings and provider market readiness.
Future proofing		
14.	Strategies to future-proof	Provide recommendations for future-proofing the training package architecture to ensure its continued relevance amid evolving technologies, labour market demands, and vendor changes
15.	Jobs and Skills Australia's (JSA) Gen AI Capacity Study	Provides national signals on Gen-AI adoption, capability gaps and constraints, informing AI-enabled capability baselines and priority areas for development.

2. Contract and RFP Timing

2.1 Contract

2.1.1 DSO Ltd trading as FSO (**Principal**) proposes to enter into a contract in the form of an Agreement (**FSO Master Services Agreement or FSO MSA**) with the successful Tenderer(s). Note, the template FSO Agreement attached as [Part D Attachment A] to this RFP.

2.1.2 The contract will be for the supply of Professional Services (Services) based on the completion of identified Deliverables, with the Services and Deliverables and the timetable for the completion of these Deliverables set out in more detail in Statement(s) of Work.

2.2 Appointment of Suppliers

2.2.1 The Principal intends to appoint one supplier as the prime contractor (Supplier).

2.3 Project Timing

2.3.1 Timings for the Project Services are listed below (and may be subject to change at the Principal's discretion):

Project Services	Date
Contract Commencement (indicative)	Monday 10 November 2025
Weekly FSO Reporting	November 2025 to March 2026
Workshop for FSO – Presentation 1 – Progress Update	1 - 4 December 2025
Workshop for FSO – Presentation 2 – Progress Update	12 – 16 January 2026
Workshop for FSO – Presentation 3 – Progress Update	23 – 27 February 2026
Workshop for FSO - Final scoping report	27 March 2026

3. RFP Structure

3.1 This RFP comprises the following:

3.2 Overview of Request for Proposal

3.2.1 This Part A, Overview of Request for Proposal, including the RFP Structure, and high-level timelines for the FSO Project, which is the subject of this RFP.

3.3 Tendering Conditions

3.3.1 Part B, Tendering Conditions provides the terms, conditions and processes governing the tender phase of the RFP.

3.4 Statement of Requirements

3.4.1 Part C, Statement of Requirements is a detailed description of the Principal's requirements for proposed Services and/or Deliverables, and the minimum standards these Services and/or Deliverables must meet and are to be delivered against.

3.5 Agreement

3.5.1 Part D, Agreement, is the Principal's Master Services Agreement (MSA) as Attachment 1, which contains the terms and conditions of the contractual arrangement proposed to be made between the successful Tenderer and the Principal to enable the supply of the Services and/or Deliverables.

3.6 Tender Response

3.6.1 *Part D, Attachment 2, Tender Proposal is the proposed format for the Tender Proposal prepared by the Tenderer to enable the Principal to evaluate the Tenderer's offer.*

PART B - TENDERING CONDITIONS

4. Definitions & Interpretation

4.1 Definitions

Unless the context indicates otherwise, the following terms, where used in this RFP shall have the meanings set out below:

Addenda has the meaning given to that term in the definition of RFP;

ABN means an Australian Business Number as provided in GST law.

Consortia and / or Partners indicates an association between individual companies or individuals for the purpose of a combined Tender submission.

Closing Date and Closing Time means the Closing Date and Closing Time for receipt of Tender Responses specified in the cover sheet of this RFP.

Confidential Information means all Information disclosed by the Principal in connection with this RFP to the Tenderer(s), including:

- (a) confidential information of the Principal or a third party to whom the Principal owes an obligation of confidentiality;
- (b) the terms of this RFP and its subject matter, including Information submitted or disclosed by the Principal during negotiations, discussions and meetings relating to this RFP;
- (c) information derived partly or wholly from the Information including without limitation any calculation, conclusion, summary, and computer modelling; and
- (d) trade secrets or information which is capable of protection at law or equity as confidential information; but excluding Information which:
 - (i) is in or becomes part of the public domain otherwise than through breach of this term or an obligation of confidence owed to the Principal; or
 - (ii) the Tenderer(s) can prove was already known to it at the time of disclosure by the Principal or its Representatives (unless such knowledge arose from disclosure of information in breach of an obligation of confidentiality); or
 - (iii) the Tenderer(s) acquires from a source other than the Principal where such source is entitled to disclose the Information.

Corporations Act means the Corporations Act 2001 (Cth);

Deliverables mean the deliverables sought under this RFP, as detailed in the Statement of Requirements

DSO, DSO Ltd or FSO means Digital Skills Organisation Limited trading as Future Skills Organisation.

Future Skills Organisation or FSO is the registered business (i.e. trading) name for Digital Skills Organisation Limited used by Digital Skills Organisation Limited from on or about 1 July 2023.

GST means a goods and services tax and has the same meaning as in the GST Law.

GST Law means any law imposing a GST and includes *A New Tax System (Goods & Services Tax) Act 1999 (Cth)* or if that Act does not exist, means any Act imposing, or relating to a GST and any regulation made under those Acts.

GST Free Supplies and **Input Taxed Supplies** have the same meaning as in the GST Law.

Information means any information, whether oral, graphic, electronic, written or in any other form, including:

- (a) forms, memoranda, letters, specifications, processes, procedures, statements, formulae, technology, inventions, trade secrets, research and development information, know how, designs, plans, photographs, microfiche, business records, notes, accounting procedures or financial information, sales and marketing information, names and details of Principals, suppliers and agents, employee details, reports, drawings and data;
- (b) copies and extracts made of or from that information and data, whether translated from the original form, recompiled, partially copied, modified, updated or otherwise altered; and
- (c) samples or specimens (if any) disclosed either before or after execution of this RFP;

Agreement means the proposed agreement to be made between the Principal and the successful Tenderer(s).

Principal or Principal means Digital Skills Organisation Limited, trading as Future Skills Organisation, the entity specified in clause 1 of Part A - Request for Proposal, and the party executing the proposed Agreement with the successful Tenderer(s).

Principal Chief Executive Officer and Board means FSO's Chief Executive Officer and Board or their delegates, subject to FSO's delegation of authority provisions;

Project means the project referred to in **Part A - Request for Proposal** and described in more detail in **Part C - Statement of Requirements**;

Proposal means the document(s) comprising the Tenderer's response to this Request for Proposal completed and duly executed by or on behalf of the Tenderer and received by the Principal in accordance with this **Part B - Conditions of Proposal** and includes all associated documentation submitted by the Tenderer in support of their proposal in response to this RFP;

RFP means this Request for Proposal, comprised of:

- (a) Parts A to B, plus Attachments;
- (b) any additional documents issued by the Principal which are stated to form part of the RFP (Addenda),
- (c) and the documents referred to in paragraphs (a) and (b) include any documents annexed or attached to those documents;
- (d) Services means the services and resulting deliverables specified in Part C – Statement of Requirements of this RFP;

Related Entity has the meaning given to that term in the Corporations Act

Services means the services sought under this RFP, as detailed in the Statement of Requirements.

Statement of Requirements means the detailed description of the Deliverables/Services set out in in Part C of this RFP.

Supplier means a successful Tenderer who has entered into an Agreement with the Principal.

Tenderer(s) means the entity/entities submitting a Proposal in response to this RFP.

Tender(s) means a response to this RFP.

Tender Response(s) means the completed Tender Response document(s) submitted to this RFP, including the Tenderer's Proposal.

4.2 Interpretation

In this RFP, unless the context requires otherwise:

- (a) the singular includes the plural and vice versa;
- (b) a gender includes the other genders;
- (c) the headings are used for convenience only and do not affect the interpretation of the RFP;
- (d) other grammatical forms of defined words or expressions have corresponding meanings;
- (e) a reference to a document includes the document as modified from time to time and any document replacing it;
- (f) the word "person" includes a natural person and anybody or entity whether incorporated or not (including a partnership, joint venture, incorporated association, government, local government authority or agency);
- (g) the word "month" means calendar month and the word "year" means 12 months;
- (h) the words "in writing" include any communication sent by letter, facsimile transmission or email or any other form of communication capable of being read by the recipient;
- (i) a reference to a thing includes a part of that thing;
- (j) a reference to all or any part of a statute, rule, regulation or ordinance (statute) includes that statute as amended, consolidated, re-enacted or replaced from time to time;
- (k) wherever "include" or any form of that word is used, it must be construed as if it were followed by "(without being limited to)";
- (l) money amounts are stated in Australian currency unless otherwise specified; and
- (m) a reference to any agency or body, if that agency or body ceases to exist or is reconstituted, renamed or replaced or has its powers or functions removed ("defunct body"), means the agency or body which performs most closely the functions of the defunct body.

5. Request for Proposal

5.1 Binding Agreement

5.1.1 Validity of RFP

- (a) In consideration of being given access to the Confidential Information of the Principal, and the representations and mutual promises contained in this RFP, the parties agree to comply with the terms and conditions contained in this RFP as a binding agreement for the RFP and Proposal process.
- (b) The terms and conditions of this RFP have effect on and from the date that the Tenderer receives the Confidential Information of the Principal contained in this RFP and continue to apply for a period of 6 months after the date a Proposal ceases to be valid in accordance with clause 7.7 unless terminated earlier in accordance with the terms of the RFP.

5.1.2 Inconsistency

- (a) Wherever there is any inconsistency between the provisions of the documents that comprise this RFP, the order of precedence will be as follows:

- (i) Part A - Request for Proposal;
 - (ii) Part B - Conditions of Proposal;
 - (iii) Part C - Statement of Requirements;
 - (iv) Part D – Draft Contract (MSA) and Response to the Requirements;
 - (v) the Addenda,
- (b) The documents referred to in clauses 5.1.2 (a) include any documents annexed or attached to those documents and the earlier listed document will take precedence in the order in which it appears above to the extent of any inconsistency.

5.2 Eligibility to Tender

5.2.1 Legal Entity of Tenderer

- (a) Tenders must be submitted by a legal entity or, if a joint Tender, by legal entities, with the capacity to contract. The Principal will only enter into the Agreement with such legal entity, or entities, and note, where a joint Tender is submitted, the Principal, requires the joint Tenderers to nominate a prime contractor.
- (b) The Principal may ask a Tenderer to provide evidence of its legal status or capacity to contract. If a Tenderer is a trust and proposes that its trustees execute the Agreement in their capacity as trustees, such evidence may include copies of the relevant trust deeds. Any evidence requested by the Principal is to be provided within 3 working days of the Principal's request.

5.2.2 Financial Capability of Tenderer

- (a) The Principal reserves the right to reject any Tender if the Principal judges the Tenderer not to have appropriate financial capability.
- (b) Where the Principal forms the view that the Tenderer does not have the appropriate financial capability, the Principal reserves the right to make acceptance of any tender conditional upon the Tenderer entering into a bank, parent company or personal guarantee, or an unconditional performance bond in a form satisfactory to the Principal.

5.2.3 ABN Requirements

- (a) The Principal will not enter into an Agreement with a company that does not have an Australian Business Number and is not registered for GST. Tenderer(s) must be registered for GST and state their ABN in their tender.

5.3 Confidential Information

5.3.1 Disclosure of Confidential Information

- (a) Due to the nature of the Principal's role as a JSC, information provided by the Tenderers in their submission may require publication and will be shared with the Commonwealth of Australia, including its representative, the Department of Education and Workplace Relations and successor Department (DEWR).
- (b) The Tenderer is to identify clearly to the Principal any information in its submission that it requires specific confidentiality conditions, including the reasons for these conditions.

5.4 Use of Confidential Information

- 5.4.1** The Principal will not share identified confidential information outside of FSO or DEWR. From time to time, FSO may request written approval from the Tenderer to release specific aspects of confidential information to support project development. In conjunction with the Tenderer, FSO will redact detail that may provide commercial advantage to the Tenderers competitors.

6. Tender Process

6.1 Proposal Submission

- 6.1.1** The Proposal shall be prepared and submitted in accordance with the following requirements:
- (a) The Tenderer (or duly authorised representative) shall fully complete and sign all RFP documents and all other information requested in accordance with this RFP.
 - (b) Any Addenda issued by the Principal before the closing time for Proposal lodgement shall be acknowledged for receipt by the Tenderer and included in the Tenderer's Proposal.
 - (c) The Proposal shall contain an address for the service of any notices to the Tenderer in connection with this RFP.

6.2 Request for Proposal and representations

- 6.2.1** This RFP is, and shall remain, the property of the Principal. It may only be used for the purpose of preparing a Proposal in response to this RFP.
- 6.2.2** The Principal does not warrant the accuracy or reliability of any of the contents of this RFP and no responsibility is assumed by the Principal or its representatives in respect of the contents of or omissions from this document. Each Tenderer is advised to make its own independent enquiries concerning matters relevant to their Proposal.
- 6.2.3** All representations, warranties, conditions and undertakings that would be implied by law are excluded to the maximum extent permitted by law.
- 6.2.4** No person has been authorised to make any representation or warranty, and if any have been given or made, they must not be relied upon as having been authorised by the Principal.
- 6.2.5** To the extent that the Principal has any liability to a Tenderer, the maximum aggregate liability of the Principal for all direct or indirect losses, damages and other claims arising out of this RFP is limited to the sum of \$100.

6.3 Tenderer to fully inform itself

- 6.3.1** The Tenderer is to fully acquaint itself with all conditions relating to this RFP prior to lodging its Proposal.
- 6.3.2** The Tenderer must satisfy itself as to the correctness and sufficiency of its Proposal, including quoted prices which shall be deemed to cover the cost of complying with all aspects of the RFP, and of all matters necessary for the due and proper performance and delivery of the Services described in Part C-Statement of Requirements of this RFP.
- 6.3.3** It is the responsibility of the Tenderer to obtain all information necessary for the Tender and their Proposal.
- 6.3.4** If a Tenderer has any doubt as to the meaning of any requirements or aspect of the RFP, it will either:
- (a) make a request in writing to the Principal to clarify the issue in writing; or
 - (b) when submitting the Proposal, include a statement of the interpretation upon which its Proposal has been prepared.
- 6.3.5** The Principal may at its discretion respond to a request for clarification made in accordance with clause 6.3.4 (a) or respond to a statement of interpretation made in accordance with clause 6.3.4 (b). The Tenderer may not rely on any response by the Principal or assert that any such response affects the

Tenderer's rights unless the Principal's response is made in writing confirmed by the Principal Representative. The Principal may circulate such responses to any other Tenderers.

6.3.6 In submitting a Proposal, the Tenderer acknowledges that:

- (a) it has had full opportunity to examine and acquaint itself with the RFP;
- (b) it has satisfied itself as to the correctness and sufficiency of its Proposal including prices;
- (c) it has no claim against the Principal due to the accuracy or otherwise of information obtained from the Principal and upon which the Tenderer has based its prices; and
- (d) its Proposal becomes the property of the Principal upon submission.

6.4 Licence to use Proposals

Notwithstanding any other provision in this RFP, the Tenderer grants to the Principal a perpetual, irrevocable, royalty free, non-exclusive licence to use and copy its Proposal for the Principal's business purposes.

6.5 No publicity

6.5.1 A Tenderer must not make any public statements in relation to the Principal's Confidential Information without the prior written permission of the Principal.

6.5.2 Notwithstanding any other provision in this RFP, in submitting its Proposal the Tenderer accepts that the Principal may:

- (a) publish (on the internet or otherwise) the name of the successful or recommended Tenderer together with summary details of their Proposal; and
- (b) compile a list of the names and contact details of all parties who request a copy of the RFP documentation and may make available this list to all Tenderers responding to the RFP, with the objective of this process to facilitate the potential formation of appropriate Tenderer consortia through effective use of relevant skills and synergies.

6.6 Unauthorised communication and canvassing

6.6.1 Tenderers are required to direct all communications through procurement@futureskillsorganisation.com.au unless advised otherwise by the Principal Representative.

6.6.2 Tenderers will not seek to canvas, lobby or otherwise communicate with any Principal personnel in an unauthorised manner.

6.6.3 Tenderers may be excluded from consideration by the Principal in the event that they breach this clause 6.6.

6.7 Transparency

6.7.1 It is acknowledged that the provision of collaboration and support from the contracting organisation to potential Tenderers is not yet common practice and may be uncomfortable for some. It should be noted that information deemed confidential by the Tenderer will not be divulged to third parties.

6.7.2 Submission of a Tender Brief implies understanding that FSO may not disclose 100% of the detail discussed with individual Tenderers.

6.8 Partnerships / Consortia

6.8.1 Partnerships and consortia are encouraged where viable. Arrangements between partners / consortium is the sole responsibility of the Tenderer and the FSO

requires the nomination of a prime contractor, where any partnerships or consortia are proposed.

6.9 Provisional RFP Timetable

6.9.1 The following activities and timeline are indicative only, and may be varied by FSO at its sole discretion:

Key Activity	Timeline
RFP Issued	Thursday 18 September 2025
RFP Submission Closed	Wednesday 15 October 2025
Tender Brief Evaluation	16 – 23 October 2025
<<Shortlisted suppliers will be called upon to attend, present and interview the week>>	24 – 31 October 2025
Contracts Awarded (Indicative)	3 – 7 November 2025

6.10 Tender Brief / Showcases

6.10.1 The format for the Tender brief is attached to this RFP.

6.11 Tender Brief Lodgement

6.11.1 The Tender Brief is to be submitted by email to procurement@futureskillsorganisation.com.au and cc claire@futureskillsorganisation.com.au no later than 5pm, **Wednesday 15 October 2025**. Tenders (including all supporting information, if any) must be fully received by the Closing Date and Closing Time. Tenderers must respond to all of the sections and should not amend any of the questions provided. Prices, Tender Responses, and other information provided in the tender can be in any layout, either graphical or in writing and in English. The tender price must be in Australian dollars.

6.11.2 Tenderers should notify the contact officer in writing on or before the Closing Date and Time if they find any discrepancy, error or omission in this RFP.

6.11.3 Tenderers will be required to submit all questions in relation to the Tender in writing to the nominated email address.

6.12 Late Tenders

6.12.1 Late tenders will not be considered, except where the Principal is satisfied that the integrity and competitiveness of the tendering process has not been compromised. The Principal shall not penalise any supplier whose tender is received late if the delay is due solely to mishandling by the Principal.

6.13 Extension of Closing Date and Closing Time

6.13.1 The Principal may, in its discretion, extend the Closing Date and Closing Time.

6.14 Addenda to RFP

6.14.1 If, for any reason the Principal, at its sole discretion, requires the RFP to be amended before the Closing Date and Time, an Addendum will be issued. In each case, an Addendum becomes part of the RFP. The Principal, during the tender period may issue Addenda altering the RFP. In such cases, it is the obligation of the Tenderer to verify if any Addenda were issued prior to the Closing Date, even if a tender has already been submitted.

6.15 Discontinuance of Tender Process

6.15.1 Where the Principal determines that awarding a contract would not be in the FSO interest, the Principal reserves the right to discontinue the tender process at any point, without making a determination regarding acceptance or rejection of tenders. The Principal will not be liable for any expenses or costs incurred by Tenderer(s) as a result of its participation in this RFP.

6.16 Costs of Tenderer participating in the RFP

6.16.1 The Principal shall not be in any circumstances responsible for any costs incurred by a Tenderer(s) in preparing and submitting a Tender Response.

6.16.2 The Tenderer acknowledges that the Principal will not be liable to it for any expenses or costs incurred by it as a result of its participation in this RFP, including where the RFP has been discontinued.

6.17 Disclosure Information

6.17.1 Following the Principal’s decision, all Tenderers will be notified in writing of the outcome of their Tenders.

6.18 Corruption or Unethical Conduct

6.18.1 If the Principal becomes aware of improper conflict of interests by a successful Tenderer after an Agreement has been executed, then the Principal reserves the right to terminate the Agreement.

6.18.2 All Tenderers must submit a completed *FSO Conflict of Interest form* in accordance with the Conditions of Tender in Part B.

7. Evaluation Process

7.1 Evaluation Process

7.1.1 Tenders will be assessed against the evaluation criteria outlined in this RFP.

7.1.2 Tenderers are advised to respond clearly to all the evaluation criteria listed in this RFP and contained within the Tender Brief format.

7.2 Evaluation Criteria

7.2.1 The following selection criteria (not necessarily in any order) will be utilised to evaluate all Proposals and will be allocated weightings in accordance with their significance to the Principal's contractual requirements.

Evaluation Criteria
Capability and Capacity
Proposed Methodology and Approach
Value for Money including Price
Compliance with the Principal’s Agreement (Master Services Agreement)

7.2.2 The capability of the Tenderer’s proposed Services and Deliverables to meet the Principal's statement of requirements;

7.2.3 Conformity with this RFP document, taking into consideration the entirety of the Tenderer's submission including the presentation of the Proposal and clarity, cogency, completeness and succinctness of the Proposal;

7.2.4 Partnering fit for the Principal:

- (a) alignment with the Principal's way of working;
- (b) completeness of response;

- (c) compliance with mandatory requirements; and
- (d) location of resources;

7.2.5 Tenderer's experience and reputation, capability and capacity and strategic thinking including;

- (a) demonstrated capability, experience, availability and commitment to the Principal of key personnel nominated by the Tenderer to provide the Services;
- (b) demonstrated senior executive and corporate management commitment to the success of the Project;
- (c) project implementation controls, demonstrating the ability to provide certainty that the Project schedule will meet agreed milestones/targets/quality levels;
- (d) ability to warrant performance of the Services and the quality of the Deliverables, and that costs will not exceed those agreed;

7.2.6 value for money;

7.2.7 response to the Agreement;

7.2.8 The declaration of any actual/ perceived conflicts of interest and how those interests will be managed;

7.2.9 The extent to which the tenderer promotes indigenous participation within its operations;

7.2.10 The extent to which the tender commits Equality, Diversity and Inclusive actions and policies within its operations;

7.2.11 the quantity and substance of any non-conformance/qualifications with the RFP; and

7.2.12 Tenderer commercial viability.

7.3 Post Tender Negotiations

7.3.1 Before making any determination as to acceptance or rejection of Tenders the Principal may, at its discretion, elect to conduct negotiations with preferred Tenderers to improve outcomes.

7.3.2 If the Principal considers that none of the tenders are fully acceptable either because of non-conformance or because they do not represent sufficient value for money, but considers that full conformity is achievable, negotiations may be conducted with the Tenderer that submitted the most conforming tender based on the evaluation criteria. The purpose of the negotiations will be advised by the Principal and made clear to the participants before the commencement of negotiation.

7.3.3 The Principal may at its absolute discretion elect to conduct post tender negotiations under this clause with more than one Tenderer.

7.4 Acceptance or Rejection of Tenders

7.4.1 It is not intended by the Principal or the Tenderer(s) that an issue of a RFP or a Tender Response to it commits, obligates, or otherwise creates a legal relationship in respect of entering into a contract or Agreement with that party. However, any Tender Response lodged with the Principal will constitute an irrevocable offer by the Tenderer(s), which remains open and capable of acceptance until six months from the RFP closing date.

7.4.2 The Principal is not bound to accept the lowest priced or any tender.

7.4.3 If the Principal rejects all the tenders received it may invite fresh tenders based on the same or different criteria.

7.5 Method of Acceptance

7.5.1 Acceptance of a tender or part tender will be subject to the execution of a formal Deed in the terms of the Agreement. Until the Principal and the successful Tenderer(s) execute a formal Agreement there will be no legally enforceable agreement concluded between them.

7.6 Ownership of Tenders

7.6.1 All tenders become the property of the Principal on submission. The Principal may make copies of the tenders for any purpose related to this RFP.

7.7 Validity of Proposals

7.7.1 A Proposal shall be valid for a minimum period of 6 months post Tender Submission and may be extended by mutual agreement.

7.8 Cost for preparing and submitting Proposal

7.8.1 The Principal shall not be responsible for any costs incurred by a Tenderer in preparing a Proposal or associated expenses.

7.9 Alterations, erasures or illegibility

7.9.1 Proposals containing alterations or erasures, and in which prices or other information are not clearly and legibly stated, may be excluded from consideration. The Tenderer must initial any alteration made to a Proposal.

7.10 Statement of compliance

7.10.1 Tenderers' responses to this RFP will only be considered compliant if all requested requirements are responded to in totality. Partial responses will not be considered.

7.10.2 The Tenderer will be deemed to have accepted all clauses that are not specified in the statement of compliance. Where the Tenderer is deemed to have accepted a clause not included in the statement of compliance, and the Tenderer later attempts to resile from this deemed acceptance, the Principal may exclude the Tenderer from further participation.

7.11 Proposal evaluation process

7.11.1 Tenderers will be evaluated against the evaluation criteria listed above.

7.11.2 Only Proposals received from companies that have obtained a set of RFP documents from the Principal for the Services will be considered.

7.11.3 The Principal may at any time, at its absolute discretion, withdraw this RFP and end the RFP process.

7.11.4 Where no conforming Proposals are received or where Tenderers are assessed as not having the capacity or required expertise to undertake the Services, or for any other reason, the Principal may release itself from further consideration of the Proposals and either reject all Proposals or negotiate with any one or more Tenderer.

7.11.5 Evaluation will comprise of assessment of the information submitted by the Tenderer, and any other information that may be requested by the Principal or which is otherwise in the Principal's possession.

7.11.6 A Proposal may not be successful if:

- (a) the Tenderer fails to meet the minimum standards established for the criteria categories;

- (b) the Proposal Submission does not include all the information in the format required by the RFP; or
- (c) the Proposal Submission is incomplete in any way.

7.11.7 The Principal reserves the right to appoint no Tenderer, appoint multiple Tenderers, or appoint a Tenderer in relation to only a part of the Project.

7.12 Acceptance of Proposals

7.12.1 The Principal will accept a Proposal by notifying its acceptance of the Proposal in writing.

7.12.2 All Tenderers will be notified in writing of the Principal's decision.

7.12.3 All Tenderers agree that they will not challenge the acceptance of any Proposal and all such decisions are made in the Principal's absolute discretion.

7.13 Survival of obligations

Clauses 6 and 7 survive the expiration or termination of this RFP.

7.14 Governing Law and jurisdiction

7.14.1 This RFP is governed by and must be construed in accordance with the laws in force in the State of Victoria (the State).

7.14.2 The parties submit to the exclusive jurisdiction of the courts of that State and the Commonwealth of Australia in respect of all matters arising out of or relating to this RFP, its performance or subject matter.

Part C - STATEMENT OF REQUIREMENTS

8. Introduction

8.1 Future Skills Organisation Overview

<https://www.futureskillsorganisation.com.au/>

Tomorrow's Skills, Unlocked Today

OUR MISSION: Through close collaboration with industry and other stakeholders, we work collectively to grow Australia's pool of finance, technology and business talent to benefit all industries.

8.2 Statement of requirement

FSO invites proposals to scope three interrelated Training Product Development (TPD) projects that respond to urgent industry needs and enable modern, fit-for-purpose training products. These projects are:

- [Information and Communication Technology update – ICT Training Package](#)
- [Specialist Artificial Intelligence – ICT Training Package](#)
- [Specialist Cyber Security Skills – ICT Training Package](#)

FSO's remit across the three projects is to modernise the ICT Training Package. This work directly responds to critical skills gaps identified in the [ICT Needs and Gaps Analysis \(Feb 2025\)](#) and the [FSO 2025 Workforce Plan](#). Stakeholder feedback confirms that current ICT training products are outdated, lack defined pathways between generalist and specialist roles, and no longer meet industry needs.

Employers are calling for shorter, more flexible, and stackable training that uses a shared digital-skills language, with particular urgency around artificial intelligence and cyber security.

The purpose of this scoping project is to undertake research and consultation to baseline the requirements of the updated ICT Training Package which will incorporate specialist AI and Cyber Security training products.

The resulting Final Scoping Report will be used to provide a 'starting point' for the development of training products (draft UoCs, skill sets and qualifications) which will then undergo national consultation, as part of the TPOF process.

Respondents may submit a proposal as a single organisation or as a consortium led by one prime contractor. The prime contractor will hold full contractual responsibility; how tasks are divided between the lead and any subcontractors is at the lead's discretion.

The successful supplier must:

- complete all of the tasks outlined in the Table 2 below
- align every deliverable with the Training Package Organising Framework and Qualification Development Quality Principles
- provide a broad consultation log of stakeholders supporting the design including validation of proposed structure.
- draw on all evidence provided by FSO, including the Entry-Level Pathways report, the ICT Needs and Gaps Analysis (ICT NGA), FSO AI and Cyber needs-and-gaps desktop research, Telecommunication unit-scoping outcomes as per FSO's Telecommunications TPD Activity, the 2025 FSO Workforce Plan, and the Uplift Digital Capability TPD activity.

- draft an integrated, industry-validated suite of qualifications that demonstrate specialist capability for each component
- outline robust governance and quality-assurance arrangements
- explain how interdependencies and milestones will be managed to deliver on time and within budget
- define the purpose of each the new/updated qualifications identified in the scoping
- review existing training products, and propose a modular, stackable architecture that integrates the specialist AI and Cyber Security programs within the refreshed ICT Training Package design.

Table 2: Outline of Scoping needs

Task	ICT Training Package	Specialist Artificial Intelligence	Specialist Cyber Security Skills
<p>Project Overview</p>	<p>This industry-led project will modernise and reset the ICT Training Package to incorporate both specialist technology and relevant generalist skills. It will include AI and Cyber Security in response to identified workforce needs.</p> <p>The project will produce flexible, high-quality training products that meet the Qualification Development Quality Principles and support improved learner completion rates.</p>	<p>There is urgent demand for specialist AI skills to ensure employers and workers can access training aligned to the needs of organisations building and working with AI technologies.</p> <p>The development of nationally endorsed training products will support capability for this transformative and fast-changing sector.</p>	<p>There is urgent demand for specialist Cyber Security skills to meet evolving industry standards and rapid technological change, enabling the workforce to be future-ready across multiple industries and occupations.</p>
<p>The successful contractor will be required to complete the following items listed in Tasks A - F</p>			
<p>A. Consultation and stakeholder engagement</p> <p><i>* FSO will work with the successful contractor to support the identification of suitable stakeholder for inclusion in the consultation strategy</i></p> <p><i>*FSO will need to approve the Consultation Strategy as part of this work.</i></p>	<p>Develop a Consultation Strategy* that aligns with and supports the FSO TPOF Consultation Strategy.</p> <p>This strategy must identify the key stakeholders and consultation mechanisms for scoping.</p> <p>Stakeholders who must be consulted are:</p> <ul style="list-style-type: none"> • employers and their representatives/peak bodies • employees and their representatives/unions • the Commonwealth, state and territory governments (including licensing and regulatory bodies) • RTOs • educational experts • learners and other interested stakeholders as appropriate (including those with disability-specific knowledge) • other Jobs and Skills Councils, as appropriate. <p>Conduct targeted consultation with relevant industry stakeholders to validate the proposed structural changes.</p>		

Task	ICT Training Package	Specialist Artificial Intelligence	Specialist Cyber Security Skills
	Provide a consultation log of stakeholders that includes the support of the design and proposed training product updates including validation of proposed structure.		
B. Develop package architecture	Propose a TPOF compliant training package architecture that is modular, stackable, vendor agnostic and expandable to AQF 7 if required. Note: Modular refers to the structuring of qualifications into smaller, self-contained learning components that can be completed independently, combined, and built upon progressively. These components are typically aligned to Units of Competency (UoCs), or skill sets.		
	Recommend qualification pathways from AQF 2 to 7, where appropriate, including specialist streams for cyber security and artificial intelligence.	Recommend qualification pathways from AQF 2 to 7, where appropriate.	Recommend qualification pathways from AQF 2 to 7, where appropriate.
	Provide flexible packaging rules that support state funding, industry requirements and robust recognition of prior learning (RPL).		
	Provide evidence that pathways between VET and higher education qualifications have been considered.		
	Offer options for recognising or nesting micro-credentials, short-form products, vendor certifications and digital badges.		
	Provide evidence-based advice on whether the specialist elective streams should be embedded as specialisations within broader qualifications or offered as separate qualifications or skill sets.		
	Advise on suitability for apprenticeship/traineeship delivery where relevant and note any licencing implications by jurisdiction.		
C. Recommend new and revised training products	Recommend which training package products should be created, updated, superseded, or deleted. Ensure proposed design and structure align with the appropriate AQF level, meet employer, learner, and industry needs, and comply with TPOF templates and product	Recommend new training products covering topics such as artificial intelligence, machine learning, deep learning, generative AI, bots, AI risk and ethics, prompt engineering and agentic AI.	Recommend new specialist cyber security training products aligned to AQF level 2 and above and outline the structure of the qualification using those units.

Task	ICT Training Package	Specialist Artificial Intelligence	Specialist Cyber Security Skills
	<p>requirements.</p> <p>Within this recommendation include qualifications in AI and Cyber Security and the additional AQF2 and above units.</p>		
	<p>Identify training products that should be transferred between the ICT and BSB training packages (generalist vs specialist skills), with justification and mapping to maintain a clear distinction between generalist BSB /specialist ICT outcomes. And we want to see where human/generalist skills need to be embedded into specialist units of competency.</p>		
	<p>For all recommendations, provide clear recorded evidence, recorded in the consultation log, of industry consensus or a clear rationale where consensus is not reached.</p>		
	<p>Incorporating the output of FSO's Entry Level Pathways activity explain how employers will use the qualifications to screen for core technical skills related to several jobs in the same industry, and to screen for basic introductory knowledge or cross-cutting skills where industry context is less important.</p> <p>Note: Further information can be found on Page 27 Training Package Organising Framework.</p>		
	<p>Make recommendations for the use of Training Package Organising Framework Unit of Competency templates.</p>		
	<p>Recommend which training package products should be created, updated, superseded, or deleted.</p> <p>Ensure proposed design and structure align with the appropriate AQF level, meet employer, learner, and industry needs, and comply with TPOF templates and product requirements.</p> <p>Within this recommendation include qualifications in AI and Cyber and the additional AQF 2 and above units.</p>		
<p>D. Define the qualification(s) and UoCs purpose</p>	<p>Determine and document the stated purpose of each proposed training product (qualification, unit of competency, skill set) in accordance with the Qualification Development Quality Principles, including specific employment outcomes, transferability across industries, and alignment with identified workforce needs.</p>		
<p>E. Analyse existing training products</p>	<p>Identify and analyse existing training products on the national training register and assess their alignment with current industry practice.</p> <p>Conduct skill similarity and occupational flow analysis to identify duplication, potential cross-sector applicability, and opportunities for rationalisation.</p>		

Task	ICT Training Package	Specialist Artificial Intelligence	Specialist Cyber Security Skills
	<p>Note: Further information can be found on Page 27 Training Package Organising Framework.</p>		
	<p>Provide an overlap analysis to identify duplication or gaps with other training packages, including non-ICT packages that embed digital skills.</p>		
	<p>Benchmark findings against real time labour market data and FSO evidence sources, including the ICT Needs and Gaps Analysis, FSO Workforce Plan and FSO AI and Cyber research.</p>		
	<p>Determine whether any existing training products can be repurposed or contextualised before recommending the development of new units, including cross sector units.</p>		
<p>F. Pathways and articulation</p>	<p>Identify entry and exit points and pathways between school, vocational education and training and higher education ensuring these are documented in accordance with TPOF requirements for pathways advice and credit arrangements.</p>		
	<p>Identify any regulatory or licensing requirements and state them explicitly.</p>		
	<p>Consider foundational skills and knowledge progression and articulate an understanding of learner aspirations.</p>		
	<p>Provide access and equity information, including guidance and recommendations for reasonable adjustments in implementation as required by the TPOF.</p>		
	<p>Use qualification and unit of competency enrolments and completions to evidence demand and progression.</p>		
	<p>Reference RTO scope and enrolments to determine the utilisation of training products.</p>		
<p>G. Compliance and quality assurance</p>	<p>Comply with AQF and training.gov.au requirements and consider implementation arrangements, including transition periods and funding viability.</p>		
	<p>Provide recommendations and evidence-based rationale for any prescriptive requirements (including recommendations for assessment), supported by stakeholder feedback and educational expert advice.</p>		
	<p>Offer forward looking recommendations to enhance the ICT Training Package or related products and recommend strategies for ongoing quality assurance, agile review triggers, and responsiveness to emerging industry needs.</p>		

8.3 Scope of work

The contractor will be required to complete the scope of work for the following project phases:

- **Project setup:** 19-week scoping phase with weekly update meetings and 3-weekly reporting.

Project Services	Date
Weekly Reporting Initial Meeting 1 includes: <ul style="list-style-type: none"> • Present detailed project plan, governance model, and risk register • Confirm scope, evidence sources, and stakeholder engagement plan and schedule. 	November 2025 – March 2026
WORKSHOP 1 – Presentation 1 – Progress Update	1 – 5 December 2025
WORKSHOP 2 – Presentation 2 – Progress Update	12 – 16 January 2026
WORKSHOP 3 – Presentation 3 – Progress Update	23 – 27 February 2026
WORKSHOP 4 – Final Scoping Report	27 March 2026

8.4 Deliverables		
	Deliverable	Notes
1	<p>Workshop – Presentation 1 – Progress Update</p> <ul style="list-style-type: none"> • Overview of progress to date • Incorporation of resources in Table 1 • Table preliminary current-state scan of: <ul style="list-style-type: none"> ○ ICT Training Package ○ AI training products ○ Cyber training products <p>Deliverable: endorsed project plan and engagement plan and schedule, preliminary scans.</p>	<p>To be delivered on or before 5 December 2025</p>
2	<p>Workshop – Presentation 2 – Progress Update</p> <ul style="list-style-type: none"> • Overview of progress to date • Recommendations for new, updated, superseded and deleted UoCs and their alignment with AQF level 2 and above • Details of any regulatory and licensing requirements (if necessary) and ensure they are clearly specified • Early findings that may identify pathways, including entry and exit points and preparatory level training package products to facilitate movements of learners between secondary schools and VET and between VET and higher education to maximise credit and articulation for learning where possible. <p>Deliverable: agreed current-state report and design principles.</p>	<p>To be delivered on or before 16 January 2026</p>
3	<p>Workshop – Presentation 3 – Progress Update</p> <ul style="list-style-type: none"> • Overview of progress to date • Present draft structure of refreshed ICT Training Package, including embedded AI and Cyber training products and transfer of generalist units between training packages. • Show unit cross-mapping, AQF levels, assessment conditions, and licensing notes • Validate proposed AI and Cyber Security content and pathways • Confirm implementation milestones and interdependencies <p>Output: validated draft qualification suite ready for external consultation.</p>	<p>To be delivered on or before 27 February 2026</p>

4	<p>Deliver Final Scoping Report meeting criteria outlined in Table 2 with industry-validated drafts which include:</p> <p>Section 1 - ICT Training Package Scoping:</p> <ul style="list-style-type: none"> • Proposed architecture of training products which demonstrates AQF progression, with the following information outlined for each qualification: <ul style="list-style-type: none"> ○ stated purposes for each qualification ○ proposed packaging rules ○ pathways information • analyses of existing ICT training products against FSO evidence provided in Table 1 • an outline which maps proposed training product changes with clear rationales • recommendations for new, updated, superseded or deleted training products • recommendations for training products to stay or move between the ICT Training Package (specialist focus) and the BSB Training Package (generalist focus) with clear rationales • mapping of new proposed UOC to existing ones including equivalence <p>Modular architecture blueprint:</p> <ul style="list-style-type: none"> • diagram of stackable qualifications • the role of skills sets, micro-credentials and digital badges (if applicable) • options for embedding or separating specialist elective streams <p>Pathways and articulation map:</p> <ul style="list-style-type: none"> • entry and exit points across schools, VET and higher education for ICT, AI and Cyber Security • occupational flow and skill similarity analysis • regulatory and licensing notes <p>Compliance and quality-assurance matrix:</p> <ul style="list-style-type: none"> • evidence of TPOF, Qualification Design Quality Principles and AQF compliance • templates for, qualifications, credit arrangements and • forward-looking agile review triggers <p>Access, equity and RPL guidance:</p> <ul style="list-style-type: none"> • RPL strategy aligned to flexible packaging rules <p>Implementation roadmap:</p> <ul style="list-style-type: none"> • funding viability analysis and transition arrangements <p>Evidence matrix:</p>	<p>To be delivered on or before 27 March 2026</p>
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8.4 Deliverables

	Deliverable	Notes
	<ul style="list-style-type: none"> • traceability of every recommendation to ICT NGA, Workforce Plan, Entry-Level Pathways work and other FSO research. <p>Section 2 - Specialist Artificial Intelligence design pack:</p> <ul style="list-style-type: none"> • purpose statement and workforce alignment • list of up to 30 new AI units with AQF levels, codes and assessment recommendations and conditions • qualification structure, packaging rules and articulation pathways • proposed skill set structures • cross-mapping to ICT and other relevant packages • mapping of new proposed UOC to existing ones including equivalence <p>Section 3 - Specialist Cyber Security design pack:</p> <ul style="list-style-type: none"> • purpose statement and workforce alignment • list of up to 25 new cyber units with AQF levels, codes and assessment recommendations and conditions • qualification structure, packaging rules and articulation pathways • proposed skill set structures • cross-mapping to ICT and other relevant packages • mapping of new proposed UOC to existing ones including equivalence <p>Section 4 - Integrated qualification and unit register (Excel):</p> <ul style="list-style-type: none"> • every new, updated, superseded or deleted ICT, AI and cyber training product, with proposed: <ul style="list-style-type: none"> ○ AQF levels, ○ licensing notes <p>Overlap and gap analysis report:</p> <ul style="list-style-type: none"> • duplication across training packages • alignment with labour-market demand and FSO evidence sources • Enrolments and completions dataset and summary. • RTO scope and utilisation report for all training products. <p>Consultation summary:</p> <ul style="list-style-type: none"> • Consultation completed, stakeholder list, engagement methods and validation outcomes 	

8.4 Deliverables		
Deliverable		Notes
	<ul style="list-style-type: none"> log of feedback and how it shaped recommendations Output: approved Final Report and handover package	

Part D - AGREEMENT

Instructions

As part of your RFP response, you are required to review the draft Master Services Agreement below. The terms represent the contractual position the FSO will contract on and forms the base document for any required negotiations.

In order to facilitate any negotiations and as a requirement of your RFP Proposal, any variation to the draft contract **must be in the form of mark-up capable of acceptance by the FSO**. Solely providing commentary or any other form of notation without the accompanying mark-up capable of acceptance will be considered a non-conforming Proposal and FSO may, at its discretion, choose not to progress with it.

Note, the FSO will also take into consideration in its evaluation of your Proposal, the level of mark-up applied to its Master Services Agreement and confirms the obligations set out in this Master Services Agreement underpin its agreement with the Commonwealth of Australia in respect to its Grant Obligations, which it is unable to vary.

[The FSO Master Services or Services Agreement is to be attached to this Part D as attachment 1].

Attachment 2: Supplier Response Schedule

Note to Suppliers: Your organisation may choose to provide a response in your own format however FSO will expect the same sequencing of information as outlined below.

1 Respondent Details

1.1 Please provide your organisations company details.

Legal Entity Name	
Trading As	
ABN	
Address	
Parent Company or Holding company	
Parent Company / Holding Company address	

1.2 Please provide your organisations key contact details for this RFP.

Contact Details	
Name	
Title	
Email Address	
Mobile Phone number	
Office location	

1.3 Provide an overview of your organisation including number of employees.

1.4 Please provide a list of insurances for your organisation.

Insurance	Cover
Public Liability	
Workers Compensation	
Professional Indemnity	

2 Capability and capacity

2.1 Please provide an overview of key personnel or project team staffing for this contractual engagement. Provide copy of CV's including biographies, qualifications, relevant experience and an organisational chart with reporting lines.

2.2 Please provide evidence detailing capability and capacity to deliver the contracted services and outcomes required to deliver the scope within the agreed timeframes.

2.3 Please provide evidence of the proposed team's efforts and results in delivering similar project engagements.

2.4 Provide three Principal references from the provision of services similar to the scope of services requested.

	Reference 1
Supplier Name	
Contact Name	
Contact Email	
Contact Phone	

3 Proposed methodology and delivery approach

Please refer to the statement of requirements for the scope and deliverables. In your response reference the items listed below.

- 3.1 Proposed methodology and project delivery approach to meeting requirements and achieving deliverables.
- 3.2 Approach to ensuring quality of data and deliverables.
- 3.3 Identify any specialist skills or knowledge, or innovative approaches, that will be used to achieve the deliverables.
- 3.4 Acknowledgement of reporting and critical timelines and project approach to ensure these are met.
- 3.5 Identify any risks to achieving the deliverables and how these will be managed.

4 Pricing requirements

- 4.1 The FSO ask that a fixed price be submitted however we would be able open to viewing an alternative schedule. If you choose to submit an alternative price both pricing models must be submitted. *Pricing to be submitted in Australian dollars and exclusive of GST.*

5 Draft contract

- 5.1 A draft contract will be attached to this request for proposal. Please complete the table below if your organisation has contract departures for consideration.

Clause	Contract Departure or comment

Note: All RFP questions to be submitted in writing to the FSO contact email address.