



RAIL INDUSTRY SAFETY AND STANDARDS BOARD

ABN: 58 105 001 465

ADMIN 3.0 OBTAINING A CONTRACTOR

VERSION 7

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1 Purpose

This procedure applies to the engagement and management of contract resources to undertake RISSB work.

2 Scope

This procedure sets out the process for obtaining resources via contracting to perform work required to assist in the delivery of RISSB projects and activities. This may include:

- authoring;
- independent reviews (validation);
- research;
- design and delivery of digital solutions;
- training; and
- other work required to deliver RISSB projects and activities.

This procedure does not cover the employment of permanent or fixed-term/temporary internal resources. This procedure relates to the engagement of contractors only and is to be read in conjunction with RISSB Policy 01-01: Purchasing.

3 Considerations before engaging a contractor

When engaging a contracted resource, several key factors must be considered. This includes:

- Can the workload be shared within the existing RISSB team?
- Can 'in-house' or 'in-kind' resources with the appropriate competencies and skills undertake the task?
- Is funding available for the resource, or can funding be secured and approved for the engagement of the contractor?
- Does this engagement align with RISSB policies?
- Is there a suitable preferred supplier? (Refer to the RISSB Preferred Suppliers Matrix).

Where a suitable supplier on the RISSB Preferred Suppliers Matrix cannot undertake the activity, the RISSB Manager will seek the services of an appropriate 'third party' (contractor) with the required skill set and expertise to undertake the activity.

This should be done in consultation and with the support of the relevant General Manager.

4 Procedure

4.1 Objective

This process aims to identify the correct contracted resource for the role.

To achieve the objective, RISSB selects a contractor after an evaluation and selection process, which includes:

- previous experience;
- skillset;
- cost;
- conflict of interests;
- capacity with respect to other contracted RISSB ongoing works or other commitments that may impact delivery schedules; and
- references.

4.2 Engaging a Contractor

The RISSB Manager, who is responsible for managing the contractor, will ensure that the following items have been addressed for the engagement:

- Prepare a Request for Service (RFS) with a clearly defined scope of work using the RISSB RFS templates.
- The RISSB Preferred Suppliers Matrix has been reviewed to determine if there are suitable suppliers with the required skill set to submit the RFS too.
- Where it is determined that there are insufficient suppliers on the RISSB Preferred Suppliers Matrix, the RISSB Manager should attempt to source a supplier through recommendations from other RISSB Managers or industry connections.

For product related services (authoring and independent reviews) a minimum of 3 quotes shall be requested through an RFS. Where there are less than 3 suitable suppliers identified for an RFS (for example, due to the specialist nature of the product content), permission shall be obtained from the General Manager Products and Innovation to proceed with less than 3.

4.3 Issuing a Request for Service (RFS)

Where the RISSB Manager chooses to contract the task out, they will issue a Request for Services (RFS) for a supplier to respond with confirmation that they meet the requirements in 4.1. This RFS should include a detailed scope.

The RFS should:

- include a copy of RISSB's latest standard terms and conditions for the contract;

- should state the required competencies needed to meet the contract requirements; and
- submitted to the required number of contractors depending on expected value unless previously approved by the General Manager.

All suppliers should be given a reasonable amount of time to respond to the RFS, as determined by the RISSB Manager.

If a supplier asks for an extension to the duration, this may be granted at the discretion of the RISSB Manager. If an extension is granted, all suppliers shall be given the same extension. This should be communicated to them formally via letter or email. All responses shall be in writing.

4.4 Evaluating responses to RFS

Where there are multiple responses, these shall be evaluated by at least two RISSB resources. The considerations of the selection will also be recorded on a RISSB Supplier Evaluation Form and saved in the relevant RISSB SharePoint directory.

Upon completion of the evaluation, the RISSB Manager will notify the preferred supplier that they have been successful in their submission to provide this service through a formal letter of offer. Once the contract has been fully executed, the RISSB Manager will notify the other bidders that they were unsuccessful.

All responses to the RFS should be archived in the correct location by the RISSB Manager on the relevant RISSB SharePoint site. (See Section 5, Record Requirements)

4.5 Debriefing unsuccessful tenderers.

RISSB may debrief tenderers regarding their unsuccessful submission, which is at the discretion of the RISSB Manager.

Note: Any debriefing is strictly limited to criteria applied within the evaluation to this specific tenderer; information regarding other tenderers' quotes and criteria are not to be discussed.

4.6 Issuing a contract

Once a resource has been selected and a contract drafted, the relevant delegated RISSB manager is required to approve the contract. (Refer to RISSB Policy 09-01 Delegation Schedule).

The signed contract should be forwarded to accounts@rissb.com.au so that the centralised contracts register can be maintained.

The RISSB Manager shall schedule a kick-off meeting with the successful supplier and arrange to provide all relevant material.

4.7 Work at RISSB Premise

When managing a contractor, it is important to minimise the potential of any adverse consequences relating to the operations and use of contracting services within RISSB.

Work at RISSB Premises

Where contractors conduct work at RISSB premises, a basic induction/briefing will be provided, including information on emergency procedures.

Where relevant, contractors will be provided with all relevant information about any hazards or risks.

Where a contractor is involved in an incident while undertaking work for RISSB, it must be reported to the relevant manager and managed in accordance with the RISSB Incident Management Procedure.

4.8 Insurance Requirements

The minimum requirements for insurance coverage are as per the RISSB contract standard terms and conditions.

4.9 Contractor Review

At the completion of a contractor engagement, a performance review is to be conducted. The outcomes of that review should be added to the RISSB Preferred Suppliers Matrix.

5 Record Requirements

As a minimum, the following records are retained as evidence in RISSB SharePoint of compliance with this procedure:

- RFS Drafts and Final (as issued).
- Responses to the RFS from tenderers.
- RISSB Supplier Evaluation matrix.
- Copy of Letter of Offer to the successful tenderer.
- Executed Contract
- Copies of relevant correspondence to all tenderers (successful or not).
- Record of Contractor performance review.