

ADDENDUM No. 1

Date: 9 December 2025

Pages: 3

Subject: Addendum 1: Development of e-Learning modules for the Australia Assists Program

Prospective Tenderers are advised of the following:

Section A – Clarifications to EOI

This addendum clarifies and updates the EOI document to ensure transparency, compliance with Commonwealth Procurement Rules (CPRs), and fairness in the procurement process.

1. Clarification of EOI Purpose

- The EOI is for capability shortlisting only.
- Pricing will be evaluated at the Request for Proposal (RFP) stage.
- Multiple awards may be made.
- Decision rules for shortlisting and subsequent procurement will follow CPR principles of Value for Money (VFM) and probity.

2. Mandatory Eligibility Criteria

- Legal capacity to contract: an entity registered in any jurisdiction and able to enter a contract governed by Australian law.
- Relevant track-record: demonstrated experience in e-learning development and/or humanitarian training aligned to the stream applied for.
- Safeguarding: capacity to comply with DFAT safeguarding policies and TT program requirements.
- No Sanctions/Not Debarred - Supplier must not be subject to sanctions lists of individuals or organisations e.g. United Nations Security Council, its committees or the Australian Government for targeted financial sanctions or similar measures.

Responses that do not meet all mandatory criteria will not qualify for the RFP stage.

3. Evaluation Criteria

Provide a brief (up to 2 pages total) outline of relevant projects and dates to demonstrate required experience, or any formal documents that support your capability. This may include links and screenshots.

1.1 Stream 1: E-Learning Technical Support

Criterion
Proven experience developing SCORM-compliant e-learning modules, including multimedia assets (minimum 3 years and 3 projects)
Strong instructional design capability applying adult learning principles and accessibility standards (minimum 3 years' experience)
Demonstrated ability to collaborate with subject matter experts and manage iterative review cycles (minimum 2 projects)
Effective project management skills to deliver on time and within scope (minimum 3 projects)
Familiarity with humanitarian or development sector training contexts (minimum 1 project)
Experience in integrating content into LMS platforms (minimum 2 projects)

1.2 Stream 2: Subject Matter Expertise

Criterion
Deep knowledge of humanitarian and development contexts, including DFAT frameworks (minimum 3 years' experience)
Ability to design e-learning content on cross-cutting priorities (GEDSI, Localisation, Climate Change, First Nations Engagement) (minimum 2 projects)
Experience creating inclusive, practical training for pre-deployment preparation (minimum 1 project)
Familiarity with DFAT safeguarding policies and compliance requirements (minimum 1 project)
Prior experience delivering training for government or international development programs (minimum 2 projects)

4. Last Queries Date and Time Zone

- Last Queries Date: 11 December 2025, 11:59pm AEDT.
- All dates and times in the EOI and this Addendum use AEDT unless otherwise stated

5. Insurance Requirements

Suppliers should note that minimum insurance requirements will apply at contract stage, including:

- Public Liability: Amount to be determined at RFP stage.
- Professional Indemnity: Amount to be determined at RFP stage.
- Workers Compensation: As required by law

6. Intellectual Property (IP)

- IP terms for outputs will be specified at RFP stage.
- Suppliers should anticipate that developed learning content will be licensed or assigned to DFAT/Tetra Tech to ensure program continuity.

Section B – CPR Alignment Notes

- Applicable CPR version: This procurement will be conducted in accordance with the CPRs in force at the approach-to-market date (updates effective 17 November 2025).
- Supplier Code of Conduct: Compliance with the Commonwealth Supplier Code of Conduct will be required at contract stage.
- Record-keeping & Probity: TT will maintain comprehensive records of decisions and communications, manage conflicts of interest, and may engage probity advice as required.

- Debriefs: Debriefs may be provided upon request at the conclusion of the procurement process.
- SME and First Nations participation: Consistent with CPR objectives, participation from Australian SMEs and First Nations businesses will be encouraged where applicable.

Section C – Answers to supplier questions

Question	Answer
International Entity Status: Is a registered business entity or physical office in Australia mandatory?	No. International entities can contract under Australian governing law without needing an Australian office, provided they comply with all applicable laws and contract terms.
Referee Nationality: Can we provide non-Australian referees?	Yes. Non-Australian referees from international bodies are acceptable if they demonstrate relevant capability.
Consortium vs. Single Stream: Must we form a consortium for cultural expertise?	Not mandatory. The EOI suggests partnering with SMEs for cultural expertise but does not require a consortium. Tetra Tech may provide SMEs for content guidance while the vendor focuses on technical production.
LMS Environment: What platform underpins the LMS?	Australia Assists uses Kaya, its Learning Management System, detailed LMS specifications will be provided at the RFP stage.
Accessibility Standards: What WCAG level is required?	Australia has adopted WCAG 2.2 Level AA as the minimum standard for government digital content. This can be considered in further detail at the RFP stage dependent on LMS integration requirements.
Authoring Tools: Is there a preferred tool?	No mandatory tool specified.
Review Cycles: How many client review rounds?	To be determined in the RFP stage.
Pricing Submission: Are financials required at EOI stage?	No. EOI focuses on capability and experience. Pricing is requested only at RFP stage for shortlisted applicants.
Currency: Should RFP pricing be in AUD or USD?	Financial proposals must be quoted in Australian Dollars (AUD) under Commonwealth Procurement Rules.
Volume Clarification: Does 'up to 5 modules' guarantee work?	No guaranteed minimum, this is indicative.

Acknowledgement and Version Control

This Addendum forms part of the EOI. Suppliers must acknowledge receipt and incorporate these clarifications into their submissions.