

Commercial in Confidence

Gov. Department X

REQUEST FOR PROPOSAL

for

Implementation of

Government Department X

**CORPORATE GOVERNANCE FRAMEWORK FOR INFORMATION
TECHNOLOGY**

Reference: XXXXX

Propriety Notice:

1. This document represents the Gov. Department X requirements as at the date of preparation. These requirements may vary from time to time and GOV. DEPARTMENT X reserves the right to alter the specifications set out in this document accordingly.
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Introduction

GOV. DEPARTMENT X works in partnership with the community to ensure natural and cultural resources are managed to secure the social, environmental and economic benefits for current and future generations.

Our role is to deliver, efficiently and effectively, high quality services and products to our customers, which achieve the policy outcomes that Government has established on behalf of the people of Victoria.

Mission

"Gov. Department X is committed to efficiently and effectively delivering high quality products and services to our customers. Our purpose is to generate wealth through sustainable development of primary industries and natural resources, and to conserve and protect our natural and cultural heritage."

Background

The GOV. DEPARTMENT X Executive has approved the establishment of a Corporate Governance Framework for Information Technology throughout the Department, which is to be implemented by the General Manager Corporate Services, Corporate Management Division. In order to lay the foundation for the Corporate Governance Framework, the Corporate Management Division is commissioning a project to prepare the documentation, workflow, functional and technical specifications and communication plan for its implementation across the Department. This Request for Proposal document describes this project.

The Corporate Management Division is responsible for administrative and procedural policies and provision of administrative service across the Department.

The Corporate Management Division has three clearly separated roles:

- to develop and implement corporate policies, such as those relating to human resources, budget and finance, strategic planning, business reform and information technology,
- to provide transactional administration services to Head Office and the Regions, and corporate support for some services such as information, publications and IT support,
- to manage contracts for the delivery of outsourced services.

Through the Corporate Governance Framework, the Department's Executive will become more involved in the decision making process for IT developments/acquisitions. The Executive will become involved in processes to ensure that all technology investment and deployment decisions are supported by sound business cases, comply with Departmental technical standards and have adequate resources for their entire life-cycle. The Corporate Governance Framework has also been designed to minimize the risk of negative impacts on GOV. DEPARTMENT X businesses. The Corporate Governance Framework for IT will address the risks of poor investment, deployment and management of IT in GOV. DEPARTMENT X. The corporate governance process for GOV. DEPARTMENT X IT is summarized in the diagram labeled Appendix A. The Department's principles for IT management are described in the document *Managing IT Strategically in GOV. DEPARTMENT X*.

In supporting and assisting the Department's business areas to align their IT activities within the Corporate Governance Framework, the Corporate Management Division will provide the following:

- Assistance in preparing the IT component of Business Plans
- Business case review and quality assurance
- Representation on Project Control Boards
- Technical advice for option assessment and resolution of standards issues
- Assistance to project managers to engage appropriate technical and other resources
- Facilitation of proposals through the Technical Standards Forum and the Computer Application Forum¹.
- Approval & oversight of application and infrastructure deployment (change control)
- Regular summary reports to the Executive and Executive Directors of IT-related proposals and investment approvals across GOV. DEPARTMENT X
- Preparation of briefing material for IT-related Executive agenda items

The Manager Application Development will coordinate these services².

Scope

1. This proposal will service all GOV. DEPARTMENT X IT&T developments and acquisitions.
2. The successful consultant will provide the following outputs listed below necessary to complete the GOV. DEPARTMENT X Corporate Governance Framework for all IT projects
3. In conjunction with GOV. DEPARTMENT X staff, review existing GOV. DEPARTMENT X related documentation and processes currently utilized to ensure full understanding of existing and future requirements.
4. Analysis and review all documentation to ensure a 'best practice' framework is presented to GOV. DEPARTMENT X.
5. Prepare a workshop presentation and provide any necessary materials in consultation with the Department.
6. Undertake the presentation and facilitation of a half-day workshop to obtain qualitative feedback on the draft Framework. The format and times of the workshop to be agreed with the Department.

¹ The TSF and the CAF have representation from Divisions across GOV. DEPARTMENT X. They provide oversight of GOV. DEPARTMENT X's technical environment and application development respectively

² The Manager Application Development is a new position, recently advertised