

ADDENDUM 1 to Request for Proposals AM 13473
15 May 2026
Administration of Alumni Development Impact Surveys

No.	Questions/Notifications	Answer
1	<i>Would you please clarify the requirement in Annex 3 regarding the provide proposed number of Design days and Proposed number of Delivery days?</i>	<p>“Proposed number of Design days” refer to the estimated time required to review documents provided by Aus4Skills, provide comments for questionnaires (if any) and discuss with Aus4Skills team to finalise them for implementation.</p> <p>“Proposed number of Delivery days” refers to the estimated time required to complete the assignment such as conducting interviews, analysing data and preparing reports etc.,</p>
2	<i>The RFP mentions an estimated total of 500 alumni across 10 ADIS tasks. Could you clarify how many of these tasks are expected to be rolled out per year and the typical frequency between them? Understanding whether the data collection schedule is fixed or subject to change will help us better plan our team’s availability over the contract period</i>	<p>During the contract period (June 2026 – Oct 2028), the number of ADIS interviews may vary each year depending on program activity. There will be several ADIS Tasks to complete in late 2026, and the volume will increase in 2027 and 2028. During peak periods, some tasks may overlap slightly, but we generally aim to separate them by one month to allow for better scheduling. Overall, the data collection schedule is flexible and subject to change based on program activities, and we will work to ensure the timeline is suitable for both the program and the data collection team.</p>
3	<i>We are interested in how the workload will be shared, specifically regarding the percentage of interviews likely to be handled directly by your PMEL team. Furthermore, for the interviews conducted by Aus4Skills, will your team manage the data entry and cleaning, or would the service provider be expected to process that raw information into the analysis tool?</i>	<p>Almost all interviews will be conducted by the service provider, except in cases where interviewees specifically request to be interviewed by the Aus4Skills MEL team, require special assistance (e.g., sign language), or under other specific arrangements made by the MEL team. For any interviews conducted directly by Aus4Skills, our team will handle the data entry and cleaning before sending the data to the service provider for analysis and reporting.</p>

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4	<i>Could you provide a brief overview of the structure of the Excel-based template provided by the MEL team and the ADIS report? Specifically, we would like to confirm if the quantitative analysis is derived solely from these interviews or if it integrates other Aus4Skills data. It would also be helpful to know if the Survey Coordinator is expected to handle the entire coding process or if the interviewers will input data directly into the tool first, then the Survey Coordinator handles the coding process</i>	The Excel template generally contains the interviewees' personal information, their responses to key questions, and specific coding fields. The quantitative analysis is derived solely from these interviews. Regarding the workflow, the interviewers will perform the first round of data entry and cleaning; the Survey Coordinator is then expected to handle the entire coding process. The Aus4Skills MEL team will conduct a review of the coding. Aus4Skills will also provide a standardised ADIS report template that integrates both quantitative and qualitative data.
5	<i>To ensure a high response rate and maintain professionalism, what level of support can the service provider expect from Aus4Skills? Specifically, we are interested to know if you provide formal introductory letters or updated contact databases to assist us in securing interviews with high-level alumni</i>	Aus4Skills values responses from high-level alumni. Support will be provided to the selected service provider in contacting high-level alumni and encouraging their participation in the ADIS process.
6	<i>Regarding the provided SIM cards, we would like to clarify if the interviews must be conducted strictly via traditional phone calls. Is there any flexibility to use digital platforms like Google Meet, Zoom, or Zalo, provided that data security standards are met?</i>	All ADIS interviews must be conducted via the ADIS hotline (or face-to-face), unless the relevant interviewees does not reside in Vietnam in which case alternative arrangements for the interview will be made.
7	<i>Beyond the final Analysis Reports, we would like to know if there is a requirement to hand over raw data, such as audio recordings or other relevant documents</i>	All raw data must be submitted to the Aus4Skills MEL team.

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8	<i>Finally, in the event of unforeseen complexities that significantly extend the required days of effort, what is the program's policy regarding the adjustment of person-days or additional costs?</i>	Payment is made based on the final number of successful interviews, not the data collection duration. In certain circumstances, we can flexibly extend the data collection duration to ensure we can interview as many alumni as we are able to reach.

Tenders must be submitted by 18 May 2025, 5:00 pm South Australia Time.

End of Addendum 1.