



Expression of interest

To Broker Landgate Title Products

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Issued By:
Western Australia Land Information Authority

Trading As
Landgate

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INTRODUCTION

The Western Australian Land Information Authority (Landgate) is a diverse and innovative organisation that commenced operations on 1 January 2007. Replacing the former Department of Land Information (DLI), Landgate is the State's primary source of location and property information.

As a State government statutory authority, Landgate secures the community's property wealth and rights by managing the land titles registry and providing location information products and services to government, industry, business and the community. In performing this role, Landgate is required to act on prudent commercial principles and support the sustainable economic, social and environmental development of Western Australia.

Landgate conducts its business on a large scale, predominantly attributable to Western Australia's diverse geographic size and the growing property industry and economy. A total of 346,610 documents, such as Transfers of Land and Mortgages, were processed by Landgate in the 2012/13 financial year. In excess of \$43 billion worth of property sales were lodged, calculated and secured against land title documents.

Landgate is committed to being the leader in the delivery of location information and working closely with partners in industry to support the future growth of the State. This lead role enables us to proactively utilise the State's location information assets to deliver innovative services and foster the development and future success of the location information industry in WA. The agency is also focusing on leveraging its expertise, knowledge and relationships to progress opportunities and drive revenue growth.

In collaboration with a variety of stakeholders, Landgate is spearheading the implementation of a Location Information Strategy for WA. This will realise the value and power of location knowledge for the State by vastly improving access, use and integration of location information across government and business.

As a Statutory Authority with commercial powers, Landgate's business objectives are to expand its market reach, make location information more readily accessible and, in doing so, provide more opportunities for stakeholders and customers.

Innovation in customer driven product development, partnerships and commercial ventures, has enabled Landgate to position itself as a magnet for industry and business internationally, and as a place where our team is dedicated to the delivery of products and services to customers.

OPPORTUNITY

Landgate, through the Expression of Interest (EOI) process, is seeking to attract suitably qualified respondents to become Brokers of our Title Products.

Successful respondents will be given access to Landgate's Title Products that include Certificates of Title, Check Searches, Survey Documents and Transfer of Land Act Documents. These Title Products will be made available via Landgate's Broker web service.

All Agreements will be for a period of up to three (3) years with an option to extend for a further two, one (1) year periods. Contracts will be reviewed on an annual basis.

Only respondents to this EOI process deemed by Landgate to meet the Qualitative Criteria will be eligible to become brokers of our Title Products.

On-seller Category	Broker
Location Information Product Description	Title Products

Landgate would welcomes the opportunity to discuss this opportunity further with you, and for any further information please contact Glen Jacobsen, Manager, Business & Government Sales on (08) 9273 7139 or email Glen.Jacobsen@landgate.wa.gov.au .

PART A

SELECTION PROCESS

EVALUATION METHODOLOGY

Respondents will be assessed for their suitability against the qualitative criteria that will be disclosed once an EOI has been lodged with Landgate.

The submission of an EOI does not commit Landgate to engage an organisation as a Broker.

The following evaluation methodology will be used to select Brokers:

- EOIs will be checked for completeness and compliance. Submissions that do not contain all information requested (e.g. completed cover sheet and attachments) may be excluded from evaluation;
- EOIs will be assessed against the Qualitative Criteria;
- Respondents may be required to clarify aspects of their Response at a meeting of the evaluation committee;
- Referees may also be contacted prior to the selection of the successful Respondents; and
- Landgate may conduct its own enquires about Respondents.

Landgate shall conduct evaluation of EOIs at times and frequency suitable to Landgate.

At the completion of the selection process, successful Respondents will be offered a contract on terms and conditions acceptable to Landgate. Unsuccessful Respondents will be notified of the outcome by written correspondence.

Unsuccessful respondents will not be excluded from future consideration under this EOI (on receipt of acceptable relevant information).

QUALITATIVE CRITERIA

It is important that Respondents address the Qualitative Criteria **separately** in order to be compliant with the EOI and to be further considered in the EOI process. There are FIVE (5) mandatory criteria, refer to Part C for a full description of the Qualitative Criteria.

A rating scale of 0 to 9 will be used for evaluating each Response. Evaluation panel members will be required to score each response against the qualitative criteria and a consensus score against each criterion will be determined. All criteria are accorded equal weighting.

COST OF RESPONDING

Landgate will not be liable for any payment to a Respondent:

- For any costs, losses or expenses incurred by a Respondent in preparing their EOI; or
- In respect of any discussions, enquiries or requests for details or information made by Landgate after the submission of EOIs.

RESPONDENTS TO INFORM THEMSELVES

Respondents shall be deemed to have:

- Examined the EOI document;
- Examined all further information relevant to the risks, contingencies and other circumstances having an effect on their EOI which is obtainable by the making of reasonable enquiries; and
- Satisfied themselves as to the correctness and sufficiency of their EOI.

THE RESPONDENT

The identity of the Respondent is fundamental to Landgate. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part B - Identity of the Respondent, and whose execution appears on the Response. In addition, where Respondents have sub-brokers, all relevant details for those nominees must be provided.

OWNERSHIP OF EOI RESPONSE

All documents, materials, articles and information submitted by the Respondent as part of, or in support of the EOI shall become, upon submission, the absolute property of Landgate, and will not be returned to the Respondent, provided that the Respondent shall be entitled to retain copyright and other intellectual property rights, unless otherwise provided in the EOI.

PART B

APPLICANT'S RESPONSE

COVER SHEET INSTRUCTIONS

In preparing its Response, the Respondent must:

- Complete this Cover Sheet and address each requirement in the form set out in the Qualitative Criteria, and provide full details of any claims, statements or examples;
- Assume that Landgate has no knowledge of the Respondent, its activities, experience or any previous work undertaken by the Respondent for Landgate, or any other Public Authority.

IDENTITY OF RESPONDENT

The Respondent must declare and provide the following details:

Respondent Details	
Company Details	
Full company name/ Name: ABN/ ACN: Website:	
Registered Address	
Street: Suburb: State: Postcode:	
Principal Place of Business	
Street: Suburb: State: Postcode:	
Principal Contact Person	
Name: Telephone: Mobile: Fax: Email:	

CHECKLIST

Respondents should ensure that all the requested information is provided as part of their Response. Failure to provide the requested information may result in a Response not being assessed by the Evaluation Panel.

Ref	Information	Tick when completed
1.	Your completed EOI (including all brochures and certificates) have been included.	<input type="checkbox"/>
2.	This Cover Sheet form is completed and signed.	<input type="checkbox"/>
3.	The Qualitative Criteria have been addressed using the headings provided.	<input type="checkbox"/>
4.	Business Plan as per Qualitative Criteria has been provided.	<input type="checkbox"/>
5.	Three (3) years of company financial information has been provided.	<input type="checkbox"/>
6.	Certified Copy of Auditor's Report has been provided.	<input type="checkbox"/>

EXECUTION

Signed by the Respondent

RESPONDENT	
Respondent's Signature	
Date	
Full Name	

WITNESS	
Witness' Signature	
Date	
Full Name	
Occupation	
Address	
Street	
Suburb	
State	
Postcode	

Executed by(ABN.....) in accordance with section 127 of the Corporations Act 2001:

_____ Signature of Director	_____ Signature of Director/ Secretary
_____ Name of Director (print)	_____ Name of Director/ Secretary (print)
Date: / /	Date: / /

Sole Director/ Sole Secretary

_____ Signature of Sole Director/Sole Secretary	_____
_____ Name of Sole Director/Sole Secretary (print)	_____
Date: / /	

Cover Sheet and addressed Qualitative Criteria will comprise the Respondent's Response to be lodged at Landgate.

PART C

QUALITATIVE CRITERIA

INTRODUCTION

Landgate will consider the extent to which the Response satisfies the following Qualitative Criteria and reserves the right to qualify or reject any Response that does not properly address and satisfy any of these.

Each Qualitative Criteria has equal weighting.

Where appropriate, information must also be provided for any sub-broker.

The Respondent must declare and provide the following details to address the product category.

REQUIREMENTS

RESPONDENT TO DEMONSTRATE UNDERSTANDING OF MARKET AND PROPOSED SERVICE DELIVERY MODEL

Respondents will be expected to provide a detailed BUSINESS PLAN addressing the Qualitative Criteria.

The Business Plan should set out the Respondent's understanding of the market for Western Australian (WA) location information, including any market research conducted to date. Respondents should demonstrate an understanding of the different existing and potential location and information market areas.

Plans to accommodate niche markets as well as the wider markets will be well regarded. The Business Plan should specify the proposed service delivery model, including the proposed or actual customer base and the Respondent's anticipated market penetration by geographic region and market sector (i.e. urban/rural). Estimates of the anticipated volume of transactions per day should be provided.

Respondents should identify their anticipated market share in the Business Plan. The provision of a sensitivity analysis (outlining the impact of variations in the major assumptions made) regarding the likelihood of achieving this market share will also be well regarded.

Respondents should demonstrate their plans to maximise the use of the electronic location information, whilst being cognisant of the need to comply with any Landgate policy, industry norms and Government's requirements for privacy and security.

To summarise, the Business Plan to include:

- Your understanding of the market for WA location information;
- Proposed service delivery model (incl: customer base, anticipated market penetration by market sector and geographical region);
- Estimated volume of transactions per day;
- Anticipated market share;
- Plans to maximise use of electronic location information.

RESPONDENT TO DEMONSTRATE COMMERCIAL CAPABILITY

Respondent to complete and provide:

- Demonstrate sound financial history, financial sustainability of operations, the capacity to recover fees and take responsibility for debts;
- Three years of company financial information (mandatory);
- Provide a certified copy of an independent Auditor's report confirming the accuracy and propriety of the company's accounts for the most recent financial year;
- Company ownership;
- Corporate governance;
- Principal activities;
- Organisational structure;
- Office locations;
- Key office bearers;
- Relevant experience of office bearers and organisation in the provision of online and / or location information services;
- Potential identified conflicts of interest;
- Indemnity, public liability and statutory workers' compensation insurance;
- Impending changes to any of the above.

Respondents should identify any previous adverse experiences relating to litigation, prosecutions, fraud or commercial disputes, and provide evidence that this previous history does not reflect on their current status and operations.

Respondents should note that probity checks in relation to the Respondent and (as appropriate) its senior management, officers, directors and sub-brokers/sub-agents/sub-licensees may be required and/or undertaken as part of the assessment process or at any time during the term of the Agreement.

RESPONDENT TO DEMONSTRATE TECHNICAL CAPABILITY

Respondent to complete and provide:

- Demonstration of technical capability and demonstrated provision of reliable access to customers;
- Demonstrated expertise in the commissioning and operation of access technology;
- Demonstrated ability to provide a secure and accountable environment for delivery of electronic location information;
- Confirmation that services will be delivered via the Internet or other secure, accountable electronic network arrangements.

RESPONDENT TO ACKNOWLEDGE AND PROVIDE INFORMATION ABOUT OPERATIONAL SYSTEMS

Respondent to complete and provide:

- Acknowledge the requirement to identify and log all transactions;
- Manner in which this requirement will be addressed;
- Demonstrated ability to maintain customer and transaction audit trail information.

RESPONDENT TO PROVIDE REFEREES AND REFERENCE SITES

Respondent to complete and provide:

- Details of three (3) creditor referees. The details should be of a scale similar to the credit likely to be needed if successful in this EOI.
- Customer references and reference sites which demonstrate secure and accountable electronic provision of search services, conveyancing and/or lending business services or other mortgage finance or property related services will be well regarded.