

# Request for tender to provide distribution and promotional services

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17 December, 2018

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Part A -  
Request for tender

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# 1. Introduction and overview

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## 1.1 Introduction

You are invited by Vision Super to submit a proposal to provide distribution and promotional services to members and potential members in the local government and water sectors.

The period of appointment will be for a minimum of two years. The appointment period is subject to the services being provided to the satisfaction of Vision Super.

## 1.2 Distribution and promotion agreement objective

The objective of the tender is to look for partnering organisations to assist Vision Super with the distribution and promotion of the Fund into the water and local government sectors.

## 1.3 Vision Super group

For the purposes of this request for tender, Vision Super refers to the Vision Super group.

Information about Vision Super and the Vision Super group is provided in Section 1.9.

## 1.4 Confidentiality

This request for tender is provided to you in confidence and should not be used for any purposes other than its intended purpose, which is to facilitate your organisation's participation in our tender process.

By taking part in this tender process, you agree:

- ▶ To keep in confidence all information (both verbal and written, including this document) provided to you as part of the tender process
- ▶ Not to disclose any information (both verbal and written, including this document) to third parties
- ▶ Not to use any information (both verbal and written, including this document) for any other purpose than for your response to our request for tender.

## 1.5 Process and timeline

The following table summarises the tender timetable and process

Activity	Date
Provide RFP to participants	Wednesday 19 December 2018
Submit proposal	Friday 25 January 2019
Tender Selection Committee meeting to agree services	Friday 8 February 2019

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## 1.6 Completion and submission of proposal

Part B of this document details the information that should be included in your proposal.

Your proposal should be addressed to Stephen Rowe CEO.

Please provide:

- ▶ One soft copy of your proposal to [sellis@visionsuper.com.au](mailto:sellis@visionsuper.com.au)
- ▶ Two hard copies of your proposal to

Mr Sean Ellis  
GM Strategy & Growth  
Vision Super Pty Ltd  
Level 15, 360 Collins Street  
MELBOURNE VIC 3000

The proposal must be received by **5:00pm, Friday 25 January 2019**

There should be no difference between the soft and hard copies of the responses. If any discrepancies are found, the content from the hard copy will be used for our assessment purposes.

## 1.7 Assessment criteria

The Board will assess your responses to each of the questions outlined in Part B.

Key selection criteria will include

- ▶ Your demonstrated understanding of Vision Super's requirements and ability to produce results consistent with the objectives of each service proposed to be provided
- ▶ The degree of confidence the Board has in the capacity of your organisation, and the process it employs to ultimately provide beneficial outcomes to the Fund and its members
- ▶ Your willingness to work openly and transparently with Vision Super
- ▶ Your capacity and willingness to report quarterly on the outcome of the services being provided.

## 1.8 Further information

Requests for further information or clarification should be directed to:

Mr Sean Ellis  
GM Strategy and Growth  
Phone: (03) 9911 3149  
Email: [sellis@visionsuper.com.au](mailto:sellis@visionsuper.com.au)

# About Vision Super

## 1.9 Overview

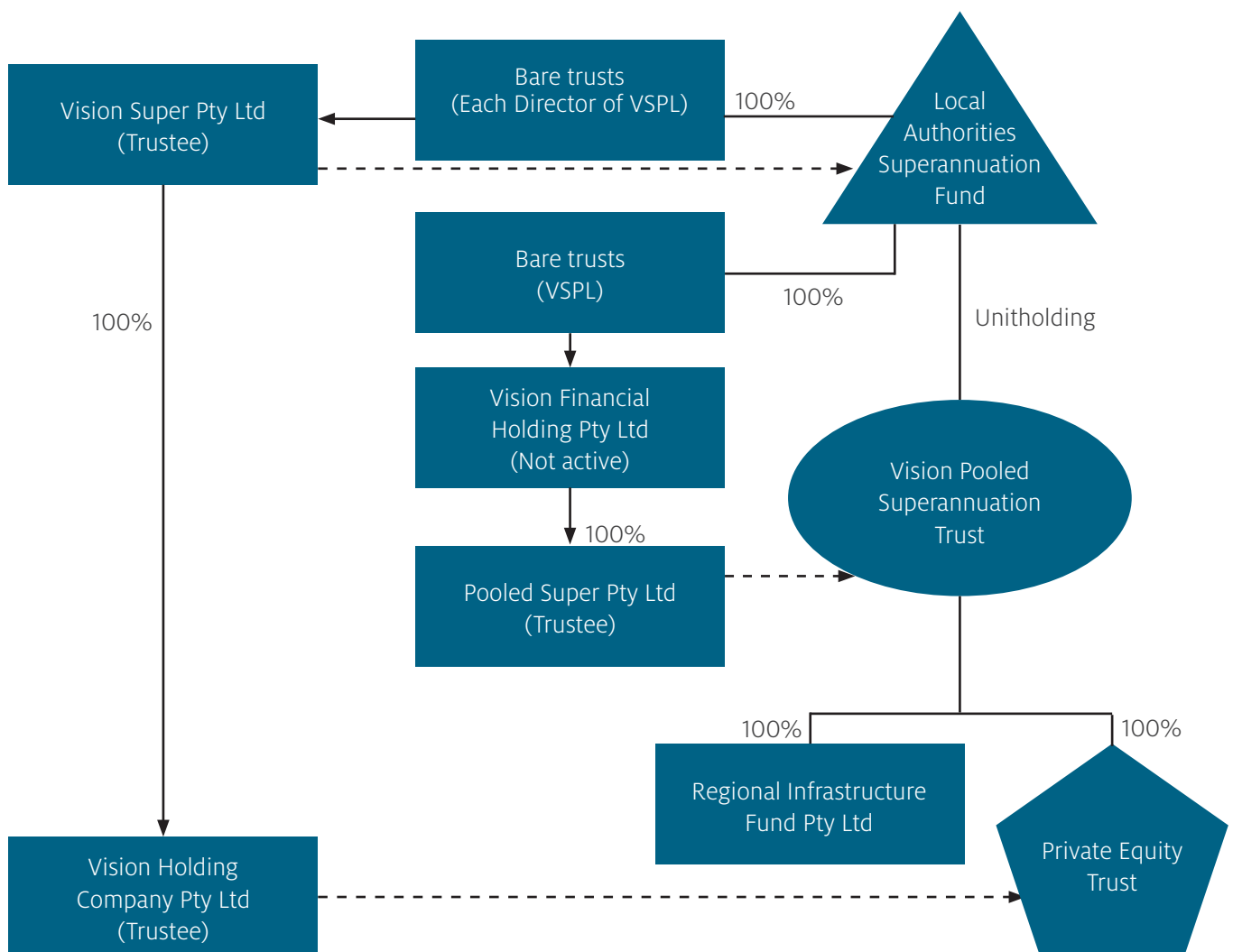
Vision Super has a long history as a superannuation fund and has been providing superannuation and retirement services to local government authorities and related industries including water, libraries, cemeteries, crematoria and community services for over 71 years.

Today, Vision Super has over 100,000 members and \$9.5 billion in assets.

## 1.10 Vision Super group

Apart from Vision Super pre-dating the establishment of industry funds, Vision Super also has a group structure that is different from many other industry funds. The Vision Super group structure is as follows:

**Table 1 - Vision Super corporate structure**



VPSL is the trustee of LASF. PSPL is the trustee of VPST which is the investment vehicle for the Vision Super group.

## 1.11 Our Vision

Whether working or in retirement, Vision Super aims to deliver better retirement outcomes by providing superior services and products with our members first philosophy and our values to give confidence today and security tomorrow.

One of the main goals of Vision Super is to make superannuation easy and efficient for employers and employees, while growing the savings of members now and in retirement. Vision Super aims:

- To provide quality superannuation services to employers, principally within Victorian local government, water authorities and related industries
- To be a long-term provider of quality superannuation services to our members. Historically, Vision Super has been a provider of lifetime pensions well before the introduction of account-based pensions. Vision Super provides members with a range of retirement services, products and advice.

## 1.12 Trustee

Both VSPL and PSPL have nine Directors: four member representatives, four employer representative Directors and one independent Director. The contract for distribution and promotion services will be with both VSPL and PSPL.

## 1.13 Key service providers

Service	Service provider
Actuarial services	Towers Willis Watson
Asset consultant	Frontier Advisors
Audit – external	Ernst & Young
Audit – internal	PricewaterhouseCoopers
Banking	National Australia Bank
Clearing house facility and gateway services	Westpac Banking Corporation
Custodian	National Asset Servicing
Insurance	MLC Life
System facilities management and development	IRESS
Tax services	KPMG CA King
Administration	Vision Super is internally administered

A full list of our material outsourced service providers can be found at

<https://www.visionsuper.com.au/images/policies/MaterialOutsourcedProviders-7-6-18.pdf>

# Request for tender to provide distribution and promotional services

Part B -  
Tender information required

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# 1. Your organisation

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1.1 Please provide name, location, membership numbers and organisational structure.

*Insert response:*

## 2. Conflict of interest

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- 2.1 Indicate if you are aware of any actual, perceived or potential conflicts of interest that would arise if you entered into the proposed contract with Vision Super for the provision of distribution and promotion services.

*Insert response:*

# 3. Additional disclosures

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- 3.1 Are there any factors, including commitments, events or circumstances anticipated during the next two years, which could impact/limit your organisation's ability to service Vision Super?

*Insert response:*

# 4. Scope of services

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- 4.1 Indicate how you intend to promote and distribute Vision Super's services to members and potential members in the local government and water sectors.

*Insert response:*

# 5. Service delivery, monitoring and reporting

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- 5.1 Describe how you would work with Vision Super to deliver the service offering, including details of key account contacts.

*Insert response:*

- 5.2 Describe how you would monitor and report on the outcomes delivered in respect of the services.

*Insert response:*

# 6. Fees

- 6.1 Provide an outline of your aggregated fees for the two (2) year appointment period.
- 6.2 Outline the basis for determining the proposed fees, including the hours allocated to each item and any key assumptions made.
- 6.3 Indicate whether there are any anticipated out-of-pocket expenses.

*Insert response:*

## Example

Service - distribution or promotion	Detail of services delivered	Hours	Value/Fees
<b>Conference</b>	Information booth at the event		
	Fund details included on agreed event materials		
	Speaking opportunity to present to attendees for x minutes		
	Branding at event		
	Recognition by keynote speaker		
	Opportunity to include an insert in attendee's pack		
	Number of newsletter editorials leading up to the event		
	Link to Vision Super website		

# 7. Other

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7.1 Provide any other information that you consider relevant to this tender.

*Insert response:*

