



Management Advisory Services Panel

Purchase Services

July 2021

Issuing a Request for Quote (RFQ)

Relevant to the scale and scope of the procurement, entities may request any number of the Service Providers listed in the relevant Service Subcategory to submit a quote. The website provides a Search Tool to enable you to search suppliers by Service Category and Subcategory.

Entities should consult with their internal procurement advisors as there may be Agency specific requirements in determining an approach to market. It is important to document the reasons underpinning the approach to market, including the number of quotes requested and how [value for money](#) will be determined. Finance recommends approaching more than one supplier for each quote to drive the best value for money, with at least one Small to Medium Enterprise (SME) Service Provider included in all RFQs. Competition is a key element of the Commonwealth Procurement Framework.

Entities should use the downloadable RFQ template available on the [MAS Panel webpage](#) under the 'Documents' drop down menu. The document provides a simple, streamlined and consistent approach to using the Panel.

Service Providers have been assessed at the organisational level but there is allowance in the RFQ template for entities to specify any particular skills, qualifications or professional recognition required for Personnel. Entities may also request curriculum vitae (CV's) for Personnel.

Entities can approach Service Providers to submit detailed quotes that are more competitive than the Panel rates or represent better value for money in terms of innovative pricing structures (such as through fixed prices).

When seeking quotations from Service Providers an entity should have regard to the reasonable time frames required to prepare and submit a quotation.

When issuing an RFQ, entities can select whether or not a Service Provider can nominate Subcontractors to undertake any or all of the Services. When assessing a quotation that nominates subcontractors, the fees cannot exceed the Service Provider's fees in the Head Agreement.

Requirement to Issue RFQ to at least one SME

When seeking quotations from Service Providers, entities must include at least one SME in the RFQ process when procuring from the MAS Panel. Entities are encouraged to support procurement officials in researching SME business.

The objective of this requirement is to provide more opportunity for SMEs to compete for Australian Government contracts and participate in procurement. This participation will help build capability and maximise opportunities for Australian and SME business.

If there is no SME in the relevant service sub-category or an SME does not have capacity and capability to deliver the required services, an entity should clearly explain and document this as part of its procurement process. Note the Flexibility Framework provides entities with the option to approach suppliers that are not on the panel.

It is the responsibility of entities to ensure they meet this requirement by identifying and including at least one SME in the procurement activities they undertake. Finance will undertake compliance checks to ensure entities are meeting this requirement.

Further guidance on issuing RFQs can be found in the [Management Advisory Services \(MAS\) Panel and People Panels: Best Practice Guide for Approaching the Market](#).

Issuing an Order for Services

The Order for Services downloadable template available on the [MAS Panel webpage](#) under the 'Documents' drop down menu should be used for procurements through the Panel to ensure the terms and conditions of the overarching arrangement apply to the individual procurements. The document provides a consistent structure to Orders under the Panel and prompts Agencies to use milestone payments as best practice. The template also delivers efficiencies for Service Providers in their engagement with Agencies.

Only templates developed for the Panel should be used. The Commonwealth Contracting Suite templates **must not** be used when ordering Services from the Panel as these templates may contain terms that differ from the Head Agreement.

Please consult with your entity's internal procurement advisers prior to issuing final documents to ensure you are acting in accordance with your Agency's internal processes and that any approvals required have been obtained.

When an entity issues an Order, a separate contract will be formed between the Service Provider and the Agency at the rates provided in the Head Agreement, unless a lower rate has been negotiated, or alternative pricing (e.g. fixed pricing) has been quoted and is stated in the Order for Services. Identifiable rates can be accessed through the [Strategic Contracting – Panel Info & Pricing GovTeams Community](#).

Entities must ensure they select the correct Subcategory of Services from the Service Provider. If a Service Provider accepts an Order for Services for a Subcategory of Services for which it is not listed under the Panel, it will constitute a breach of the Head Agreement by the Service Provider and must be reported to Finance.

Contact Us

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