



## Schedule 5 – Request for Quotation **Recruitment and Search Services**

This RFQ is issued under clause 11.2 of the Head Agreement for People Panel (Phase 1) Standing Offer Notice (SON3897769) between the Service Provider and the Department of Finance for the provision of Recruitment and Search Services to the Australian Government.

Use of the template is encouraged to ensure standardisation and consistency.  
Drafting notes are highlighted in yellow.

**Note: RFQ's issued under the People Panel MUST include a small or medium enterprise (SME). SMEs can be identified through the search tool or supplier matrix via the People Panel website.**

Request For Quotation for Services	
<b>Entity Information</b>	
Entity	[Insert Entity name]
Entity File Reference	[Insert Entity file reference number]
RFQ Reference	[Insert Entity RFQ reference number]
Entity Representative	Name: [Insert contact name] Position: [Insert title] Address: [Insert address, including postcode] Email: [Insert email address] Contact number: [Insert contact number, including area code]
<b>RFQ and Proposed Order Details</b>	
RFQ Release Date	[insert date the RFQ is released]
RFQ Closing Date	[insert date and time the RFQ closes]
Proposed Order Commencement Date	[insert date the Services will commence]
Proposed Order Term and/or Completion Date	[insert the order term and/or completion date]



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Options to extend	The Entity may extend the Contract for [insert time period] by providing written notice to the Service Provider prior to the Order Completion Date.
Milestones	[Insert proposed milestones for the delivery of the Services]
Statement of Work	
Service Category	<p>[Delete Service Categories that are NOT relevant to this RFQ. Refer to 'Schedule 2 – Services' for detail on service options and 'Schedule 3 – Pricing' for fee structures]</p> <p><b>.1a - General Recruitment</b></p> <p>Bundled services [Fees are based on the number of applications received. General recruitment providers services for roles at the APS1-EL2 level . This RFQ should specify any aspects of the bundled services that will not be required]</p> <p>Unbundled services [Identify level(s) of Service Provider Personnel, services required and if a cap on fees will apply]</p> <p>Assessment Testing [Identify APS banding – APS1-6 and/or EL1-SES3- and testing type(s): cognitive, psychometric, behavioural].</p> <p><b>1b - Executive Recruitment</b></p> <p>Bundled services [Fees are based on the number of applications received. Specify any aspects of the bundled services that will not be required]</p> <p>Unbundled services [Identify level(s) of Service Provider Personnel, services required and if a cap on fees will apply]</p> <p>Assessment Testing [Identify APS banding – APS1-6 and/or EL1-SES3- and testing type(s): cognitive, psychometric, behavioural].</p>
	<p><b>2 - Expert/specialised Role Recruitment</b></p> <p>Per vacancy recruitment [Identify number of vacancies and specialist/expert skills required]</p> <p>Additional Expert/Specialised Search [Identify level(s) of Service Provider Personnel, services required and if a cap on fees will apply]</p> <p>Assessment Testing [Identify type(s): cognitive, psychometric, behavioural testing. Specify APS band (APS1-6; EL1-SES Band 3)]</p>



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	<p><b>3 - Candidate Sourcing</b> [insert number of Candidates required per APS level APS1 – SES3 for each advertised vacancy]</p> <p><b>Note:</b> Where a Service Provider is providing General, Executive or Expert/Specialised Role Recruitment Services in respect of one or more vacancies the Service Provider must not provide Candidate Sourcing Services in respect of those same vacancies.</p>
	<p><b>4 – Board Search</b> [note: maximum 20 vacancies per board search]</p> <p>Board member search [Identify if multiple positions to be filled]</p> <p>Board chair search [Identify if multiple positions to be filled]</p> <p>Additional Board fees [specify additional activities required]</p>
Statement of Work	[Insert a detailed description of the Services required. A separate Statement of Work may be referenced and attached]
Deliverables / Milestones	[include details of any deliverables and milestones required under a resulting Contract]
Location	[Insert the required work location/site]
Fees	[Insert details of fee structure e.g. bundled, unbundled fees]
Payment Terms	<p>[Select the relevant payment terms – <b>note that invoicing is the <u>default payment method</u> for Non-corporate Commonwealth Entities (NCEs)</b>]</p> <p>[For NCEs:]</p> <p>Five calendar days where the Entity and the Service Provider both have the capability to deliver and receive eInvoices through the Pan-European Public Procurement On-Line Framework and have agreed to use this method of invoicing.</p> <p>OR</p> <p>20 calendar days</p> <p>[For Entities other than NCEs: insert payment terms]</p>
Travel	[Insert details of any travel that may be required and whether the Service Provider will be reimbursed for travel costs or if travel will be paid for by the Entity or insert Not Applicable].
Entity Material	[List any documents attached to the RFQ]



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<b>Confidential Information</b>	<p>[Include details in table below or insert Not Applicable]</p> <table border="1"> <thead> <tr> <th>Entity Confidential information (for example)</th> <th>Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td>Entity data</td> <td>Indefinitely</td> </tr> <tr> <td>Any Personal Information held by the Entity</td> <td>Indefinitely</td> </tr> <tr> <td>Security Classified Information</td> <td>Indefinitely</td> </tr> </tbody> </table>	Entity Confidential information (for example)	Period of Confidentiality	Entity data	Indefinitely	Any Personal Information held by the Entity	Indefinitely	Security Classified Information	Indefinitely
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Any Personal Information held by the Entity	Indefinitely								
Security Classified Information	Indefinitely								
<b>Additional Requirements</b>									
<b>Entity Security Requirements</b>	[State any additional security requirements to the requirements contained in the Head Agreement, or that apply to particular aspects of work, or insert 'Not Applicable'].								
<b>Security Clearance Requirements</b>	[Include requirements for security clearances or insert 'Not Applicable']								
<b>Personnel Requirements</b>	<p>Personnel performing the Services may be required to sign a Deed and acknowledgements relating to confidentiality, security, moral rights, intellectual property and other relevant matters as required by the Entity. Any Contract will be conditional on this occurring.</p> <p>[Insert any other personnel requirements]</p>								
<b>Liability</b>	[Specify whether, in respect of the Service Provider's liability: (a) the default liability cap under clause 19.1.1 applies, or (b) a higher, Contract-specific liability cap will apply]								
<b>Entity Insurance Requirements</b>	[Insert any additional requirements (if any) for relevant insurances where these differ from the insurance amounts in the Head Agreement.]								
<b>Entity Service Levels</b>	[Insert any additional or changed service levels that apply to the delivery of the Services. Note there are default service levels in Schedule 7.]								
<b>Entity Software Platform</b>	[Insert if the Service Provider is required to use a specific software system platform or solution in relation to the provision of Services in accordance with <b>clause 4.1.3 of Schedule 2 (Services)</b> , or if a specific software system, platform or solution is not required, insert 'Specific software system, platform or solution is not required']								
<b>Other Additional Requirements</b>	[Include any other additional requirements, if applicable]								
<b>Commonwealth Policy Requirements</b>									
<b>Black Economy Policy</b>	[For procurements valued at \$4 million or more the Black Economy Policy applies. Entities must obtain a Valid and Satisfactory Statement of Tax Record for any Service Provider (and any first-tier subcontractors								



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	of that Service Provider) that will be involved in the delivery of the Services]
<b>Indigenous Procurement Policy</b>	[For procurements valued at \$7.5 million or more, insert that clause 16.3.3 of the Head Agreement applies]
<b>Australian Industry Participation Plan</b>	[For procurement valued at \$20 million or more, the Australian Industry Participation policy may apply]
<b>Evaluation Criteria</b>	
<p>Responses to this RFQ will be evaluated against the following criteria: [Entities should be able to select the evaluation criteria they wish to apply and/or include their own criteria].</p> <ul style="list-style-type: none"> <li>• The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk.</li> <li>• The Service Provider's demonstrated capability and capacity to provide the services described in the Statement of Work to a very high standard and within the specified timeframes.</li> <li>• The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Statement of Work.</li> <li>• The relevant experience of Personnel in providing the similar services to the services described in the Statement of Work [include any relevant qualifications, certifications, etc. required].</li> <li>• The professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.</li> <li>• The extent to which the level and structure of fees proposed provides value for money for the Australian Government.</li> </ul>	
<b>Responding to this RFQ</b>	
<p><b>The Service Provider is required to complete the following information:</b></p> <p>[Service Provider's Representative]</p> <p>[Service Provider's Name]</p> <p>[Service Provider's Address]</p> <p>[Service Provider's ABN]</p> <p>[Service Provider's email address]</p> <p>[Entities will select from the requirements below and/or include their own requirements]</p>	



### Request For Quotation for Services

In responding to this RFQ, the Service Provider should:

- describe its understanding of the Services required
- detail its capability and capacity to provide the Services described in the Detailed Statement of Work

**The Service Provider is also required to:**

- identify any Subcontractors nominated to provide the Services and their role in the delivery of the Services
- declare applicable jurisdictional licencing
- identify whether it proposes to use any generative Artificial Intelligence program(s) in delivering the Services required. If the Service Provider does propose to use any generative Artificial Intelligence program(s) in delivering the Services, the Service Provider must also identify:
  - the generative Artificial Intelligence program(s) it intends on using; and
  - what part or parts of the Services the generative Artificial Intelligence program(s) will be used to deliver
- disclose any conflicts of interest it would have with the delivery of the Services
- include any information in its response that it requests to remain confidential.