



Schedule 6 – Order for Service: Introduction & Placement Services

This Schedule 6 provides an Order Template for the provision of Services to an Entity, as detailed in clause 11.3 of the Head Agreement.

It will not be mandatory that Entities use this Order for Services Template to Order Services from Service Providers. **Use of the template is encouraged to ensure standardisation and consistency.**

Drafting notes are highlighted. Yellow highlights would generally be filled out by the Entity, blue by the Service Provider.

This Order is issued under clause 11.3 of the Head Agreement for People Panel (Phase 2) Standing Offer Notice (SON3965020) between the Service Provider and the Department of Finance for the provision of Labour Hire Services to the Australian Government.

Sched 8 ref	Order for Service – Introduction and Placement Services	
	Service Provider's Details	
1.	Service Provider's Name: Service Provider's Address: Service Provider's ABN or ACN: Sent via: [email]: [Service Provider's email address] Service Provider's 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] Mobile: [Insert mobile number]	
	Entity's Details	
2.	Entity	[Insert Entity name]
3.	Entity ABN	[Insert Entity ABN]
4.	Order Number	[Insert Entity's reference number for this Order for Services]



Sched 8 ref	Order for Service – Introduction and Placement Services	
		[Insert CRIIS reference number]
5.	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]; Mobile: [Insert mobile number]
6.	Cost Centre	[Insert Entity cost centre for Coordinated Procurement Fee recovery]
7.	AusTender Reporting -	80111600 - Temporary Personnel Services
Order Details		
8.	Order Commencement Date	[Insert date the Order commences]
9.	Order Term	[The Order expires on [insert date] (Initial Term).
Engagement Type		
12.	Placement Service <i>Placement of a candidate as a non-ongoing APS employee</i> (clause 15 of Schedule 2 (Labour Hire Services))	[APS Equivalent classification] [Job Role]* [Fee, GST exclusive] [Fee, GST inclusive] [Security Clearance Requirements] *Job role as specified in the APS Job Family Framework NOTE: Due to the introduction of the <i>Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022</i> , non-ongoing employment contracts must not exceed 12 months for the initial term. The term can be extended for 6 months however the total engagement length must not exceed 18 months. Refer to your entity's recruitment team for advice.
13.	Introduction Services <i>Introduction of an employee to an Entity resulting in a</i>	[APS Equivalent classification] [Job Role]* [Fee amount GST exclusive]



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	<i>section 26 transfer</i> (clause 14 of Schedule 2 (Labour Hire Services))	[Fee total GST inclusive] [Security Clearance Requirements] * Job role as specified in the APS Job Family Framework
16.	Total Fees Payable under this Order	[Insert the total amount of the Contract Price/s set out above plus any additional Fees agreed, both exclusive and inclusive of GST] Please ensure any commitment of funds considers the Coordinated Procurement Fee (CPF) payable to the Department of Finance . This fee is 1.5% of the commitment value (contract value) and will be charged directly to the engaging Entity on an ad hoc basis via an invoice from the Department of Finance. This fee is calculated on the GST Ex value of the total order (16).
	Statement of Work	
18.	Statement of Work	[Insert a detailed description of the Services required, including relevant background material such as information on the role(s) and business area, whether any licences/authorisations are required to provide the services and any reporting that may be required. A separate Statement of Work may be referenced and attached]
20.	Subcontractors (clause 22.1 of Schedule 2 (Labour Hire Services))	[Insert details of approved Subcontractors for this Order, or insert 'Not Applicable']
21.	Location	[Insert the full address, including post code, of the primary work location]
23.	Payment Terms	[Select the relevant payment terms – note that invoicing is the default payment method for Non-corporate Commonwealth Entities (NCEs)] [For NCEs:] 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. OR



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		20 calendar days [For Entities other than NCEs: insert payment terms]																
24.	Invoicing (clause 14.4.2 (e))	[the Entity will include any other information required in the invoice in accordance with 14.4.2 (e)]																
27.	Confidential Information	[Include details in table below or insert Not Applicable] <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 Resources</td> <td>Indefinitely</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>The Service Provider's Confidential Information</th> <th>Period of Confidentiality</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> [Information on confidentiality provisions is available at: Confidentiality throughout the Procurement Cycle Department of Finance]	Entity Confidential Information (for example)	Period of Confidentiality	Entity data	Indefinitely	Any Personal Information held by the Entity	Indefinitely	Security Classified Resources	Indefinitely	The Service Provider's Confidential Information	Period of Confidentiality						
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Additional Requirements																		
44.	Liability (clause 19.1)	[The liability cap that applies for the purposes of clause 19.1 needs to be specified here.]																
51.	Governing Law and Jurisdiction (clause 35.6.1)	[Default jurisdiction in clause 35.6.1 is the Australian Capital Territory (ACT). Insert applicable jurisdiction here if different to the ACT]																
53.	Other Additional Requirements	[Include any other Additional Requirements, if applicable]																
Entity Information																		
57.	Entity Address for Notices	Physical Address: [Insert physical address for the Entity] Postal Address: [Insert the postal address for notices, if different to the physical address]																



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		Email: [Insert the email address for notices]
58.	Entity Address for Invoices	Invoices must be submitted to [insert email address for invoices] and must contain [include any other requirements for the invoice e.g., that the purchase order no. must be quoted in the invoice]
	Service Provider Information	
59.	Service Provider Address for Notices	Physical Address: [Insert physical address for the Service Provider] Postal Address: [Insert the postal address for notices, if different to the physical address] Email: [Insert the email address for notices]



Signed for and on behalf of
Commonwealth of Australia
as represented by the [insert Entity
name] [insert Entity ABN]

Name of authorised officer

Title of authorised officer

Date

Signed for and on behalf of
[insert Service Provider’s name],
[insert Service Provider’s ABN]

Name of Service Provider’s
authorised representative

Title of Service Provider’s
authorised representative

Date

Signature of authorised officer

Signature of Service Provider’s
authorised representative