



Schedule 6 - Order for Services **Recruitment and Search Services**

This Order is issued under clause 11.3 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.

Order for Services	
[Service Provider's Representative]	
[Service Provider's Name]	
[Service Provider's Address]	
[Service Provider's ABN or ACN]	
Sent via: [email]: [Service Provider's email address]	
Entity Order Information	
Entity	[Insert Entity name]
Entity File Reference	[Insert Entity File Reference]
Order Number	[Insert Entity's reference number for this Order for Services]
Cost Centre	[Insert Entity's cost centre]
Order Commencement Date and Term	
Order Commencement Date	[insert date the Order commences]
Order Term and Extensions	<p>[The Order expires on [insert date] (Initial Term).</p> <p>The Entity may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to [XX months/years], on the same terms and conditions of this Order, by giving written notice to the Service Provider, prior to end of the Initial Term of this Order (Extension Period/s).</p>
Statement of Work	
Service Category	[Insert the relevant Service Category that the services relate to]



Order for Services					
Statement of Work	[Insert a detailed description of the Services required. A separate Statement of Work may be referenced and attached]				
Deliverables / Milestones	[Insert proposed deliverables and milestones for Services and link to payment]				
Location	[Insert the required work location/site]				
Fees	[Insert details of fee structure e.g. fixed fee and any approved disbursement e.g. accommodation and travel (if applicable)]				
Payment Terms	<p>[Select the relevant payment terms – note that invoicing is the default invoicing method for Non-corporate Commonwealth Entities (NCEs)]</p> <p>[For NCEs:]</p> <p><u>Five calendar days</u> through the Peppol Framework.</p> <p>OR 20 calendar days</p> <p>[For Entities other than NCEs: insert payment terms]</p>				
Total Contract Value	<p>[Insert the total of the value this order, inclusive of all fees.]</p> <p>GST inclusive total:</p> <p>GST exclusive total:</p> <p>Please ensure any commitment of funds considers the Coordinated Procurement Fee (CPF) payable to the Department of Finance.</p> <p>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.</p>				
Invoicing	[the Entity will include any invoicing requirements]				
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].				
Confidential Information	<p>[Include details in table below or insert Not Applicable. If approved by the Entity, relevant sections of the Service Provider's internal working papers may be specified as Service Provider Confidential information]</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> </tbody> </table>	Entity Confidential information (for example)	Period of Confidentiality	Entity data	Indefinitely
Entity Confidential information (for example)	Period of Confidentiality				
Entity data	Indefinitely				



Order for Services

Any Personal Information held by the Entity	Indefinitely
Security Classified Information	Indefinitely

The Service Provider Confidential information	Period of Confidentiality

[Information on confidentiality provisions is available at:

<http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html>]

Additional requirements

Security

[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']

Security Clearance Requirements

[Include requirements for security clearances or insert 'Not Applicable']

Personnel Requirements

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.

[Insert any other personnel requirements from the RFQ]

Liability

[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]

[Also specify the liability cap for an Entity's liability arising out of or in connection with the Contract for any breach of confidentiality obligations in the Contract or at Law]

Insurance

[Insert any additional or varied requirements for insurance where these differ from the insurance amounts in the Head Agreement.]

Entity Service Levels

[Insert any additional or changed Entity Service Levels that apply to the Order. Note there are default service levels in **Schedule 7 (Performance Management Framework and Service Levels).**]



Order for Services

Entity Software System Platform or Solution

[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 clause 4.1.3 of **Schedule 2 (Services)**, or if a specific software system, platform or solution is not required, insert 'Specific software system, platform or solution is not required']

Generative Artificial Intelligence

[insert any generative Artificial Intelligence program(s) the Service Provider will use to deliver the Services and any additional conditions on the use of those generative Artificial Intelligence program(s)]

Use of AI Systems

[Agencies must include one of the following 2 options:

Option 1: Insert the following if the Entity consents to the use of AI Systems and the Service Provider declares that AI Systems will be used in the delivery of the Ordered Services:

- a) **"AI System"** means the machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI Systems vary in their levels of autonomy and adaptiveness after deployment.
- b) The Service Provider must only use an AI System in the delivery of the Ordered Services:
 - in accordance with the terms and conditions of the Contract, including terms relating to Intellectual Property rights, confidentiality, security, privacy and data usage and storage, and
 - to the extent of and in accordance with the following specifications: [insert table from Service Provider's RFQ response, to the extent approved by the Entity]

Category	Specifications
AI Systems	<i>The names of the AI Systems that will be used (e.g. ChatGPT, Copilot)</i>
Purpose and application	<i>Description of how each AI System will be used to support the delivery of Ordered Services (e.g. drafting support, data analysis)</i>
Extent of use	<i>Outline of the scale of involvement of AI Systems in delivering the Ordered Services (e.g. limited support, automation of analysis)</i>
Data handling	<i>Identify if and what Commonwealth data or information would be input, processed or stored in the AI System, including the data location and security controls.</i>
Governance and oversight	<i>Outline the measures in place to ensure the safe and responsible use of AI Systems in delivery of the Ordered Services.</i>

- c) The Service Provider is fully responsible for the performance of the Contract regardless of any use of an AI System at any point in the delivery of the Ordered Services (including in the supply chain).
- d) Where the Service Provider uses an AI System in the provision of the Ordered Services, it must conduct quality assurance checks on the AI System outputs to ensure they are accurate and reliable.
- e) The Service Provider must retain detailed records of the AI System used, the scope of the AI System's use in providing the Ordered Services, any data collected, processed and stored by the AI System and any systems that the AI System interacts with in connection with providing the Ordered Services.
- f) The Service Provider must promptly provide these records to the Entity if asked.
- g) The following AI System/s are **Banned AI Systems**:



Order for Services	
	<ul style="list-style-type: none"> DeepSeek products, applications and web services. [Agencies to list any other banned AI Systems, including pursuant to any mandatory direction issued by the Department of Home Affairs] The Service Provider must ensure that a Banned AI System is not used in the provision of the Ordered Services, including ensuring that a Banned AI System is not used in any part of the supply chain of the Ordered Services. h) If the Service Provider discovers that a Banned AI System has been used in the provision of the Ordered Services, the Service Provider must immediately notify the Entity and remove the Banned AI System from use. The Entity may immediately terminate the Contract under clause 26.1.1 of the Head Agreement if the Service Provider does not comply with (g) or (h). <p><i>Option 2: If the Entity does not consent to the use of AI Systems or the Service Provider declares that AI Systems will not be used in the delivery of the Ordered Services, insert the following:</i></p> <p>The Service Provider must not use any AI Systems in the delivery of the Ordered Services.</p> <p>“AI System” means the machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI Systems vary in their levels of autonomy and adaptiveness after deployment.</p>
Other	[Insert any other specific Entity requirements.]
Commonwealth Procurement Connected Policy Requirements	
Black Economy Policy	[For procurements valued at \$4 million or more the Black Economy Policy applies. Agencies must obtain a Valid and Satisfactory Statement of Tax Record for any Service Provider (and any first-tier subcontractors of that Service Provider) that will be involved in the delivery of the Services]
Indigenous Procurement Policy	[For procurements valued at \$7.5 million or more, insert that clause 16.3.3 of the Head Agreement applies]
Australian Industry Participation Plan	[For procurement valued at \$20 million or more, the Australian Industry Participation policy may apply]
Entity Information	
Entity Representative	<p>Name: [Insert contact name]</p> <p>Position: [Insert title]</p> <p>Address: [Insert address, including postcode]</p> <p>Email: [Insert email address]</p> <p>Contact number: [Insert contact number, including area code]</p> <p>Mobile: [Insert mobile number]</p>
Entity Address for Notices	<p>Physical Address: [Insert physical address for the Entity]</p> <p>Postal Address: [Insert the postal address for notices, if different to the physical address]</p>



Order for Services	
	Email: [Insert the email address for notices]
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	
Service Provider 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]
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

}

Signature of authorised officer



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 Service Provider's
authorised representative*