



Australian Government
Department of Finance

ADDENDUM NUMBER 3 – FIN/PP02/22 Phase 2

People Panel Phase 2 – Labour Hire Services for the Australian Government

Date of Issue for this Addendum: 15 November 2022

This Addendum 3 provides a correction to the Request for Tender (RFT) document, and responses to questions raised by interested parties.

This Addendum is issued in accordance with paragraphs 5.2 and 6.1 of the Request for Tender.

Request for Tender Correction

Note 1 in Paragraph 8.3 of the RFT document (page 14) reads:

'Respondents should apply for a STR with sufficient time to meet the Minimum Content and Format Requirement in paragraph 8.3.3(c).'

This should read:

'Respondents should apply for a STR with sufficient time to meet the Minimum Content and Format Requirement in paragraph 8.3.'

Answers to Questions

Question 1

Does a Respondent need to formally register with the Department of Finance (Finance) to confirm interest in responding to this tender?

Answer 1

No, the Respondent is not required to register their interest. The Respondent can start to complete the Tender Response Questionnaire in the 360 Tender System (360) as soon as they create an account in 360.

Question 2

In relation to clause 10.3 of Attachment C – Head Agreement: The Service Provider must not seek to charge, and an Entity will not be liable to pay, any Fees in respect of a Labour Hire Worker for any period while they are absent from the workplace.

Family and domestic violence leave was recently added to the National Employment Standards (the NES), will there be exceptions to clause 10.3?

Answer 2

There are no exceptions to clause 10.3. Respondents should seek their own independent advice regarding application of the NES.

Question 3

Does the order value discount apply to the total aggregate value of work arising from the Head Agreement, or does it apply to each individual order/request for quote?

Answer 3

Finance is seeking order value discounts for the aggregate value of Orders (total contracts) entered into across all Commonwealth entities for Labour Hire Services with suppliers and reported under this panel arrangement.

Question 4

In relation to Table 3 in Attachment F – Evaluation Criterion 2 – Capacity. How can a Respondent determine a labour hire worker's commensurate APS (equivalent) classification?

Answer 4

The Australian Public Service Job Family Framework can be used to assist in benchmarking and labour hire analysis.

In accordance with paragraph 2.3.7 of the Request for Tender (RFT), a full mapping of the Australia Public Service Commission is available at [APS Job Family Framework | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au).

Question 5

Can Finance clarify what are the out of scope services?

Answer 5

The out of scope services are outlined in paragraph 2.2 – Out of scope services of the RFT, and in Attachment B – People Panel Job Family Mapping to the RFT.

Question 6

Will there be an opportunity to add new suppliers or services during the term of the of the Labour Hire Service Panel?

Answer 6

In accordance with paragraph 1.4 of the RFT, Finance may add new suppliers or services (refresh the Panel) at any time as required to meet its business need. The addition of any new suppliers or services will be subject to a separate procurement process(es) and conducted in accordance with the [Commonwealth Procurement Rules](#).

Question 7

Are Intelligence – Security roles out of scope?

Answer 7

Refer to Response 5 of this addendum notice.

Question 8

Should a Respondent have the ability to enter more than one line in the Order Value Discounts (OVD) table in 360?

Answer 8

Yes. There was a technical issue with the OVD table in 360 which has now been resolved allowing up to 10 lines. Respondents can nominate as many, or as few (up to 10) order value threshold amounts as they choose.

Question 9

For Evaluation Criterion 1 – Capability (Attachment E), can Respondents provide five (5) pages per service category, or should Respondents address all service categories within the 5 Pages?

Answer 9

Respondents must address all service categories within 5 pages.

Question 10

Please confirm where Respondents can upload the following in 360:

- Cover Letter and or Executive Summary
- Attachment H – Sustainable Procurement and Benefits to the Australian Economy (1 page response)
- Attachment J (Statement of Tax Record (STR) to be provided with tender)
- Attachment L – Modern Slavery Questionnaire

Answer 10

- Respondents can provide a brief overview of their organisation in the ‘About the Respondent’ section. A Cover Letter and/or Executive Summary is not required for the tender.
- Attachment H: Respondents can upload their one (1) page response in the ‘Commonwealth Policy Requirements’ section (Question 7).
- Valid and satisfactory STRs are uploaded in the ‘Minimum Content and Format Requirements’ section. This includes the option to request a preliminary STR check.
- Attachment L: Respondents can upload their completed questionnaire in the ‘Commonwealth Policy Requirements’ section (Question 6).

— End of Addendum —