



Australian Government
Department of Finance

ADDENDUM NUMBER 11 – FIN/PP02/22 Phase 2

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

Date of Issue for this Addendum: 08 December 2022

This Addendum 11 provides a correction to Attachments C and D of the Request for Tender (RFT), and the response to questions asked by interested parties.

Attachment C – Panel Head Agreement for Labour Hire Services Amendments

This amendment is to include the obligation on the Service Provider to report on an additional pricing field in the Labour Hire Engagement Report that is captured in an Order.

Schedule 8 – Reporting

Table 2 – Labour Hire Engagement Report

Position	Format	Header Name	Purpose	Reference Table	Notes
TBC	N	OTH_COST	Other Employment costs (inclusive of GST specified as a fixed price)		Other Employment costs (inclusive of GST specified as a fixed price) identified in the Order or Order Variation Refer Schedule 6, Item [TBC]

Attachment D - Information and Guidance about the Tender Response Questionnaire Correction

Head Agreement Details reads:

*“This section requires the Respondent to download, complete, and upload a form provided in the 360 Tender System. This information will be used to populate **Schedule 1 – Head Agreement Details** of the Head Agreement, if the Respondent is successful. **Please do not change the format of this document.**”*

This should read:

*“This section requires the Respondent to populate information into the 360 Tender System that will be used to populate **Schedule 1 – Head Agreement Details** of the Head Agreement, if the Respondent is successful.”*

Response to Questions

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

Question 1

Refer to Attachment G – Pricing of the RFT. If the Respondent is applying for all service categories, each category/role would have different pricing; therefore, for pricing in Table 1 – Gross Profit Margin, on page 3, would the Respondent duplicate the table to cover each category?

Answer 1

No. The Gross Profit Margin will be the same across all Service Categories for each APS classification.

Question 2

In relation to Attachment B - People Panel Job Family Mapping, is Finance able to advise what level each job function would be at?

Answer 2

A labour hire worker can be engaged at any level (APS classification) under an APS job family. An Entity will specify the APS classification in the Request for Quote.

Question 3

Can a Respondent include a cover page on each evaluation criteria response, which does not count towards the page count?

Answer 3

No, a cover page will count towards the page count.

Question 4

As part of the 'optional preliminary Statement of Tax Record (STR) view process' our company was notified we are required to submit an additional STR for our business entity. An application has been lodged with the Australia Taxation Office (ATO) and a receipt has been received.

If the receipt is uploaded, can the Respondent also upload a copy of the STR once received?

Answer 4

The Respondent must upload all valid and satisfactory STR(s) with their tender submission.

A respondent can provide a receipt(s) demonstrating that a STR has been requested from the Australian Taxation Office (ATO) for the Respondent. However, by submitting a receipt, the Respondent confirms it will provide a Valid and Satisfactory STR to Finance within four (4) business days from the Closing Time via emailing PeoplePanel@finance.gov.au.

Question 5

Does a Respondent need to upload their STR again if they participated in the 'optional STR preliminary view process'?

Answer 5

Yes. The Respondent must upload any required valid and satisfactory STR in the 'Minimum Content and Format Requirements' section at question 3, prior to submitting the tender.

Question 6

Over the term of the Head Agreement, a Service Provider may experience a substantial rise in inflation. Will there be a facility to increase fees during the term based on the Consumer Price Index (CPI)?

Answer 6

In accordance with clause 14.2.1 of the Head Agreement, a Service Provider may apply for a CPI increase at least three months prior to 1 July 2024.

Question 7

Where does a Respondent submit their completed Attachment L – Modern Slavery Questionnaire in the 360 Tender System?

Answer 7

In the 'Commonwealth Policy Requirements' section at question 6.

Question 8

Is there a requirement for a labour hire worker to undergo a medical check as part of pre-employment checks?

Answer 8

In accordance with clause 27 of Attachment C - Panel Head Agreement, it is only a requirement to conduct a medical check if the contract states one is required.

Question 9

The Industry Briefing summary says respondents should note that separation of APS classifications should not be seen as an opportunity to inflate prices based on a sliding scale, and respondents are reminded that tenders will be assessed on an overall value for money.

Can a Respondent include higher rates, as part of their tendered Gross Profit Margin, for more senior candidates such as Executive Level?

Answer 9

Respondents should submit rates that are commensurate with the work effort required to source and engage the labour hire worker, noting that all responses will be assessed on overall value for money to the Commonwealth. Where (in Finance's sole opinion) submitted rates do not represent value for money a respondent may be considered unacceptable for those classification levels.

Refer to addendum 7, question 31 for further clarification.

Question 10

What is the difference between an Introduction Fee and a Placement fee?

Answer 10

Introduction Fee is as described in clause 14 - Introduction of an employee to an Entity resulting in a section 26 transfer (page 72) of Attachment C – Panel Head Agreement and Attachment G – Pricing of the RFT.

Section 26 transfers can be for ongoing or non-ongoing employee transfers.

Placement Fee is as described in clause 15 - Placement of a candidate as a non-ongoing APS employee (page 73) of Attachment C – Panel Head Agreement and Attachment G – Pricing of the RFT.

A Placement Fee is for the placement of non-ongoing employee(s) that will be on the Entity's payroll and where the Service provider has not undertaken the full recruitment process.

Recruitment and Search Services are in scope of phase 1, not phase 2 Labour Hire Services.

Question 11

Will margins be harmonised across the panel?

Answer 11

No, Finance will not be seeking to implement a harmonised pricing methodology.

Question 12

Regarding clause 1.3 Employment Oncosts in the Head Agreement, please confirm that charge rates can be amended in line with increases in statutory charges?

Answer 12

Employee oncosts will only increase with the introduction of a new work order, if the Service Provider had applied for and been approved for an increase in statutory charges under the Panel Head Agreement.

Refer to addendum 7, question 37 for further information.

Question 13

We are a newly established company who can provide labour hire services. Can the requirement for organisational depth, trading history, and experience be satisfied by key Subcontractors?

Answer 13

The Respondent (parent company) is required to demonstrate their capability and capacity to provide labour hire services for the categories tendered. The Respondent will be assessed against the

evaluation criteria in Attachments E, F and G of the RFT, and as described in Part D – Evaluation of Tenders of the RFT document.

Question 14

Refer to Attachment I Referee Report in the 'Details of services delivered' section.

If we haven't recruited for our referee at an APS level, but we have completed an entry-level in their field, can we assume they have to tick the level to which we have recruited for?

Answer 14

Yes, the Referee will need to tick the entry-level equivalent the Respondent has provided labour hire services for.

Question 15

Under the Commonwealth Policy Requirements within the tender response portal, Respondent's are asked to indicate whether e-invoicing is the Tenderer's preferred method of payment. How is e-invoicing defined?

Answer 15

Information on e-invoicing is available on the Australian Government Business website: [eInvoicing | business.gov.au](http://eInvoicing|business.gov.au)

-- End of Addendum --