



**Australian Government**  
**Department of Finance**

## ADDENDUM NUMBER 12 – FIN/PP02/22 Phase 2

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

Date of Issue for this Addendum: 13 December 2022

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This Addendum 12 provides the response to questions asked by interested parties.

#### **Response to Questions**

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

##### **Question 1**

In Attachment F- Evaluation Criterion 2 – Capacity, Table 3 – Respondent's Company Candidate Profile, can a Respondent give aggregated numbers of current candidates for each category they are tendering?

##### **Answer 1**

No, Respondents are required to provide a breakdown of the approximate number of candidates by APS equivalent for each tendered Service Category.

##### **Question 2**

Can referee reports be provided to Finance directly by the referee, rather than uploaded via 360 by the Respondent?

##### **Answer 2**

No, in accordance with paragraph 8.4.2 of the RFT, Respondents should submit their completed referee report through the 360 Tender System with their tender at the closing time.

The referee organisation can convert the referee report to PDF.

##### **Question 3**

Does the Order Value Discount apply for the full term of the contract, including extension options, once the spend threshold has been met?

##### **Answer 3**

Yes, the contract is for an initial four (4) year term with an option for Finance to extend the Head Agreement (at its sole discretion) for further periods up to 30 June 2031.

##### **Question 4**

In paragraph F of Attachment E - Evaluation Criterion 2 – Capability Seeking there is reference to key personnel. Does this mean staff managing the process, or staff who will be doing the work on site?

##### **Answer 4**

Key personnel is executive level staff responsible for managing the arrangement.

**Question 5**

What is the scale of a typical high volume order? I.e. how many positions would be required to be filled and at what level would this typically occur?

**Answer 5**

The number of labour hire workers and the level(s) required is determined by respective entities as required to meet their business needs from time to time.

**Question 6**

How can a Respondent include related entities in its submission? We are part of an overall group where each office has its own registered business and ABN. We would like to list our additional offices so we can invoice under each entity as appropriate.

**Answer 6**

The Respondent should provide details of each nominated subcontractor in the 'About the Respondent' section of the questionnaire in the 360 Tender System.

Finance will only enter a Deed of Standing Offer with the Service Provider (Respondent) who tendered. A Service Provider can engage a subcontractor to perform any part of the services under a contract. A Labour Hire Worker cannot be a Subcontractor.

Refer to Addendum 10, question 36 for further information about subcontractors and invoicing.

**Question 7**

Noting the Gross Profit Margin (GPM) must be offered in whole dollars (no cents), and the GPM will be rounded to the nearest dollar following the application of prevailing CPI increases; how will the Order Value Discount (OVD) offered as a percentage impact on the GPM?

**Answer 7**

The GPM will be rounded to the nearest whole dollar after the application of the OVD.

**Question 8**

Can Finance please clarify, will a CPI increase apply if application of the prevailing rate only equates to an increase of \$0.49 or less?

**Answer 8**

Refer addendum 10, question and answer 8.

**Question 9**

As all Labour Hire Workers are to be "employees" of the Service Provider. Is the supply of independent contractors as Labour Hire Workers out of scope?

**Answer 9**

Yes. In accordance with paragraph 1.1.4 of the RFT, contractor services may be tendered through a separate open approach to market at a later date, to be determined by Finance in its sole discretion.

**Please Note:**

**Enquiries closed at 2:00PM 8 December 2022. This is the final addendum that will be published in response to questions asked by interested parties relating to: FIN/PP02/22 Phase 2.**

-- End of Addendum --