



Australian Government
Department of Finance

ATM - FIN/PP03/23Phase3

ADDENDUM NUMBER 2

Whole of Australian Government People Panel Coordinated Procurement Arrangements – Professional Contractor Services

Date of Issue for this Addendum: 31 October 2024

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

This Addendum 2 provides responses to questions raised by prospective Tenderers.

Additional Guidance - Statement of Tax Record

For potential Tenderers seeking additional information on the STR and the Shadow Economy Procurement Connected Policy, Finance provides the following external links:

[Frequently Asked Questions – Complying with the guidelines for tenderers/applicants | Treasury.gov.au](#)

[Statement of tax record | Australian Taxation Office \(ato.gov.au\)](#)

RFT questions and responses

Question 1	
Question	<p>Could Finance please confirm that this panel includes the provision of coaching, training, and facilitation services.</p> <p>Our specific reference for asking this question is to seek clarity on the Out-of-Scope clause 3.2.1(f) in more detail please.</p>
Answer	<p>In accordance with paragraph 3.2.1(f) of the RFT, provision of Professional Contractors for learning and development service roles are out of scope of the Professional Contractor Services Panel.</p>
Question 2	
Question	<p>As a new firm, we have staff that have relevant case studies for the People Panel that we would like to use. Is this possible as long as it is within 5 years?</p> <p>Or so we only get to use examples from our firm – even though we are only 2 years old.</p>
Answer	<p>Yes, in accordance with paragraph 10.4 of the RFT these relevant examples may be used.</p> <p>Additionally, the Tenderer has provision to identify whether the Tenderer has recently increased or undertaken, other significant changes which would enhance their capability to deliver or supply the services in their nominated Service Categories.</p>

Question 3	
Question	<p>We currently provide local, state and federal government departments with career transition/outplacement services as well as other career management services such as career workshops and career coaching.</p> <p>Would these services be considered applicable under Service Category 2 - Professional Contractor Corporate Services?</p>
Answer	<p>Career management services such as career workshops, career transition/outplacement services and career coaching are out of scope of the Professional Contractor Services Panel, in accordance with paragraph 3.2.1(f) of the RFT.</p>
Question 4	
Question	<p>How can we submit to this tender and is it only for Non-IT roles?</p> <p>Is this for recruitment only?</p>
Answer	<p>In accordance with paragraph 7 of the RFT, Tenders must be submitted through the 360 Public Portal.</p> <p>This RFT is for Professional Contractor Services. Tenderers should refer to paragraph 3 of the RFT and Attachment B – Work Level Standards and Service Categories for the scope of the People Panel Professional Contractor Services arrangement.</p>
Question 5	
Question	<p>What are the definitions of the various services we are supposed to tender for (it is only generic and we don't understand what exact services we are providing a pricing for)?</p> <p>What are level 1 to 5 for pricing?</p> <p>Could you please give more information, so we know how to price for those?</p>
Answer	<p>Tenderers should refer to Attachment B – Work Level Standards and Services Categories to the RFT for scope of services descriptions.</p>
Question 6	
Question	<p>Our company is currently a member of the DSS Panel. Does this automatically qualify us as service providers on the Professional Contractor Services Panel?</p>
Answer	<p>No, to be considered for the Professional Contractor Services Panel, you must submit a Tender through the 360 Public Portal by the closing time.</p>
Question 7	
Question	<p>Do we need to submit 1 or 2 case studies and referees per service category tendered for?</p>
Answer	<p>In accordance with paragraph 10.4 of the RFT, the Tenderer must:</p> <p>(b) provide a summary, with at least two (2) relevant examples, in the past five (5) years that are substantially similar to, or the same as, EACH of the nominated Service Categories, where the Tenderer supplied or provided these services for the Commonwealth, Australian State/Territory Governments and/or large corporate entities or organisations of a similar size and scale. (500 word limit)</p> <p>(c) provide the details of two Referees in relation to engagements where the Tenderer has provided Services substantially similar to, or the same as, EACH of the nominated Service Categories, for the Commonwealth, Australian State/Territory Governments and/or other organisations of a similar size and scale.</p>

Question 8	
Question	Regarding the Referee reports, what is considered a large company? Is around 50 people enough as not all the customers we have provided those services for are very large? Can we give a case study and referee for an overseas customer too?
Answer	Tenderers should provide relevant examples (and associated referees) that they consider will be beneficial in highlighting their skills and experience relevant to the Service Categories for which they are Tendering for, irrespective of location.
Question 9	
Question	I received a notification from the DSS Panel advising that the "People Panel 3, will replace the scope of the current Defence Support Services (DSS) Panel." However, when reviewing Attachment B of the RFT, Work Level Standards and Service Categories, there appears to be no engineering categories related to Defence Services, specifically Engineering services. Please kindly advise if this RFT is applicable to Defence Services, and what "Services" category Engineering Professional Services falls under?
Answer	In accordance with paragraph 3.2.1(c) , provision of Professional Contractors military engineering roles requiring engineering qualifications, are out of scope of the Professional Contractor Services Panel. This RFT is applicable to those Tenderers who provide services that support military engineering roles that are in scope for the People Panel Professional Contractor Services. For example, but not limited to, project management and contract management services. A number of People Panel Professional Contractor Services Service Categories will replace services currently sourced from the Defence Support Services (DSS) Panel. The DSS panel will be replaced by the Defence Capability Support Panel (DCSP) panel for Defence specific capabilities. Any queries relating to the DCSP should be directed to dcs.panel@defence.gov.au , whilst enquiries regarding the DSS Panel should be directed to DSS Panel dss.panel@defence.gov.au .
Question 10	
Question	Is Finance seeking services and outcomes from entities providing small teams or is it asking for individual resource capability?
Answer	In accordance with Part B paragraph 2.3.4 of the RFT, under the Professional Contractor Services Panel, it is intended that the Entity may engage a Service Provider to provide them with one or more Professional Contractors to provide the relevant Professional Contractor Services.
Question 11	
Question	Can you please confirm if the planned industry brief for the Professional Contractor Services scheduled for the 8th Nov 2024 will be a live stream or just in person? If so would it be held in the ACT? Can you please advise how to register for the briefing on 8/11/2024?
Answer	In accordance with Addendum 1 the Virtual Industry Briefing will be held at 10.00am on Friday 8 November 2024. To register use the link below: People Panel Professional Contractor Services Industry Briefing Registration Link

Question 12	
Question	Can you please clarify what scientific roles if any are to be needed as part of this phase 3 tender?
Answer	Tenderers should refer to Attachment B – Work Level Standards and Services Categories to the RFT for scope of services descriptions.
Question 13	
Question	Clause 1.1.6(a)(i) – which services categories from SON3485107 – Department of Defence, Defence Support Services Panel will be incorporated under the People Panel for Professional Contractor Services?
Answer	<p>A number of People Panel Professional Contractor Services Service Categories will replace services currently sourced from the Defence Support Services (DSS) Panel. The DSS panel will be replaced by the Defence Capability Support Panel (DCSP) panel for Defence specific capabilities.</p> <p>Any queries relating to the DCSP should be directed to dcs.panel@defence.gov.au, whilst enquiries regarding the DSS Panel should be directed to DSS Panel dss.panel@defence.gov.au.</p>
Question 14	
Question	Clause 1.4.1 – At what frequency does Finance intend to approach market to add new Panel members?
Answer	<p>Finance administers the People Panel for the benefit of participating Entities, including reviewing and refreshing each phase under the People Panel as required. Finance will determine the process for refreshing the People Panel during the relevant term. This may include adding or removing Service Categories or Service Providers to the People Panel in one or more phases or Service Categories.</p> <p>Finance will publish and will approach the market via AusTender website at tenders.gov.au. Interested parties are encouraged to register on AusTender to receive notification when a Request for Tender is released.</p> <p>Approaches from industry to join the People Panel will not be considered outside of a formal refresh process.</p>
Question 15	
Question	Clause 3.2.1(c) – What is the definition of ‘military engineering roles’?
Answer	Military Engineering roles are considered Services that are provided by personnel holding professional engineering qualifications that cover the relevant subject areas and that are to be provided commensurate with relevant Australian and International Standards, regulations and the Department of Defence requirements.
Question 16	
Question	Clause 3.2.1(c) – What is the intent of excluding ‘military engineering roles’?
Answer	As per clause 1.1.4 of the RFT, Finance has established and manages coordinated procurements for common products and services on behalf of the Commonwealth. Military engineering roles are not considered ‘common products and services’ across the Commonwealth, they are determined to be services that only a ‘few’ entities would require.

Question 17	
Question	<p>Scope of Services:</p> <p>Could you clarify if the service requirements include provision for temporary and interim placements through an external agency? If so, would this encompass all specified Service Categories or only selected roles?</p>
Answer	<p>In accordance with paragraph 3.1.1(d) of the RFT, the Professional Contractor Services panel is for engagements for a short-term involving a one-off or irregular task, where the work is expected to take up to 24 months.</p> <p>In accordance with Part B paragraph 2.3.4 of the RFT, under the Professional Contractor Services Panel, it is intended that the Entity may engage a Service Provider to provide them with one or more Professional Contractors to provide the relevant Professional Contractor Services.</p>
Question 18	
Question	<p>Service Categories and Work Levels:</p> <p>Are you looking for professional contractors for specialised, short-term projects requiring temporary external staffing, as defined under the 'Professional Contractor Services' scope? Could this include placements at various work levels (1-5)?</p>
Answer	<p>In accordance with paragraph 3.1.1(d) of the RFT, the Professional Contractor Services panel is for engagements for a short-term involving a one-off or irregular task, where the work is expected to take up to 24 months.</p> <p>In accordance with paragraph 3.1.1 and 3.1.1(a) the Services required under the Professional Contractor Services Panel include the provision by the Service Provider of suitably qualified and appropriately skilled Professional Contractor(s) to undertake work in the relevant Service Areas and Service Categories, and at the relevant Work Level Standards, where the work required is:</p> <p>(a) specialised in nature, requiring:</p> <ul style="list-style-type: none"> i) the holding of any required qualifications and licences for that specialisation; and ii) relevant industry experience in the field of specialisation.
Question 19	
Question	<p>Terms of Engagement:</p> <p>Does the engagement model allow for temporary or part-time assignments under the professional contractor arrangement? How does the agency define the difference between temporary staffing and permanent recruitment under this agreement?</p>
Answer	Tenderers should refer to paragraphs 3.1.1 and 3.1.2 of the RFT.
Question 20	
Question	<p>Temporary Placement Duration:</p> <p>Is there a preferred or maximum duration for temporary placements or interim positions that the agency anticipates needing through this arrangement?</p>
Answer	In accordance with paragraph 3.1.1(d) of the RFT, the Professional Contractor Services panel is for engagements for a short-term involving a one-off or irregular task, where the work is expected to take up to 24 months.

Question 21	
Question	<p>Panel Utilisation:</p> <p>Does the agency plan to rely on this panel exclusively for interim staffing or also as a supplementary resource for long-term roles that may eventually convert to permanent positions?</p>
Answer	<p>In accordance with paragraph 3.1.2 of the RFT, a Professional Contractor who is engaged under a Contract does not, at any point, become an employee of the Entity. This activity is subject to an Entity's recruitment process which is outside the scope of the Professional Contractor Services Panel.</p>
Question 22	
Question	<p>Type of Contracting Work:</p> <p>Can you confirm what type of contractor services are included in the following Human Resource subcategories:</p> <ol style="list-style-type: none"> a. Capability and performance b. Workforce Intelligence c. Workforce planning d. Workforce management
Answer	<p>The Service Descriptors provided under each Service Category are a broad indication of the types of Professional Contractor Services required under that Service Category. They are not intended to be definitive or exhaustive.</p>
Question 23	
Question	<p>The RFT indicates 'Referees will be required to submit their Referee endorsements through the 360 Public Portal by the date notified in the referee request email'. However, it would be useful to understand if there is a common date or timeframe that will be notified to referees, such that we can ensure that referees are available. For example, are endorsements due by:</p> <ul style="list-style-type: none"> • By the Tender Closing Time or within a certain number of days after the Tender Closing Time; • X days after the tenderer nominates the referee in the 360 Public Portal; • X days after the referee accesses the endorsement form in the 360 Public Portal.
Answer	<p>As per paragraph 8.4.3 of the RFT, Nominated Referee endorsements will be required to submit their Referee endorsements through the 360 Public Portal by the date notified in the referee request email.</p> <p>The timeframe for Nominated Referees to submit their Referee endorsements is at the absolute discretion of Finance.</p>
Question 24	
Question	<p>Could you please confirm if there any restrictions on who can be a referee for the purpose of providing an endorsement?</p>
Answer	<p>As per paragraph 8.4.2 of the RFT, Tenderers should provide two Referee endorsements to support the Tenderer's Offered Services. There are no restrictions on who Tenderer may nominate as a Referee.</p>

Question 25	
Question	Could you please confirm what information will be provided to referees in the 360 Public Portal endorsement form and whether it includes a copy of the case study for which the referee is nominated to endorse?
Answer	Tenderers should refer to paragraph 8.17(e) of the RFT.
Question 26	
Question	Could you please confirm whether we can: <ul style="list-style-type: none">• nominate the same referee to endorse multiple case studies; and/or• use the same case study to demonstrate our experience in multiple Service Categories?
Answer	Tenderers should refer to Evaluation Criterion 2 – Technical Capability paragraph (c) . There are no restrictions on who the Tenderer may nominate as a Referee.

-- End of Addendum --