



Australian Government
Department of Finance

ATM - FIN/PP03/23Phase3

ADDENDUM NUMBER 3

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

Date of Issue for this Addendum: 06 November 2024

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

This Addendum 3 provides:

- responses to questions raised by prospective Tenderers
- amendment to RFT documentation - Attachment C - Schedule 2 Part B Clause 4.1 (d)

RFT questions and responses

Question 1	
Question	Regarding Clause 3.2.1(a) services do not include: provision of Professional Contractors for ICT service roles (roles commonly listed in the ICT and Digital Solutions Job Family (see APS Job Family Framework) Does this mean that if we want to provide Project Managers, Business Analysts, Change Managers, Testers etc for software development and implementation projects then this is not the panel for us?
Answer	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. In accordance with paragraph 3.2.1 of the RFT: The Services required under the Professional Contractor Services Panel do not include: (a) provision of Professional Contractors for ICT service roles (roles commonly listed in the ICT and Digital Solutions Job Family (see APS Job Family Framework);
Question 2	
Question	Are visa holders with working rights in Australia, who are not citizens, potentially in scope or is the citizenship requirement hard and fast for the initial panel application?
Answer	In conjunction with the Amendments to the RFT documentation listed at the end of this Addendum, Tenderers should refer to Part A paragraph 4.1 and Part C paragraph 16.12 of Attachment C – Draft Panel Head Agreement

Question 3	
Question	<p>I note that para 3.2.1(c) of the RFT states that "Professional Contractors for military engineering roles" are Out of Scope.</p> <p>Does this mean that, when supplying services to the Department of Defence:</p> <ol style="list-style-type: none"> 1. The panel allows supply of the services of engineers to the wider Defence organisation as long as those engineers are carrying out roles which could be carried out by civilian APS staff (eg engineers working for CASG in project engineering roles); 2. The panel would not allow supply of engineering services where the engineers are carrying out work that only a uniformed ADF engineer could carry out (eg RAN engineers within the complement of an RAN vessel; and 3. The panel would allow supply of engineering services which could be carried out by either civilian or uniformed ADF personnel (eg engineering roles in a System Program Office); 4. Or some other interpretation (please advise what that is)?
Answer	<p>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.</p> <p>This RFT is applicable to those Tenderers who provide services that support military engineering roles that are in scope of the People Panel Professional Contractor Services Panel. This includes, but not limited to, project management and contract management services.</p> <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 4	
Question	Is this panel for companies that provide labour hire services (i.e. margin on top of an hourly rate) or management advisory companies that have employees that provide the services (i.e. a company hourly rate)? or both?
Answer	This RFT is for Professional Contractor Services only. Tenderers should refer to paragraph 3 of the RFT.
Question 5	
Question	Can you please advise if contracts under this panel will be deliverable or T&M based?
Answer	Tenderers should refer to paragraph 2.3.6 of the RFT and Schedule 8 paragraph 1 and paragraph 14.5 of Attachment C – Draft Panel Head Agreement . The Service Provider's Fees are paid on a daily rate basis, with provision for Time and Materials or Deliverable/Milestone Payments, as provided in Schedule 9 Request for Quotation Template of Attachment C – Draft Panel Head Agreement

Question 6	
Question	Please can I ask for clarification what happens with roles that are required that are at a more senior level that covered by this RFT?
Answer	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.
Question 7	
Question	Evidence of Service Categories: Is the 500-word limit set per Offering, or for all Offerings combined? The portal only allows the respondent to provide 500 words total for all Offerings.
Answer	<p>In accordance with paragraph 10.4 of the RFT.</p> <p>Evaluation Criterion 1 – Corporate Capability</p> <p>The Tenderer must:</p> <p>(a) provide a summary of its capability to deliver Professional Contractor services that it has nominated in Section 8 (Offered Services) in the 360 Public Portal – Nominated Service Categories. (500 word limit)</p> <p>In this context, the 500-word limit applies to all Professional Contractor Services that it has nominated in Section 8 (Offered Services).</p> <p>Evaluation Criterion 2 – Technical Capability</p> <p>The Tenderer must:</p> <p>(a) for EACH nominated Service Category, specify how long the Tenderer has been supplying or providing services substantially similar to, or the same as, the nominated Service Categories. (500 word limit)</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>In this context, the 500-word limit applies to EACH Professional Contractor Services that it has nominated in Section 8 (Offered Services).</p>
Question 8	
Question	<p>This clarification is regarding <i>Question 1 for Evaluation Criteria 2 – Technical Capability</i> for each service category applied for: “The Tenderer must specify how long it has been supplying or providing services substantially similar to, or the same as [service category] (500-word limit)”.</p> <p>Could you please provide further guidance on an appropriate response outside of “how long the tenderer has been supplying or providing services substantially similar to, or the same as...” to support the 500-word limit.</p>
Answer	<p>In accordance with paragraph 10.4 of the RFT, Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services.</p> <p>Tenderers should provide a response that they consider will be beneficial in highlighting their skills and experience relevant to the nominated Service Categories for which they are Tendering for.</p>

Question 9	
Question	<p>Thank you for your Clarification of Out of Scope clause 3.2.1(f) to confirm that the provision of Professional Contractors for learning and development service roles are out of scope of the Professional Contractor Services Panel.</p> <p>Could you please confirm what phase or panel we will be able to apply for that includes coaching and training services?</p>
Answer	<p>All open Approaches to Market are published on AusTender by Australian Government agencies.</p> <p>Finance publishes business opportunities (including future phases and refreshes of the People Panel), annual procurement plans, contracts and standing offers awarded on AusTender at www.tenders.gov.au. You can register as a user on AusTender for free, to receive notifications on procurement opportunities, and to respond to the opportunities that you are interested in. For detailed tips and advice, please visit the Become a Registered User page on the AusTender Help and Information Centre site.</p> <p>Further Resources</p> <p>The below sections of the Selling to Government website also provide further information on identifying opportunities to sell to the Australian Government, and how to respond to an Approach To Market:</p> <ul style="list-style-type: none"> • Identifying opportunities to sell to government • Getting selected to supply to government • Responding to an approach to market • Business Opportunities
Question 10	
Question	<p>We would like to submit as a joint venture / affiliation of several consultancies (three or more) rather than all of us submitting three individual tenders. Will it be a conforming tender if we submit as an unincorporated joint venture with one of the JV partners assigned as owner of the Head Contract?</p>
Answer	<p>It is Condition for Participation that the Tenderer must be a legal entity under Australian law (paragraph 8.2.4(a) of the RFT). A tender from an unincorporated joint venture or affiliation of entities will be excluded from consideration for not meeting the Conditions for Participation, pursuant to paragraph 8.2.2 of the RFT.</p>
Question 11	
Question	<p>Can Tenderers submit a Tender for one Service Descriptor under a Service Category or are Tenderers required to tender for all Service Descriptors under a Service Category?</p>
Answer	<p>The Service Descriptors provided under each Service Category (refer Attachment B – Work Level Standards and Service Categories of the RFT) 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> <p>In accordance with paragraph 10.4 of the RFT, Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services.</p> <p>Tenders should refer to the nominated Service Category Level.</p>

Question 12	
Question	Evaluation Criterion 2 – Technical Capability asks for at least two (2) relevant examples, in the past five (5) years, for each of the nominated Service Categories. Is there a limit to the number of examples Tenderers can provide for each of the nominated Service Categories?
Answer	The Tender Response Questionnaire in the 360 Public Portal has provision for two (2) relevant examples, in the past five (5) years, for each nominated Service Category.
Question 13	
Question	Could you please confirm if the industry briefing will be recorded and shared with those of us who are unable to attend?
Answer	Tenderers should refer to paragraph 4.3.6 of the RFT.
Question 14	
Question	In accordance with the RFT, for EACH nominated Service Category, the Tenderer must provide 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. If a Tenderer wishes to nominate for Work Level Standards 1,2,3,4 and 5 in a particular Service Category, does the Tenderer need to provide a relevant example of work completed at EACH of these 5 standards? If not, does a Tenderer need to provide an example of work completed at Work Level Standard 5 to be approved to provide services at Work Level 5?
Answer	In accordance with paragraph 10.4 of the RFT, Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services.
Question 15	
Question	Can I please check if Human Factors or Safety services fits under “Scientific Services”?
Answer	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. In accordance with paragraph 3.2.1 of the RFT: The Services required under the Professional Contractor Services Panel do not include: (h) provision of consultancy services as defined in the Australian Government’s guide on Procurement Publishing and Reporting Obligations (RMG423) available at https://www.finance.gov.au/publications/resource-management-guides/procurement-publishing-and-reporting-obligations-rmg-423 , as amended from time to time;
Question 16	
Question	We had one question regarding the case studies for demonstrating our technical capability for different service categories - can we incorporate case studies for projects delivered by our team members, but not under our business name, into our submission?
Answer	Yes, in accordance with paragraph 10.4 of the RFT these relevant examples may be used. Additionally, the Tenderer has provision to: (d) 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. (200 word limit)

Question 17	
Question	How do I register for the Industry Briefing?
Answer	Tenderers should refer to Addendum 1 for how to register for the Industry Briefing which is scheduled to occur at 10.00am on Friday 8 November 2024.
Question 18	
Question	<p>Clause 10.8.3 of the Request for Tender states that:</p> <p>Finance intends to enter into a Head Agreement with the Successful Tenderers on substantially the same terms and conditions at Attachment C – Head Agreement without substantial negotiations, if selected as a Successful Tenderer.</p> <p>We would like the opportunity to negotiate some minor (not substantial) changes to the Head Agreement. Could you please advise whether we should include those as part of the Tender Response, or if the opportunity for this arises once a tenderer is selected as a Successful Tenderer? If it arises after selection, could you please advise of the process to be followed at that time?"</p>
Answer	<p>Tenderers should refer to paragraph 3.4.1 of the RFT.</p> <p>Section 2, Question 25 of the Tender response Questionnaire in the 360 Public Portal:</p> <p>Tenderers who DO NOT agree to enter into a Head Agreement with the Commonwealth on the terms and conditions at Attachment C - Head Agreement of the RFT (refer to paragraph 3.4 of the RFT), without substantial negotiation (although the particular Professional Contractor Services for which a Tenderer is selected, and the pricing, may vary between Tenderer's), if selected as a Successful Tenderer?</p> <p>Tenderers should select "No"</p> <p>Tenderers then have provision at Section 2, Question 26 of the Tender Response Questionnaire in the 360 Public Portal to enter the details of non-compliance(s) to Attachment C - Head Agreement in the table.</p>
Question 19	
Question	<p>I provide financial governance services to Commonwealth entities, for example reviewing financial policies or Accountable Authority Instructions. This type of work may best fit under the General Financial Services service category (Schedule 3), however the service descriptors under that category do not align to this type of work. It could also potentially fit under the Corporate Governance service category (Schedule 4), but similarly, the service descriptors under that category also do not align.</p> <p>Could you consider creating an additional service descriptor for financial governance services? Or alternatively, advise which service category/descriptor best matches this type of work (reviewing policies and procedures).</p>
Answer	<p>The Service Descriptors provided under each Service Category (refer Attachment B – Work Level Standards and Service Categories of the RFT) 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> <p>Tenderers can nominate multiple service categories.</p>
Question 20	
Question	Can I please get the details of the location of where the Industry Briefing will be held?
Answer	Tenderers should refer to Addendum 1 for how to register for the Industry Briefing at 10.00am on Friday 8 November 2024. The Industry Briefing is a virtual event .

Question 21	
Question	If we are on the DMP 2 for professional and consulting services, should I also be applying for this panel or am I covered already?
Answer	<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> <p>In accordance with paragraph 3.2.1 of the RFT:</p> <p>The Services required under the Professional Contractor Services Panel do not include:</p> <p>(a) provision of Professional Contractors for ICT service roles (roles commonly listed in the ICT and Digital Solutions Job Family (see APS Job Family Framework);</p>
Question 22	
Question	<p>Use of Subcontractor referee:</p> <p>If we include a subcontractor in our tender response, are we permitted to use one of their referees for a specific service category, or are we restricted to providing referees solely for the prime service provider submitting the tender?</p>
Answer	<p>In accordance with paragraph 10.4 of the RFT, Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services.</p> <p>Additionally, the Tenderer has provision to:</p> <p>(d) 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. (200 word limit)</p>
Question 23	
Question	<p>Referee report requirements:</p> <p>Could you please clarify the expectations for reports? Is the referee required only to confirm the accuracy of the information we have provided and answer yes or no to questions on the referee report, or will they need to provide more detailed feedback by responding to specific questions. Understanding these requirements will allow us to prepare our referees for the input expected of them.</p>
Answer	Tenderers should refer paragraph 8.4 and paragraph 8.17 of the RFT.
Question 24	
Question	<p>Clause 16.12 allows for personnel to be Australian citizens or in the case of persons who are not Australian citizens entitled to work in Australia.</p> <p>The pre-engagement checks at Part B Clause 4 only refers to Australian citizens and does not refer to checks that non-Australian citizens are entitled to work in Australia.</p> <p>Questions:</p> <p>Should the pre-engagement checks also include checks that any non-Australian citizen is entitled to work in Australia?</p>
Answer	In conjunction with the Amendments to the RFT documentation listed at the end of this Addenda, Tenderers should refer to Part A paragraph 4.1 and Part C paragraph 16.12 of Attachment C – Draft Panel Head Agreement

Question 25	
Question	Can work under a contract be conducted by people living and working overseas?
Answer	In conjunction with the Amendments to the RFT documentation listed at the end of this Addenda, Tenderers should refer to Part A paragraph 4.1 and Part C paragraph 16.12 of Attachment C – Draft Panel Head Agreement
Question 26	
Question	Can you please provide a list of the existing or recently expired panels that Phase 3 Commercial Management Advisory Services is intended to replace?
Answer	Tenders should refer to Part A paragraph 1.1.6 of the RFT.

Amendments to RFT documentation

Reference	Current clause	Amended clause
Attachment C - Schedule 2 Part B Clause 4.1 (d)	are Australian citizens;	are Australian citizens or in the case of persons who are not Australian citizens, are entitled to work in Australia;

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 \(ato.gov.au\)](#)

-- End of Addendum --