



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

ATM - FIN/PP03/23Phase3  
ADDENDUM NUMBER 4

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

Date of Issue for this Addendum: 8 November 2024

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

This Addendum 4 provides:

- responses to questions raised by prospective Tenderers
- amendments to RFT documentation – **Attachment B – Work Level Standards and Service Categories**.

### RFT questions and responses

| Question 1      |  |
|-----------------|--|
| <b>Question</b> | <p>I refer to the Work Levels definition and in particular to column regarding qualifications for Levels' 1 and 2.</p> <p>Level 1 indicates that the experience can be accepted with "adequate relevant experience of up to 4 years</p> <p>Level 2 indicates substantial relevant experience of more than 8 years.</p> <p>Given the above where are the years of experience for 5-8 years of experience applied.</p> <p>It would appear that the years of relevant experience do not correspond effectively and that the years of experience are not aligned with Years 5-7 not considered in the levels of experience.</p> <p>Please advise where 5-8 years of experience corresponds to the experience levels.</p> |
| <b>Answer</b>   | <p>Finance acknowledges the documentation had a discrepancy, Tenderers should refer to the <b>amendments to RFT documentation</b> and updated <b>Attachment B – Work Level Standards and Service Categories</b> of the RFT</p>   |
| Question 2      |  |
| <b>Question</b> | <p>I want to submit a Tender as a Sole Trader, where do I input my ABN?</p>  |
| <b>Answer</b>   | <p>Tenderers should refer to <b>paragraph 8.5 Completing and Submitting Tenders</b> of the RFT.</p>  |

| <b>Question 3</b> |  |
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| <b>Question</b>   | We've logged in to the tender portal for phase-3 panel and have been informed there is a tender evaluation system called 360. Do you have access to this or have a contact there? The reason being is that we have an account set-up already with 360 but I need to get the point of contact changed. As it looks like it was set up by an employee who no longer works here.  |
| <b>Answer</b>     | Please refer to <b>Attachment G – 360 Public Portal Tenderer's User Guide</b> of the RFT.<br>You may also contact the simplylogical.net Technical Support Team for any issues regarding the 360 Public Portal.<br>Email: <a href="mailto:support@simplylogical.net">support@simplylogical.net</a><br>Telephone: 02 5100 4009   |
| <b>Question 4</b> |  |
| <b>Question</b>   | Our representatives would like to attend the Industry Briefing session this Friday. Could you please let us know how we can sign up to attend?   |
| <b>Answer</b>     | The <b>Virtual Industry Briefing</b> was held at 10.00am on Friday 08 November 2024 ( <a href="#">People Panel Professional Contractor Services Industry Briefing Registration Link</a> ). The Industry Briefing presentation will be issued in an Addendum.   |
| <b>Question 5</b> |  |
| <b>Question</b>   | We would like to respond to the RFT for the Professional Contractor Services Panel by way of 2 separate legal entities within the Corporate group, in order to reflect internal corporate arrangements.<br><br>We would be grateful if you would please advise whether there will be any difficulty with both Legal Entity "A" and Legal Entity "B" responding as separate respondents to the Professional Contractor Services Panel tender, and whether each entity is required to provide different examples and referees for the Service Categories nominated by each entity. |
| <b>Answer</b>     | Tenderers should refer to <b>paragraph 8</b> , noting <b>paragraph 8.29</b> of the RFT.<br><br>Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services, see <b>paragraph 10.4</b> of the RFT.  |
| <b>Question 6</b> |  |
| <b>Question</b>   | Is this tender replacing the previous Defence panel for investigation services for individual matters? if so, which service category covers this please? None seem to precisely cover this work.   |
| <b>Answer</b>     | This RFT is for Professional Contractor Services. Tenderers should refer to <b>paragraph 3</b> of the RFT and <b>Attachment B – Work Level Standards and Service Categories</b> for the scope of the People Panel Professional Contractor Services arrangement.  |

| <b>Question 7</b>  |  |
|--------------------|--|
| <b>Question</b>    | Is this panel replacing the MAS panel?   |
| <b>Answer</b>      | <p>No.</p> <p>This RFT is for Professional Contractor Services. Tenderers should refer to <b>paragraph 3</b> of the RFT and <b>Attachment B – Work Level Standards and Service Categories</b> for the scope of the People Panel Professional Contractor Services arrangement.</p> <p>In accordance with <b>paragraph 3.2.1</b> of the RFT:</p> <p>The Services required under the Professional Contractor Services Panel do not include:</p> <p>(h) provision of consultancy services as defined in the Australian Government's guide on Procurement Publishing and Reporting Obligations (RMG423) available at <a href="https://www.finance.gov.au/publications/resource-management-guides/procurement-publishing-and-reporting-obligations-rmg-423">https://www.finance.gov.au/publications/resource-management-guides/procurement-publishing-and-reporting-obligations-rmg-423</a>, as amended from time to time;</p> |
| <b>Question 8</b>  |  |
| <b>Question</b>    | I am looking to confirm the details for the briefing for the Phase 3 tender that is out and couldn't find the details.   |
| <b>Answer</b>      | The <b>Virtual Industry Briefing</b> was held at 10.00am on Friday 08 November 2024 ( <a href="#">People Panel Professional Contractor Services Industry Briefing Registration Link</a> ). The Industry Briefing presentation will be issued in an Addendum.   |
| <b>Question 9</b>  |  |
| <b>Question</b>    | Part A paragraph 1.1.6 of the RFT lists 4 panels it will replace and also says "other Professional Contractor Service-related categories on current broader services panels". Can any further information be provided on what broader services panels are intended to be captured by this sub paragraph?   |
| <b>Answer</b>      | Tenderers are to refer to <b>Part A – People Panel paragraph 1 - Establishing the People Panel</b> and <b>Part B – About this Request for Tender, paragraph 3 Scope of the Panel</b> of the RFT. Finance will work with the Panel Owners of all panels with services that are in scope of People Panel Professional Contractor Services to ensure alignment with the Professional Contractor Services Panel once established.  |
| <b>Question 10</b> |  |
| <b>Question</b>    | <p>For Australian trusts, the tender requests that an STR is provided for both the trust and the trustee (as per the below excerpt).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Trust</b></p> <p>If the Tenderer is an Australian trust, a Valid and Satisfactory STR <b>should</b> be provided in respect of <b>both</b> the trust <b>and</b> trustee.</p> </div> <p>Our trust structure is such that only the trust has an ABN and TFN.</p> <p>The trustee does not have an ABN or a TFN (only an ACN). As the trustee does not have a TFN, it does not have a tax record.</p> <p>As such, where there is no ABN or TFN for the trustee, can I assume the trustee is exempt from having to supply a STR?</p> <p>Is it permissible in this instance to only supply an STR for the trust?</p>  |
| <b>Answer</b>      | Tenderers are reminded information regarding Statement of Tax Record and the application process for your organisation are to be directed to the <a href="http://ato.gov.au">Australian Taxation Office (ato.gov.au)</a> .   |

| <b>Question 11</b> |   |
|--------------------|---|
| <b>Question</b>    | <p><b>Scope of Financial and HR Services</b></p> <p>The Service Categories are very broad and there is limited information about what is in scope for each service category. Can you please confirm if the following is in scope for <b>Financial and Economic analysis</b>:</p> <p>Behavioural economics (including interventions)</p> <p>Local and international tax research, Economic regulations associated with the Environmental Protection and biodiversity conservation Act and carbon reduction, farming, Economics, Statistical methods, Digital economy and infrastructure, Business Model innovations.</p> <p>Can you please confirm if the following is in scope for Professional Contractor Corporate Services - Human Resources:</p> <p>Workplace health and safety monitoring (including monitoring /reporting tools, Frameworks for health hand safety, Prevention of workplace violence, Disability support services framework and system improvement.</p> |
| <b>Answer</b>      | <p>Tenderers should refer to <b>Attachment A – Definitions</b> and the service descriptors for each Service Category set out in <b>Attachment B – Work Level Standards and Service Categories</b>. A service descriptor provided under each Service Category which is a broad indication of the types of Professional Contractor Services required under that Service Category, not intended to be definitive or exhaustive.</p>  |
| <b>Question 12</b> |   |
| <b>Question</b>    | <p>Can you please clarify if "Attachment B - Work Level Standards and Service Categories" or "Attachment C Work Level Standards and Service Categories" are the correct work level standards and service categories that should be referred to?</p>   |
| <b>Answer</b>      | <p>To ensure Tenderers have the correct documentation, they should refer to and download the ATM Documents via AusTender including Addendum.</p>  |
| <b>Question 13</b> |   |
| <b>Question</b>    | <p><b>Definition of Services Attachment B</b></p> <p>We currently hold the DE SON3485107 as providers of Spatial Data services ie GIS and surveying specialisms. It is unclear if such a role is captured in your definition of Data Analytics and Management in Attachment B Page 6. Would you mind clarifying if it is the intent of this PPPCS to include these services or not?</p>   |
| <b>Answer</b>      | <p>Tenderers should refer to <b>Attachment A – Definitions</b> and the service descriptors for each Service Category set out in <b>Attachment B – Work Level Standards and Service Categories</b>. A service descriptor provided under each Service Category which is a broad indication of the types of Professional Contractor Services required under that Service Category, not intended to be definitive or exhaustive.</p>  |

| Question 14     |  |
|-----------------|--|
| <b>Question</b> | <p>I was just hoping for more clarity from the Att B Work Level Standards and Services Categories. Under Dental, Medical and Allied Health, it states as per below.</p> <div style="border: 1px solid black; background-color: #f8d7da; padding: 5px; margin: 5px 0;"> <p style="text-align: center;"><b>Dental, Medical and Allied Health</b></p> <ul style="list-style-type: none"> <li>• Research</li> <li>• Policy and Practices</li> <li>• Theory and Principles</li> <li>• Document and report preparation</li> </ul> </div> <p>I was wondering if roles like Counselling, Psychology, or Phone operators, would be included. Any additional information would be appreciated.</p> |
| <b>Answer</b>   | <p>If the role required by an Entity falls under the scope of People Panel Professional Contractor Services then it would be included, however depending on the scope of services it may be in scope for People Panel Labour Hire Services.</p>  |

### Amendments to RFT documentation

| Reference   | Current Work Level Standard - Qualifications | Amended Work Level Standard - Qualifications |
|---|--|--|
| Attachment B – Work Level Standards and Service Categories – Level 4  | of more than 16 years.                       | between 15+ years and 20 years.              |
| Attachment B – Work Level Standards and Service Categories – Level 3  | of more than 12 years.                       | between 10+ years and 15 years.              |
| Attachment B – Work Level Standards and Service Categories – Level 2  | of more than 8 years.                        | between 5+ years and 10 years.               |
| Attachment C – Draft – Panel Head Agreement for Professional Contractor Services – Schedule 7 - Work Level Standards – Qualifications Level 4 | more than 16 years.                          | between 15+ years and 20 years.              |
| Attachment C – Draft – Panel Head Agreement for Professional Contractor Services – Schedule 7 - Work Level Standards – Qualifications Level 3 | of more than 16 years.                       | between 15+ years and 20 years.              |
| Attachment C – Draft – Panel Head Agreement for Professional Contractor Services – Schedule 7 - Work Level Standards – Qualifications Level 2 | of more than 12 years.                       | between 10+ years and 15 years.              |

## **Updated Attachment B – Work Level Standards and Service Categories**

Finance has provided an updated version of **Attachment B – Work Level Standards and Service Categories** to replace the original version issued with the RFT documentation. Tenderers should use this version as part of their Tender response. ***The amendments are underlined and bolded in the updated Attachment B.***

## **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 --