



Australian Government
Department of Finance

ADDENDUM NUMBER 6 – FIN/PP03/23Phase3
PEOPLE PANEL PROFESSIONAL CONTRACTOR SERVICES

Date of Issue for this Addendum: 25 November 2024

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

This Addendum 6 provides:

- responses to questions raised by prospective Tenderers including those raised via the Industry Briefing Q & A
- amendments to RFT – paragraphs 8.4.4

RFT questions and responses

Defence specific questions

| Question 1 | |
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| Question | Can I apply for People Panel Professional Contractor Services and not have a DISP membership? Can tenderers achieve DISP membership after membership to the panel is achieved? |
| Answer | Yes, tenderers to the People Panel Professional Contractor Services Request For Tender (RFT) do not need Defence Industry Security Program (DISP) membership. If required, DISP requirements will be specified within each relevant Request for Quotation under People Panel Professional Contractor Services and successful panel members will need to comply with DISP and all other Defence security requirements as listed within the relevant Contract formed under the Head Agreement. Further information on the DISP program is available at Defence Industry Security Program Business & Industry Defence . Defence notes that it is likely that most Department of Defence related RFQs under People Panel Professional Contractor Services will include DISP certification requirements if accessing and storing classified information or material whilst working on their own ICT systems and facilities. |
| Question 2 | |
| Question | Can you please explain if SMEs will be forced to take out DISP Membership to undertake Defence Work under the People Panel Professional Contractor Services Panel. The Question requires clarification - it says "... <u>may be</u> a requirement..." then it says "... <u>will be</u> required to apply". Which is it? Noting that the DISP is not mandatory for entities "working on classified information or assets, but they will be doing so only within Defence facilities or using Defence networks" |
| Answer | DISP requirements will be specified in each relevant RFQTS. Further information on the DISP program is available at Defence Industry Security Program Business & Industry Defence . Defence notes that it is likely that most Defence related Requests for Quotation will include DISP certification requirements if accessing and storing classified information or material whilst working on their own ICT systems and facilities. |

| Question 3 | |
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| Question | When does Defence expect to release the RFT for the Defence Capability Support Panel? |
| Answer | <p>Defence is currently reviewing Industry Consultation feedback received to date, undertaking further consultative processes and confirming future requirements under the proposed Defence Capability Support Panel (DCSP).</p> <p>Further detail on the DCSP will be provided in due course and Defence will release information via AusTender - Annual Procurement Plan CASG/PP/27857 when available.</p> <p>To remain informed of available procurement opportunities we encourage you to register on AusTender via New User Registration: AusTender (tenders.gov.au)</p> |
| Question 4 | |
| Question | Please describe what is included and excluded from the scope of military engineering as an exclusion. Is the focus here army construction type engineering, or does it extend into naval and aerospace. |
| Answer | The primary focus of the proposed DCSP will be to provide Defence specific skill sets that contain military and technical requirements, including those engineering skill sets currently available through the Defence Support Services Panel (SON3485107). A finalised list will be provided through the Defence Capability Support Panel RFT and will be published on AusTender. |
| Question 5 | |
| Question | Will Defence be deconflicting the tender for the DCSP with this panel? |
| Answer | Defence is currently reviewing Industry Consultation feedback received to date, undertaking further consultative processes and confirming future requirements under the proposed DCSP. Further detail on the DCSP will be provided in due course and Defence will release information via AusTender - Annual Procurement Plan CASG/PP/27857 when available. To remain informed of available procurement opportunities we encourage you to register on AusTender via New User Registration: AusTender (tenders.gov.au). |
| Question 6 | |
| Question | We currently provide services for Competency Assessment and Professional Body Sponsorship and Certification Services for Defence -RAN under the current DSS panel. I have been advised that this People Panel is not the correct tender for our services and that it would be out of scope, and that a DCSP RFT will be released by Defence shortly. can you please confirm is this correct? |
| Answer | <p>Although Defence is currently confirming future requirements under the proposed DCSP, it is anticipated that "Competency Assessment and Professional Body Sponsorship and Certification Services" skill category will be included within DCSP.</p> <p>Further detail on the DCSP will be provided in due course and Defence will release via AusTender. To remain informed of available procurement opportunities we encourage you to register on AusTender via New User Registration: AusTender (tenders.gov.au)</p> |

Contractor Reporting, Integrity Information System (CRIIS) specific questions

| Question 7 | |
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| Question | Will training be provided re CRIIS? |
| Answer | CRIIS is being built in a manner that minimises the learning curve for users to be proficient in operating the solution. Finance is adopting a self-service approach to user training by developing on screen content, FAQ and online tutorials in response to feedback. |
| Question 8 | |
| Question | Under CRIIS, contractors appear to be natural persons rather than companies. Can you please clarify the use of the term contractor across these arrangements. |
| Answer | CRIIS supports reporting obligations as outlined in Schedule 13, Table 2, Column P, PC_ID , the Professional Contractor ID is the unique ID assigned to every registered Professional Contractor, of this RFT. This unique ID is assigned to an individual upon registration with CRIIS. Individuals are then able to connect with multiple companies the individual provides work for. |
| Question 9 | |
| Question | The CRIIS website indicates CRIIS is "coming". Is CRIIS now live? Also does a respondent have to register all persons they intend to use in CRIIS? |
| Answer | CRIIS is not currently live. The CRIIS website will be updated with relevant information when it becomes available. A tenderer does not need to register all persons they intend to use in CRIIS. Upon establishment of the panel all suppliers will be onboarded to CRIIS. |
| Question 10 | |
| Question | Does CRIIS enable the Commonwealth visibility into a company's contract companies, which are providing the contractors/resources? |
| Answer | No. |

General questions

| Question 11 | |
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| Question | A Level 5 skill grade can be applied for demonstrable experience over 20 years. But elsewhere the RFT indicates experience must be in the last 5 years. Can the Commonwealth advise how the 20 year (in this example) experience is to be demonstrated? |
| Answer | Tenderers should refer to paragraph 10.4 of the RFT, including Evaluation Criterion 2 – Technical Capability . The Tenderer must: (d) provide a summary of the Tenderer's relevant skills, qualifications, licenses, authorisations, professional body memberships, industry certification and experience of personnel relevant to the provision of the nominated Work Level Standards and Service Categories. (800 word limit) |
| Question 12 | |
| Question | Reference projects from related companies Addendum 4 does not explicitly prohibit multiple corporate entities from submitting a single response. However, when two entities within a group intend to participate, the addendum specifies that each entity should submit separate tenders if they are to apply independently. Can we clarify if the Tenderer can reference projects from related companies within the same corporate group? |
| Answer | Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services. |
| Question 13 | |
| Question | What is the intent of the limitation in Evaluation Criterion 2 - "relevant examples, in the past five (5) years"? The limitation to examples only from past 5 years may potentially disadvantage small to medium enterprises who have personnel with relevant expertise, but whom have not had opportunity to work in a relevant area in that shorter timeframe. |
| Answer | Tenderers will be assessed as to the extent to which the Tenderer demonstrates its technical capability to provide the Offered Services. Providing relevant examples, in the past five (5) years that are substantially similar to, or the same as the nominated Service Categories, allows the Tender Evaluation Team scope to assess Technical Capability. In accordance with paragraph 10.4 of the RFT, tenderers can also: (d) provide a summary of the Tenderer's relevant skills, qualifications, licenses, authorisations, professional body memberships, industry certification and experience of personnel relevant to the provision of the nominated Work Level Standards and Service Categories. (800 word limit) (e) 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 14 | |
| Question | Will cyber security services that don't fall under ICT & Digital Solutions form part of this panel? |
| Answer | Tenderers should refer to paragraph 3 of this RFT and Attachment B – Work Level Standards and Service Categories for the scope of the People Panel Professional Contractor Services arrangement. |

| Question 15 | |
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| Question | <p>In Addenda 3, Question 8 asked for further guidance on an appropriate response for Section 11-28 Question 1. "how long the tenderer has been supplying or providing services substantially similar to, or the same as...".</p> <p>The answer given to this question was to provide a response that we (the tenderers) consider will be beneficial in highlighting our skills and experience relevant to the nominated Service Categories for which we are Tendering for. The reference you provided for this is Para 10.4 in the RFT which covers multiple criteria including Corporate and technical capability.</p> <p>This may have created some confusion as we are now led to believe that for Question in (in Sections 11-28), we need to "provide a response that we consider will be beneficial in highlighting their skills and experience" in accordance with your answer in Addenda 3 Question 8.</p> <p>Can you confirm if you would just like a direct answer to the question only or if you now require a response that highlights our skills and experience.</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, noting the questions (500 word limit).</p> |
| Question 16 | |
| Question | <p>Section 3.1.1 (d) states the People Panel Phase 3 is "for a short-term involving a one-off or irregular task, where the work is expected to take up to 24 months".</p> <p>Can Finance please clarify if the definition of:</p> <ul style="list-style-type: none"> a) "one-off" includes a single SOW for multiple deliverables? b) "irregular" includes the same repeated task but at irregular intervals on an ad-hoc basis? For example, the same task delivered two times in a year |
| Answer | <p>Finance believes both examples would fall within the definition of "for a short-term involving a one-off or irregular task, where the work is expected to take up to 24 months".</p> |
| Question 17 | |
| Question | <p>Clarification re Q8 Addendum 3</p> <p>Based on your response to question 8 in addendum 3, will the first question in the response document to each service category be modified to ask for capability or will an additional question box be included in the response form?</p> <p>The first question requires respondents to provide a period of time (how long they have been providing services). It currently does not ask for a capability statement.</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, noting the question (500 word limit).</p> |

| Question 18 | |
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| Question | <p>Use of tables in response</p> <p>Is there an ability to use tables to summarise information in our response in the portal? We have been unable to find the option in the response fields.</p> |
| Answer | <p>Tables are not permitted to be used in the Tender Response Questionnaire unless already provided for as part of the answer field within the 360 Public Portal.</p> |
| Question 19 | |
| Question | <p>Timing of referee reports</p> <p>Could you please confirm whether referee reports must be completed and returned by referees prior to the RFT closing date, or whether requests will be sent to referees after this date? This information is important and informs the schedule for preparing our submission.</p> |
| Answer | <p>Nominated Referees will be notified via email and will be required to submit their response via the 360 Public Portal. Nominated Referees will have until the indicated date advised in the email in which to submit their responses. Nominated referees will not receive notification or be required to submit their response prior to the closure of the Tender on 19 December 2024. The timeframe for Nominated Referees to submit their Referee endorsements is at the absolute discretion of Finance.</p> |
| Question 20 | |
| Question | <p>Section 9 Criteria 1 - Corporate Capability and 10: Evaluation Criterion 2 - Technical Capability</p> <p>Section 9 Question 1 (1769379) - If you're responding/applying for ALL of the Service Area's - Do you need to write a response for Category 1 (500 word response) Category 2 (500 word response) Category 3 (500 word response) and Category 4 (500 word response)?</p> <p>Section 10 Question 2 (1769383) same question as above.</p> <p>For each service area (Category 1 to 4) you're responding to you must have 2 cases studies with 2 references?</p> |
| 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>Evaluation Criterion 2 – Technical Capability</p> <p>The Tenderer must:</p> <p>(e) 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> <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>(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> |

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| | <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> <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 21 | |
| Question | <p>How do I register for the Industry Briefing?</p> <p>Can you please advise on when the slide deck will be made available from the briefing?</p> |
| Answer | <p>The Virtual Industry Briefing was held at 10.00am on Friday 08 November 2024.</p> <p>Tenderers should refer to Addendum 5 for the Industry Briefing presentation.</p> |
| Question 22 | |
| Question | <p>I've just tried to log into our 360 dashboard but I've been locked out I think, how do I reset our password??</p> |
| Answer | <p>Tenderers should refer to Attachment G – 360 Public Portal Tenderers User Guide to the RFT.</p> <p>You may also contact the simplylogical.net Technical Support Team for any issues regarding the 360 Public Portal.</p> <p>Email: support@simplylogical.net</p> <p>Telephone: 02 5100 4009</p> |
| Question 23 | |
| Question | <p>Seeking to clarify if People Panel Phase 3 will replace the MAS Panel? Or is People Panel Phase 3 for the supply of Contract workers to specific programs of work / projects for the Commonwealth?</p> |
| Answer | <p>No.</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> <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>(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;</p> |
| Question 24 | |
| Question | <p>I'd like to clarify the term "Professional Contractor". Does this refer to an employee of the service provider, or can it also include a contractor engaged by the service provider?</p> |
| Answer | <p>Regarding the Professional Contractor definition, Tenderers should refer to Part B, paragraph 2.3.3 of the RFT.</p> |

| Question 25 | |
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| Question | <p>The Professional Contractor Services Panel (PCSP) online brief has stated Learning & Development is not included in the PCSP, what extent does L&D extend to, i.e. training services?</p> <p>If not this panel, can you provide what panel 'training' would fall to.</p> |
| Answer | <p>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>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 26 | |
| Question | <p>Repetitive questions for Organisational Development.</p> <p>Just wondering if this question and the previous 2 are the same? Apologies, but I keep seeing the same section, topic and question.</p> |
| Answer | <p>Tenderers should refer to paragraphs 7.1 - 360 Public Portal and 10.4 - Stage 2: Detailed Evaluation of the RFT.</p> <p>Evaluation Criterion 2 – Technical Capability</p> <p>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> <p>The questions need to be responded to each with a relevant example and referee, they are not duplicate questions.</p> <p>Attachment G – 360 Public Portal Tenderer's User Guide can also be used as a helpful resource when completing your response.</p> |

| Question 27 | |
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| Question | <p>We support a number of departments under Phase 1 and Phase 2 of the Whole of Government People Panel.</p> <p>Will this Phase 3 replace work with the following departments or remain unchanged?</p> <p>1) National Measurement Institute 2) CSIRO 3) DSTO 4) ANSTO</p> |
| Answer | <p>In accordance with paragraph 1.1.5 of the RFT.</p> <p>As a coordinated procurement, use of the People Panel for Professional Contractor Services will be:</p> <p>(a) mandatory for non-corporate Commonwealth Entities that are subject to the Public Governance, Performance and Accountability Act 2013 (PGPA Act); and</p> <p>(b) optional for other Commonwealth Entities that are subject to the PGPA Act.</p> <p>Tenderers should also refer to paragraphs 1.1.6, 1.1.7 and 3 of the RFT.</p> <p>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.</p> |
| Question 28 | |
| Question | Would you be open to a non-conforming bid? |
| Answer | Tenderers should refer to paragraph 8 – Part C - Conditions for Participation of the RFT. |
| Question 29 | |
| Question | <p>Please consider the following example from RMG423 page that talks about Legal:</p> <ol style="list-style-type: none"> 1. A legal firm engaged by the entity to provide independent legal advice would be a consultant. 2. An individual engaged through a supplier, or a supplier engaged to provide legal advice to a government entity within the internal legal function of the entity and under direct supervision would not be a consultant. <p>The DSS Panel typically operates under an arrangement where roles are defined by Defence and DSS panel providers offer CVs of suitable candidates to fill those roles within Defence facilities and then they report to Defence supervisors. So, based on the RMG423 example, the DSS Panel operates under the second option in the example (ie. Not consultants)</p> <p>I have 2 questions:</p> <ol style="list-style-type: none"> a. Will the People Panel Phase 3 operate under the first option only? Note: A clear yes/no answer is preferred to a list of tender clauses. b. Does this mean that companies that solely offer CVs under the DSS panel for people to work in Defence will not qualify for the People Panel Phase 3 as they are not consultants in accordance with the RMG423 definition? Again a simple yes/no would be appreciated. |
| 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> |

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| | <p>(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;</p> <p>Tenderers should refer to Part B, paragraph 2.3.3 of the RFT which defines a Professional Contractor.</p> <p>The Whole of Australian Government Legal Services Panel – SON4072331 should be referred to for the provision of Legal Services.</p> |
| Question 30 | |
| Question | <p>Referee Reports</p> <p>We have signed referee reports available for past work in PDF format from previous government tenders in government format.</p> <p>Can these be submitted instead of making our referees go through the process yet again through the 360 Public Portal for your tender? Thanks.</p> |
| Answer | Tenderers should refer to paragraph 8.4 of the RFT. |
| Question 31 | |
| Question | <p>I am writing to seek clarification regarding the RFT for People Panel Phase 3 - Professional Contractor Services.</p> <p>We are currently completing our tender submission via the 360 Public Portal and have a question regarding the process of referee notifications. The guidance notes indicate that referee endorsements will be facilitated through the 360 Public Portal, with referees receiving notification upon being nominated to complete a form.</p> <p>Could you please clarify the timing of this notification? Specifically, will referees receive the notification as soon as we enter and save their details and complete the relevant referee question within Evaluation Criteria 2 - Technical Capability, or will they only be notified after we have submitted our full and completed tender submission?</p> |
| Answer | Nominated Referees will be notified via email and will be required to submit their response via the 360 Public Portal. Nominated Referees will have until the indicated date advised in the email in which to submit their responses. Nominated referees will not receive notification or be required to submit their response prior to the closure of the Tender on 19 December 2024. The timeframe for Nominated Referees to submit their Referee endorsements is at the absolute discretion of Finance. |
| Question 32 | |
| Question | <p>Question regarding Levels</p> <p>In the spirit of enabling Industry to continue developing their teams, will a company get access to all levels (L1-5) of a service capability if they demonstrate previous experience in that category (eg at L2-4)? Or will a company only be able to access up to the level of experience previously demonstrated? (IE need to have a L5 example to get access to L1-L5)?</p> |
| 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 33 | |
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| Question | <p>Changes not syncing between 2 colleagues</p> <p>My colleague and I are both wanting to provide inputs into the same questionnaire for the above. We both share an ABN and have set up our logins etc and are using our company email accounts.</p> <p>We note on trialling responses to a couple of questions, our changes are not showing up for each other and each person has had to start from scratch. We are concerned about duplication of effort and that more than one submission will show up, or be expected from each linked email.</p> <p>What is the process for sharing on 360 degrees, is it like SharePoint?</p> |
| Answer | <p>Please refer to paragraph 8.5 and Attachment G – 360 Public Portal Tenderer's User Guide of the RFT.</p> <p>You may also contact the simplylogical.net Technical Support Team for any issues regarding the 360 Public Portal.</p> <p>Email: support@simplylogical.net</p> <p>Telephone: 02 5100 4009</p> |
| Question 34 | |
| Question | <p>I wish to confirm whether former or retired employees at EL1 level or above who have worked in the Australian Public Service sector, Commonwealth, or state agencies, are eligible to provide professional references.</p> <p>Could you kindly confirm if such individuals are suitable for this purpose, or if there are any specific requirements or restrictions related to their status as former or retired employees?</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 the Tenderer may nominate as a Referee.</p> |
| Question 35 | |
| Question | <p>While our company has been in operation since 2021, our staff are highly skilled professionals with more than 20 years of relevant experience working for the Government and Corporate sectors.</p> <p>I want to confirm if our staff's corporate and technical capabilities from previous engagements, including referees and engagement examples can be used to support the responses associated with the Corporate and Technical capabilities against each of the services we are applying for in this RFT.</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:</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 36 | |
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| Question | <p>Subcontractor Case Studies for Evaluation Criterion 2 Technical Capability</p> <p>In the Industry Briefing, it was stated: "Do not refer to other services by other suppliers – only focus on your organisation's services" when addressing Evaluation Criterion 2 - Technical Capability.</p> <p>To confirm, are we permitted to include case studies and referees from our subcontractors if they delivered those services independently (i.e. where our organisation did not directly manage or prime the delivery)? For example, if one of our subcontractors has delivered Human Resources services that our organisation has not, can we still use their case study and referees in our response?</p> <p>This guidance seems to contradict the Evaluation Criteria, which states: "Where the Tenderer proposes to use any Subcontractor(s) to deliver any part of the Services, the Tenderer is to provide details of these arrangements, including..."</p> <p>Please confirm if referencing subcontractor experience in this manner is acceptable.</p> |
| Answer | <p>In accordance with paragraph 10.4 or the RFT, Tenderers will be assessed as to the extent to which the Tenderer demonstrates <u>its</u> capability to provide the Offered Services.</p> <p>(d) 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>(e) 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> <p>In this context, the examples and referees provided should be the Tenderers directly or as the prime contractor to deliver the services.</p> |
| Question 37 | |
| Question | <p>Referee Endorsement</p> <p>Following on from Addendum 2, question 23, are you able to provide some more detail on referee response requirements.</p> <p>Are Tenders required to submit case studies (and the associated referees) before RFT closing date, and have the referee endorsement response before RFT closing date, or will the referee have a period of time to respond (as determined by Finance) after the RFT closing date?</p> <p>In addition to the above question, can we submit a case study and referee to the 360 Portal for a particular service category, while continue to work on other service categories; or can a Tenderer only make one submission to the 360 Public Portal, then the response is locked?</p> |
| Answer | <p>In accordance with paragraph 8.4 and 10.4 of the RFT. Tenderers are required to submit relevant examples (case studies) and Nominated Referee details in the 360 Public Portal before the Tender closing time of 2.00pm AEDST 19 December 2024.</p> <p>The timeframe for Nominated Referees to submit their Referee endorsements is at the absolute discretion of Finance.</p> |

| Question 38 | |
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| Question | <p>Pricing guidelines for People Panel work level standards</p> <p>There are no pricing guidelines/approved pricing ranges listed on the Work Level Standards document or in any of the documentation. Can you please supply a guide on pricing ranges for each Work Level Standard to ensure we hit the mark with our pricing?</p> |
| Answer | <p>In accordance with paragraph 7.3 of the RFT, Tenderers are encouraged to submit their best and unconditional offers in the first instance.</p> <p>Not limiting Finance's additional Discretions at paragraph 8.22.</p> <p>Finance will not be providing pricing guidance or pricing ranges for each Work Level Standard.</p> |

Amendments to RFT documentation

| Reference | deleted clause | Add clause |
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| RFT | <p>8.4.4 Tenderers will be notified via email when each Referee has started their response and again when they have completed their response. The 360 Public Portal allows the list of nominated referees to be changed prior to the Closing Time should a Referee not receive or not action their invitation to provide a reference for the Tenderer.</p> | <p>8.4.4 The 360 Public Portal allows the list of nominated referees to be changed prior to the Closing Time.</p> |

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 --