



Australian Government
Department of Finance

ADDENDUM NUMBER 7 – FIN/PP03/23Phase3
PEOPLE PANEL PROFESSIONAL CONTRACTOR SERVICES

Date of Issue for this Addendum: 27 November 2024

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

This Addendum 7 provides:

- responses to referee related questions raised by prospective Tenderers
- updated version of Attachment G – 360 Pabic Portal Tenderer's User Guide to this RFT.

RFT questions and responses

Question 1	
Question	<p>References</p> <p>None of my referees have received requests for references. When will this occur? Is it the responsibility of Tenderers to obtain Referee endorsements? Are referees required to provide their response before the Tender Closing Time?</p>
Answer	<p>Tenderers should refer to paragraph 8.4 of this RFT.</p> <p>Nominated Referees will be notified by Finance via email using the information the Tenderer inputs into the 360 Tender Response Questionnaire. Finance will manually trigger the notification process.</p> <p>Nominated referees will not be notified or be required to submit their response prior to the closure of the Tender on 19 December 2024. Nominated Referees will have until the indicated date advised in the email in which to submit their responses. The timeframe for Nominated Referees to submit their Referee endorsements is at the absolute discretion of Finance.</p>
Question 2	
Question	<p>Bundling reference projects to reduce referee requirement to answer multiple questionnaires</p> <p>Question: Is it possible to bundle example reference projects satisfying more than one service category to prevent the corresponding referee from needing to answer multiple questionnaires?</p>
Answer	<p>Tenderers should refer to paragraph 10.4 of this RFT, which in part states 'Tenderers must 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 3	
Question	<p>We have the following RFIs regarding the People Panel:</p> <ul style="list-style-type: none"> Are we able to use different aspects of the same Project to apply for separate Service Categories? For example, if on a Project we provided both <i>Contract Management</i> and <i>Programs/Projects Support</i>, would we be able to use the different components of that Project to develop two separate case studies? <p>We use a subcontractor to provide services in a specific Service Category. Noting the definitions outlined in Attachments A & C of the RFT, does 'the Tenderer' as an entity consist of us and subcontractors that we nominate in Evaluation Criterion 1 - Corporate Capability (b)?</p> <p>Separately, are we able to provide case studies of work conducted by the Subcontractor but not under our Company banner?</p>
Answer	<p>Yes, if the Tenderer has provided the services they are nominating in the Tender, they can be used as Relevant Examples.</p> <p>In accordance with paragraph 10.4 of this RFT, Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services, which may include experience of the firm/company that is tendering and/or the previous experience of individuals that now work with the Tenderer.</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 4	
Question	<p>The 360 Portal Guide on page 3 states: "To add your Referee's details, select <i>Add New Referee</i> and click <i>OK</i>. Once completed select <i>Lock Referee List & Send Request</i> and send invitation by selecting <i>Yes – Lock & Send</i>".</p> <p>This feature does not appear in our 360 application.</p> <p>We called the 360-phone number published in the tender documents and were informed that Referees would be contacted by Finance after the submissions were closed which is inconsistent with section 8.4 of the tender documents.</p> <p>Can you please confirm the Referee process so we can ensure our response can be completed and submitted?</p>
Answer	<p>Tenderers should refer to Question 1 of this Addendum which outlines the referee process</p> <p>Also Tenderers are to refer to the updated paragraph 3.4 of Attachment G - 360 Public Portal Tenderer's User Guide to this RFT. This replaces the original version issued with the RFT documentation and is attached to this addendum below. Tenderers should use this version as part of their Tender response.</p>

Question 5	
Question	We are in the process of completing our tender response and would like to add referee endorsements. For some reason Section 13 is not appearing in our respondent section. Can you please advise?
Answer	Section 13 related to “Specialised Services” Each section that applies to a particular Service Category is triggered and becomes visible once selected in Section 8 “Offered Services”. Tenderers should ensure they have selected the Service Categories they want to Tender for in Section 8 of the Tender response questionnaire in the 360 Public Portal.
Question 6	
Question	Employee Names in Response In Addendum 5, Question 6 it was stated that names do not need to be included in the RFT Response Questionnaire. Can you confirm that if we use employee names in the response that we won't be excluded or non-compliant? We would prefer to include them to assist the referees understand the scope of work performed.
Answer	Tenderers should refer paragraph 10.4 of this RFT, which in part states 'Tenderers will be assessed as to the extent to which the Tender demonstrates its technical capability to provide the Offered Services'.
Question 7	
Question	As the portal will only allow two (2) projects, then we are only able to nominate two (2) referees.
Answer	As per paragraph 10.4 of this RFT, Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services. Tenderers are not limited to using the same two examples or the same two referees, if they are tendering for different Service Categories as Evaluation Criterion 2 – Technical Capability states Tenderers must: <ul style="list-style-type: none"> (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, <i>EACH</i> 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) (c) provide the details of two Referees in relation to engagements where the Tenderer has provided Services substantially similar to, or the same as, <i>EACH</i> of the nominated Service Categories, for the Commonwealth, Australian State/Territory Governments and/or other organisations of a similar size and scale.
Question 8	
Question	Would it be possible to receive a list of questions the Referee will be asked?
Answer	The Referee Endorsement Questionnaire will ask questions related to the Relevant Examples provided. Tenderers should refer to paragraph 8.17.1(e) of this RFT.

Question 9	
Question	<p>I am considering applying for the People Panel.</p> <p>RFT FIN/PP03/23Phase 3 para 10.4 Evaluation Criterion 2 - Technical Capability states the tenderer must provide the details of two referees however 360 Public Portal in the related section says the tenderer should provide referees but also gives the option to skip the question. Please clarify if it is a mandatory requirement to provide the referee - must vs should statement.</p>
Answer	<p>As per paragraph 8.4 of this RFT, Referee endorsement should be submitted to support the Tenderer's claimed experience noting as per paragraph 10.4 of this RFT, Tenderers will be assessed as to the extent to which the Tenderer demonstrates its technical capability to provide the Offered Services.</p>
Question 10	
Question	<p>Duplication of questions in evaluation criteria</p> <p>It appears there is a duplication of questions in the portal for the evaluation criteria. Questions 2 and 3 are duplicated at Question 4 and 5. Noting the question asks for one (1) relevant example and corresponding referee details, it appears Question 4 and 5 duplicate this, and there is no way to remove the duplicate questions therefore rendering the progress as only 50% complete.</p> <p>Can you please confirm that there should only be Questions 1, 2, and 3 for each Evaluation Criteria 2 - Technical Capability.</p> <p>Example provided below.</p> <p><u>Section 12, Question 2</u></p> <p>Question: The Tenderer must provide a summary, with one (1) relevant example, in the past five (5) years that is substantially similar to, or the same as Audit Services, 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><u>Section 12, Question 3</u></p> <p>The Tenderer should provide the details of one (1) Referee relating to the example provided in the previous question for engagement where the Tenderer has provided Services substantially similar to, or the same as, Audit Services for the Commonwealth, Australian State/Territory Governments and/or other organisations of a similar size and scale.</p> <p>For example: EL1 or above for Commonwealth Public Service or middle management and above for all other Referees.</p> <p><u>Section 12, Question 4</u></p> <p>Question: The Tenderer must provide a summary, with one (1) relevant example, in the past five (5) years that is substantially similar to, or the same as Audit Services, 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><u>Section 12, Question 5</u></p> <p>Question: The Tenderer should provide the details of one (1) Referee relating to the example provided in the previous question for engagement where the Tenderer has provided Services substantially similar to, or the same as, Audit Services for the Commonwealth, Australian State/Territory Governments and/or other organisations of a similar size and scale.</p> <p>For example: EL1 or above for Commonwealth Public Service or middle management and above for all other Referees.</p>

Answer	<p>The above example is not a duplication.</p> <p>As per paragraph 10.4 of this RFT, Tenderers must:</p> <ul style="list-style-type: none"> (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) (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) (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>Therefore Question 2 of this example allows the Tenderer to provide a response for example one (1) with the associated referee information being input at Question 3.</p> <p>Question 4 allows for the Tenderer to provide a response for example two (2) with the associated referee being input at Question 5.</p> <p>The separation of the two (2) questions are designed to maintain the privacy of each of the referee identities (noting the referee information is used by the 360 Public Portal to generate the Referee response questionnaire).</p>
Question 11	
Question	<p>Confidential Referee Process</p> <p>We have a client who is willing to be a referee, but they have asked to remain confidential. Could you please let me know if there is a process to keep referee's details private, and if so, what is it?</p> <p>I know that the referee details will not be included in the Head Agreement, but I am not 100% sure who will have access to those details once they have been submitted.</p> <p>I need to inform our client of the process, so they can make a decision on whether to assist or not.</p>
Answer	Tenderers should refer to paragraph 8.24 of the RFT.

Updated Attachment G – 360 Public Portal Tenderer's User Guide

Finance has provided an updated version of Attachment G – 360 Public Portal Tenderer's User Guide to replace the original version issued with the RFT documentation. Tenderers should use this version as part of their Tender response.

-- End of Addendum --