



Australian Government
Department of Finance

ADDENDUM NUMBER 8 – FIN/PP03/23Phase PEOPLE PANEL PROFESSIONAL CONTRACTOR SERVICES

Date of Issue for this Addendum: 3 December 2024

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

This Addendum 8 provides:

- responses to questions raised by prospective Tenderers
- amendment to RFT documentation at **paragraph 10.4.2** of the RFT

RFT questions and responses

Question 1	
Question	<p>Request to extend the window for examples back to 2017</p> <p>We are a small company and often have engagements that extend over multiple years. Through COVID, there was also some contraction in our markets which limited our work. With the window for our experience set to 5 years there are a number of relevant engagements that we have completed, and whose lessons are still being applied, that we would not be able to offer as examples of our proficiency. Is there any chance of extending the window by 2 years, so we can include work from 2017 and 2018?</p>
Answer	<p>No. Finance will not extent the period to 7 years, Tenderers should refer to paragraph 10.4 of this RFT, which in part states:</p> <p>The Tenderers must:</p> <p style="padding-left: 40px;">(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>Tenderers will be assessed as to the extent to which the Tenderer demonstrates its technical capability to provide the Offered Services.</p>
Question 2	
Question	<p>RFT FIN/PP03/23Phase 3 paragraph 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>Tenderers will be assessed as to the extent to which the Tenderer demonstrates its technical capability to provide the Offered Services. As per paragraph 8.4 of this RFT Referee endorsement should be submitted to support the Tenderer's claimed experience. It is not a mandatory requirement to provide a Referee Nomination.</p> <p>Please refer to the amendments to RFT documentation at paragraph 10.4.2 (see below) of the RFT.</p>

Question 3	
Question	In the APS Job family Framework spreadsheet, can you please advise whether the Engineering & Technical, Digital Solutions, Trades & Labour APS Job Families are part of this tender. If not, are they a part of a previous tender?
Answer	<p>This RFT is for Professional Contractor Services. 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.</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 4	
Question	<p>Query Regarding Suitability for People Panel Phase 3</p> <p>We are a recruitment agency with many years of experience in placing professional services resources / contractors within government organisations to support projects and deliver programs of work.</p> <p>We understand that Phase 2 of the People Panel focused on operational, day-to-day labour hire resources, while Phase 3 is more oriented toward project-based or outcomes-focused work.</p> <p>Given this context, could you please advise whether our company would be a suitable supplier partner for the People Panel Phase 3? Additionally, if there are specific factors we should consider, your guidance would be much appreciated.</p>
Answer	This RFT is for Professional Contractor Services. 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 5	
Question	<p>Clarification on Professional Contractor Services under other APS job family</p> <p>Can you confirm for Professional Contractor Services out of ICT and Digital Solutions eg cyber security under APS job family intelligence will still be applicable under this panel?</p>
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> <p>For more information on ICT Contracting Services go to buyict.gov.au</p>

Question 6	
Question	I have reviewed the RFT documents for the People Panel Services for the Australian Government - Professional Contractor Services. To satisfy Evaluation Criteria 2 - Technical Capability, is it acceptable to provide detailed description of my personal technical capability, engagements and referees, as the sole director and employee of my entity/company?
Answer	Yes. Please refer to 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.
Question 7	
Question	Evaluation of ceiling rates for skillsets on the People Panel Phase 3 We understand that the Evaluation Team will not be negotiating with companies. If a company provides a price (max daily rate) for a service category that is slightly more than what the Commonwealth are expecting, does this mean that the Company will be automatically excluded? On other Panel submissions, when the above situation has occurred, the Evaluation Team has stated to the supplier that they may be approved for the skillset on the condition that they accept a revised ceiling rate (usually determined by the Commonwealth). Will this occur for this Panel?
Answer	In accordance with paragraph 7.3 of this RFT, Tenderers are encouraged to submit their best and unconditional offers in the first instance. Tenderer's are also to refer to Finance's additional Discretions at paragraph 8.22 . Finance will not be providing pricing guidance or pricing ranges for each Service Category.
Question 8	
Question	Clarification on Case Studies Can providers share case studies that cover non-ongoing, fixed term, perm and/or labour hire to demonstrate capability, or do they need to be 'labour hire' or 'contractor' specific examples?
Answer	In accordance with paragraph 10.4 of the RFT, the Tenderer must: (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) In this context the relevant examples (Case studies) provided must be "substantially similar to, or the same as" the nominated Service Categories. Tenderers will be assessed as to the extent to which the Tenderer demonstrates its technical capability to provide the Offered Services.
Question 9	
Question	How would the tenderer respond to any allegation of Modern Slavery or substandard working conditions in its operations or supply chains"? It is unclear what Finance are looking in this response. What would be an appropriate form of response?

Answer	<p>In accordance with paragraph 9.1.1, Tenderers and subcontractors are required to comply with all applicable laws and Commonwealth policies in their participation in this RFT process, and in the provision of the Services under any resultant Head Agreement.</p> <p>Tenderers should refer to paragraph 9.7 – Modern Slavery Act of this RFT.</p> <p>More information on this policy can be found at Modern slavery.</p>
Question 10	
Question	<p>Can an Interim Executive Search Firm register for this Panel</p> <p>Upon listening to the recent webinar, it was stated that out of scope services included: Services provided under other Whole of Australian Government coordinated procurement such as Legal services, property services, recruitment and search services, labour hire and consultancy services.</p> <p>Does this mean that under no circumstances can an Interim Executive provider register for the panel? We have contractors registered with us that can fulfil the roles required but are you looking for individual contractors to register instead of the Interim Executive search firm?</p>
Answer	<p>Tenderers should refer to paragraph 2.3.3 of this RFT, which defines 'A Professional Contractor'.</p> <p>Please also refer to paragraph 3 – Scope of the Panel of the RFT.</p>
Question 11	
Question	<p>Security Services</p> <p>For the Security Services category in Attachment B – Work Level Standards and Service Categories are you looking for specific job discipline target areas e.g finance, ICT and are we able to use Cyber and ICT case studies for this category?</p>
Answer	<p>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.</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> <p>For more information on ICT Contracting Services go to buyict.gov.au</p>
Question 12	
Question	<p>As we are currently evaluating the opportunity to apply for participation in the People Panel under the Professional Contractor Services – Dental, Medical and Allied Health category. Before proceeding with the application, we wanted to clarify whether it would be beneficial for us to apply, given that we are already involved in work under the Health Data Analytics Panel. I'm noting that the services we would be looking to register for are focused on health economics research and policy.</p> <p>We are keen to understand if there is overlap in scope or objectives between the two panels, and if being part of both would provide us with additional value or create any potential redundancy.</p> <p>Your guidance on this matter would be greatly appreciated, as it will help us make an informed decision about the next steps. Thank you in advance for your time and assistance. We look forward to hearing from you soon.</p>

Answer	<p>Tenderers should refer to paragraph 1.1.5, 1.1.6, and 1.1.7, and Attachment B - Work Level Standards and Service Categories of this RFT.</p> <p>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 13	
Question	<p>Multiple Service Category selection</p> <p>Our organisation intends to submit a response against numerous Service Categories. Are Service Categories evaluated individually or as a whole and will the department offer tenderers the ability to be placed on the Panel under some Service Categories and not others we respond to or is it that we are on all we respond to or nothing? How will this be addressed?</p>
Answer	<p>Service Categories will be evaluated individually rather than as a whole.</p> <p>In accordance with paragraph 10.4, noting 10.4.5 of this EACH Service Category for which the Tenderer has offered Services.</p> <p>Tenderers will be assessed as to the extent to which the Tenderer demonstrates its capability to provide the Offered Services.</p>
Question 14	
Question	<p>Significant Event Clarification</p> <p>We strongly support the Notification of Significant Events regime in place within the Federal Government. While the Significant Events clause set out in this draft Panel and the existing MAS Panel are very closely aligned, we note that a different "materiality" threshold was agreed in the MAS Panel. From a consistency of assessment and compliance point of view, we would prefer to have the obligations aligned if possible.</p>
Answer	<p>Tenderers are to refer to clause 16.2 of Attachment C – Draft Panel Head Agreement for Professional Contractor Services of this RFT, which outlines the 'Significant Events' clause relevant to this RFT.</p>
Question 15	
Question	<p>Quantity of Examples required</p> <p>Paragraph 10.4 of the RFT states that the Tenderer must: (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...</p> <p>Question: Are two (2) relevant examples required for each service category applied for, or do any of the examples provided need to satisfy each (and all) service categories?</p> <p>Associated question: The spreadsheet guide suggests that only one (1) relevant is required (i.e. to cover each category). Which is required? Two or one?</p>
Answer	<p>Tenderers should refer to paragraph 10.4 of this RFT, which in part states 'Tenderers must provide a summary, with at least two (2) relevant examples..'</p> <p>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.</p>

Question 16	
Question	<p>Sharing the same questionnaire</p> <p>My colleague and I are working on the same bid - this bid. We have both set up logins. We share the same ABN, yet it seems we are completing 2 different questionnaires and that is not our aim. We want to input into the same one response and be able to share tasks between us.</p> <p>How do we sync to one response in 360 Public Portal. We cannot seem to add each other to our response.</p>
Answer	<p>Tenderers should refer to Attachment G – 360 Public Portal Tenderers User Guide to this 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 17	
Question	<p>Request to upload new STR</p> <p>It has just come to my attention that I have uploaded an incorrect document for the STR.</p>
Answer	<p>Tenderers can refer to Attachment G – 360 Public Portal Tenderer's User Guide</p> <p>In accordance with paragraph 8.6.1 of this RFT, which states that prior to the Closing Time, Tenderers can re-open their submitted Tender in the 360 Public Portal to make changes. After re-opening a Tender, the Tenderer must re-submit the amended Tender in the 360 Public Portal. If any assistance is required, the Tenderer should contact 360 Public Portal Support through the contact points in paragraph 5.4.</p>
Question 18	
Question	<p>Question regarding Service Category "Security Services"</p> <p>Does the Service Category "Security Services" refer to the provision of security activities (such as cybersecurity or physical security services) or the provision of the Service Descriptors, for example 'Policy and Practices', for agencies and departments in the security sector (such as for the Department of Defence)?</p>
Answer	<p>Tenderers are to refer to Attachment B – Work Level Standards and Service Categories of this RFT which states 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> <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> <p>For more information on ICT Contracting Services go to buyict.gov.au</p>

Question 19	
Question	<p>Clarification question</p> <p>As per clause 5.1 (xii) of Attachment C whereby the supplier will be required to cover the costs of security clearances and medical checks, can you advise whether there are circumstances whereby the entity will cover the cost of security clearance and what specific medical checks are required pre-engagement?</p> <p>Through our current dealings across the Commonwealth, many entities cover the cost of and sponsor security clearances.</p>
Answer	<p>Tenderers should refer to clause 4.1 of Attachment C – Draft Panel Head Agreement for Professional Contactor Services:</p> <p>Unless specified otherwise in a Contract, the Service Provider must, at the cost of the Service Provider, ensure that prior to commencing an engagement with an Entity, all Professional Contractors:</p> <ul style="list-style-type: none"> (a) have undergone a criminal history assessment or police check; (b) have undergone a medical check or fitness assessment, in accordance with clause 23; (c) have obtained the specified security clearance by an Entity; (d) are Australian citizens; (e) have obtained any other relevant clearances required by an Entity (e.g. Employment Suitability Clearance, working with children and/or vulnerable persons, disability services or in the aged care sector); and (f) have undertaken any additional checks and obtained any additional clearances required by a Contract. <p>This clause can be read in conjunction with clause 24.1.4 of Draft Panel Head Agreement for Professional Contactor Services:</p> <p>If the Service Provider will incur material external costs as a result of the imposition of an additional security requirement under clause 24.1.3, the Service Provider may seek reimbursement from Finance or the Entity (as relevant) for those costs provided they are reasonable in amount, substantiated to the reasonable satisfaction of Finance or the Entity and have been notified to Finance or the Entity prior to those costs being incurred.</p>
Question 20	
Question	<p>eInvoicing & PEPPOL</p> <p>We are seeking confirmation if having the capability to deliver and receive eInvoices through the PEPPOL framework is a criterion that will impact a Tenderer's eligibility to be on the People Panel.</p>
Answer	<p>It is not mandatory for Service Providers to use PEPPOL, it would be a decision of the Service Provider should they wish to utilise eInvoicing using PEPPOL.</p>
Question 21	
Question	<p>Gap in Experience Levels</p> <p>Could you please clarify if the gap in experience levels between 4 to 8 years is intentional? Specifically, Level 1 covers 0 to 4 years of experience, and Level 2 requires 8 or more years of experience. Is this gap because years of experience aren't the sole criteria and can be offset by other qualifications? Understanding this would help us align our levels and qualifications more accurately."</p>
Answer	<p>Tenderers should refer to Addenda 4 - Question 1, which is to be read in conjunction with Attachment B - Work Level Standards and Service Categories of this RFT.</p>

Question 22	
Question	<p>As a sole trader being the only employee, who works from their home office or at the government's premise, what options are available for the following:</p> <p>Draft Contract</p> <p>1. Mandatory Insurance requirements</p> <p>What options would the Department of Finance find acceptable and make available to sole traders as part of their tender response?</p> <p>Public Liability</p> <p>a. Would the Department of Finance be agreeable to the sole trader purchasing public liability insurance after winning a request for quote and entering into an Order?</p> <p>b. Would the Department of Finance be agreeable to the public liability insurance amounts varying based on the amount an Insurance company is willing to cover?</p> <p>Professional Indemnity</p> <p>c. Would the Department of Finance be agreeable to the sole trader purchasing professional indemnity insurance after winning a request for quote and entering into an Order?</p> <p>d. Would the Department of Finance be agreeable to the public liability insurance amounts varying based on what the amount an Insurance company is willing to cover?</p> <p>Workers Compensation</p> <p>e. In Australia sole traders do not need workers compensation insurance to cover themselves, but in the Australian Capital Territory sole traders must have workers compensation insurance in place to protect any workers they employ, including apprentices.</p> <p>The sole trader does not have any employees, trainees or apprentices. Would the Department of Finance be agreeable to the sole trader not having Workers Compensation?</p> <p>Draft Order</p> <p>2. Non-mandatory e-Invoicing using PEPPOL</p> <p>a. Would the Department of Finance be agreeable to the sole trader purchasing invoicing software that has PEPPOL compatibility after winning a request for quote and entering into an Order?</p>
Answer	<p>Tenderers should read clause 18 in conjunction with the definition of 'Contact' in clause 1 of Attachment C – Draft Panel Head Agreement for Professional Contractor Services to this RFT.</p> <p>It is not mandatory for Service Providers to use PEPPOL, it would be a decision of the Service Provider should they wish to utilise eInvoicing using PEPPOL.</p>
Question 23	
Question	<p>Question about scope of commercial services category</p> <p>Are commercial interior design, interior architecture and architecture services (and related construction project management services) included under the Professional Contractor Commercial Services category?</p> <p>Or are these services provided under another panel? (and if yes, which panel?)</p>

<p>Answer</p>	<p>Tenderers should refer to paragraph 3.2.1 of this RFT</p> <p>The Services required under the Professional Contractor Services Panel do not include:</p> <p>(b) provision of Professional Contractors for resource and construction roles (including industrial, agricultural, infrastructure, mining, forestry, fisheries, maritime, meatworkers, manufacturing, textiles, building);</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
<p>Question 24</p>	
<p>Question</p>	<p>Security Services deliverables</p> <p>Can you provide further details on the deliverables expected under the following Service Descriptors within Professional Contractor Other Services – Security Services?</p> <ul style="list-style-type: none"> • Strategic Security Support • Research • Document and report preparation
<p>Answer</p>	<p>Tenderers are to refer to Attachment B – Work Level Standards and Service Categories of this RFT which states 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> <p>As per Schedule 10 – Order Template of Attachment C – Draft – Panel head Agreement for Professional Contractor Services, the deliverables required under a resulting contract will be defined by the Entity requesting the services.</p>
<p>Question 25</p>	
<p>Question</p>	<p>Clarification on Category 4</p> <p>Please can you clarify whether services such as Cyber Security, pen testing, GRC etc are covered under "Security Services"?</p>
<p>Answer</p>	<p>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.</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> <p>For more information on ICT Contracting Services go to buyict.gov.au</p>

Question 26	
Question	<p>Pricing</p> <p>Could you please advise us on where we can complete our pricing?</p> <p>I note pricing is allocated in section 11 (in the downloadable Excel questionnaire); however, in my portal access, I can only see section 10 and then section 14.</p>
Answer	<p>Pricing is located at Question 6 of EACH nominated Service Category in the 360 Tender Response Questionnaire.</p> <p>Service Categories are nominated at Section 8, Offered Services of the Tender Response Questionnaire in the 360 Public Portal.</p> <p>Tenderers must ensure they have nominated all Service Categories they wish to Tender for at Section 8, Offered Services.</p> <p>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 27	
Question	<p>Other panels</p> <p>We are approved under FIN/007/20RFT Phase 1 Financial management Advisory Services which includes :</p> <ul style="list-style-type: none"> • Accounting Advisory Services • Taxation • Financial Assessments • valuation Services • Financial and performance Audits and Forensic Accounting and Investigations. <p>We are also approved ANAO panellists.</p> <p>My question is because we would only be interested in Category 1 (One) are we required to also tender under FIN/PP03/23 Phase 3</p>
Answer	<p>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 28	
Question	<p>Removing a capability section from the tender menu.</p> <p>We have inadvertently selected Section 13 - Technical Capabilities - Specialised Service, as part of our response. It has come to our realisation this was the incorrect service to select and we are unable to offer this service.</p> <p>Is there a way to remove this from the 360 software? as the tender is showing incomplete with this section not completed.</p>
Answer	<p>Service Categories are nominated at Section 8, Offered Services of the Tender Response Questionnaire in the 360 Public Portal.</p> <p>You can add or remove Service Categories at Section 8, Offered Services.</p> <p>Tenderers must ensure they have nominated all Service Categories they wish to Tender for at Section 8, Offered Services.</p>

Question 29	
Question	<p>Evaluation: VFM and Defence Contractors</p> <p>In assessing value for money with respect to the tender will consideration be given to the experience and specialty of the Tenderer to ensure that all departments are able to select providers that employ the relevant resources that are most likely to meet departmental needs?</p> <p>For example, Defence-focused Contractor companies are more likely to better meet the demands of the Department of Defence as they will be able to provide resources with the necessary understanding of the One Defence Capability System and ITAR/trade compliance requirements that also hold appropriate defence security clearances. These attributes are not easily attained in the short term and Defence may not be / unable to meet their delivery timelines without resources that have them. Labour market forces generally make resources with these skillsets more expensive, and these costs are indivisible from an employee's package. This will especially, but not solely impact Project and Program Management skillsets as well as Security and Commercial.</p>
Answer	Tenderers should refer to paragraph 10 – Evaluation Process of this RFT.
Question 30	
Question	<p>Validity Period and Fee Increase Period</p> <p>Noting that the Tender Validity period could extend to 18 months from the Submission Date and that the first Fee increase after Head Agreement commencement is expected to occur on the second 1st of July which could be equivalent to 12 to nearly 24 months later, are you expecting Tenderers to build into their proposed Fees the estimated uplift in labour cost for the period that will not be covered by the Head Agreement rate increase? If not, will Finance allow for rates valid at the Submission Date to be varied in line with the Wage Price Index movements up until the Head Agreement commencement?</p>
Answer	<p>As per paragraph 7.3 of this RFT, a Tenderer is encouraged to submit their best and unconditional offers in the first instance.</p> <p>Tenderers should also refer to clause 14.2 of Attachment C – Draft Panel Head Agreement for Professional Contractor Services of this RFT.</p> <p>As per paragraph 8.13.2 of this RFT, the extension to the Tender Validity Period only applies if this procurement is suspended under the <i>Government Procurement (Judicial Review) Act 2018</i> (Cth).</p>
Question 31	
Question	<p>Discounts and termination</p> <p>If discounts were provided for an Order based on length of term or expected spend and that Order is varied or terminated due to no fault of the Service Provider before that length of term or spend amount was reached, would the Service Provider be able to recover from the Entity the discount provided but not earned?</p>
Answer	As the applicable Fees to provide the Services in the form required by the Request for Quotation and consistent with Schedule 8 of Attachment C – Draft Panel Head Agreement for Professional Contractor Services to this RFT, including the Order Discounts that the Service Provider offers is a contractual agreement between the Entity and the Service Provider, any recovery of fees would be an agreement between the contracted parties.

Question 32	
Question	<p>Applicability</p> <p>We are a company providing services through staff/employees.</p> <p>Some of the areas/categories of services listed for this panel are relevant to us and we are on another Panel (and others) under which we currently provide these services.</p> <p>This RFT defines a professional contractor as a "Natural person ...". Does this mean we are not a "Natural person" for the purposes of this panel and that the panel is therefore not relevant for us?</p>
Answer	Tenderers should refer to paragraph 2.3.3 of this RFT, which defines 'A Professional Contractor'.
Question 33	
Question	<p>Query on Engagement of Work Levels</p> <p>In completing the pricing sections for our response, I am seeking clarification on likely resource mixes that the People Panel will seek to engage via RFQs / Orders. I appreciate that every Approach to Market will be different, requiring a different mix of skills and experience levels, however:</p> <ul style="list-style-type: none"> • Experience working with existing arrangements such as the DSS Panel shows that Level 5 resources are rarely, if ever, included in RFQs and Level 4 resources require high level approvals to engage (so often appear to be omitted in favour of more junior, lower cost resources) • Similar State Government arrangements (e.g. NSW Gov SCM0005) provide an accompanying 'Standard Commercial Framework' that outline potential / desirable resource mixes for specific categories of RFQ / Order <p>Are you able to provide guidance on the approvals required for each level or the potential resource mixes for specific categories of work (i.e. Organisational Planning and Development)?</p>
Answer	<p>Finance is unable to provide guidance to Tenderers on an Entities internal approval process.</p> <p>As per clause 11.2 and Schedule 9 – Request for Quotation Template of Attachment C – Draft Panel Head Agreement for Professional Contractor Services to this RFT, the Request for Quotation will describe the scope of the Services and Work Level Standards required by the Entity.</p>
Question 34	
Question	<p>Work level Standard in Examples</p> <p>When providing two (2) relevant examples for each nominated Service Category, each example has a question: "What equivalent Work Level Standard (WLS) do you believe this example would closely align with?". We would like to clarify:</p> <p>1) Our two specific examples against a service category can only cover Work Level Standard 3 and 4 respectively. As we wish to nominate for all Work Level Standards 1,2,3,4 and 5, do we have to provide at least one example at the highest Work Level Standard 5?</p> <p>2) Can we select multiple WLS' in one Example as we have multiple personnel working on the project?</p>
Answer	<p>Yes, the Relevant Example questions of the Tender Response Questionnaire in the 360 Public Portal allow for multiple Work Level Standards to be selected.</p> <p>Tenderers are to refer to paragraph 10.4 of this RFT which states Tenderers will be assessed as to the extent to which the Tenderer demonstrates its technical capability to provide the Offered Services.</p>

Question 35	
Question	<p>Notification of RFQS Failure</p> <p>Unlike the standard Commonwealth Procurement Rules, the Panel Head Agreement makes no provision for notification to tenderers of the reason for the failure of their responses to RFQs.</p> <p>This panel is entirely related to people applying for work to assist Commonwealth and failure for Commonwealth to notify tenderers as to why they missed out is disrespectful and oblivious to the level of effort being applied during response development. I am also sure that everybody applying for a job wants to be notified that they (a) missed out or got the job, and (b) why they missed out.</p> <p>Please add clauses to the Draft Deed obligating Commonwealth to notify respondents that were unsuccessful in their Requests for Quotation for Services within a 4 week period of RFQS closure date.</p> <p>If you do not wish to do this, then please explain why the 2024 CPR rules, Section 7.17 is not being breached:</p> <p>Extract of CPR 2024:</p> <p>7.17 Following the rejection of a submission or the award of a contract, officials must promptly inform affected tenderers of the decision. Notification should be provided in writing, and must be provided in writing if requested by the tenderer. Debriefings must be made available, on request, to unsuccessful tenderers outlining the reasons the submission was unsuccessful. Debriefings must also be made available, on request, to the successful supplier(s).</p>
Answer	<p>Entities are to issue RFQs in accordance with the Deed and the Commonwealth Procurement Framework which includes the Commonwealth Procurement Rules (CPRs), including paragraph 7.17 of the CPRs.</p>
Question 36	
Question	<p>Duplicate Ethics Related Questions in RFQ</p> <p>We have found there are very similar questions about the important topic of Ethics in different places in the RFQ. Answers to some of these questions can be identical and repeating.</p> <p>For example:</p> <p>Section 7: "Commonwealth Policy Requirements - Question 25 (Ethics)... c. how the Tenderer's ethical expectations are extended to the Tenderer's suppliers, Subcontractors and supply chains" is similar to:</p> <p>"Section 9: Evaluation Criterion 1 - Corporate Capability: The Tenderer must describe its approach to proactively and transparently ensuring ethical conduct in its organisation and its Subcontractors (if any)."</p> <p>Also:</p> <p>Section 7: "Commonwealth Policy Requirements - Question 25 (Ethics)... b. how these policies, frameworks or similar, are embedded and promoted in the organisation" is similar to:</p> <p>Section 7: "Commonwealth Policy Requirements - Question 26... c. if the Tenderer's policies, frameworks, or similar, support consistent disciplinary actions to deal with unethical behaviour and if these expectations are also reflected in the Tenderer's approach to health and wellbeing."</p> <p>There are a few more ethics related questions like the examples above in the RFQ.</p> <p>Will you consider combine some of the Ethics related questions together or can we choose repeat some of the responses?</p>
Answer	<p>Tenderers should refer to paragraph 7 and 8.5 of this RFT.</p> <p>Paragraph 10 outline the Evaluation Process for this RFT.</p>

Question 37	
Question	<p>Evaluation Criteria Clarification</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>Tenderers should refer to paragraph 10.4 of this RFT, which states Tenderers will be assessed as to the extent to which the Tenderer demonstrates its technical capability to provide the Offered Services.</p>
Question 38	
Question	<p>Tendering advice</p> <p>We have been provided with two documents to facilitate our tender. The first, the Excel spreadsheet (<i>Questionnaire for RFT 55011</i>) containing all clauses, additional questions (if triggered) and supplementary data to assist tender completion.</p> <p>The spreadsheet also shows some hidden questions and we tried a few practice answers but with no result. Also, it appears that in some cases, someone has already completed a cell. For example, in line four page one it said, 'As 'Other' was selected, enter the legal entity type of the tendering organisation. Another example at line 27 page 2.</p> <ul style="list-style-type: none"> • Please confirm that, apart from any document too heavily formatted or large for the spreadsheet, that the spreadsheet is the primary means by which we submit our tender. • How can we obtain a 'clean' spreadsheet that reacts correctly to our input? <p>The second document (<i>Responses to RFT 55011</i>) appears to be a 13 page Word version of the Excel spreadsheet, containing some identical data but with much less information than there is in the 24 page spreadsheet. The Word document has a few links to external information.</p> <p>The Word version seems redundant. We expected any Word document to expand upon the spreadsheet information, more along the lines of <i>Attachment D - Information and Guidance about the Tender Response Questionnaire</i> rather than just repeat selected clauses.</p> <ul style="list-style-type: none"> • What is the purpose of the Word version? • What do the bracketed seven figure numbers mean e.g. 1769306?
Answer	<p>As per paragraph 7.1 of this RFT, to be considered for the Professional Contractor Services Panel, Tenderers must submit their Tender through the 360 Public Portal by the Closing Time. The excel and word document are extracts of the 360 Tender Questionnaire to provide an overview of the questions in the 360 Public Portal.</p> <p>To be considered for the Professional Contractor Services Panel, Tenderers must submit a Tender through the 360 Public Portal by the closing time.</p> <p>For guidance on responding to this RFT, Tenderers should refer to paragraph 7 – Responding to this RFT, noting 7.1 - 360 Public Portal and Attachment G – 360 Public Portal Tenderer's User Guide of this RFT.</p>

Amendments to RFT documentation

Reference	deleted paragraph	Add paragraph
RFT	<p>Paragraph 10.4.2</p> <p>The Tenderer 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. (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) 	<p>10.4.2</p> <p>The Tenderer:</p> <ul style="list-style-type: none"> (a) must 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) must 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) should 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. (d) must 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) should 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)

-- End of Addendum --