

From: [Lakshman Gunaratnam](#)
To: s47E(c), s47F
Cc: [MCCAULEY, Kate](#); s47E(c), s47F; s47F
Subject: RE: RFQ: Aged Care Workforce Industry Council - secretariat support [SEC=OFFICIAL]
Date: Monday, 19 August 2019 12:09:26 PM
Attachments: [image004.png](#)
[image002.jpg](#)
[RFQ SON3352211 Miles Morgan Submission re Secretariat Services V1.0.pdf](#)
[AssentFS 20190307 Certificate of Insurance - Professional Indemnity - 32030.pdf](#)
[AssentFS 20190307 Certificate of Insurance - Public Liability - 31979.pdf](#)
[AssentFS 20190307 Certificate of Insurance - Workers Compensation - 32294.pdf](#)

Dear s47E(c),
s47F

Further to our meeting on 7 August 2019, please find attached Miles Morgan's quotation for the provision of secretariat and associated services. Our quote provides a detailed breakdown of the effort and key activities required under each of the six components of work (per the RFQ).

Also attached are the relevant insurance certificates (per the requirement of the RFQ).

We would be happy to discuss this with you at your convenience.

Warm regards

Lakshman

Lakshman Gunaratnam

CEO

M s47F

E s47F @milesmorgan.com.au
www.milesmorgan.com.au



From: s47E(c), s47F @health.gov.au>

Sent: Friday, 26 July 2019 3:01 PM

To: Lakshman Gunaratnam s47F @milesmorgan.com.au>

Cc: MCCAULEY, Kate s47E(c), s47F @health.gov.au>; s47E(c), s47F
s47E(c), s47F @health.gov.au>

Subject: RFQ: Aged Care Workforce Industry Council - secretariat support [SEC=OFFICIAL]

Dear Lakshman

I would like to invite Miles Morgan to review the attached request for quotation for the secretariat and logistical support to the Aged Care Workforce Industry Council and submit a proposal and quote for this service.

Given our timeframes for delivery of this project I ask that you send me your proposal by **3pm, Monday 12 August 2019**. To assist us to meet our deadlines, I would ask that if you have any questions or concerns that you raise them with us as early as possible in the proposal

development phase of the quote.

I look forward to reviewing your proposal and please contact me if you have any queries.

Kind regards, s47E(c),
s47F

s47E(c), s47F

Director, Workforce Reform Section

Aged Care Reform and Compliance Division
Aged Care Portfolio Oversight Branch
Australian Government Department of Health
T: 02 6289 s47E(c), s47F | E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)
Location: Sirius Building MDP 414
GPO Box 9848, Canberra ACT 2601, Australia

The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

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s47F

To: Charles Wann, First Assistant Secretary, Aged Care Reform and Compliance Division

Procurement Plan Agreement and Approval to Approach the Market

Subject: Procurement of Services for an organisation to provide secretariat and logistical support to the Aged Care Workforce Industry Council.

RECOMMENDATIONS:

That you:

1. **APPROVE** the approach to the market in accordance with the Procurement Plan (**Attachment A** – Request for Quote).

APPROVED / NOT APPROVED / PLEASE DISCUSS

2. **NOTE** the Finance Business Partner has confirmed uncommitted funds of \$587,357.13 (GST exclusive) is available (**Attachment B**).

NOTE / PLEASE DISCUSS

3. **NOTE** the overall Risk Profile of this Procurement is low and risk factors with a medium risk rating have been applied with a risk treatment (**Attachment C**).

NOTE / PLEASE DISCUSS

4. **APPROVE** the Evaluation Plan (see Section 9 – Evaluation Team).

APPROVED / NOT APPROVED / PLEASE DISCUSS

26/7/19

Key Points:

- i. The Finance Business Partner has confirmed uncommitted funding of \$587,357.13 (GST exclusive).
- ii. Approval to enter into the arrangement will be sought following evaluation of responses.
- iii. The Procurement Plan demonstrates the proposed procurement's alignment with the *Commonwealth Procurement Rules, April 2019*.
- iv. This procurement will be conducted in accordance with a deed under panel SON3352211 (*Supply of Research and Evaluation Services*).
- v. The process followed meets the requirements of the Indigenous Procurement Policy.

Contact Officer: s47E(c), s47F Director, Workforce Reform Section

PROCUREMENT PLAN

Procurement of Services for an individual or organisation to provide secretariat and logistical support to the Aged Care Workforce Industry Council.

1. PROCUREMENT AIM AND JUSTIFICATION

Background

The Aged Care Workforce Strategy (the Strategy) was publicly released by Government on 13 September 2018 after being developed by an independent Aged Care Workforce Strategy Taskforce formed in 2017.

The Strategy outlines 14 areas for action to support Australia's aged care workforce in their essential role of providing care for and improving the quality of life for the growing number of senior Australians. Strategic action 14 recommended establishment of an industry body to enable strategic leadership in workforce reform across the industry. Government funding to support industry-led governance and leadership arrangements was provided through 2018-19 MYEFO (\$0.6 million). Miles Morgan Pty Ltd was engaged to provide this work. The Aged Care Workforce Industry Council Pty Ltd. (the Council) was formally established in May 2019 as a result, and is responsible for overseeing implementation of the Aged Care Workforce Strategy.

Required services

The 2019-20 Budget 'Supporting Implementation of the Aged Care Workforce Strategy' includes funding for secretariat services to support the Council.

These services will include, but may not be limited to:

- General administrative support of Council business including: liaison with Council members to seek agenda items for meetings; preparation of agenda papers; arranging venues for Council meetings; teleconferences and preparation of Minutes.
- Development of terms of reference, operational guidelines and accountability arrangements for working groups reporting to the Council.
- Provide logistical support for the establishment and operation of working groups to consider implementation of specific strategic actions.
- Development of consultation materials, including media releases, website content management, presentations, consultation papers and educational pieces in the print media as required.
- Fortnightly reporting to the department (medium to be agreed).
- Three progress reports on the work of Council to the department including a Business Model (detailing how the Council will become self-sustainable, including operational costs independent of government).

Value for Money Consideration:

By following the process embedded in the Department of Health Procurement Method Decision Tree, this procurement will be compliant with the requirements of the *Commonwealth Procurement Rules, April 2019* (CPRs).

2. ESTIMATED PROCUREMENT TIMETABLE

Distribution of RFT: 1 August 2019

Closing Date for Responses: 16 August 2019

Response Evaluation Completed: 23 August 2019

Contract Start Date: 26 August 2019

Contract End Date: 30 June 2020

Option to Extend: Not applicable

3. DETAILED ESTIMATE OF COSTS

The estimated expenditure for the initial contract term is \$587,357.13 (GST exclusive). Consultancy rates are based on panel rates from the Deed of Standing Offer for the provision of services in relation to the Research and Evaluation Service Panel (no. 3352211) with the Department of Jobs and Small Business.

The expenditure is proposed as follows:

Financial Year 2019/2020	Amount
Total Estimated Expected Maximum Value (GST inclusive)	\$646,092.84

Expenditure will be funded from:

Cost Centre Name: Implementation of the Aged Care Workforce Strategy

Cost Centre Code: s47E(d)

4. INDIGENOUS PROCUREMENT POLICY

The Indigenous Procurement Policy (IPP) provides Indigenous Australians with more opportunities to participate in the economy. The policy is intended to significantly increase the Commonwealth's rate of purchasing from Indigenous enterprises by giving Indigenous SMEs greater access to the most relevant Commonwealth contract opportunities.

The IPP includes a mandatory set-aside that gives Indigenous SMEs the chance to demonstrate value for money first, before the procuring officer makes a general approach to the market. This mandatory set-aside applies to all Remote Procurements and all other domestic procurements where the estimated value of the procurement is from \$80,000 to \$200,000 (GST inclusive), excluding procurements to which paragraph 2.6 and 10.3 of the CPRs apply, procurements through a Whole-of-Government arrangement or departmental panel arrangement that is specified as an exclusive purchasing agreement, and procurements where the purchase is made using an exemption to Appendix A of the CPRs.

Non-corporate Commonwealth entities that are required to comply with the Commonwealth Procurement Rules **must** comply with the Indigenous Procurement Policy.

Whilst Supply Nation was reviewed for suitable suppliers, of which there were none, this procurement is exempt from the Indigenous Procurement Policy as a consequence of the total value exceeding the \$200,000 threshold.

5. PROCUREMENT METHOD

The Services will be procured through an existing panel – Supply of Research and Evaluation Services/SON ID: 3352211 by limited tender. This will provide continuity and maintain momentum of the established partnership between the Council and Miles Morgan for this time critical work.

The following supplier(s) will be approached:

Supplier Name
Miles Morgan Pty Ltd

If no suitable responses are received, this Procurement Plan will be reassessed and an alternative process will be considered.

6. STAKEHOLDER CONSULTATION

The Chair of the Aged Care Workforce Industry Council has been consulted on the scope of secretariat support for the Council and the functions the secretariat would undertake to align with the Council's Constitution.

The Workforce Reform Section has also consulted with Procurement Advisory Services on the procurement approach and supporting documentation and the Finance Business Partner.

7. RISK ENGAGEMENT

A Risk Assessment Plan has been completed, with overall risk considered as low. Two risks factors were identified as medium risk. These have been applied with a risk treatment. The Risk Plan is at Attachment C.

8. DOCUMENT DISTRIBUTION AND RECEIPT

Documentation will be handled in line with the requirements of the panel arrangement.

9. EVALUATION TEAM

The Evaluation Team will review responses to determine the best value for money outcome for the Commonwealth. A value for money assessment will be conducted using the departmental value for money assessment template.

The criteria for evaluation will encompass the:

- i. extent to which the Potential Supplier's Response meets the Customer's requirement set out in the RFQ;
- ii. Potential Supplier's proven capacity to provide the requirement; and
- iii. total costs to be incurred by the Customer.

The Evaluation Team possess the necessary mix of technical/subject matter skills to effectively assess the submission. An evaluation report will be provided to the appropriate delegate.

The proposed Evaluation Team is as follows:

Name	Position Title	Division/Company	Role
s47E(c), s47F	Director, Workforce Reform Section	ACRCD	Chair
	Workforce Reform Section	ACRCD	Member
	Program Management Office	ACRCD	Member

10. CONTACT OFFICER

Date Completed	Contact Name	Position Title	Division/Branch	Contact Phone
	s47E(c), s47F	Chair	ACRCD	s47E(c), s47F

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Australian Government
**Department of Employment,
 Skills, Small and Family Business**



Australian Government
Department of Health

Request for Quotation – SON3352211

This Request for Quotation (including its attachments) is issued by the Department of Employment, Skills, Small and Family Business and Department of Health and Ageing in accordance with clause 4.1 (Request for Quotation) of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers* (the Deed), established between the Department of Employment, Skills, Small and Family Business (the Department) and selected Panel Members.

RFQ Title	Secretariat Services for the Aged Care Workforce Industry Council.
RFQ closing date Responses must be received by this date/time to be considered – no late responses will be accepted.	3:00pm EST Friday, 16 August 2019
RES Panel Service Category Group	<input type="checkbox"/> Category 1 Research Services <input type="checkbox"/> Category 2 Evaluation Services <input type="checkbox"/> Category 3 Data Analysis Services <input type="checkbox"/> Category 4 Operational Support Services - Human Research Ethics Committees <input type="checkbox"/> Category 5 Operational Support Services - Data Management <input checked="" type="checkbox"/> Category 6 Operational Support Services - Editorial and Writing <input type="checkbox"/> Category 7 Operational Support Services - Quality Assurance and Peer Review <input type="checkbox"/> Category 8 User-Centred Design Services – for research services
Department contact details for RFQ	Contact: s47E(c), s47F Email: s47E(c), s47F @health.gov.au

Department requirements for this RFQ

Item no.	Description	Details
1.	Proposed Contract Period	Start date: 26 August 2019 End date: 30 June 2020

Item no.	Description	Details
2.	Contract Extension Option Period	Any contract extension will be subject to delegate approval.
3.	Required Services	<p>The 2019-20 Budget 'Supporting Implementation of the Aged Care Workforce Strategy' includes funding for secretariat services to support the Council.</p> <p>These services will include, but may not be limited to:</p> <ul style="list-style-type: none"> • General administrative support of Council business including: liaison with Council members to seek agenda items for meetings; preparation of agenda papers; arranging venues for Council meetings; teleconferences and preparation of Minutes. • Development of terms of reference, operational guidelines and accountability arrangements for working groups reporting to the Council. • Provide logistical support for the establishment and operation of working groups to consider implementation of specific strategic actions. • Development of consultation materials, including media releases, website content management, presentations, consultation papers and educational pieces in the print media as required. • Fortnightly reporting to the department (medium to be agreed). • Three progress reports on the work of Council to the department including a Business Model (detailing how the Council will build self-sustainability including operational costs independent of government).
4.	Methodology	N/A
5.	Documentation	The department may provide to the Panel Member Departmental Material. The Panel Member must ensure that the Departmental Material is used strictly in accordance with any conditions or restrictions specified in Schedule 4: Contract Supply Terms of the Deed and any direction by the department.
6.	Selection criteria Please note in preparing your response to this RFQ Panel Members should ensure they address this selection criteria.	<p>The preferred supplier will be selected on the basis of having submitted the response that provides the best value for money as determined by an assessment against the following selection criteria.</p> <ol style="list-style-type: none"> 1. Demonstrated ability and experience in project delivery. <ol style="list-style-type: none"> a. Organisational ability, experience and track record of effectively and successfully managing and delivering projects of similar size, scope and complexity. 2. Demonstrated understanding of the required services. <ol style="list-style-type: none"> a. Understanding of the required services and relevant issue(s), context and policy of interest. b. Clear understanding of the requirements of the RFQ. 3. Demonstrated capacity to deliver the required services. <ol style="list-style-type: none"> a. Resourcing to be allocated as part of the services, including backup staff.

Item no.	Description	Details
		<p>b. Suitability in meeting the requirements of the RFQ within the given timeframe, including contingencies.</p> <p>4. Technical skills and knowledge to successfully deliver the required services.</p> <p>a. Individual proposed project team members' demonstrated knowledge, experience and qualifications in relation to the services and requirements of the RFQ.</p> <p>5. Strong stakeholder engagement capability.</p> <p>a. Ability to understand, negotiate and operate within a range of contexts - political, social, cultural, geographical and personal.</p> <p>b. Ability to successfully identify and effectively engage with a broad and diverse range of stakeholders to deliver the required services.</p> <p>6. Ability to deliver clear and high quality reports.</p> <p>a. Clarity and quality of information (consistency, spelling, grammar, departmental information represented, acronyms explained) in response to the RFQ including the ability to produce Business Models.</p> <p>b. Accessibility of information by technical and non-technical audiences as demonstrated by the response.</p> <p>c. Compliance with WCAG 2.0 requirements.</p>
7.	Intellectual Property Rights – ownership of Contract Material	The department owns the intellectual property rights in Contract Material as per Schedule 4: Contract Supply Terms of the Deed.
8.	Insurance	As per Schedule 1, clause 4 of the Deed, Panel Members are required to submit a copy of their current insurance certificates of currency with their quote.
9.	Pricing	<p>As per Clause 4.1.3 of the Deed, "Any fees specified in any Quotation must be based on rates that do not exceed the Panel Maximum Rates" under their Deed.</p> <p>Pricing should include and itemise all components required to complete the project in the time period specified such as consultant fees, participant recruitment/incentives, travel etc.</p> <p>Pricing for this Quote is to be provided in the format at Attachment B.</p> <p>A Key Milestones/Deliverables and Payment Schedule at Attachment C will also need to be completed based on the pricing in Attachment B.</p>

Item no.	Description	Details
10.	Travel	<p>Where Panel Members are required to travel on behalf of the department, the following travel payments and processes will apply.</p> <p>All travel costs should be included in the overall project budget and quoted response.</p> <p>All travel will be conducted in line with the department's travel policy for non-SES employee travel. That includes economy airfares only at the lowest practical airfare for the day. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member. Table 1 of Tax Determination TD 2018/11 rates apply.</p> <p>All approved travel is to be paid for by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts for all items claimed.</p> <p>The following will not be reimbursed:</p> <ul style="list-style-type: none"> • Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs) • Accommodation costs that have been met by another person or entity • Meal and beverage costs • Airport lounge membership or passes • Excess baggage, unless specifically approved by the department • Accompanied travel • Compensation for non-commercial accommodation such as staying with a family member or friend.
11.	Other requirements	<p>Location/s</p> <p>Council meetings take place in Melbourne.</p> <p>Special Conditions</p> <p>Not Applicable.</p> <p>Security Clearance Requirements</p> <p>N/A.</p> <p>Data Security</p> <p>Agency Data must be used strictly in accordance with any conditions or restrictions specified in Item 7 of Schedule 4: Contract Supply Terms of the Deed and any direction by the department.</p> <p>Confidential Information</p> <p>The department's confidential information is listed under Item 5 of Schedule 1 of the Deed.</p> <p>If the Panel Member has information specific to the delivery of the services being offered in relation to this project that are different to those listed in Item 5 of</p>

Item no.	Description	Details
		<p>Schedule 1 of the Deed, these are to be listed under 'Other requirements' in Attachment A.</p> <p>Standard Form of Quotation</p> <p>The Panel Member must respond using the 'Standard Form of Quotation' (at Attachment A) and provide all the information as detailed. Responses that do not include all the information may be excluded from further consideration. In preparing your response to this RFQ Panel Members should ensure they address the selection criteria listed in Item 6.</p>
12.	Conditions of Lodgement	<p>The department reserves the right to, among other things:</p> <ul style="list-style-type: none"> • not proceed with this procurement • change, vary or modify its requirements at any time with prior notification to all parties • provide responses to any questions about this RFQ to all relevant parties • extend the closing date and time on notification to all parties • not accept the lowest priced response • at any time, approach the market to conduct a tender or other procurement process in relation to the subject matter of this RFQ • enter into negotiations with, or seek information from, a selected respondent or selected respondents. <p>In submitting your response, you acknowledge that:</p> <ul style="list-style-type: none"> • nothing in this request will be construed as creating any legally binding contract (express or implied) • the terms of the request are based exclusively on this RFQ, and any addenda to this RFQ that has been issued • the department is not responsible for any costs or expenses incurred by your organisation in addressing the requirements of this RFQ • you have: <ul style="list-style-type: none"> ○ examined this RFQ, any documents referenced in this RFQ, other relevant information provided ○ relied entirely upon your own enquiries in respect of the subject matter of your response ○ not relied on any warranty, representation, conduct, letter, document or arrangement made by the department, whether oral or in writing, except as expressly provided in this RFQ or any addenda issued to the RFQ ○ satisfied yourself as to the correctness and sufficiency of your response, including prices.

TO BE POPULATED BY THE PANEL MEMBER

Attachment A – Standard form of quotation

Quotation	
Please fill out the below details and attach your proposal responding to the RFQ.	
<p>1) [Insert name of Panel Member] submits a Quotation in accordance with the Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a refreshable panel (SON 3352211) between the Department of Employment, Skills, Small and Family Business and the Panel Member.</p> <p>2) The Panel Member confirms that the terms and conditions set out in the Deed, including Maximum Rates and associated Schedules, will remain in effect for the purpose of this RFQ and the delivery of the required services. Further, unless the context otherwise provides, terms used in their RFQ have the same meaning as the given Deed.</p> <p>3) This Quotation will remain valid for a period of 30 days from the date of</p> <p>4) submission.</p> <p>5) The Panel Member acknowledges that no binding contract (express or otherwise) is created between the department/agency and the Panel Member until the parties execute a Work Order.</p>	
Date	[insert]
RFQ title	[insert]
Panel Member contact details	[insert name and contact details, including business name, ABN, business address, phone and email contact]
Category of Service	[insert category of service in accordance with the Deed of Standing Offer in relation to the Research and Evaluation Services (RES) panel]
Ability to deliver the required services including	<p>[Insert an overall statement of how you will meet the department's service requirements.</p> <p>[This may be submitted in the form of a detailed project proposal and attached to this form]</p>
Methodology	<p>Insert the proposed methodology/approach to delivering the required services including timing and deliverable</p> <p>[This may be submitted in the form of a project proposal and attached to this form]</p>
Responses to the Selection/Evaluation criteria specified in Item 7 of the RFQ	A response should be provided against each of the specified criteria
Specified Personnel	[insert name(s) of the key/specified personnel who will be working on this project and their relevant role.
Subcontractors	<p>[insert names, ABNs and ACNs of any subcontractors that the Panel Member proposes to use to perform the Services. Otherwise insert 'Not applicable']</p> <p>Note: Any subcontractors not listed on the Panel Member's Deed will require approval in writing from the department/agency before engagement. This may require additional information to be provided by the Panel Member on the subcontractor such as their financial credentials. The Panel Member must provide information about any proposed subcontractor</p>

	as requested by the department (i.e. this information may be requested after submission of the Quotation to assist in the department's evaluation of the Quotation.)
Fee structure	<p><i>[insert here the total GST exclusive and inclusive quotation and complete the Pricing template at Attachment B and the proposed Key Milestones/Deliverable and payment schedule at Attachment C, with a full break down of consultant fees and other expenses on a GST exclusive and inclusive basis.]</i></p> <p>Note: 1. The rates specified here must not exceed the Maximum Rates. 2. The first payment should be no more than 10% in value of the work order total (excluding other expenses).</p>
Referees	<i>[insert contact details for at least 2 referees, including name, organisation, contact number and email]</i>
Other requirements	<i>[insert response to items listed under 'Other requirements' of the RFQ]</i>

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TO BE POPULATED BY THE PANEL MEMBER

Attachment B – Pricing template

As per Clause 4.1.3 of the Deed, 'Any fees specified in any Quotation must be based on rates that do not exceed the Maximum Rates'.

Please complete the below table, noting the following:

- the deliverables and other expenses are to be amended as appropriate for individual projects
- there are three pricing component options for all projects, that may or may not be applicable depending on the project and deliverables being quoted. Amend these components as appropriate and delete where required
- some items/components may not be able to be quoted as GST exclusive and inclusive, (for example participant incentive of \$X is usually just GST inclusive)
- some items/components may not be an exact amount, (for example travel will usually be a best estimate and should be the amount budgeted up to), noting anything over the budgeted amount will not be paid
- optional items/components, (for example extra interviews/groups etc.) should be clearly identified and costed as such.

In completing the table below, Panel Members are encouraged to adjust this table to include the most relevant pricing information for the project RFQ that they are responding to.

CONSULTANT FEES (itemise by hour or daily rate) (remove the one not relevant)						
Project component	Consultant	No. hours or days	Hour or daily rate (remove the one not relevant)		Total fees	Total fees
			GST ex.	GST inc.	GST ex.	GST inc.
[insert project component]	e.g. Director	[insert]	\$ xxx	\$ xxx	\$ xxx	\$ xxx
Insert / delete rows			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
					GST ex.	GST inc.
Consultant fees TOTAL					\$ xxx	\$ xxx

PROJECT COMPONENTS (itemise by component) (remove if not relevant)				
Project component description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
[insert activity/deliverable]		\$ xxx	\$ xxx	\$ xxx
e.g. Recruitment		\$ xxx	\$ xxx	\$ xxx
e.g. Focus groups		\$ xxx	\$ xxx	\$ xxx

Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Project component cost TOTAL			\$	\$
OTHER EXPENSES <i>These expenses are to be invoiced separately and reimbursed on production of appropriate receipts.</i>				
Item description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
[insert item]		\$ xxx	\$ xxx	\$ xxx
e.g. venue hire		\$ xxx	\$ xxx	\$ xxx
e.g. travel (split out as applicable)		\$ xxx	\$ xxx	\$ xxx
e.g. participant incentives		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Other expenses TOTAL			\$	\$
OPTIONAL EXPENSES <i>If applicable. Optional items must be negotiated with the project team.</i>				
Item description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
[insert item] e.g.		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Optional expenses TOTAL			\$	\$
GRAND TOTAL				
Total value of project		Ex. GST	GST	Inc. GST
	Project components	\$ xxx	\$ xxx	\$ xxx
	Other expenses	\$ xxx	\$ xxx	\$ xxx
	Optional expenses (if applicable)	\$ xxx	\$ xxx	\$ xxx
	GRAND TOTAL	\$ xxx	\$ xxx	\$ xxx

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Department of Employment, Skills, Small and Family Business. Major changes to the scope or methodology, payments or Work Order end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.

- All approved other expenses are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised.

Travel

- Where Panel Members are required to travel on behalf of the department, the following travel payments and processes will apply.
- All travel costs should be included in the overall project budget and quoted response.
- All travel will be conducted in line with the department's travel policy for non-SES employee travel. That includes economy airfares only at the lowest practical airfare for the day. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member. A copy of the relevant rates can be supplied on request.
- **All travel** is to be **booked and paid** for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts for all items claimed.
- The following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs)
 - Accommodation costs that have been met by another person or entity
 - Meal and beverage costs
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend.

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TO BE POPULATED BY THE PANEL MEMBER

Attachment C – Key Milestones/Deliverables and Payment Schedule

Please complete the below table, noting the following:

- The key milestones/deliverables and their due dates may already be set by the project team as part of the RFQ. Proposed changes can be made to these via negotiation with the project team.
- The components and dollar amounts should be consistent with the breakdowns provided in **Attachment B**.
- Milestone payments should be attached to project components only – other expenses are to be invoiced separately and reimbursed upon production of appropriate receipts to the value expended.
- The first milestone payment should not be more than 10% in value of the overall work order total (excluding other expenses).

DELIVERABLES AND PAYMENT SCHEDULE					
Project components					
Milestone	Deliverables included	Proposed due date	Ex. GST	GST	Inc. GST
[insert milestone] e.g. Stage One	[insert relevant deliverable]		\$ xxx	\$ xxx	\$ xxx
	e.g. Project inception meeting		\$ xxx	\$ xxx	\$ xxx
	e.g. Recruitment		\$ xxx	\$ xxx	\$ xxx
	<i>Insert / delete rows as required</i>		\$ xxx	\$ xxx	\$ xxx
	<i>Insert / delete rows as required</i>		\$ xxx	\$ xxx	\$ xxx
Project components TOTAL			Ex. GST	GST	Inc. GST
			\$ xxx	\$ xxx	\$ xxx
KEY PAYMENT MILESTONES					
<i>Milestone payments are made up of project components only. Other expenses are to be invoiced separately.</i>					
27	Milestone	Proposed due date	Ex. GST	GST	Inc. GST
	[insert milestone] e.g. Stage One or Milestone 1		\$ xxx	\$ xxx	\$ xxx
	Milestone 2		\$ xxx	\$ xxx	\$ xxx
	Milestone 3		\$ xxx	\$ xxx	\$ xxx
	<i>Insert / delete rows as required</i>		\$ xxx	\$ xxx	\$ xxx

Note 1: Please refer to Schedule 3 [Maximum Rates] of the Deed of Standing Offer for maximum rates.

s47E(c), s47F

From: s47E(d)
Sent: Tuesday, 23 July 2019 2:21 PM
To: s47E(c), s47F
Cc: s47E(d)
Subject: RE: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Hi s47E(c),
s47F

I can confirm \$646,092.85 (GST inclusive) in 2019-20 from Priority 63, cost centre s47E(d) pre-commitment 2313.

The name of the cost centre is: Implementation of AC Workforce Strategy.

Please note that all travel (for internal and external people) is to be booked through Health's Travel Unit. If required, their number is s47E(c), s47F

Kind regards

s47E(c), s47F

Finance Business Partner Team – Ageing and Aged Care, Population Health and Sport

Financial Business Support Branch | Financial Management Division
Australian Government Department of Health
E: s47E(d) @health.gov.au

s47E(c), s47F | Finance Manager | T: 02 6289 s47E(c), s47F
s47E(c), s47F | Finance Officer | T: 02 6289 s47E(c), s47F
Location: 4.N.209 | MDP 410

PO Box 9848, Canberra ACT 2601, Australia

The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s47E(c), s47F @health.gov.au>
Sent: Tuesday, July 23, 2019 2:08 PM
To: s47E(c), s47F @health.gov.au>
Cc: s47E(c), s47F @health.gov.au>; s47E(d) @health.gov.au>
Subject: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Hi s47E(c), s47F just following up on the request below. In doing so, we are seeking confirmation we have **\$646,092.85 (GST inclusive)** (please note this is a **revised amount** for the secretariat services for the Aged Care Workforce Industry Council from the original request below) from Cost Centre Code s47E(d) See below breakdown for your information.

Financial Year 2019/2020	Amount
s47E(d)	

Total Estimated Expected Maximum Value (GST inclusive)	\$646,092.85
---	---------------------

Also seeking the Name of the Cost Centre Code. We will include your advice in the approval in-principle package to the delegate.

Thank you and happy to discuss,

s47E(c), s47F

Assistant Director

Workforce Reform Section

Aged Care Policy Reform Branch | Aged Care Reform & Compliance Division
 Australian Government Department of Health
 T: 02 6289 s47E(c), s47F @health.gov.au
 PO Box 9848, Canberra ACT 2601, Australia



The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s47E(c), s47F
Sent: Wednesday, 3 July 2019 9:37 AM
To: s47E(c), s47F @health.gov.au>
Cc: s47E(c), s47F @health.gov.au>
Subject: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Hi s47E(c), s47F

As discussed this morning, could you please confirm we have \$843,478 (GST inclusive) available from Cost Centre Code s47E(d) to procure secretariat and logistical support for the Aged Care Workforce Industry Council? I've outlined below for your information. Could you please also provide the Cost Centre Name for the associated paperwork.

Financial Year 2019/2020	Amount
s47E(d)	
Total Estimated Expected Maximum Value (GST inclusive)	\$843,478

Please note your confirmation/advice will be included with the approval in-principle package to the delegate.

Thanks so much for your assistance, happy to discuss.

s47E(c), s47F

Assistant Director

Workforce Reform Section

Aged Care Policy Reform Branch | Aged Care Reform & Compliance Division



Australian Government
Department of Health

Procurement Risk Profile

This template must be used to determine the risk profile in the early stages of your procurement planning.

Why assess procurement risk?

Procurement effort should be proportionate to the risk profile of the procurement. As the risk increases, the procurement process and documentation demands greater rigor and level of detail.

Information on how to use the Risk Register is available on the [Risk Management page](#).

Additional information including examples of procurement risk can be accessed via [Risk in Procurement](#).

Risk Factor Ratings

The **overall risk profile** is the **rating with the most checks**. In case of a tie, select the highest rating.

STEP 1: Complete Risk Profile

Note: If a risk is assessed as **medium or high**, you must evaluate if the level of risk is acceptable or not. **Unacceptable risks require the development of risk treatments, and Step 2 must also be completed.**

Completed by:	s47E(c), s47F Director, Workforce Reform Section	
Delegate:	Charles Wann, First Assistant Secretary, Aged Care Reform and Compliance Division	
Risk Factor	Risk Rating	Is the risk Acceptable? (For Medium and High risk <u>only</u>) Do you accept the risk at this level?

s47D

Risk Profile Assessment Date: 3 July 2019

If the overall risk profile is **medium or high**, the delegate must be informed and the [Risk Register – Assessment and Treatment](#) must be completed.

STEP 2: Complete Risk Treatment

The Risk <i>(What can happen?) A risk description may be written as either: Failure to..... OR..... An ineffective (XXX) leads to (XXX) resulting in (XXX).</i>	Consequence (Impact) <i>(What would be the consequence/impact on the department, division or project if it does happen?)</i>	Risk Treatment <i>(What remedies currently exist? What is being developed to reduce the chance of the risk happening or the impact if it does?)</i>
<div>s47D</div>		
Additional Comments:		

Note: The completed Risk Profile must be saved with your procurement documentation and attached with the procurement plan to your Approval in Principle in SAP.

From: s47E(c), s47F
To: [MCCAULEY, Kate](#)
Cc: s47E(c), s47F
Subject: FOR CONSIDERATION: RFQ: Aged Care Workforce Industry Council - secretariat support [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 20 August 2019 4:32:40 PM
Attachments: [image004.png](#)
[RFQ SON3352211 Miles Morgan Submission re Secretariat Services V1.0.pdf](#)
[image001.jpg](#)

Hi Kate,

We convened an evaluation panel meeting this afternoon and are proposing to apply the following ratings to the MM quote:


s47D

A large rectangular area of the document is redacted with a solid grey fill.

The quote is within the funds approved-in-principle by the delegate.

There are a couple of things to clarify with MM, however in order to progress this quickly I suggest this is done when we provide an offer and draft contract. I draw your attention to:

s47C, s47D

A large rectangular area of the document is redacted with a solid grey fill.

s47C, s47D

Subject to your agreement, we will prepare the commitment approval Minute for the delegate, through PAS. In parallel we will draft the contract and seek clarification on relevant items above, ready to be issued once we have commitment approval.

Please let me know if you would prefer to discuss any of the above with MM prior to seeking commitment approval.

Happy to discuss, s47E(c), s47F

From: Lakshman Gunaratnam s47F @milesmorgan.com.au>
Sent: Monday, 19 August 2019 12:08 PM
To: s47E(c), s47F @health.gov.au>
Cc: MCCAULEY, Kate s47E(c), s47F @health.gov.au>; s47E(c), s47F s47E(c), s47F @health.gov.au>; s47F @milesmorgan.com.au>
Subject: RE: RFQ: Aged Care Workforce Industry Council - secretariat support [SEC=OFFICIAL]

Dear s47E(c), s47F

Further to our meeting on 7 August 2019, please find attached Miles Morgan's quotation for the provision of secretariat and associated services. Our quote provides a detailed breakdown of the effort and key activities required under each of the six components of work (per the RFQ).

Also attached are the relevant insurance certificates (per the requirement of the RFQ).

We would be happy to discuss this with you at your convenience.

Warm regards
 Lakshman

Lakshman Gunaratnam
 CEO

M s47F
 E s47F @milesmorgan.com.au
www.milesmorgan.com.au



From: s47E(c), s47F <[redacted]@health.gov.au>
Sent: Friday, 26 July 2019 3:01 PM
To: Lakshman Gunaratnam s47F <[redacted]@milesmorgan.com.au>
Cc: MCCAULEY, Kate s47E(c), s47F <[redacted]@health.gov.au>; s47E(c), s47F <[redacted]@health.gov.au>
Subject: RFQ: Aged Care Workforce Industry Council - secretariat support [SEC=OFFICIAL]

Dear Lakshman

I would like to invite Miles Morgan to review the attached request for quotation for the secretariat and logistical support to the Aged Care Workforce Industry Council and submit a proposal and quote for this service.

Given our timeframes for delivery of this project I ask that you send me your proposal by **3pm, Monday 12 August 2019**. To assist us to meet our deadlines, I would ask that if you have any questions or concerns that you raise them with us as early as possible in the proposal development phase of the quote.

I look forward to reviewing your proposal and please contact me if you have any queries.

Kind regards s47E(c), s47F

s47E(c), s47F

Director, Workforce Reform Section

Aged Care Reform and Compliance Division
 Aged Care Portfolio Oversight Branch
 Australian Government Department of Health
 T: 02 6289 s47E(c), s47F | E: s47E(c), s47F <[redacted]@health.gov.au>
 Location: Sirius Building MDP 414
 GPO Box 9848, Canberra ACT 2601, Australia

The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

"Important: This transmission is intended only for the use of the addressee and may contain confidential or legally privileged information. If you are not the intended recipient, you are notified that any use or dissemination of this communication is strictly prohibited. If you receive this transmission in error please notify the author immediately and delete all copies of this transmission."

To: Charles Wann
First Assistant Secretary
Aged Care Reform and Compliance Division

Through: Kate McCauley
Assistant Secretary
Aged Care Portfolio Oversight Branch

COMMITMENT APPROVAL: TO ENGAGE MILES MORGAN P/L TO PROVIDE SECRETARIAT SERVICES TO THE AGED CARE WORKFORCE INDUSTRY COUNCIL

Purpose

As the Commitment Approver, under section 23(3) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) that you:

1. **Approve** the expenditure of \$494,896.89 (GST Inc) to engage Miles Morgan P/L to provide secretariat services to the Aged Care Workforce Council;
2. **Approve** the Value for Money Assessment at Attachment A;
3. **Approve** the contract (Work Order) at Attachment B.

Background

As delegate, on 26 July 2019, you provided in-principle approval for a direct engagement to provide secretariat services to the Aged Care Workforce Industry Council (the Council) (Attachment C).

On 27 July 2019, a Request for Quote was provided to Miles Morgan, a research and evaluation firm to support the Council in the provision of:

- General administrative support for Council business including: liaison with Council members to seek agenda items for meetings; preparation of agenda papers; arranging venues for Council meetings; teleconferences and preparation of Minutes.
- Development of terms of reference, operational guidelines and accountability arrangements for working groups reporting to the Council.
- Provide logistical support for the establishment and operation of working groups to consider implementation of specific strategic actions.
- Development of consultation materials, including media releases, website content management, presentations, consultation papers and educational pieces in the print media as required.
- Fortnightly reporting to the department.
- Three progress reports on the work of the Council to the department including a Business Model (detailing how the Council will become self-sustainable, including operational costs independent of government).

Value for money assessment

On 19 August 2019, Miles Morgan submitted a quote for services. The Tender Evaluation Team assessed Miles Morgan's quote as meeting the parameters of the project on the basis of personal and organisational experience with aged care workforce issues best placed them to deliver the services to specification in the time-frame required.

The quote has been assessed in relation to the risk of the procurement, potential performance, and value for money. The Value for Money Assessment is at Attachment A.

By following the process embedded in the Department of Health Procurement Method Decision Tree, this procurement is compliant with the requirements of the *Commonwealth Procurement Rules, April 2019* (CPRs).

Contract

A draft Work Order developed based on the approved Schedule under Deed of Standing Offer through the Supply of Research and Evaluation Services panel (SON 3352211) is at Attachment B.

Timing

The project will commence upon execution of the contract and will conclude 30 June 2020.

Procurement Method

As procurements from an existing standing offer are not subject to the rules in Division 2 of the Commonwealth Procurement Rules (CPR), the Department is permitted to approach and engage a single supplier via a standing panel. This procurement complies with the rules in Division 1 of the CPR.

Funds available

Administrated funds (Implementation of Aged Care Workforce Strategy) are available to cover this contract (Cost Centre ^{s47E(d)} pre-commitment 2313) (Attachment E).

You have the required level of financial delegation under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) Instrument of Delegation (No.1 of 2019) Schedule 1, Table 1 Item 2 to commit expenditure of \$494,896.89 (GST Inc).

Risk Management

A risk profile was prepared in compliance with the Department's procurement process for panel arrangements Attachment C (as part of the in-principle approval package). The risk rating applied to this procurement is medium and no major risks have been identified.

Issues/Sensitivities

Not applicable.

Consultation

Procurement Advisory Section have been consulted throughout the process and have provided endorsement of the proposed approach and procurement documentation (Attachment F). Advice from Legal Services Branch was not required.

Recommendation

As the Commitment Approver, under section 23(3) of the PGPA Act, that you:

R1. Approve the expenditure of \$494,896.89 (GST Inc) to engage Miles Morgan to provide secretariat services to the Aged Care Workforce Council.

Approved / ~~Not Approved~~ / ~~Please Discuss~~ / ~~Noted~~

R2. Approve the Value for Money Assessment at Attachment A.

Approved / ~~Not Approved~~ / ~~Please Discuss~~ / ~~Noted~~

R3. Approve the contract (Work Order) at Attachment B to be provided to Miles Morgan.

Approved / ~~Not Approved~~ / ~~Please Discuss~~ / ~~Noted~~

s47F

Charles Wann
First Assistant Secretary, Aged Care Reform and Compliance Division

3/9/2019

Attachments:

- A. Value for Money Assessment
- B. Contract (Work Order)
- C. Approval-in-principle package (including Risk Profile)
- D. Miles Morgan Quote
- E. Finance Business Partner advice
- F. PAS endorsement

Contact officer: s47E(c), s47F Director
Workforce Reform Section

Phone: s47E(c), s47F

TRIM ref: E19-81583



Australian Government
Department of Health

Value for Money Assessment

This document describes the evaluation process used to determine value for money for procurements where one supplier has been approached. The findings and recommendations of the evaluation are recorded below.

Background

On 26 July 2019, the department approached Miles Morgan P/L by email seeking a quote for secretariat services to the Aged Care Workforce Industry Council. An extension for submission of the quote was agreed. The department received a quotation on 19 August 2019.

The process followed for this procurement has complied with the *Commonwealth Procurement Rules* and with our agency's internal requirements.

Evaluation Committee

The Evaluation Committee consisted of:

- Chair – Director, Workforce Reform Section, s47E(c), s47F
- Assistant Director, Workforce Reform, s47E(c), s47F
- Assistant Director, Aged Care Reform Division PMO, s47E(c), s47F

Evaluation Scale	
<i>Use the ratings below in the assessment of each respondent.</i>	
Very Good	The Offer satisfies the Selection Criterion to a very high standard and presents minimal or no risk to the Commonwealth and its claims are fully supported by the information provided.
Good	The Offer satisfies the Selection Criterion to a high standard and/or presents limited risk to the Commonwealth. The Respondent's claims, in the view of the Evaluation Committee (EC), are supported by the information provided.
Satisfactory	The Offer satisfies the Selection Criterion to a satisfactory degree and/or presents an acceptable level of risk to the Commonwealth. In the view of the EC, there are some minor deficiencies and shortcomings in the information provided.
Poor	The Offer barely satisfies the Selection Criterion and/or presents some degree of unacceptable risk to the Commonwealth. In the view of the EC, there are major deficiencies in the information provided.
Unsatisfactory	The Offer does not satisfy the Selection Criterion and/or presents an unacceptable level of risk to the Commonwealth.

Findings of the Evaluation

The quotation received was compliant and fully assessed.

The preferred supplier is selected on the basis of having submitted the response providing the best value for money as determined by an assessment against the following selection criteria.

Evaluation Assessment	
Criteria	Supplier
	Miles Morgan P/L

Value for Money Assessment

s47D

Additional Comments

Nil

Recommendation

The evaluation Committee unanimously recommends Miles Morgan P/L be contracted for \$494,896.89 GST inclusive to provide secretariat services to the Aged Care Workforce Industry Council. This decision is based on the assessment that Miles Morgan's quote provides the best value for money outcome.



Australian Government

**Department of Employment,
Skills, Small and Family Business**

Work Order

**Supporting Implementation of the Aged Care Workforce Workforce Industry
Council- Secretariat Services**

This document has been released under the
Freedom of Information Act 1982 (CTH)
by the Department of Health and Aged Care.

Authority and Context

This Work Order is issued by the Commonwealth of Australia as represented by the **Department of Employment, Skills, Small and Family Business** (formerly known as the *Department of Employment*) (**Agency**) to **Miles Morgan Australia Pty Ltd (ABN 11081037005)** (**Panel Member**) in accordance with clauses 4.2 and 5 of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES)* as part of a *Refreshable Panel of Suppliers (the Deed)*.

In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

- (a) the Work Order, including details of the services to be provided;
- (b) any Special Conditions, as outlined in the Work Order;
- (c) the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and
- (d) clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE			
1	Project Title	Secretariat services for Aged Care Workforce Industry Council	
2	AusTender notifications:		
	Procurement no.:	^INSERT DETAILS ^	
	Standing Offer Notice:	SON: 3352211	
3	Agency Details	Department of Health, Aged Care Reform and Compliance Division	
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name:	s47E(c), s47F
		Position:	Director, Workforce Reform Section
		Postal Address:	GPO Box 9848, MDP 414, Canberra, ACT, 2606
		Phone Number:	(02) 6289 s47E(c), s47F
		Email Address:	s47E(c), s47F @health.gov.au
5	Panel Member's Full Name	Miles Morgan	
6	Service category Panel Member appointed through	<div> <div>1. Research Services <input type="checkbox"/></div> <div>2. Evaluation Services <input type="checkbox"/></div> <div>3. Data Analysis Services <input type="checkbox"/></div> <div>4. Operational Support Services – Human Research Ethics Committees <input type="checkbox"/></div> <div>5. Operational Support Services – Data Management <input type="checkbox"/></div> <div>6. Operational Support Services – Editorial and Writing <input checked="" type="checkbox"/></div> <div>7. Operational Support Services – Quality Assurance and Peer Review <input type="checkbox"/></div> <div>8. User-Centred Design Services – for research services <input type="checkbox"/></div> </div>	
7	Panel Member's project manager	Name:	Lakshman Gunaratnam
		Position:	CEO

	(and Contact Officer for receipt of notices)	Postal Address:	Ground Floor, 25 Torrens Street Braddon ACT 2612
		Phone Number:	s47F
		Email Address:	s47F @milesmorgan.com.au
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.	
9	Additional Project Specific Insurance Requirements	NA	

SUMMARY OF TIMEFRAMES AND PROJECT COSTS

Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed.

10 a	Term of Work Order	Date of Work Order:	28 August 2019
		Commencement date:	2 September 2019
		Completion date:	30 June 2020
10 b	Work Order Periods of Extension	Extension period	NA
11	Work Order Amount	Total project components (ex GST):	s47E(d)
		Total other expenses (ex GST):	
		Work Order total (ex GST):	\$449,906.26
		Work Order total (inc. GST):	\$494, 896.89
12	Panel Member's nominated account for EFT payment by the Agency	Bank:	s47G
		Account Name:	
		BSB:	
		Account Number:	

SUMMARY OF SERVICE

Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.

13	Services to be provided:	<p>The Services to be provided include the provision of secretariat services for the Aged Care Workforce Industry Workforce Council.</p> <p>A full description of the required Services is contained in the Statement of Requirements at Attachment A. The accepted Panel Member proposal detailing how the services will be delivered is at Attachment B.</p>	
14	Deliverables to be provided:	<p>The Deliverables to be provided include:</p> <ul style="list-style-type: none"> Two progress reports providing details about the delivery of services including key performance indicators, emerging issues/risks, opportunities, copies of communication media, working group reports, and stakeholder engagement. A Business Sustainability Plan including: <ul style="list-style-type: none"> Future vision statement, goals and key milestones 	

		<ul style="list-style-type: none"> Environmental/resource impacts, community impact and engagement, risks/constraints, mitigation strategies and self funding plan.
16	Additional Specific Requirements as per the RFQ for this project:	NA
17	Special Conditions as per the RFQ for this project:	<p>The Agency will fund travel and accommodation associated with the delivery of this work for the panel member up to s47E(d) (GST inclusive). The Agency will not cover incidental costs such as food and beverages.</p> <p>All approved travel is to be booked and paid for by the panel member and reimbursement sought with a correctly rendered tax invoice and supporting receipts for all items claimed.</p>

PROJECT PERSONNEL

NOTE: All Panel Members Key Personnel are listed in their Deed of Standing Offer, while Specified Personnel are not.

18	Name of Key Personnel	Proposed roles and responsibilities:
	Lakshman Gunaratnam	Lead consultant playing the primary client facing role undertaking engagement with the Council and government representatives as required.
	s47F	Principal consultant who will support Mr Gunaratnam.
		Principal consultant who will support s47F
		Principal consultant who will support
		Consultant.

PROJECT MATERIALS

Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.

19	Agency Material (for this project)	
	Note: See clause 5.1 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Material.	
	Description of Agency Material to be provided /made available to the Panel Member	NA
	Conditions or restrictions on use of Agency Material	As per Deed of Standing Offer.
20	Contract Material (for this project)	
	Note: See clause 5.2 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Contract Material.	
	Description of Material	NA
	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.

21	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	NA
	Period of confidentiality	NA
22	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	
	Description of Panel Member Confidential Information	Nil
	Period of confidentiality	Nil
23	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	NA
	Authorisations required to use Agency Data	As per Deed of Standing Offer.
24	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.
	Costs associated with implementing security requirements	NA.



S47G

	WORK ORDER TOTAL	\$449,906.26	\$44,990.63	\$494,896.89
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Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

s47G

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Department of Employment, Skills, Small and Family Business. Major changes to the scope or methodology, payments or Work Order end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved other expenses are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. . Invoices must be clearly itemised including specific quantities of items delivered where appropriate.



Travel

- Where Panel Members are required to travel on behalf of the department/agency, the following travel payments and processes will apply.
- All travel will be conducted in line with the department's travel policy for non-SES employee travel that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member. A copy of the relevant rates can be supplied on request.
- All approved travel is to be paid for up front and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - o Where meals are provided at an event being attended
 - o That have been met by another person or entity
 - o Where accommodation costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - o Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend



EXECUTION OF THE WORK ORDER:

Executed as a contract.

Signed for and on behalf the
Commonwealth of Australia as represented
by the Department of Employment, Skills,
Small and Family Business by its duly
authorised representative in the presence
of

Signature of representative

Signature of witness

Name of representative (print)

Name of witness (print)

Position of representative (print)

Date

Signed for Miles Morgan Pty. Ltd. by its duly
authorised representative in the presence
of

Signature of representative

Signature of witness

Name of representative (print)

Name of witness (print)

Position of representative (print)

Date



Attachment A: Statement of Requirements

- General administrative support of Council business including: liaison with Council members to seek agenda items for meetings; preparation of agenda papers; arranging venues for Council meetings; teleconferences and preparation of Minutes.
- Development of terms of reference, operational guidelines and accountability arrangements for working groups reporting to the Council.
- Provide logistical support for the establishment and operation of working groups to consider implementation of specific strategic actions.
- Development of consultation materials, including media releases, website content management, presentations, consultation papers and educational pieces in the print media as required.
- Fortnightly reporting to the department (medium to be agreed).
- All communication material to acknowledge funding provided by the Commonwealth to establish and support the Council.

Attachment B: Panel Member's RFQ response and proposal

This document has been released under the
Freedom of Information Act 1982 (CTH)
by the Department of Health and Aged Care.



s47F

To: Charles Wann, First Assistant Secretary, Aged Care Reform and Compliance Division

Procurement Plan Agreement and Approval to Approach the Market

Subject: Procurement of Services for an organisation to provide secretariat and logistical support to the Aged Care Workforce Industry Council.

RECOMMENDATIONS:

That you:

1. **APPROVE** the approach to the market in accordance with the Procurement Plan (**Attachment A – Request for Quote**).

APPROVED / NOT APPROVED / PLEASE DISCUSS

2. **NOTE** the Finance Business Partner has confirmed uncommitted funds of \$587,357.13 (GST exclusive) is available (**Attachment B**).

NOTE / PLEASE DISCUSS

3. **NOTE** the overall Risk Profile of this Procurement is low and risk factors with a medium risk rating have been applied with a risk treatment (**Attachment C**).

NOTE / PLEASE DISCUSS

4. **APPROVE** the Evaluation Plan (see Section 9 – Evaluation Team).

APPROVED / NOT APPROVED / PLEASE DISCUSS

26/7/19

Key Points:

- i. The Finance Business Partner has confirmed uncommitted funding of \$587,357.13 (GST exclusive).
- ii. Approval to enter into the arrangement will be sought following evaluation of responses.
- iii. The Procurement Plan demonstrates the proposed procurement's alignment with the *Commonwealth Procurement Rules, April 2019*.
- iv. This procurement will be conducted in accordance with a deed under panel SON3352211 (*Supply of Research and Evaluation Services*).
- v. The process followed meets the requirements of the Indigenous Procurement Policy.

Contact Officer: s47E(c), s47F Director, Workforce Reform Section

PROCUREMENT PLAN

Procurement of Services for an individual or organisation to provide secretariat and logistical support to the Aged Care Workforce Industry Council.

1. PROCUREMENT AIM AND JUSTIFICATION

Background

The Aged Care Workforce Strategy (the Strategy) was publicly released by Government on 13 September 2018 after being developed by an independent Aged Care Workforce Strategy Taskforce formed in 2017.

The Strategy outlines 14 areas for action to support Australia's aged care workforce in their essential role of providing care for and improving the quality of life for the growing number of senior Australians. Strategic action 14 recommended establishment of an industry body to enable strategic leadership in workforce reform across the industry. Government funding to support industry-led governance and leadership arrangements was provided through 2018-19 MYEFO (\$0.6 million). Miles Morgan Pty Ltd was engaged to provide this work. The Aged Care Workforce Industry Council Pty Ltd. (the Council) was formally established in May 2019 as a result, and is responsible for overseeing implementation of the Aged Care Workforce Strategy.

Required services

The 2019-20 Budget 'Supporting Implementation of the Aged Care Workforce Strategy' includes funding for secretariat services to support the Council.

These services will include, but may not be limited to:

- General administrative support of Council business including: liaison with Council members to seek agenda items for meetings; preparation of agenda papers; arranging venues for Council meetings; teleconferences and preparation of Minutes.
- Development of terms of reference, operational guidelines and accountability arrangements for working groups reporting to the Council.
- Provide logistical support for the establishment and operation of working groups to consider implementation of specific strategic actions.
- Development of consultation materials, including media releases, website content management, presentations, consultation papers and educational pieces in the print media as required.
- Fortnightly reporting to the department (medium to be agreed).
- Three progress reports on the work of Council to the department including a Business Model (detailing how the Council will become self-sustainable, including operational costs independent of government).

Value for Money Consideration:

By following the process embedded in the Department of Health Procurement Method Decision Tree, this procurement will be compliant with the requirements of the *Commonwealth Procurement Rules, April 2019* (CPRs).

2. ESTIMATED PROCUREMENT TIMETABLE

Distribution of RFT: 1 August 2019
 Closing Date for Responses: 16 August 2019
 Response Evaluation Completed: 23 August 2019
 Contract Start Date: 26 August 2019
 Contract End Date: 30 June 2020
 Option to Extend: Not applicable

3. DETAILED ESTIMATE OF COSTS

The estimated expenditure for the initial contract term is \$587,357.13 (GST exclusive). Consultancy rates are based on panel rates from the Deed of Standing Offer for the provision of services in relation to the Research and Evaluation Service Panel (no. 3352211) with the Department of Jobs and Small Business.

The expenditure is proposed as follows:

Financial Year 2019/2020	Amount
s47E(d)	
Total Estimated Expected Maximum Value (GST inclusive)	
	\$646,092.84

Expenditure will be funded from:

Cost Centre Name: Implementation of the Aged Care Workforce Strategy

Cost Centre Code: s47E(d)

4. INDIGENOUS PROCUREMENT POLICY

The Indigenous Procurement Policy (IPP) provides Indigenous Australians with more opportunities to participate in the economy. The policy is intended to significantly increase the Commonwealth's rate of purchasing from Indigenous enterprises by giving Indigenous SMEs greater access to the most relevant Commonwealth contract opportunities.

The IPP includes a mandatory set-aside that gives Indigenous SMEs the chance to demonstrate value for money first, before the procuring officer makes a general approach to the market. This mandatory set-aside applies to all Remote Procurements and all other domestic procurements where the estimated value of the procurement is from \$80,000 to \$200,000 (GST inclusive), excluding procurements to which paragraph 2.6 and 10.3 of the CPRs apply, procurements through a Whole-of-Government arrangement or departmental panel arrangement that is specified as an exclusive purchasing agreement, and procurements where the purchase is made using an exemption to Appendix A of the CPRs.

Non-corporate Commonwealth entities that are required to comply with the Commonwealth Procurement Rules **must** comply with the Indigenous Procurement Policy.

Whilst Supply Nation was reviewed for suitable suppliers, of which there were none, this procurement is exempt from the Indigenous Procurement Policy as a consequence of the total value exceeding the \$200,000 threshold.

5. PROCUREMENT METHOD

The Services will be procured through an existing panel – Supply of Research and Evaluation Services/SON ID: 3352211 by limited tender. This will provide continuity and maintain momentum of the established partnership between the Council and Miles Morgan for this time critical work.

The following supplier(s) will be approached:

Supplier Name
Miles Morgan Pty Ltd

If no suitable responses are received, this Procurement Plan will be reassessed and an alternative process will be considered.

6. STAKEHOLDER CONSULTATION

The Chair of the Aged Care Workforce Industry Council has been consulted on the scope of secretariat support for the Council and the functions the secretariat would undertake to align with the Council's Constitution.

The Workforce Reform Section has also consulted with Procurement Advisory Services on the procurement approach and supporting documentation and the Finance Business Partner.

7. RISK ENGAGEMENT

A Risk Assessment Plan has been completed, with overall risk considered as low. Two risks factors were identified as medium risk. These have been applied with a risk treatment. The Risk Plan is at Attachment C.

8. DOCUMENT DISTRIBUTION AND RECEIPT

Documentation will be handled in line with the requirements of the panel arrangement.

9. EVALUATION TEAM

The Evaluation Team will review responses to determine the best value for money outcome for the Commonwealth. A value for money assessment will be conducted using the departmental value for money assessment template.

The criteria for evaluation will encompass the:

- i. extent to which the Potential Supplier's Response meets the Customer's requirement set out in the RFQ;
- ii. Potential Supplier's proven capacity to provide the requirement; and
- iii. total costs to be incurred by the Customer.

The Evaluation Team possess the necessary mix of technical/subject matter skills to effectively assess the submission. An evaluation report will be provided to the appropriate delegate.

The proposed Evaluation Team is as follows:

Name	Position Title	Division/Company	Role
s47E(c), s47F	Director, Workforce Reform Section	ACRCD	Chair
	Workforce Reform Section	ACRCD	Member
	Program Management Office	ACRCD	Member

10. CONTACT OFFICER

Date Completed	Contact Name	Position Title	Division/Branch	Contact Phone
	s47E(c), s47F	Chair	ACRCD	s47E(c), s47F

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Freedom of Information Act 1982 (CTH)
by the Department of Health and Aged Care.



Australian Government
**Department of Employment,
 Skills, Small and Family Business**



Australian Government
Department of Health

Request for Quotation – SON3352211

This Request for Quotation (including its attachments) is issued by the Department of Employment, Skills, Small and Family Business and Department of Health and Ageing in accordance with clause 4.1 (Request for Quotation) of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers* (the Deed), established between the Department of Employment, Skills, Small and Family Business (the Department) and selected Panel Members.

RFQ Title	Secretariat Services for the Aged Care Workforce Industry Council.
RFQ closing date Responses must be received by this date/time to be considered – no late responses will be accepted.	3:00pm EST Friday, 16 August 2019
RES Panel Service Category Group	<input type="checkbox"/> Category 1 Research Services <input type="checkbox"/> Category 2 Evaluation Services <input type="checkbox"/> Category 3 Data Analysis Services <input type="checkbox"/> Category 4 Operational Support Services - Human Research Ethics Committees <input type="checkbox"/> Category 5 Operational Support Services - Data Management <input checked="" type="checkbox"/> Category 6 Operational Support Services - Editorial and Writing <input type="checkbox"/> Category 7 Operational Support Services - Quality Assurance and Peer Review <input type="checkbox"/> Category 8 User-Centred Design Services – for research services
Department contact details for RFQ	Contact: s47E(c), s47F Email: s47E(c), s47F@health.gov.au

Department requirements for this RFQ

Item no.	Description	Details
1.	Proposed Contract Period	Start date: 26 August 2019 End date: 30 June 2020

Item no.	Description	Details
2.	Contract Extension Option Period	Any contract extension will be subject to delegate approval.
3.	Required Services	<p>The 2019-20 Budget 'Supporting Implementation of the Aged Care Workforce Strategy' includes funding for secretariat services to support the Council.</p> <p>These services will include, but may not be limited to:</p> <ul style="list-style-type: none"> • General administrative support of Council business including: liaison with Council members to seek agenda items for meetings; preparation of agenda papers; arranging venues for Council meetings; teleconferences and preparation of Minutes. • Development of terms of reference, operational guidelines and accountability arrangements for working groups reporting to the Council. • Provide logistical support for the establishment and operation of working groups to consider implementation of specific strategic actions. • Development of consultation materials, including media releases, website content management, presentations, consultation papers and educational pieces in the print media as required. • Fortnightly reporting to the department (medium to be agreed). • Three progress reports on the work of Council to the department including a Business Model (detailing how the Council will build self-sustainability including operational costs independent of government).
4.	Methodology	N/A
5.	Documentation	The department may provide to the Panel Member Departmental Material. The Panel Member must ensure that the Departmental Material is used strictly in accordance with any conditions or restrictions specified in Schedule 4: Contract Supply Terms of the Deed and any direction by the department.
6.	Selection criteria Please note in preparing your response to this RFQ Panel Members should ensure they address this selection criteria.	<p>The preferred supplier will be selected on the basis of having submitted the response that provides the best value for money as determined by an assessment against the following selection criteria.</p> <ol style="list-style-type: none"> 1. Demonstrated ability and experience in project delivery. <ol style="list-style-type: none"> a. Organisational ability, experience and track record of effectively and successfully managing and delivering projects of similar size, scope and complexity. 2. Demonstrated understanding of the required services. <ol style="list-style-type: none"> a. Understanding of the required services and relevant issue(s), context and policy of interest. b. Clear understanding of the requirements of the RFQ. 3. Demonstrated capacity to deliver the required services. <ol style="list-style-type: none"> a. Resourcing to be allocated as part of the services, including backup staff.

Item no.	Description	Details
		<p>b. Suitability in meeting the requirements of the RFQ within the given timeframe, including contingencies.</p> <p>4. Technical skills and knowledge to successfully deliver the required services.</p> <p>a. Individual proposed project team members' demonstrated knowledge, experience and qualifications in relation to the services and requirements of the RFQ.</p> <p>5. Strong stakeholder engagement capability.</p> <p>a. Ability to understand, negotiate and operate within a range of contexts - political, social, cultural, geographical and personal.</p> <p>b. Ability to successfully identify and effectively engage with a broad and diverse range of stakeholders to deliver the required services.</p> <p>6. Ability to deliver clear and high quality reports.</p> <p>a. Clarity and quality of information (consistency, spelling, grammar, departmental information represented, acronyms explained) in response to the RFQ including the ability to produce Business Models.</p> <p>b. Accessibility of information by technical and non-technical audiences as demonstrated by the response.</p> <p>c. Compliance with WCAG 2.0 requirements.</p>
7.	Intellectual Property Rights – ownership of Contract Material	The department owns the intellectual property rights in Contract Material as per Schedule 4: Contract Supply Terms of the Deed.
8.	Insurance	As per Schedule 1, clause 4 of the Deed, Panel Members are required to submit a copy of their current insurance certificates of currency with their quote.
9.	Pricing	<p>As per Clause 4.1.3 of the Deed, "Any fees specified in any Quotation must be based on rates that do not exceed the Panel Maximum Rates" under their Deed.</p> <p>Pricing should include and itemise all components required to complete the project in the time period specified such as consultant fees, participant recruitment/incentives, travel etc.</p> <p>Pricing for this Quote is to be provided in the format at Attachment B.</p> <p>A Key Milestones/Deliverables and Payment Schedule at Attachment C will also need to be completed based on the pricing in Attachment B.</p>

Item no.	Description	Details
10.	Travel	<p>Where Panel Members are required to travel on behalf of the department, the following travel payments and processes will apply.</p> <p>All travel costs should be included in the overall project budget and quoted response.</p> <p>All travel will be conducted in line with the department's travel policy for non-SES employee travel. That includes economy airfares only at the lowest practical airfare for the day. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member. Table 1 of Tax Determination TD 2018/11 rates apply.</p> <p>All approved travel is to be paid for by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts for all items claimed.</p> <p>The following will not be reimbursed:</p> <ul style="list-style-type: none"> • Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs) • Accommodation costs that have been met by another person or entity • Meal and beverage costs • Airport lounge membership or passes • Excess baggage, unless specifically approved by the department • Accompanied travel • Compensation for non-commercial accommodation such as staying with a family member or friend.
11.	Other requirements	<p>Location/s</p> <p>Council meetings take place in Melbourne.</p> <p>Special Conditions</p> <p>Not Applicable.</p> <p>Security Clearance Requirements</p> <p>N/A.</p> <p>Data Security</p> <p>Agency Data must be used strictly in accordance with any conditions or restrictions specified in Item 7 of Schedule 4: Contract Supply Terms of the Deed and any direction by the department.</p> <p>Confidential Information</p> <p>The department's confidential information is listed under Item 5 of Schedule 1 of the Deed.</p> <p>If the Panel Member has information specific to the delivery of the services being offered in relation to this project that are different to those listed in Item 5 of</p>

Item no.	Description	Details
		<p>Schedule 1 of the Deed, these are to be listed under 'Other requirements' in Attachment A.</p> <p>Standard Form of Quotation</p> <p>The Panel Member must respond using the 'Standard Form of Quotation' (at Attachment A) and provide all the information as detailed. Responses that do not include all the information may be excluded from further consideration. In preparing your response to this RFQ Panel Members should ensure they address the selection criteria listed in Item 6.</p>
12.	Conditions of Lodgement	<p>The department reserves the right to, among other things:</p> <ul style="list-style-type: none"> • not proceed with this procurement • change, vary or modify its requirements at any time with prior notification to all parties • provide responses to any questions about this RFQ to all relevant parties • extend the closing date and time on notification to all parties • not accept the lowest priced response • at any time, approach the market to conduct a tender or other procurement process in relation to the subject matter of this RFQ • enter into negotiations with, or seek information from, a selected respondent or selected respondents. <p>In submitting your response, you acknowledge that:</p> <ul style="list-style-type: none"> • nothing in this request will be construed as creating any legally binding contract (express or implied) • the terms of the request are based exclusively on this RFQ, and any addenda to this RFQ that has been issued • the department is not responsible for any costs or expenses incurred by your organisation in addressing the requirements of this RFQ • you have: <ul style="list-style-type: none"> ○ examined this RFQ, any documents referenced in this RFQ, other relevant information provided ○ relied entirely upon your own enquiries in respect of the subject matter of your response ○ not relied on any warranty, representation, conduct, letter, document or arrangement made by the department, whether oral or in writing, except as expressly provided in this RFQ or any addenda issued to the RFQ ○ satisfied yourself as to the correctness and sufficiency of your response, including prices.

TO BE POPULATED BY THE PANEL MEMBER

Attachment A – Standard form of quotation

Quotation	
Please fill out the below details and attach your proposal responding to the RFQ.	
<p>1) [Insert name of Panel Member] submits a Quotation in accordance with the Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a refreshable panel (SON 3352211) between the Department of Employment, Skills, Small and Family Business and the Panel Member.</p> <p>2) The Panel Member confirms that the terms and conditions set out in the Deed, including Maximum Rates and associated Schedules, will remain in effect for the purpose of this RFQ and the delivery of the required services. Further, unless the context otherwise provides, terms used in their RFQ have the same meaning as the given Deed.</p> <p>3) This Quotation will remain valid for a period of 30 days from the date of submission.</p> <p>4) f submission.</p> <p>5) The Panel Member acknowledges that no binding contract (express or otherwise) is created between the department/agency and the Panel Member until the parties execute a Work Order.</p>	
Date	[insert]
RFQ title	[insert]
Panel Member contact details	[insert name and contact details, including business name, ABN, business address, phone and email contact]
Category of Service	[insert category of service in accordance with the Deed of Standing Offer in relation to the Research and Evaluation Services (RES) panel]
Ability to deliver the required services including	[insert an overall statement of how you will meet the department's service requirements. [This may be submitted in the form of a detailed project proposal and attached to this form]
Methodology	Insert the proposed methodology/approach to delivering the required services including timing and deliverable [This may be submitted in the form of a project proposal and attached to this form]
Responses to the Selection/Evaluation criteria specified in Item 7 of the RFQ	A response should be provided against each of the specified criteria
Specified Personnel	[insert name(s) of the key/specified personnel who will be working on this project and their relevant role.
Subcontractors	<p>[insert names, ABNs and ACNs of any subcontractors that the Panel Member proposes to use to perform the Services. Otherwise insert 'Not applicable']</p> <p>Note: Any subcontractors not listed on the Panel Member's Deed will require approval in writing from the department/agency before engagement. This may require additional information to be provided by the Panel Member on the subcontractor such as their financial credentials. The Panel Member must provide information about any proposed subcontractor</p>

	as requested by the department (i.e. this information may be requested after submission of the Quotation to assist in the department's evaluation of the Quotation.)
Fee structure	<p><i>[insert here the total GST exclusive and inclusive quotation and complete the Pricing template at Attachment B and the proposed Key Milestones/Deliverable and payment schedule at Attachment C, with a full break down of consultant fees and other expenses on a GST exclusive and inclusive basis.]</i></p> <p>Note: 1. The rates specified here must not exceed the Maximum Rates. 2. The first payment should be no more than 10% in value of the work order total (excluding other expenses).</p>
Referees	<i>[insert contact details for at least 2 referees, including name, organisation, contact number and email]</i>
Other requirements	<i>[insert response to items listed under 'Other requirements' of the RFQ]</i>

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TO BE POPULATED BY THE PANEL MEMBER

Attachment B – Pricing template

As per Clause 4.1.3 of the Deed, 'Any fees specified in any Quotation must be based on rates that do not exceed the Maximum Rates'.

Please complete the below table, noting the following:

- the deliverables and other expenses are to be amended as appropriate for individual projects
- there are three pricing component options for all projects, that may or may not be applicable depending on the project and deliverables being quoted. Amend these components as appropriate and delete where required
- some items/components may not be able to be quoted as GST exclusive and inclusive, (for example participant incentive of \$X is usually just GST inclusive)
- some items/components may not be an exact amount, (for example travel will usually be a best estimate and should be the amount budgeted up to), noting anything over the budgeted amount will not be paid
- optional items/components, (for example extra interviews/groups etc.) should be clearly identified and costed as such.

In completing the table below, Panel Members are encouraged to adjust this table to include the most relevant pricing information for the project RFQ that they are responding to.

CONSULTANT FEES (itemise by hour or daily rate) (remove the one not relevant)						
Project component	Consultant	No. hours or days	Hour or daily rate (remove the one not relevant)		Total fees	Total fees
			GST ex.	GST inc.	GST ex.	GST. inc.
[Insert project component]	e.g. Director	[insert]	\$ xxx	\$ xxx	\$ xxx	\$ xxx
Insert / delete rows			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
					GST ex.	GST. Inc.
Consultant fees TOTAL					\$ xxx	\$ xxx

PROJECT COMPONENTS (itemise by component) (remove if not relevant)				
Project component description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
[Insert activity/deliverable]		\$ xxx	\$ xxx	\$ xxx
e.g. Recruitment		\$ xxx	\$ xxx	\$ xxx
e.g. Focus groups		\$ xxx	\$ xxx	\$ xxx

Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Project component cost TOTAL			\$	\$
OTHER EXPENSES <i>These expenses are to be invoiced separately and reimbursed on production of appropriate receipts.</i>				
Item description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
[Insert item]		\$ xxx	\$ xxx	\$ xxx
e.g. venue hire		\$ xxx	\$ xxx	\$ xxx
e.g. travel (split out as applicable)		\$ xxx	\$ xxx	\$ xxx
e.g. participant incentives		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Other expenses TOTAL			\$	\$
OPTIONAL EXPENSES <i>If applicable. Optional items must be negotiated with the project team.</i>				
Item description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
[Insert item] e.g.		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Optional expenses TOTAL			\$	\$
GRAND TOTAL				
Total value of project		Ex. GST	GST	Inc. GST
	Project components	\$ xxx	\$ xxx	\$ xxx
	Other expenses	\$ xxx	\$ xxx	\$ xxx
	Optional expenses (if applicable)	\$ xxx	\$ xxx	\$ xxx
	GRAND TOTAL	\$ xxx	\$ xxx	\$ xxx

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Department of Employment, Skills, Small and Family Business. Major changes to the scope or methodology, payments or Work Order end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.

- All approved other expenses are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised.

Travel

- Where Panel Members are required to travel on behalf of the department, the following travel payments and processes will apply.
- All travel costs should be included in the overall project budget and quoted response.
- All travel will be conducted in line with the department's travel policy for non-SES employee travel. That includes economy airfares only at the lowest practical airfare for the day. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member. A copy of the relevant rates can be supplied on request.
- All travel is to be **booked and paid** for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts for all items claimed.
- The following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs)
 - Accommodation costs that have been met by another person or entity
 - Meal and beverage costs
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend.

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TO BE POPULATED BY THE PANEL MEMBER

Attachment C – Key Milestones/Deliverables and Payment Schedule

Please complete the below table, noting the following:

- The key milestones/deliverables and their due dates may already be set by the project team as part of the RFQ. Proposed changes can be made to these via negotiation with the project team.
- The components and dollar amounts should be consistent with the breakdowns provided in **Attachment B**.
- Milestone payments should be attached to project components only – other expenses are to be invoiced separately and reimbursed upon production of appropriate receipts to the value expended.
- The first milestone payment should not be more than 10% in value of the overall work order total (excluding other expenses).

DELIVERABLES AND PAYMENT SCHEDULE					
Project components					
Milestone	Deliverables included	Proposed due date	Ex. GST	GST	Inc. GST
[insert milestone]	[insert relevant deliverable]		\$ xxx	\$ xxx	\$ xxx
e.g. Stage One	e.g. Project inception meeting		\$ xxx	\$ xxx	\$ xxx
	e.g. Recruitment		\$ xxx	\$ xxx	\$ xxx
	Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
	Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Project components TOTAL			Ex. GST	GST	Inc. GST
			\$ xxx	\$ xxx	\$ xxx
KEY PAYMENT MILESTONES					
Milestone payments are made up of project components only. Other expenses are to be invoiced separately.					
27	Milestone	Proposed due date	Ex. GST	GST	Inc. GST
	[Insert milestone] e.g. Stage One or Milestone 1		\$ xxx	\$ xxx	\$ xxx
	Milestone 2		\$ xxx	\$ xxx	\$ xxx
	Milestone 3		\$ xxx	\$ xxx	\$ xxx
	Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx

Note 1: Please refer to Schedule 3 [Maximum Rates] of the Deed of Standing Offer for maximum rates.

s47E(c), s47F

From: s47E(d)
Sent: Tuesday, 23 July 2019 2:21 PM
To: s47E(c), s47F
Cc: s47E(d)
Subject: RE: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Hi s47E(c),
s47F

I can confirm \$646,092.85 (GST inclusive) in 2019-20 from Priority 63, cost centre s47E(d) pre-commitment 2313.

The name of the cost centre is: Implementation of AC Workforce Strategy.

Please note that all travel (for internal and external people) is to be booked through Health's Travel Unit. If required, their number is s47E(c), s47F

Kind regards
s47E(c), s47F

Finance Business Partner Team – Ageing and Aged Care, Population Health and Sport

Financial Business Support Branch | Financial Management Division
Australian Government Department of Health
E: s47E(d) @health.gov.au

s47E(c), s47F Finance Manager | T: 02 6289 s47E(c), s47F
s47E(c), s47F Finance Officer | T: 02 6289 s47E(c), s47F
Location: 4.N.209 | MDP 410

PO Box 9848, Canberra ACT 2601, Australia

The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s47E(c), s47F @health.gov.au>
Sent: Tuesday, July 23, 2019 2:08 PM
To: s47E(c), s47F @health.gov.au>
Cc: s47E(c), s47F @health.gov.au>; s47E(d) @health.gov.au>
Subject: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Hi s47E(c), s47F just following up on the request below. In doing so, we are seeking confirmation we have \$646,092.85 (GST inclusive) (please note this is a revised amount for the secretariat services for the Aged Care Workforce Industry Council from the original request below) from Cost Centre Code s47E(d) See below breakdown for your information.

Financial Year 2019/2020	Amount
s47E(d)	

Total Estimated Expected Maximum Value (GST inclusive)	\$646,092.85
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Also seeking the Name of the Cost Centre Code. We will include your advice in the approval in-principle package to the delegate.

Thank you and happy to discuss,

s47E(c), s47F

Assistant Director

Workforce Reform Section

Aged Care Policy Reform Branch | Aged Care Reform & Compliance Division
 Australian Government Department of Health
 T: 02 6289 s47E(c), s47F @health.gov.au
 PO Box 9848, Canberra ACT 2601, Australia



The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s47E(c), s47F

Sent: Wednesday, 3 July 2019 9:37 AM

To: s47E(c), s47F @health.gov.au>

Cc: s47E(c), s47F @health.gov.au>

Subject: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Hi s47E(c),
s47F

As discussed this morning, could you please confirm we have \$843,478 (GST Inclusive) available from Cost Centre Code s47E(d) to procure secretariat and logistical support for the Aged Care Workforce Industry Council? I've outlined below for your information. Could you please also provide the Cost Centre Name for the associated paperwork.

Financial Year 2019/2020	Amount
s47E(d)	
Total Estimated Expected Maximum Value (GST Inclusive)	\$843,478

Please note your confirmation/advice will be included with the approval in-principle package to the delegate.

Thanks so much for your assistance, happy to discuss.

s47E(c), s47F

Assistant Director

Workforce Reform Section

Aged Care Policy Reform Branch | Aged Care Reform & Compliance Division



Australian Government
Department of Health

Procurement Risk Profile

This template must be used to determine the risk profile in the early stages of your procurement planning.

Why assess procurement risk?

Procurement effort should be proportionate to the risk profile of the procurement. As the risk increases, the procurement process and documentation demands greater rigor and level of detail.

Information on how to use the Risk Register is available on the [Risk Management page](#).

Additional information including examples of procurement risk can be accessed via [Risk in Procurement](#).

Risk Factor Ratings

The overall risk profile is the rating with the most checks. In case of a tie, select the highest rating.

STEP 1: Complete Risk Profile

Note: If a risk is assessed as **medium or high**, you must evaluate if the level of risk is acceptable or not. Unacceptable risks require the development of risk treatments, and Step 2 must also be completed.

Completed by:	s47E(c), s47F	Director, Workforce Reform Section
Delegate:	Charles Wann, First Assistant Secretary, Aged Care Reform and Compliance Division	
Risk Factor	Risk Rating	Is the risk Acceptable? (For Medium and High risk <i>only</i>) <i>Do you accept the risk at this level?</i>

s47D

Risk Profile Assessment Date: 3 July 2019

If the **overall risk profile** is medium or high, the delegate must be informed and the Risk Register – Assessment and Treatment must be completed.

STEP 2: Complete Risk Treatment

The Risk	Consequence (Impact)	Risk Treatment
<i>(What can happen?) A risk description may be written as either: Failure to..... OR..... An ineffective (XXX) leads to (XXX) resulting in (XXX).</i>	<i>(What would be the consequence/impact on the department, division or project if it does happen?)</i>	<i>(What remedies currently exist? What is being developed to reduce the chance of the risk happening or the impact if it does?)</i>
<div data-bbox="134 678 193 703" data-label="Text">s47D</div>		
Additional Comments:		

Note: The completed Risk Profile must be saved with your procurement documentation and attached with the procurement plan to your Approval in Principle in SAP.

s47E(c), s47F

From: s47E(d)
Sent: Tuesday, 23 July 2019 2:21 PM
To: s47E(c), s47F
Cc: s47E(d)
Subject: RE: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Hi s47E(c), s47F

I can confirm \$646,092.85 (GST inclusive) in 2019-20 from Priority 63, cost centre s47E(d) pre-commitment 2313.

The name of the cost centre is: Implementation of AC Workforce Strategy.

Please note that all travel (for internal and external people) is to be booked through Health's Travel Unit. If required, their number is s47E(c), s47F

Kind regards

s47E(c), s47F

Finance Business Partner Team – Ageing and Aged Care, Population Health and Sport

Financial Business Support Branch | Financial Management Division
 Australian Government Department of Health
 E: s47E(d) @health.gov.au

s47E(c), s47F | Finance Manager | T: 02 6289 s47E(c), s47F
 s47E(c), s47F | Finance Officer | T: 02 6289 s47E(c), s47F
 Location: 4.N.209 | MDP 410

PO Box 9848, Canberra ACT 2601, Australia

The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s47E(c), s47F @health.gov.au>
Sent: Tuesday, July 23, 2019 2:08 PM
To: s47E(c), s47F @health.gov.au>
Cc: s47E(c), s47F @health.gov.au>; s47E(d) @health.gov.au>
Subject: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Hi s47E(c), s47F just following up on the request below. In doing so, we are seeking confirmation we have **\$646,092.85 (GST inclusive)** (please note this is a **revised amount** for the secretariat services for the Aged Care Workforce Industry Council from the original request below) from Cost Centre Code s47E(d) See below breakdown for your information.

Financial Year 2019/2020	Amount
s47E(d)	

Total Estimated Expected Maximum Value (GST inclusive)	\$646,092.85
---	---------------------

Also seeking the Name of the Cost Centre Code. We will include your advice in the approval in-principle package to the delegate.

Thank you and happy to discuss,

s47E(c), s47F

Assistant Director

Workforce Reform Section

Aged Care Policy Reform Branch | Aged Care Reform & Compliance Division

Australian Government Department of Health

T: 02 6289 s47E(c), s47F @health.gov.au

PO Box 9848, Canberra ACT 2601, Australia



The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s47E(c), s47F

Sent: Wednesday, 3 July 2019 9:37 AM

To: s47E(c), s47F @health.gov.au>

Cc: s47E(c), s47F @health.gov.au>

Subject: Request for funds 2019/20 financial year - ACWIC Secretariat function [SEC=OFFICIAL]

Hi s47E(c), s47F

As discussed this morning, could you please confirm we have \$843,478 (GST inclusive) available from Cost Centre Code s47E(d) to procure secretariat and logistical support for the Aged Care Workforce Industry Council? I've outlined below for your information. Could you please also provide the Cost Centre Name for the associated paperwork.

Financial Year 2019/2020	Amount
s47E(d)	
Total Estimated Expected Maximum Value (GST inclusive)	\$843,478

Please note your confirmation/advice will be included with the approval in-principle package to the delegate.

Thanks so much for your assistance, happy to discuss.

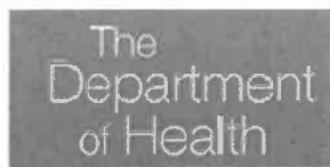
s47E(c), s47F

Assistant Director

Workforce Reform Section

Aged Care Policy Reform Branch | Aged Care Reform & Compliance Division

Australian Government Department of Health
T: 02 6289 547E(c), 547F @health.gov.au
PO Box 9848, Canberra ACT 2601, Australia



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This document has been released under the
Freedom of Information Act 1982 (CTH)
by the Department of Health and Aged Care.

s47E(c), s47F

From: s47E(d)
Sent: Thursday, 22 August 2019 1:27 PM
To: s47E(c), s47F
Cc: s47E(d)
Subject: RE: Request to review Commitment Approval Package - Secretariat Services [SEC=OFFICIAL]
Attachments: Work Order - ACWIC Secretariat Services.DOCX; Value-for-Money-Assessment - Secretariat Services - ACWIC (002).docx

Hi s47E(c),
s47F

I have reviewed the documents and confirm endorsement by PAS.

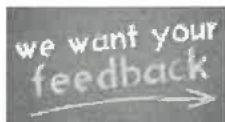
Note the figures a little out, please check and ensure they are the same in the work order, CA minute and VFM assessment.

Regards

s47E(c), s47F

Procurement Advisory Services

6.S.540 | T: 02 6289 s47E(c), s47F E: s47E(d) @health.gov.au



Let us know how we're doing – please complete our quick [survey](#)

From: s47E(c), s47F @health.gov.au>
Sent: Thursday, 22 August 2019 11:20 AM
To: s47E(d) @health.gov.au>
Cc: s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>
Subject: Request to review Commitment Approval Package - Secretariat Services [SEC=OFFICIAL]
Importance: High

Hi s47E(c), s47F

As mentioned yesterday please see attached the draft Commitment Approval Package for the Delegate for your review / advice. Could you please provide you agreement to the proposed documents / approach in an email so that we can include in in the package to the delegate.

Thanks so much, I know you are extremely busy finishing off this week. Please give me a call regarding any questions.

Also I'm likely to have a new procurement process needing review / advice next week on Workforce Register.

s47E(c), s47F

Assistant Director

Aged Care Reform and Compliance Division | Ageing and Aged Care Group

Aged Care Portfolio Oversight Branch | Workforce Reform Section

Australian Government Department of Health

T: 02 6289 ^{s47E(c),} ^{s47F} E: ^{s47E(c), s47F} @health.gov.au

GPO Box 9848, Canberra ACT 2601, Australia

The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

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Freedom of Information Act 1982 (CTH)
by the Department of Health and Aged Care.

From: [MCCAULEY, Kate](#)
To: [Lakshman Gunaratnam](#)
Cc: s47E(c), s47F
Subject: ACWIC Secretariat Services - Work Order [SEC=OFFICIAL]
Date: Monday, 2 September 2019 6:03:50 PM
Attachments: [Att B - Work Order - ACWIC Secretariat Services 02092019.docx](#)
[Att D - RFQ SON3352211 Miles Morgan re Secretariat Services V1.0.pdf](#)
[image001.png](#)

Dear Lakshman

The delegate has accepted the quote from Miles Morgan P/L to provide secretariat services for the Aged Care Workforce Council. Please find attached a work order for your consideration.

It is good to see some progress since you completed the work to establish the Council in May, such as key governance material developed to underpin Council operations. We note Miles Morgan have referenced the Council's intention to work with the Department collaboratively to progress seven of the 14 strategic actions in the Aged Care Workforce Strategy. The Department welcomes this, noting this is outside the scope of services for this contract.

We note the proposed workshop between the Council and Department to agree key deliverables for this project. The key deliverables are stipulated in the contract and we don't believe this would require a workshop. However, it would be useful for the Department to engage with the Council at its September meeting to start conversations about emerging work, such as the aged care workforce data project and related activities.

The detailed work plan (pp15-18) includes dates for distribution of meeting papers and meeting Minutes which we suggest is agreed between the Council and Miles Morgan. The progress reports should note how the Council is being serviced (timeliness / quality of meeting papers / emerging issues).

The Department notes a workshop between the Council and Department, facilitated by MM, is proposed to develop a business model. We suggest the purpose and outline is included in the first progress report to enable full consideration.

We look forward to continuing our working relationship to support the Council's implementation of the Strategy.

Regards Kate

Kate McCauley
 Assistant Secretary | Aged Care Portfolio Oversight Branch

Aged Care Reform and Compliance Division | Ageing and Aged Care Group
 Australian Government Department of Health
 T: 02 6289 s47E(c), s47F | E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)
 Location: Sirius Building 4 S. 213
 GPO Box 9848, Canberra ACT 2601, Australia

EA: s47E(c), s47F
 T: 6289 s47E(c), s47F | E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

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Australian Government

**Department of Employment,
Skills, Small and Family Business**

Work Order

**Supporting Implementation of the Aged Care Workforce Workforce Industry
Council - Secretariat Services**

This document has been released under the
Freedom of Information Act 1982 (CTH)
by the Department of Health and Aged Care.

Authority and Context

This Work Order is issued by the Commonwealth of Australia as represented by the **Department of Employment, Skills, Small and Family Business** (formerly known as the *Department of Employment*) (**Agency**) to **Miles Morgan Australia Pty Ltd (ABN 11081037005) (Panel Member)** in accordance with clauses 4.2 and 5 of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers (the Deed)*.

In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

- (a) the Work Order, including details of the services to be provided;
- (b) any Special Conditions, as outlined in the Work Order;
- (c) the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and
- (d) clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE			
1	Project Title	Secretariat services for Aged Care Workforce Industry Council	
2	AusTender notifications:		
	Procurement no.:		
	Standing Offer Notice:	SON: 3352211	
3	Agency Details	Department of Health, Aged Care Reform and Compliance Division	
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name:	s47E(c), s47F
		Position:	Director, Workforce Reform Section
		Postal Address:	GPO Box 9848, MDP 414, Canberra, ACT, 2606
		Phone Number:	(02) 6289 s47E(c), s47F
		Email Address:	s47E(c), s47F @health.gov.au
5	Panel Member's Full Name	Miles Morgan	
6	Service category Panel Member appointed through	<div> <div>1. Research Services <input type="checkbox"/></div> <div>2. Evaluation Services <input type="checkbox"/></div> <div>3. Data Analysis Services <input type="checkbox"/></div> <div>4. Operational Support Services – Human Research Ethics Committees <input type="checkbox"/></div> <div>5. Operational Support Services – Data Management <input type="checkbox"/></div> <div>6. Operational Support Services – Editorial and Writing <input checked="" type="checkbox"/></div> <div>7. Operational Support Services – Quality Assurance and Peer Review <input type="checkbox"/></div> <div>8. User-Centred Design Services – for research services <input type="checkbox"/></div> </div>	
7	Panel Member's project manager	Name:	Lakshman Gunaratnam
		Position:	CEO

	(and Contact Officer for receipt of notices)	Postal Address:	Ground Floor, 25 Torrens Street Braddon ACT 2612
		Phone Number:	s47F
		Email Address:	s47F @milesmorgan.com.au
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.	
9	Additional Project Specific Insurance Requirements	NA	

SUMMARY OF TIMEFRAMES AND PROJECT COSTS

Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed.

10 a	Term of Work Order	Date of Work Order:	2 September 2019
		Commencement date:	4 September 2019
		Completion date:	30 June 2020
10 b	Work Order Periods of Extension	Extension period	NA
11	Work Order Amount	Total project components (ex GST):	s47E(d)
		Total other expenses (ex GST):	
		Work Order total (ex GST):	\$449,906.26
		Work Order total (inc. GST):	\$494, 896.89
12	Panel Member's nominated account for EFT payment by the Agency	Bank:	s47G
		Account Name:	
		BSB:	
		Account Number:	

SUMMARY OF SERVICE

Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.

13	Services to be provided:	<p>The Services to be provided include the provision of secretariat services for the Aged Care Workforce Industry Workforce Council.</p> <p>A full description of the required Services is contained in the Statement of Requirements at Attachment A. The accepted Panel Member proposal detailing how the services will be delivered is at Attachment B.</p>
14	Deliverables to be provided:	<p>The Deliverables to be provided include:</p> <ul style="list-style-type: none"> Two progress reports providing details about the delivery of services including key performance indicators, emerging issues/risks, opportunities, copies of communication media, working group reports, and stakeholder engagement. A Business Sustainability Plan including: <ul style="list-style-type: none"> Future vision statement, goals and key milestones

		<ul style="list-style-type: none"> Environmental/resource impacts, community impact and engagement, risks/constraints, mitigation strategies and self funding plan.
16	Additional Specific Requirements as per the RFQ for this project:	NA
17	Special Conditions as per the RFQ for this project:	<p>The Agency will fund travel and accommodation associated with the delivery of this work for the panel member up to s47E(d) (GST inclusive). The Agency will not cover incidental costs such as food and beverages.</p> <p>All approved travel is to be booked and paid for by the panel member and reimbursement sought with a correctly rendered tax invoice and supporting receipts for all items claimed.</p>

PROJECT PERSONNEL

NOTE: All Panel Members Key Personnel are listed in their Deed of Standing Offer, while Specified Personnel are not.

18	Name of Key Personnel	Proposed roles and responsibilities:
	Lakshman Gunaratnam	Lead consultant playing the primary client facing role undertaking engagement with the Council and government representatives as required.
	s47F	Principal consultant who will support Mr Gunaratnam.
		Principal consultant who will support s47F
		Principal consultant who will support Consultant.

PROJECT MATERIALS

Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.

19	Agency Material (for this project) Note: See clause 5.1 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Material.	
	Description of Agency Material to be provided /made available to the Panel Member	NA
	Conditions or restrictions on use of Agency Material	As per Deed of Standing Offer.
20	Contract Material (for this project) Note: See clause 5.2 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Contract Material.	
	Description of Material	NA
	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.

21	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	NA
	Period of confidentiality	NA
22	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	
	Description of Panel Member Confidential Information	Nil
	Period of confidentiality	Nil
23	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	NA
	Authorisations required to use Agency Data	As per Deed of Standing Offer.
24	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.
	Costs associated with implementing security requirements	NA.



s47G

	WORK ORDER TOTAL	\$449,906.26	\$44,990.63	\$494,896.89
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Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

s47G

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Department of Employment, Skills, Small and Family Business. Major changes to the scope or methodology, payments or Work Order end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved other expenses are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. . Invoices must be clearly itemised including specific quantities of items delivered where appropriate.



Travel

- Where Panel Members are required to travel on behalf of the department/agency, the following travel payments and processes will apply.
- All travel will be conducted in line with the department's travel policy for non-SES employee travel that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member. A copy of the relevant rates can be supplied on request.
- All approved travel is to be paid for up front and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - o Where meals are provided at an event being attended
 - o That have been met by another person or entity
 - o Where accommodation costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - o Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend



EXECUTION OF THE WORK ORDER:

Executed as a contract.

Signed for and on behalf the
Commonwealth of Australia as represented
by the Department of Employment, Skills,
Small and Family Business by its duly
authorised representative in the presence
of

←

Signature of representative

Signature of witness

Name of representative (print)

Name of witness (print)

Position of representative (print)

Date

Signed for Miles Morgan Pty. Ltd. by its duly
authorised representative in the presence
of

←

Signature of representative

Signature of witness

Name of representative (print)

Name of witness (print)

Position of representative (print)

Date



Attachment A: Statement of Requirements

- General administrative support of Council business including: liaison with Council members to seek agenda items for meetings; preparation of agenda papers; arranging venues for Council meetings; teleconferences and preparation of Minutes.
- Development of terms of reference, operational guidelines and accountability arrangements for working groups reporting to the Council.
- Provide logistical support for the establishment and operation of working groups to consider implementation of specific strategic actions.
- Development of consultation materials, including media releases, website content management, presentations, consultation papers and educational pieces in the print media as required.
- Fortnightly reporting to the department (medium to be agreed).
- All communication material to acknowledge funding provided by the Commonwealth to establish and support the Council.

Attachment B: Panel Member's RFQ response and proposal

This document has been released under the
Freedom of Information Act 1982 (CTH)
by the Department of Health and Aged Care.



From: s47E(c), s47F
To: "Lakshman Gunaratnam"
Cc: MCCAULEY, Kate; s47E(c), s47F
Subject: Invoicing [SEC=OFFICIAL]
Date: Monday, 16 September 2019 11:01:00 AM
Attachments: Secretariat Services Contract - FINAL.pdf
 image003.png
 image002.jpg

Hi LG

As discussed last week, please see attached the final work order signed by the delegate.

As stated in the contract the first deliverable is for the kick-off meeting. Is there any change we can move the meeting on Wednesday to Friday 20 September at 1.30pm?

Thanks, s47E(c),
s47F

s47E(c), s47F, Assistant Director

Aged Care Reform and Compliance Division | Ageing and Aged Care Group
 Aged Care Portfolio Oversight Branch | Workforce Reform Section
 Australian Government Department of Health
 T: 02 6280 s47E(c), s47F | E: s47E(c), s47F @health.gov.au
 GPO Box 9848, Canberra ACT 2601, Australia

The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

From: Lakshman Gunaratnam s47F @milesmorgan.com.au>
Sent: Monday, 16 September 2019 10:23 AM
To: s47E(c), s47F @health.gov.au>
Subject: Invoicing [SEC=No Protective Marking]

Hi s47E(c),
s47F

Hope you had a good weekend?

Just a follow on from our call last week – I'll raise two invoices this week for the first milestone and also for the September Council expenses. I'm assuming if this is done on Friday that should leave time to have the contract back out of the system.

Cheers
 LG

Lakshman Gunaratnam
 CEO

M s47F

E s47F [REDACTED]@milesmorgan.com.au
www.milesmorgan.com.au



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Australian Government

**Department of Employment,
Skills, Small and Family Business**

Work Order

**Supporting Implementation of the Aged Care Workforce Workforce Industry
Council - Secretariat Services**

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Authority and Context

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In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

- (a) the Work Order, including details of the services to be provided;
- (b) any Special Conditions, as outlined in the Work Order;
- (c) the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and
- (d) clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE			
1	Project Title	Secretariat services for Aged Care Workforce Industry Council	
2	AusTender notifications:		
	Procurement no.:		
	Standing Offer Notice:	SON: 3352211	
3	Agency Details	Department of Health, Aged Care Reform and Compliance Division	
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name:	s47E(c), s47F
		Position:	Director, Workforce Reform Section
		Postal Address:	GPO Box 9848, MDP 414, Canberra, ACT, 2606
		Phone Number:	(02) 6289 s47E(c), s47F
		Email Address:	s47E(c), s47F@health.gov.au
5	Panel Member's Full Name	Miles Morgan	
6	Service category Panel Member appointed through	<div> <div> 1. Research Services <input type="checkbox"/> </div> <div> 2. Evaluation Services <input type="checkbox"/> </div> </div> <div> <div> 3. Data Analysis Services <input type="checkbox"/> </div> <div> 4. Operational Support Services – Human Research Ethics Committees <input type="checkbox"/> </div> </div> <div> <div> 5. Operational Support Services – Data Management <input type="checkbox"/> </div> <div> 6. Operational Support Services – Editorial and Writing <input checked="" type="checkbox"/> </div> </div> <div> <div> 7. Operational Support Services – Quality Assurance and Peer Review <input type="checkbox"/> </div> <div> 8. User-Centred Design Services – for research services <input type="checkbox"/> </div> </div>	
7	Panel Member's project manager	Name:	Lakshman Gunaratnam
		Position:	CEO

	(and Contact Officer for receipt of notices)	Postal Address:	Ground Floor, 25 Torrens Street Braddon ACT 2612
		Phone Number:	s47F
		Email Address:	s47F @milesmorgan.com.au
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.	
9	Additional Project Specific Insurance Requirements	NA	

SUMMARY OF TIMEFRAMES AND PROJECT COSTS

Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed

10 a	Term of Work Order	Date of Work Order:	2 September 2019
		Commencement date:	4 September 2019
		Completion date:	30 June 2020
10 b	Work Order Periods of Extension	Extension period	NA
11	Work Order Amount	Total project components (ex GST):	s47E(d)
		Total other expenses (ex GST):	
		Work Order total (ex GST):	\$449,906.26
		Work Order total (Inc. GST):	\$494, 896.89
12	Panel Member's nominated account for EFT payment by the Agency	Bank:	s47G
		Account Name:	
		BSB:	
		Account Number:	

SUMMARY OF SERVICE

Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.

13	Services to be provided:	<p>The Services to be provided include the provision of secretariat services for the Aged Care Workforce Industry Workforce Council.</p> <p>A full description of the required Services is contained in the Statement of Requirements at Attachment A. The accepted Panel Member proposal detailing how the services will be delivered is at Attachment B.</p>
14	Deliverables to be provided:	<p>The Deliverables to be provided include:</p> <ul style="list-style-type: none"> Two progress reports providing details about the delivery of services including key performance indicators, emerging issues/risks, opportunities, copies of communication media, working group reports, and stakeholder engagement. A Business Sustainability Plan including: <ul style="list-style-type: none"> Future vision statement, goals and key milestones

		<ul style="list-style-type: none"> Environmental/resource impacts, community impact and engagement, risks/constraints, mitigation strategies and self funding plan.
16	Additional Specific Requirements as per the RFQ for this project:	NA
17	Special Conditions as per the RFQ for this project:	<p>The Agency will fund travel and accommodation associated with the delivery of this work for the panel member up to s47E(d) (GST inclusive). The Agency will not cover incidental costs such as food and beverages.</p> <p>All approved travel is to be booked and paid for by the panel member and reimbursement sought with a correctly rendered tax invoice and supporting receipts for all items claimed.</p>

PROJECT PERSONNEL

NOTE: All Panel Members Key Personnel are listed in their Deed of Standing Offer, while Specified Personnel are not.

18	Name of Key Personnel	Proposed roles and responsibilities:
	Lakshman Gunaratnam	Lead consultant playing the primary client facing role undertaking engagement with the Council and government representatives as required.
	s47F	Principal consultant who will support Mr Gunaratnam.
		Principal consultant who will support s47F
		Principal consultant who will support
		Consultant.

PROJECT MATERIALS

Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.

19	Agency Material (for this project)	
	Note: See clause 5.1 (Schedule 4) of the Work Order (Contract Supply Terms) under the Deed for any pre-agreed Agency Material.	
	Description of Agency Material to be provided /made available to the Panel Member	NA
	Conditions or restrictions on use of Agency Material	As per Deed of Standing Offer.
20	Contract Material (for this project)	
	Note: See clause 5.2 (Schedule 4) of the Work Order (Contract Supply Terms) under the Deed for any pre-agreed Contract Material.	
	Description of Material	NA
	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.

21	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	NA
	Period of confidentiality	NA
22	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	
	Description of Panel Member Confidential Information	Nil
	Period of confidentiality	Nil
23	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	NA
	Authorisations required to use Agency Data	As per Deed of Standing Offer.
24	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.
	Costs associated with implementing security requirements	NA.

s47G

	WORK ORDER TOTAL	\$449,906.26	\$44,990.63
			\$494,896.89



Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

s47G

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Department of Employment, Skills, Small and Family Business. Major changes to the scope or methodology, payments or Work Order end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved other expenses are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. . Invoices must be clearly itemised including specific quantities of items delivered where appropriate.

Travel

- Where Panel Members are required to travel on behalf of the department/agency, the following travel payments and processes will apply.
- All travel will be conducted in line with the department's travel policy for non-SES employee travel that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member. A copy of the relevant rates can be supplied on request.
- All approved travel is to be paid for up front and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - Where meals are provided at an event being attended
 - That have been met by another person or entity
 - Where accommodation costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend



EXECUTION OF THE WORK ORDER:

Executed as a contract.

Signed for and on behalf the
Commonwealth of Australia as represented
by the Department of Employment, Skills,
Small and Family Business by its duly
authorised representative in the presence
of

s47F

Signature of witness

s47E(c), s47F

Name of witness (print)

Date

Signed for Miles Morgan Pty. Ltd. by its duly
authorised representative in the presence
of

s47F

Signature of witness

s47F

Name of witness (print)

Date

s47F

Signature of representative

Name of representative (print)

Position of representative (print)

Charles Wann

FAS, Aged Care Reform and Compliance

s47F

Signature of representative

Name of representative (print)

Position of representative (print)

LAKSHMAN GUNARATNAM

CEO

Attachment A: Statement of Requirements

- General administrative support of Council business including: liaison with Council members to seek agenda items for meetings; preparation of agenda papers; arranging venues for Council meetings; teleconferences and preparation of Minutes.
- Development of terms of reference, operational guidelines and accountability arrangements for working groups reporting to the Council.
- Provide logistical support for the establishment and operation of working groups to consider implementation of specific strategic actions.
- Development of consultation materials, including media releases, website content management, presentations, consultation papers and educational pieces in the print media as required.
- Fortnightly reporting to the department (medium to be agreed).
- All communication material to acknowledge funding provided by the Commonwealth to establish and support the Council.

Attachment B: Panel Member's RFQ response and proposal

This document has been released under the
Freedom of Information Act 1982 (CTH)
by the Department of Health and Aged Care.

