

## SCHEDULE 5 OFFICIAL ORDER

IN RELATION TO THE DEED OF STANDING OFFER  
FOR AGED CARE POLICY DEVELOPMENT PANEL  
(SON3130112)



**Australian Government**  
**Department of Health**

This Official Order is placed on the execution date. The Official Order is placed pursuant and subject to the terms and conditions of the Deed between the Department of Health (**the Department**) and Apis Group Pty Ltd (ABN 91 125 472 899) (**the Supplier**).

### **Item A [Services and Subcontractors]**

The Supplier must provide a range of activities and services to support the work of the Aged Care Workforce Strategy Taskforce (the taskforce), and the Department officers supporting the taskforce. The taskforce is to function from October 2017 to 30 June 2018. Activities required from the Supplier include:

- Develop, maintain and update a detailed project plan, which outlines core workstreams, timeframes, dependencies and milestones for the taskforce's activities;
- Provide support on matters related to the governance and work program of the taskforce;
- Develop statements of work and conduct procurement for core external services associated with the taskforce workplan, in particular for two planned summits;
- Contract manage and facilitate the delivery of work by external parties;
- Provide advice and support to finalise and implement the taskforce's stakeholder engagement strategy;
- Attend meetings on taskforce matters, as arranged with either the taskforce or the department, and provide note taking services;
- Provide regular status reporting (monthly), including financials;
- Provide communications support, as needed. This includes supporting the development of taskforce, ministerial and senior executive briefings and presentations; and
- Additional activities to support the Taskforce as required.

### **Business Continuity Plan**

The Supplier is not required to maintain a Business Continuity Plan.

Execution Copy

## Item B [Contract Material]

The Supplier must produce the following material under the Contract:

- Project Plan
- Procurement Documentation

## Item C [Contract Commencement and Timeframe]

### Contract Commencement Date

The Contract Commencement Date is on execution of this Official Order.

### Contract Completion Date

The Contract Completion Date is the date by which all deliverables under this Contract have been completed.

### Timeframe

	Activity / Deliverable	Date Due
1.	Develop project plan	By 31/10/17
2	Update project plan as milestones are met or adjusted	As required
3	Undertake and finalise core procurement documentation to support the taskforce's work plan	By 31/10/17
4.	Undertake other procurement action as required, including for taskforce summits	By December 2017 By April 2018
5	Participate in implementing the taskforce's work plan	As agreed in the work plan
6	Assist with communication documentation for the taskforce	As agreed in the work plan

## Item D [Fees]

The total fees payable to the Supplier by the Department is \$210,663.20 (GST inclusive), payable by the following instalments:

- \$70,221.10 (GST incl) on execution of the Official Order
- \$70,221.10 (GST incl) by 28 February 2018
- \$70,221.00 (GST incl) by 30 June 2018

The fees payable are linked with the Timeframe table in Item C.

## Item E [Expenses and Costs]

All travel and accommodation expenses will be reimbursed at non-SES rates where they are pre-approved by the Department.

## Item F [Invoices]

The Supplier must submit correctly rendered tax invoices to the Department. A correctly rendered tax invoice is one which:

- a. includes the Official Order number and/or Purchase Order number;
- b. includes the title of the Services;

- c. includes the name of the Department's Contact Officer;
- d. details the fees payable;
- e. details expenses and costs payable, and attaches original receipts;
- f. contains written certification in a form acceptable to the Department that the Supplier has paid all remuneration, fees or other amounts payable to an employee, agent or Subcontractor performing Services under the Contract; and
- g. is a tax invoice.

Invoices must be submitted to [APInvoices@health.gov.au](mailto:APInvoices@health.gov.au) and cc'd to the Contact Officer.

The due date for payment by the Department is 30 days after receipt by the Department of a correctly rendered invoice.

Payment will be effected by electronic funds transfer (EFT) to the Supplier's bank account specified at Schedule 3.

### **Item G [Existing Material]**

There is no Existing Material to be used in the development of the Contract Material.

### **Item H [Moral Rights]**

None specified

### **Item I [Commonwealth Material]**

The Department will provide the Supplier with the necessary Commonwealth Material to deliver services under this Official Order.

### **Item J [Use of Commonwealth Material]**

The Supplier must, on or before the Contract Completion Date, destroy or return to the Department all Commonwealth Material in its possession, or in the possession of its Personnel.

### **Item K [Facilities and Assistance]**

None specified

### **Item L [Confidential Information]**

**Additional Department Confidential Information:**

DESCRIPTION	PERIOD OF CONFIDENTIALITY
Commonwealth Material	Perpetual
Aged Care Workforce Taskforce Material, including written and oral information	Perpetual

**Additional Supplier Confidential Information:**

DESCRIPTION	PERIOD OF CONFIDENTIALITY
Not applicable	

### **Item M [Security Requirements]**

Baseline Clearance

Execution Copy

**Item N [Standards and Best Practice]**Commonwealth Fraud Control Guidelines**Item O [Specified Personnel]**

Personnel	Daily Rate	ex GST	GST incl
s47F	s47(1)(b)	s47(1)(b)	s47(1)(b)
s47F Apis Group			
s47F Apis Group			
<b>Total</b>		<b>\$191,512.00</b>	<b>\$210,663.20</b>

**Item P [Insurance]**

In addition to the insurances required by clause 8 of the Deed, the Supplier must effect and maintain, or cause to be effected and maintained, the following types and amounts of insurances for the Contract:

No additional insurance specified.

**Item Q [Contact Officers]**

The Department's Contact Officer is the person holding the position of EL1, Aged Care Support Policy Section, currently:

s47E(c), s47F

Postal address: MDP 511, GPO Box 9848, Canberra ACT 2601

Physical address: Sirius Building, Furzer Street, Woden Town Centre, ACT

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

Phone: (02) s47E(c), s47F

The Supplier's Contact Officer is the person holding the position of Executive Principle, currently:

s47F

Postal address: s47F

Physical Address: as above

Email: s47F@apisgroup.com.au

Phone: s47F

**Item R [Addresses for Notices]**

The Department's address for notices is:

As per Item Q

The Supplier's address for notices is:

As per Item Q



SIGNED for and on behalf of

THE **COMMONWEALTH OF AUSTRALIA** as represented by the **Department of Health**, by:

Helen Grinbergs  
Assistant Secretary  
Ageing and Sector Support Branch

s47E(c), s47F

On:

9 October 2017

[Insert date]

In the presence of:

s47E(c), s47F

[Insert name of Witness]

Department of Health

[Insert occupation witness]

SIGNED for and on behalf of **Apis Group Pty Ltd**, ABN (91 125 472 899) by:

s47F

[Insert name of Director]

s47F

On:

9 October 2017

[Insert date]

And:

s47F

s47F

On:

9 OCTOBER 2017

[Insert date]

s47F

CHIEF FINANCIAL OFFICER

[Insert occupation witness]



**Australian Government**  
**Department of Health**

**To:** Helen Grinbergs, Assistant Secretary, Ageing and Sector Support Branch

**SUBJECT:** Approval to commit funding to procure Apis Group

**Purpose**

This minute seeks your approval, as Delegate, to enter into a contract with Apis Group to provide support to the Aged Care Workforce Strategy Taskforce until June 2018. The total value of this contract is \$191,512.00 (GST exclusive) sourced from the Dementia and Aged Care Services Fund - Cost Centre 7215 *Boosting the Local Care Workforce*.

s47E(c), s47F previously provided approval-in-principle (AIP2000003652) to source a quote from Apis Group for this work through the Department of Health's Aged Care Policy Development Panel (SON3130112). He has confirmed that funding is available from the above cost centre for this procurement.

A draft Official Order is at **Attachment A** for your review.

**Issues/Sensitivities**

Apis Group is considered the ideal supplier to deliver this work due to:

- their extensive corporate knowledge about aged care reform, aged care policy and the aged care sector due to prior work on My Aged Care and Quality Indicators projects within the Department. We wish to leverage this expertise for the Aged Care Workforce Strategy Taskforce project.
- demonstration of required skills, expertise and value for money through high-level performance on the My Aged Care and Quality Indicators projects.
- lower risk of engaging Apis as they have demonstrated their capacity and capability to quickly understand requirements, to efficiently and effectively provide the required deliverables in a timely manner on previous projects.
- their established productive working relationships with staff in the Ageing and Aged Care division.

**Recommendation**

That you:

1. APPROVE administered funding of \$191,512.00 (GST exclusive) be allocated for the described purpose
2. APPROVE the Official Order at **Attachment A** to be offered to Apis Group

APPROVED / NOT APPROVED

APPROVED / NOT APPROVED

**s47E(c), s47F**

Helen Grinbergs  
Assistant Secretary  
Ageing and Sector Support Branch

9 / 10 / 2017

**Attachments:**

Attachment A – Official Order

s47E(c), s47F

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**From:** Workflow-System <SAPWorkflow@Health.gov.au>  
**Sent:** Thursday, 21 December 2017 2:14 PM  
**To:** s47E(c), s47F  
**Subject:** COMMITMENT APPROVAL record for APIS Group Pty Limi [SEC=UNCLASSIFIED]

The following COMMITMENT APPROVAL record has been Approved by Helen GRINBERGS.

COMMITMENT Number: 6000083037

Vendor: APIS Group Pty Limited

Purpose: Services to support the Aged Care Workforce Strategy Taskforce Proposal Type: Procurement Source of

Funds: Health Administered

Total Expenditure Requested (incl GST): 544,163.20

Expenditure extends to Financial Year: 2017-18

Actioned by: Helen GRINBERGS

Action: Approved

Date: 21.12.2017

Time: 14:13:42

Comments:

Commitment approved

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**Australian Government**  
**Department of Health**

**DEED OF VARIATION No. 1**

Between the

**COMMONWEALTH OF AUSTRALIA**, as represented by the Department of Health  
ABN 83 605 426 759

and

**Apis Group Pty Ltd** ABN 91 125 472 899

**RECITALS:**

- A. The parties wish to vary the Official Order for a range of activities and services to support the work of the Aged Care Workforce Strategy Taskforce (the taskforce) dated 9 October 2017 ('the Principal Contract'), issued under SON3130112 ('Deed of Standing Offer').
- B. The Principal Contract states that no variation is binding unless it is agreed in writing between the parties.
- C. The parties wish to vary the Principal Agreement on the terms and conditions set out below.

**OPERATIVE PART:**

1. Unless the context indicates otherwise, capitalised words in this Deed of Variation have the same meaning as is given to those terms in the Principal Contract.
2. The parties vary the Principal Contract as follows:

(a) In Item C, replace the 'Timeframe' table with below table:

	Activity / Deliverable	Date Due
1.	Develop project plan	By 31/10/17
2	Update project plan as milestones are met or adjusted	As required
3	Undertake and finalise core procurement documentation to support the taskforce's work plan	By 31/10/17
4.	Undertake other procurement action as required, including for taskforce summits	By December 2017 By April 2018
5	Develop the draft Taskforce Strategy	March 2018
6	Update and finalise Taskforce Strategy	June 2018
7	Participate in implementing the taskforce's work plan	As agreed in the work plan
8	Assist with communication documentation for the taskforce	As agreed in the work plan



**(b) In Item D, replace with below:**

The total fees payable to the Supplier by the Department is \$544,163.20 (GST inclusive), payable by the following instalments:

- \$70,221.10 (GST incl) on execution of the Official Order
- \$70,221.10 (GST incl) by 28 February 2018
- \$164,000.00 (GST incl) by 30 March 2018
- \$239,721.00 (GST incl) by 30 June 2018.

The fees payable are linked with the Timeframe table in Item C.

3. This Deed of Variation takes effect on and from the date it is signed by the last party to do so.
4. The Principal Contract, as amended by this Deed of Variation, constitutes the entire agreement between the parties.
5. The interpretation provisions in the Principal Contract apply to this Deed of Variation.
6. This Deed of Variation may be signed in a number of counterparts and each counterpart shall, upon the last party signing, constitute one signed document.

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the Department of Health, Disability and Ageing

This Deed of Variation is EXECUTED as a Deed.

**SIGNED, SEALED AND DELIVERED** for and on behalf of the  
**COMMONWEALTH OF AUSTRALIA** as represented by the Department of Health,  
ABN 83 605 426 759, on:

10/1/18  
Date

by:

s47E(c), s47F

HELEN GRINBORG  
Printed name of signatory

ASSISTANT SECRETARY  
Position of signatory

in the presence of:

s47E(c), s47F

s47E(c), s47F  
Printed name of witness

**SIGNED, SEALED AND DELIVERED** for and on behalf of Apis Group Pty Ltd,  
ABN 91 125 472 899, on:

8 January 2018  
Date

by:

s47F

Printed name of Director

s47F

who warrants that they have authority to bind the partnership in this regard, in presence  
of:

s47F

Printed name of witness

s47F

Signature of witness

s47E(c), s47F

**From:** s47F apisgroup.com.au>  
**Sent:** Monday, 8 January 2018 3:44 PM  
**To:** GRINBERGS, Helen  
**Cc:** s47E(c), s47F  
**Subject:** RE: Deed of variation to official order to support work of the aged care workforce strategy taskforce [SEC=UNCLASSIFIED]  
**Attachments:** SAPIS-MFD-018010815500.pdf

Hi Helen,

s22

Thanks you for the Deed of Variation, I have attached a signed copy.

Regards - s47F

s47F

s47F

Apis Group Pty Ltd

Mobile: s47F

Email: s47F apisgroup.com.au

www.apisgroup.com.au

**From:** GRINBERGS, Helen [mailto:Helen.GRINBERGS@health.gov.au]

**Sent:** Monday, January 8, 2018 2:39 PM

**To:** s47F

**Cc:** s47E(c), s47F

**Subject:** Deed of variation to official order to support work of the aged care workforce strategy taskforce [SEC=UNCLASSIFIED]

Dear s47F

As per our discussions and email exchange late December 2017, please find attached a Deed of Variation to the official order for a range of activities and services to support the work of the Aged Care Workforce Strategy Taskforce dated 9 October 2017 issued under SON3130112. Grateful if you could review and sign on behalf of APIS and return a signed copy for my signature.

I hope you had an enjoyable festive season.

Kind regards

Helen

Helen Grinbergs  
Assistant Secretary  
Aged Care Policy Reform Branch

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Aged Care Reform Taskforce  
Australian Government Department of Health  
T: (02) 62892968 | M: s47E(c), s47F | E: [helen.grinbergs@health.gov.au](mailto:helen.grinbergs@health.gov.au)

*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.*

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s47E(c), s47F

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**From:** Workflow-System <SAPWorkflow@Health.gov.au>  
**Sent:** Wednesday, 10 January 2018 4:09 PM  
**To:** s47E(c), s47F  
**Subject:** Contract Registration record (4500125827) for APIS [SEC=UNCLASSIFIED]

The following Contract Registration record has been Confirmed by s47E(c), s47F

Contract Registration Reference Number: 4500125827

Vendor: APIS Group Pty Limited

Purpose: Services to support the Aged Care Workforce Strategy Taskforce Proposal Type: Procurement Source of Funds: Health Administered

Total Contract Value (incl GST): 544,163.20

Contract Description: Aged Care Workforce Taskforce support Work Commencement Date: 09.10.2017 Contract Completion Date: 30.06.2018

Actioned by: s47E(c), s47F

Action: Confirmed

Date: 10.01.2018

Time: 16:08:45

Comments:

Record reflects agreement

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s47E(c), s47F

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**From:** s47E(c), s47F  
**Sent:** Monday, 18 June 2018 1:23 PM  
**To:** s47E(c), s47F  
**Subject:** FW: Work Order Variation [SEC=UNCLASSIFIED]  
**Attachments:** Deed\_of\_Variation\_July\_2015\_Official\_Orders - Apis.pdf

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**From:** s47E(c), s47F  
**Sent:** Monday, 8 January 2018 11:36 AM  
**To:** GRINBERGS, Helen  
**Cc:** s47E(c), s47F  
**Subject:** RE: Work Order Variation [SEC=UNCLASSIFIED]

Hi Helen

Please find attached contract variation for Apis cleared through s47E(c), s47F. Could you please forward this to s47F for s47F signature.

The final instalment includes the additional \$5,499.90 (GST incl) for travel expenses, which you approved last year. The variation has been cleared through PAS and funds have been confirmed with our finance team.

Thanks  
 s47E(c), s47F

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s47E(c), s47F  
 Workforce Reform Section | Aged Care Policy Reform Branch  
 Aged Care Reform Taskforce | Department of Health  
 P: (02) s47E(c), s47F | MDP 511 GPO Box 9848, Canberra ACT 2601

I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.

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**From:** GRINBERGS, Helen  
**Sent:** Tuesday, 19 December 2017 1:25 PM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** FW: Work Order Variation [SEC=UNCLASSIFIED]

s47E(c), s47F

We need to vary APIS contract so can keep s47F and s47F. I'm comfortable with what s47F has proposed below – could one of you please check what we need to do to satisfy procurement in varying work order and increasing value of procurement.

Thanks

HG

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**From:** s47F [mailto:[apisgroup.com.au](mailto:apisgroup.com.au)]  
**Sent:** Tuesday, 12 December 2017 6:07 PM  
**To:** GRINBERGS, Helen  
**Subject:** Work Order Variation [SEC=No Protective Marking]

Hi Helen,

Thanks for the catch up today and we appreciate the opportunity to continue to work with you on the Aged Care Workforce Strategy Taskforce.

As per our discussions I suggest the variation to the work order include the following milestones:

Activity/Deliverable	Date Due
Develop the draft Taskforce Strategy	March 2019
Update and finalise Taskforce Strategy	June 2019

We would then seek to add the following payment milestones:

\$164,000 (GST incl) by 31 March 2018

\$164,000 (GST incl) by 30 June 2018

This secures s47F and s47F input for the remainder of the financial year and allows us the opportunity to bring in Apis back office and additional consulting support for peak periods over the next 6 months.

Feel free to give me a call if there are any issues you would like to discuss.

Regards - s47F

s47F

s47F

Apis Group Pty Ltd

Mobile: s47F

Email: s47F [apisgroup.com.au](mailto:s47F@apisgroup.com.au)

[www.apisgroup.com.au](http://www.apisgroup.com.au)

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