

SCHEDULE OF DOCUMENTS - FOI 2383

ATTACHMENT A

Document No.	Date	Pages	Description	Decision on access ¹	Exemption
1	27.11.2020	5	Work Order	REI	s47F - pages 1, 2, 4 and 5 (part) s47G - page 2 (part) s22 - page 5 (part)
2	27.11.2020	5	Work Order	REI	s47F - pages 1,2, 4 and 5 (part) s47G - page 2 (part) s22 - page 5 (part)

¹ REI = Release with exempt and irrelevant information removed.

Work Order ITD2021 – ^{s47F}

General		
1.	Authority and context	<p>This work order is issued by the Commonwealth of Australia as represented by the Department of Health (buyer) to MTP Services Pty Ltd, ABN 61 610 143 863 (seller) in accordance with the Digital Marketplace Master Agreement which relates to the Digital Transformation Agency's Digital Marketplace Panel.</p> <p>In accordance with clause 2 of the Master Agreement, this work order, once executed by both parties, will create a separate contract between the buyer and the seller on the terms of the Master Agreement and the terms specified in this work order.</p> <p>Unless the context otherwise provides, defined terms used in this work order have the same meaning as given in the Definitions section of the Master Agreement.</p> <p>The Comprehensive Terms do not apply to this work order.</p>
2.	Standing Offer Notice ID	SON3413842
3.	Work order number	ITD2021 – ^{s47F}
4.	Buyer representative	ITDProcurementservices@health.gov.au
5.	Seller representative	^{s47F} ^{s47F}
6.	Project title	Business Analyst
7.	Work order commencement date	Upon Execution
8.	Term of the work order	<p>The initial term of the work order is 1 December 2020 to June 30 2021</p> <p>The buyer may extend the term of the work order by one further periods of up to 12 months on the same terms and conditions as this work order by giving notice in writing to the seller prior to the end of the then current term.</p>
Deliverables		
9.	Deliverables MA cl. 6	As agreed by between the Team Leader and contractor/Company Representative in respect of the Specified Personnel upon commencement.

10.	Services	<p>Provision of Specified Personnel on a time and materials basis in the following role: Business Analyst, to undertake tasks that include, but are not limited to, the following:</p> <ul style="list-style-type: none">○ Query and interpret data using efficient and effective SQL and provide sound advice on complex data/information related matters to deliver quality solutions.○ Identify business risks and issues that could impact the proposed solution and its delivery schedule.○ Communicate and consult with clients directly and for compiling and presenting final reports.○ Liaise with clients and stakeholders, managing expectations, managing and resolving complex issues.○ Advise the data warehouse technical group on impact of a business change.○ Assist business units in identifying, planning and documenting their data/information needs, including;<ul style="list-style-type: none">a) Impact analysisb) Detailed business requirements specificationsc) Test strategy/test plans and issues log○ Develop detailed business/functional requirements (specifications) to the level of detail required by technical teams.○ Organise and Review documentation/reports with technical team and business.○ Identify and document appropriate test cases.○ Ensure a comprehensive set of User Acceptance Test cases are developed in line with the business need.○ Evaluate the solution delivered against business functionality and benefits.○ Provide information to various areas of the business on the availability of data in the data warehouse.○ Create or assist others in writing user documentation, instructions, metadata, definitions and procedures.○ Participate in Project, Post-Implementation reviews from the requirements gathering phase.○ Locate and define new process improvement opportunities.○ Work with management to provide effort estimates, prioritize business and information needs.																				
11.	<p>Policies and standards</p> <p>MA cl. 6</p> <p>MA cl. 10</p> <p>MA cl. 17</p>	<p>You must, in supplying deliverables, comply with, and ensure your personnel comply with:</p> <p>Health policies and procedures</p>																				
Pricing and payment																						
12.	<p>Contract price and payment schedule</p> <p>MA cl. 12</p>	<table><tr><th>Personnel</th><th>Hourly rate (GST exclusive)</th><th>GST component</th><th>Maximum Work Effort (Hours)</th><th>Service Charges (GST exclusive)</th></tr><tr><td>1 December 2020 to 30 June 2021</td><td>s47F</td><td>s47F, s47G</td><td>1200</td><td>\$156,000.00</td></tr><tr><td colspan="4">Add GST</td><td>\$15,600.00</td></tr><tr><td colspan="4">TOTAL</td><td>\$171,600.00</td></tr></table>	Personnel	Hourly rate (GST exclusive)	GST component	Maximum Work Effort (Hours)	Service Charges (GST exclusive)	1 December 2020 to 30 June 2021	s47F	s47F, s47G	1200	\$156,000.00	Add GST				\$15,600.00	TOTAL				\$171,600.00
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13.	Additional costs <i>MA cl.12</i>	<p>The Department will not pay any travel, accommodation or other fees, charges or expenses unless it is been pre-approved in writing by the Department.</p> <p>(if The Vendor will be reimbursed for the travel and related accommodation at non-SES rates where they are pre-approved in writing by the Department. The Vendor must submit an invoice for those expenses and the Department will reimburse the Vendor in accordance with the invoicing procedures set out in Schedule 3 to the Deed.</p> <p>Where applicable, Specified Personnel must comply with the Department's travel policies and procedures.</p>
14.	Invoicing <i>MA cl. 12</i>	<p>The Buyer will issue to the Seller, a recipient created tax invoice ('RCTI') on the 3rd Business day of each month.</p> <p>The Seller will not issue a tax invoice in respect of any taxable supply it makes to the Buyer.</p>
15.	Timesheets	<p><i>Unless otherwise directed by the Buyer representative, there is an expectation that Specified Personnel will work on average an 8 hour day which equates to a 40 hour week.</i></p> <p><i>Any additional hours worked requires prior written approval from the delegate.</i></p> <p><i>You must:</i></p> <ul style="list-style-type: none"> (a) <i>ensure, for each week that the deliverables are provided, your personnel complete work effort recording in Cross Application Timesheet System (CATS);</i> (b) <i>complete and maintain CATS in SAP ESS to record the actual level of effort provided by each of your personnel; and</i> (c) <i>submit the CATS weekly to your supervisor for approval on a weekly basis for endorsement by their nominated delegate</i> <p><i>The buyer will not be liable to pay any amounts where timesheets show your personnel working more than the agreed hours per week, unless prior written approval has been given by the buyer's representative.</i></p> <p>The Specified Personnel is to adhere to the Department of Health shut down periods as specified in the Collective Agreement (available online at www.health.gov.au) and Public Holidays.</p>
Intellectual property rights		
16.	Buyer Intellectual Property	<p>The Buyer owns the Intellectual Property Rights in Contract Material.</p>
17.	Seller Intellectual Property	<p>N/A</p>
Confidentiality and privacy		

18.	Confidentiality undertaking MA cl. 16	As stipulated in the separate Confidentiality Deed supplied as part of the Offer of Contract, to be signed and supplied to the Buyer prior to commencement.		
Optional clauses				
19.	Insurance MA cl. 6	Type		Coverage
		Public liability insurance		\$10,000,000
		Professional indemnity insurance		\$5,000,000
		Workers compensation insurance		As required by Law
If requested by the buyer, you must provide current relevant confirmation of insurance documentation from your insurers or insurance brokers certifying that you have insurance as required by the work order and clause 6 of the Master Agreement.				
20.	Specified personnel MA cl. 10	Name	Position	Proposed role
		547F	Business Analyst	Business Analyst
21.	Security clearance MA cl. 10	Security Clearance (Minimum Baseline) <ul style="list-style-type: none">All nominated personnel must hold (or have the ability to obtain and maintain at their own cost) a Baseline security clearance (minimum).If security clearance is declined, the specified personnel will cease with Health and a replacement may be requested to complete the term of the contract. A current National Police Certificate (no greater than 12 months old) <ul style="list-style-type: none">All Specified Personnel must, (at their own cost), provide Health with a copy of the certificateAny disclosable outcomes identified will require the department (prior to commencement) to conduct an assessment and approve the engagement. Conflict of Interest declaration (COI) <ul style="list-style-type: none">Completed Prior to commencement Completed a Non-Disclosure Declaration (NDA) <ul style="list-style-type: none">Completed Prior to commencement		
22.	Subcontracting MA cl. 11	The buyer does not permit you to subcontract the provision of the deliverables without prior written approval from the delegate.		
23.	WGE compliance letter	N/A		
24.	Indigenous Procurement Policy	Not subject to IPP		
Additional terms MA cl. 2				
Note to drafters: The seller may prescribe additional terms to apply to this work order. If there is any inconsistency between the additional terms and the Master Agreement or Comprehensive Terms, the additional terms will prevail to the extent of the inconsistency.				
25.	Liability	Liability cap will be equal to the total Work Order value (including any Change Orders) GST Inclusive in aggregate.		

Signing this work order means a contract is created between the buyer and seller as described in the [Master Agreement](#)

Buyer signatures

Buyer's authorised officer

s47F

Signature

s22

Name

s22

Position

27/11/2020

Date

Witness

s47F

Signature

s47F

Name

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Seller signatures

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s47F

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Name

Senior Executive

Position

24/11/2020

Date

Witness

s47F

Signature

s47F

Name

24/11/2020

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