

s22(1)(a)(ii)

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POLICING FOR
A SAFER AUSTRALIA

Sensitive:Legal

From: s22(1)(a)(ii)
Sent: Monday, 14 October 2019 6:38 PM
To: s22(1)(a)(ii)
Cc: Macdonald, Alison s22(1)(a)(ii) Jerga, Stefan s22(1)(a)(ii) Black, Christopher s22(1)(a)(ii); Ryan, Nigel s22(1)(a)(ii)
Subject: FW: High Value Spending Proposal - John Lawler Consulting [DLM=Sensitive:Legal]
Importance: High

Sensitive:Legal

Hi s22(1)(a)(ii)

I hope you're well.

Stefan indicated that he would mention this to you, so I hope I have not leap-frogged his phone call.

The Commissioner wishes to bring former Deputy Commissioner John Lawler on-board as a consultant until 21 January 2020, with an option to extend to 21 March 2020. The intention is for Mr Lawler to be given an AFP laptop and access to ICT systems as early as Friday this week, so we obviously need to progress this as quickly as possible.

I have forwarded the attached HVSP to s22(1)(a)(ii) at NPC for progression, but wanted to provide this to you now so that work can commence on an appropriate contract. I have also provided the Terms of Reference below.

Please note that the nature of this consultancy is to be closely held for now.

Thank you – please let me know if you require anything further at this stage.

Kind regards,

s22(1)(a)(ii)

Terms of Reference for the Independent Review of the Conduct of Sensitive Investigations in the AFP.

The Australian Federal Police, as the Australian Government's only policing agency, receives a range of referrals that have levels and/or aspects of sensitivity beyond those normally received. Such referrals typically have a political imperative, higher than normal levels of classification and media scrutiny, and require some form of senior management oversight. At present, sensitive investigations include matters relating to unauthorised disclosures; the application of Parliamentary privilege; espionage and foreign interference; and war crimes. In light of my public commitment to review the processes around the recent investigations involving News and the Australian Broadcasting Commission, I require a process review into the handling of sensitive investigations with a view to ensuring all aspects of their conduct (from point of referral through the authorisation and their ongoing

management) are as efficient and effective as possible and to determine whether the existing investigative policy and guidelines are fit for purpose.

Drawing, as appropriate, on case studies and consultations this review of sensitive investigations will provide my Office with options around opportunities for interventions and strategies to ensure the AFP is best placed to address sensitive investigations in the future, including the:

- a. Baselining of what constitutes a sensitive investigation
- b. Articulation of the human resources, skills, training, technology and facilities required
- c. Reformation of governance and business processes (including alternative mechanisms for referring entities beyond the AFP)
- d. Organisational structures

In the conduct of this review I require you to draw upon a small review team that I will provide to you, to consult appropriately with relevant internal and external stakeholders within the Australian Government. I expect you to work, given time constraints with reference to the work being undertaken by Ernst and Young on the AFP's future operating model and, given the public interest aspects of this review, I require an annexure to be produced with the express intent for public release should I see fit. This review is to be completed no later than 20 January 2020 and I reserve the right to request an interim report if circumstances arise whereby the full report has not been finalised. Similarly, should you in the course of your review find an issue or issues of concern I require you to bring these to my immediate attention. .

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ENTERPRISE GOVERNANCE

Te s22(1)(a)(ii)

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From s22(1)(a)(ii)

Sent: Monday, 14 October 2019 6:32 PM

To: s22(1)(a)(ii)

Cc: Black, Christopher <s22(1)(a)(ii)> Ryan, Nigel <s22(1)(a)(ii)>

s22(1)(a)(ii)

Subject: High Value Spending Proposal - John Lawler Consulting [DLM=For-Official-Use-Only]

Importance: High

For-Official-Use-Only

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Please note that the nature of this consultancy is to be closely held for now, hence my direct approach to you.

Please let me know if you require any further information.

Thank you.

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(COMMONWEALTH)
BY THE AUSTRALIAN FEDERAL POLICE

s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Tuesday, 15 October 2019 6:32 AM
To: s22(1)(a)(ii)
Cc: Macdonald, Alison; Jerga, Stefan; Black, Christopher; Ryan, Nigel; s22(1)(a)(ii)
Subject: RE: High Value Spending Proposal - John Lawler Consulting [DLM=Sensitive:Legal]

Sensitive:Legal

Thank you very much Emily – much appreciated.

Kind regards,

s22(1)(a)(ii)

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From: s22(1)(a)(ii)
Sent: Monday, 14 October 2019 6:52 PM
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Cc: Macdonald, Alison; s22(1)(a)(ii); Jerga, Stefan; s22(1)(a)(ii); Black, Christopher; s22(1)(a)(ii); Ryan, Nigel; s22(1)(a)(ii)
Subject: RE: High Value Spending Proposal - John Lawler Consulting [DLM=Sensitive:Legal]

Sensitive:Legal

Hi s22(1)(a)(ii)

I will prepare a suitable consultancy agreement as a priority. We'll aim to have a draft completed by COB tomorrow.

s22(1)(a)(ii)

DEPUTY GENERAL COUNSEL (COORDINATOR) - COMMERCIAL, GOVERNANCE & STRATEGIC LEGAL
CHIEF COUNSEL

Tel + s22(1)(a)(ii)
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High Value Spending Proposal (PART A)

Approval to approach the market

Version Control: v.2.9 16/08/19

Consultancy Services – Review of Sensitive Investigations

| | |
|-------------------------------------------------------|----------------------------------------------------|
| AFP Procurement ID ⓘ | Click or tap here to enter text. |
| Exempt from AusTender Reporting ⓘ | No |
| Public Interest Certificate Issued ⓘ | No |
| CPRs s.2.6 Applying Measures ⓘ | Not applicable |
| Will this procurement involve consultancy services? ⓘ | Yes this procurement involves consultancy services |

Delegate: Chris Black
Chief of Staff

PURPOSE

This High Value Spending Proposal (Part A) is to:

- Specify the background, requirement/s and risks associated with the proposed procurement activity;
- Describe the procurement methodology to be undertaken; and
- Obtain PGPA Delegate approval, in accordance with the Public Governance, Performance and Accountability (PGPA) Act 2013 and the Commonwealth Procurement Rules (CPRs), to progress with the procurement activity to an Approach to Market (ATM) with the intent to commit and enter into a contractual arrangement with a supplier that represents Value for Money (VFM).

INDIGENOUS PROCUREMENT POLICY

This procurement:

- does not** fall within the Indigenous Procurement Policy (Mandatory Set Aside Policy) for the following reason: the procurement meets rule s.10.3 conditions for limited tender applies
- does** fall within the Indigenous Procurement Policy (Mandatory Set Aside Policy) as its estimated total contract value is between \$80,000 and \$200,000.

In stimulating Indigenous entrepreneurship and business development the procuring business area has undertaken the following:

No action taken to identify potential Indigenous suppliers



High Value Spending Proposal (PART A)

Approval to approach the market

Version Control: v.2.9 16/03/19

BACKGROUND

Commissioner Kershaw has requested a process review into the handling of sensitive investigations. The review will ensure that all aspects of such investigations are as efficient and effective as possible, and will determine whether the existing investigative policy and guidelines are fit for purpose.

THE REQUIREMENT

The final report is required to be completed by no later than 20 January 2020. Commissioner Kershaw may request interim reports as required prior to the completion of the final report. An annexure is also to be produced that is capable of being publically released at the Commissioner's discretion.

The review team will comprise an external consultant and a small team of internal AFP appointees. There will be a need for the consultant to access AFP premises, have access to an AFP laptop and ICT systems and to access AFP information including case material concerning current and former sensitive investigations.

The review team will engage with internal and external stakeholders and will have reference to the work being undertaken by Ernst and Young regarding the AFP's future operating model.

Has a detailed 'Statement of Requirements (SOR)' been completed? Yes No

CONTRACT VALUE

The below table is the maximum estimated values for the contract initial term and any applicable options.

The PGPA Delegate approval will cover the Contract Initial Term value only. Prior to executing any contract variations/extensions new PGPA Delegate approval will need to be obtained.

| | |
|-------------------------------------|--------------------------------------------------|
| Initial Term | AUD s47G (GST inclusive) per day |
| Option(s) | AUD s47G (GST inclusive) per day for all options |
| Total Maximum Contract Value | AUD s47G (GST inclusive) – a maximum of 50 days |

| | | | |
|--------------------------------------------------------------|--------|---------------------------------------------------------------------|------|
| Cost Centre | 300250 | Internal Order | XCOS |
| Does this procurement involve the purchase of assets? | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| Does this procurement relate to gifting? | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |



High Value Spending Proposal (PART A)

Approval to approach the market

Version Control: v.2.9 16/08/19

| | |
|----------------------------------|--------------------------------------|
| Type of contract to be executed: | AFP Contract (prepared by AFP Legal) |
|----------------------------------|--------------------------------------|

CONTRACT TERM

| | |
|-----------------------------|------------------------------------------------|
| Initial Term | 14 October 2019 to 21 January 2020 |
| Option(s) | 1 x 2 month option to extend, to 21 March 2020 |
| Total Maximum Contract Term | 5 months |

RISK ASSESSMENT

A Risk Assessment and Treatment Plan (RATP) has been undertaken in accordance with the AFP National Guideline on risk management and the National Guideline on procurement and contracting. The RATP considers all operational, business and procurement-related risks; and is attached at Appendix A.

The overall risk of this procurement activity is Choose an item..

METHOD OF PROCUREMENT

The procuring business area has undertaken a risk assessment and has identified the most appropriate and compliant approach to market to be: *(select one and delete all others)*

- a) A **Limited Tender** utilising the following Division 2 Conditions for limited tender of the CPRs: 10.3 d) when the goods and services can be supplied only by a particular business and there is no reasonable alternative or substitute for one of the following reasons; iii. due to an absence of competition for technical reasons.

The use of Limited Tender is justified for the following reasons:

Mr Lawler AM APM is a former Deputy Commissioner of the AFP, with extensive experience in relation to the AFP's operational activities and specific experience in relation to sensitive investigations. Mr Lawler has also undertaken numerous critical reviews for other Australian Government and State/Territory Government agencies. Mr Lawler holds strong professional



High Value Spending Proposal (PART A)

Approval to approach the market

Version Control: v.2.9 16/08/19

relationships with relevant internal and external stakeholders which will facilitate the completion of the review within the Commissioner's required timeframes. Mr Lawler's corporate knowledge of the AFP, combined with his extensive investigations and review skillsets and experience, mean that he is unparalleled in the provision of these particular consultancy services within the required timeframe.

This approach will be to the following supplier/s:

John A Lawler AM APM Consulting (ABN: 55 285 009 566)

Note: In accordance with the Commissioner's Financial Instructions (CFIs) Annexure A Schedule of Delegations and Authorisations, only the following members may approve the use of applying measures:

- a Deputy Commissioner (DC) and Chief Financial Officer (CFO) or
- the Chief Operating Officer (COO) and the CFO

VALUE FOR MONEY

Every AFP procurement must achieve value for money (VFM) (CPRs section 4 'Value for money').

Price must not be the sole factor in assessing value for money. AFP Officials must consider the relevant financial and non-financial costs and benefits of their procurement activity i.e. quality, fitness-for-purpose, experience, past performance, flexibility of the proposed solution, environmental sustainability, physical and information security, destruction and disposal, and whole-of-life costs.

Elements to Value for Money

The procuring business area confirms this procurement will achieve VFM for the AFP as it:
(select all that apply):

- Encourages competition and is non-discriminatory (approaching multiple suppliers)
- Uses public resources in an efficient, effective, economical and ethical manner
- Facilitates accountable and transparent decision making
- Encourages appropriate engagement with risk
- Is commensurate with the scale and scope of the business requirement

Where all of the above elements to VFM cannot be met provide additional justification: As noted above, a limited approach has been undertaken for defensible reasons and in a manner that still provides best VFM for the AFP.



High Value Spending Proposal (PART A)

Approval to approach the market

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PROCUREMENT PROCESS

The procurement process will be conducted in accordance with the CPRs and the AFP National Guideline on procurement and contracting. The procurement method detailed above will ensure that value for money will be achieved.

ESTIMATED PROCUREMENT TIMETABLE

A procurement timetable has been developed for this procurement activity and can be found at Appendix B.

PROCUREMENT STAKEHOLDERS

In accordance with the National Guideline on procurement and contracting, the following stakeholders have been consulted in preparing this Spending Proposal (PART A) (select all that apply):

- AFP Legal Insert LEX ref #
- National Armoury
- Security
- ICT Assets Team
- Technology & Innovation (T&I)* Insert DAF TA ref #
- Portfolio Financial Representative
- National Assets Team
- [list other]

Note: *Where the procurement activity relates to ICT-related goods and/or services T&I must be consulted. If supported by T&I, a Design Authority Forum (DAF) Technology Acquisition (TA) reference number will be issued. This number must entered in the field above.

In addition to the above the following stakeholders will be involved in the progression of this procurement activity.

| Stakeholder name and title | Role or responsibility in procurement activity |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chief of Staff | Client Business Area/End User |
| s22(1)(a)(ii) | Project Manager (where applicable) |
| Chief of Staff | Contract Owner <i>The AFP official accountable for outcomes enabled by the contract. Has the necessary authority to make decisions in relation to the contract and takes the actions required to manage the AFP obligations and optimise ongoing value for money.</i> |
| s22(1)(a)(ii) | Contract Manager <i>The AFP official who is responsible for completing the activities and tasks required to manage the terms, conditions, outputs and AFP obligations under the contract.</i> |



High Value Spending Proposal (PART A)

Approval to approach the market

Version Control: v.2.9 16/08/19

| Stakeholder name and title | Role or responsibility in procurement activity |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| s22(1)(a)(ii) | <p>Contract Administrator</p> <p><i>The AFP official who performs the activities and tasks necessary to administer the contract, and is directed and instructed by the Contract Manager and guided by the relevant contract management plan.</i></p> |
| Not applicable | <p>Evaluation Committee (recommend three members)</p> <p>(Chair + Panel Members)</p> <p><i>The AFP officials who will evaluate all responses (i.e. tenders or quotations) in response to the ATM against the below evaluation criteria to identify the preferred supplier that represents Value for Money (VFM).</i></p> |

CONFLICT OF INTEREST

All stakeholders who may have influence over this procurement activity are required to complete a Conflict of Interest Declaration in accordance with the Department of Finances guidance on Ethics and Probity in Procurement.

Stakeholders required to complete Declarations include:

- (a) the PGPA Delegate;
- (b) AFP Appointees (substantive and contracted);
- (c) SMEs and advisers; and
- (d) Evaluation Committee members.

All stakeholders who may have influence over this procurement activity have completed a Conflict of Interest Declaration and:

- no perceived or actual conflicts have been identified; or
- the following perceived or actual conflicts have been identified:

NPC COMPLIANCE REVIEW

National Procurement and Contracts (NPC) has conducted a compliance review of this spending proposal.



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High Value Spending Proposal (PART A)

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Based on the information provided by the procuring business area NPC has reviewed this spending proposal as:

- compliant with the relevant Government procurement framework
- non-compliant with the relevant Government procurement framework

NPC make the following additional comments/recommendations:

Click or tap here to enter text.

AFP Legal consultation required: Yes No

Name

Signature

Title and AFP No.

Select date here

Date reviewed

RECOMMENDATION

I, as the Recommending Officer, have considered NPC's compliance review and comments and:

- recommend this procurement activity be progressed; or
- do not recommend this procurement activity be progressed (as it is non-compliant).

Recommending Officer's comments:

Click or tap here to enter text.

Name

Signature

Title and AFP No.

Select date here

Date reviewed

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PGPA DELEGATE APPROVAL (COMMONWEALTH)

| | |
|--------------------------|------------------------------------|
| Procurement Title | Review of Sensitive Investigations |
|--------------------------|------------------------------------|



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High Value Spending Proposal (PART A)

Approval to approach the market

Version Control: v.2.9 16/08/19

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| AFP Procurement ID | |
| Contract Initial Value | Maximum of AUD <input type="text" value="s47G"/> (GST Inclusive) |
| Contract Initial Term | 5 months |
| <p>I, as the relevant PGPA Delegate, am satisfied that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> this procurement activity is compliant with the required Australian Government procurement policies and legislative requirements set out in the <i>Public Governance Performance and Accountability Act 2013</i>, the <i>Commonwealth Procurement Rules (CPRs)</i>, the <i>Commissioner's Financial Instructions</i>, and the <i>AFP National Guideline on procurement and contracting</i>. <input type="checkbox"/> I hold the appropriate PGPA delegation and have sufficient funds within my area of delegation to cover any resulting commitment. <input type="checkbox"/> Conflicts of Interest Declarations have been declared, documented and appropriately managed. <input type="checkbox"/> this procurement activity will provide an efficient, effective, economical and ethical use of Government money. <p><u>PGPA Delegate approval:</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Approved to Approach to Market (ATM)</p> </div> <div style="width: 45%;"> <p><input type="checkbox"/> Not approved to Approach to Market (ATM)</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____ Delegate Name</p> </div> <div style="width: 45%;"> <p>_____ Delegate Signature</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____ Delegate Title and AFP ID</p> </div> <div style="width: 45%;"> <p>Select date here _____ Approval Date</p> </div> </div> | |

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High Value Spending Proposal

Version Control: v.2.9 16/05/19

RISK ASSESSMENT AND TREATMENT PLAN

The Risk Assessment and Treatment Plan (RATP) template can be accessed [here](#).

For further assistance in completing this RATP refer to the [AFP Risk Management Framework](#) which should be read in conjunction with the [National Guideline on Risk Management](#).

Further advice can be obtained by contacting the [Strategic Risk Team](#).

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Appendix A

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Insert Date

Page 9 of 14



High Value Spending Proposal

Version Control: v.2.9 16/03/19

Appendix B

ESTIMATED PROCUREMENT TIMETABLE

| Step | Key activities | Estimated completion date |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <p>1. Plan the procurement</p> | <ul style="list-style-type: none"> - Consult with stakeholders, consider alternatives to procuring and understand the objective or issue the procurement activity is intended to achieve/correct. - Scope the requirement (in-scope/out-of-scope). - Consider how you will conduct the evaluation and identify value for money. - Conduct market research. - Estimate the procurement whole-of-life value. - Check for Whole-of-Government arrangements or AFP contracts/panel arrangements. - Check Supply Nation for suitable Indigenous suppliers. - Consider risk, probity and conflicts of interest. | <p>Estimated completion date: 14 October 2019</p> |
| <p>2. Obtain approval to approach the market</p> | <ul style="list-style-type: none"> - Depending on the scale, complexity and value of the procurement activity complete a detailed Scope of Works (SoW)/Statement of Requirement (SoR). - Complete the relevant Spending Proposal (PART A) – Approval to approach the market template and relevant risk assessment document/s. - Forward completed Spending Proposal (PART A) and completed risk assessment document/s to <u>NPC</u> for compliance review where the value is at or above \$80,000 (GST inclusive) or involves consultancy services. - Completed Spending Proposal (Part A) and risk assessment document/s to be submitted to PGPA Delegate for consideration and approval. <p>Note: This is where you formally document the decisions and justifications from Step 1; while informing the PGPA Delegate of the procurement activity and ensuring there is sufficient funding available before approaching the market.</p> | <p>Estimated completion date: 15 October 2019</p> |

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High Value Spending Proposal

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| | | |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <p>3. Evaluate and identify the preferred supplier</p> | <p>Limited approach to market.</p> | <p>Estimated completion date: 15 October 2019</p> <p>(Allow 2+ weeks)</p> |
| <p>4. Execute the contract (place the order)</p> | <ul style="list-style-type: none"> - Complete the appropriate form of contract as approved in the Spending Proposal (PART A). - PGPA Delegate reviews the completed Spending Proposal (PART B) along with the prepared contract; and if supportive signs both documents. - Contract is sent onto the preferred supplier for signature. Once signed the contract is now considered 'executed'. <p>Note: The use of the Commonwealth Contracting Suite (CCS) is mandatory for procurements valued up to \$200,000 (GST inclusive) with the exception to those under panel arrangements, ICT-related procurements or those with international suppliers.</p> | <p>Estimated completion date: 18 October 2019</p> |
| <p>5. Register the contract (and raise the purchase order)</p> | <ul style="list-style-type: none"> - Register the executed contract on <i>Insight!</i> within 7 business days from the execution date. Ensure you attach all relevant documentation to the procurement activity including Spending Proposal (PART A), Spending Proposal (PART B), any risk assessment document/s, and the executed contract (including the contract's attachments and appendices). - Other relevant documents to be attached may include the SoW/SoR, Col declarations, TEP, Exemptions from AusTender Reporting form, and Public Interest Certificate (PIC). - Raise a Shopping Cart under the registered Contract ID in <i>Insight!</i> in order to generate the Purchase Order (PO) number. - Once the PO number has been generated; email the PO number to supplier and request they quote this number on all relevant tax invoices. Remind the supplier that all invoices are to be submitted to the AFP electronically via email to AFP-AP-Invoices@afp.gov.au. <p>Note:</p> | <p>Estimated completion date: 25 October 2019</p> |

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High Value Spending Proposal

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| | <p>The above guidance is provided where a contract is executed. Some steps may not apply where a separate contract has not been executed.</p> <p>Where the contract is valued \$10,000 (GST inclusive) or higher, and an Exemption from AusTender Reporting form has not been approved, the contract will be publically reported on AusTender.</p> <p>Where the procurement involves the purchase of assets ensure consultation occurs with AFP Assets.</p> | |
| <p>6. Manage the contract and receive the goods and/or services</p> | <ul style="list-style-type: none"> - Depending on the scale, complexity and value of the procurement activity complete a Contract Management Plan and/or Contractor Performance Agreement. - Actively manage the supplier's performance against the statement of requirements/scope of works contained within the executed contract. - Maintain appropriate AFP records and manage stakeholder expectations. - Conduct witness testing, handovers and/or AFP acceptance of goods/services in accordance with the contract's terms and conditions, and manage any relevant defects liability periods, warranty periods, maintenance and support periods. - Conduct Contract Management/Contractor Performance Review Reports as required. - Consider any transition-out or end of contract activities that need to be planned/actioned. | <p>Estimated completion date: No later than 21 March 2020</p> |
| <p>7. Payment of invoice/s</p> | <ul style="list-style-type: none"> - Review the invoice is correct and all goods and/or services have been received to a standard acceptable to the AFP (as per the contract's terms and conditions where applicable). - Complete a 'Confirmation' in <i>Insight!</i> and email the confirmation number to <u>Accounts and Client Services</u>. <p>Note: All correctly rendered invoices valued under \$1M must be paid within 20 calendar days from receipt or late payment fees will apply.</p> | <p>Within 20 calendar days of receipt of invoice.</p> <p>(Allow 1 day)</p> |

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APPENDIX C

CONFLICT OF INTEREST DECLARATION

Name: s22(1)(a)(ii)

Title: Coordinator

1. I have been asked to disclose any interest that I may have which would preclude me from participating in the procurement for the provision of consultancy services.
2. To the best of my knowledge and belief I have not had, and do not have, any relationship, either personal, financial or professional, with any potential supplier, or employee or adviser of any potential supplier, such that a potential supplier, or any employee or adviser of a potential supplier, or myself or a member of my direct family, could benefit personally in some way from the outcome of the procurement process.
3. I am aware of the AFP's requirement for strict probity in the procurement process and if I subsequently discover that there is a relationship of a kind mentioned in paragraph 2 of this Declaration with any potential supplier, I will immediately report it to the Recommending Officer and/or Delegate.
4. I will also immediately report to the Recommending Officer and/or Delegate any direct or indirect contact that I have with any potential supplier, or any employee or adviser of any potential supplier, which is not officially authorised, including any approach made to me in the way of a direct or implied offer of future employment or other benefit.

Dated the 14 day of October 2019

Signed:

Name: s22(1)(a)(ii)

Address: c/- Edmund Barton Building

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