



For-Official-Use-Only

High Value Spending Proposal

Version Control : 2.9 (05/03/19)

Appendix B

ESTIMATED PROCUREMENT TIMETABLE

Step	Key activities	Estimated completion date
1. Plan the procurement	<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. 	Estimated completion date: 14 October 2019
2. Obtain approval to approach the market	<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 NPC 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>	Estimated completion date: 15 October 2019

Insert Date

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High Value Spending Proposal

Version Control: v.1.9 16/08/19

<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, CoI 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: s47E(d) <p>Note:</p>	<p>Estimated completion date: 25 October 2019</p>

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Version Control v. 2.9 16/04/19

	<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>	
6. Manage the contract and receive the goods and/or services	<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>
7. Payment of invoice/s	<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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Version Control: v.2-R 16/08/19

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

Insert Date

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High Value Spending Proposal

Version Control: 0.3.8 16/08/19

APPENDIX C

CONFLICT OF INTEREST DECLARATION

Name: Chris Black
Title: Chief of Staff

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 day of October 2019

Signed:

Name:

Address:

Insert Date

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s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Tuesday, 15 October 2019 8:14 AM
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii)
Subject: RE: 20200303 - RE: High Value Spending Proposal - John Lawler Consulting [DLM=For-Official-Use-Only]

For-Official-Use-Only

Thank you very much s22(1)(a)(ii) and thank you in particular for the very fast turnaround.

Your comments re the CCS are noted; Legal are preparing an appropriate contract for us at the moment.

I would very much appreciate some assistance with registering the contract once it is ready – I'll come back to you!

Thank you again.

Kind regards,

s22(1)(a)(ii)

COORDINATOR - EXECUTIVE SECRETARIAT & COMMUNICATIONS
ENTERPRISE GOVERNANCE

Tel: s22(1)(a)(ii)

www.afp.gov.au



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From: s22(1)(a)(ii)
Sent: Tuesday, 15 October 2019 8:04 AM
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii)
Subject: 20200303 - RE: High Value Spending Proposal - John Lawler Consulting [DLM=For-Official-Use-Only]

For-Official-Use-Only

Good morning s22(1)(a)(ii)

Please find attached the HVSP that has been reviewed by NPC.

Can I suggest that Legal look at the CCS and that the approval to exempt this contract from being reported on AusTender is sought (see my comments in the HVSP) I have attached the template for your consideration.

Please let me know if you require my assistance with registering the resultant contract.

AFP Procurement ID: 20200303

The AFP Procurement ID above is a unique identifier that MUST be used for all correspondence relating to this procurement for the life of the Procurement.

Based on the information provided, the attached Spending Proposal is Supported by NPC. Please accept the changes in the documents and update where required before obtaining delegate approval.

As soon as a formal agreement/contract is executed or varied, please ensure the AFP appointee responsible for management/administration of the arrangement registers on Insight! This process should be completed within 7 days to allow sufficient time for NPC to review the documentation provided and to report the arrangement on AusTender no later than 42 days from date of execution.

As this is a Consultancy ensure to tick 'consultancy' in the Procurement Reporting (PRF) details when registering the contract on Insight!

Record keeping obligations.

All AFP officials engaged in procurement must maintain appropriate documentation, which meets the requirements of the National Guideline on information management.

All procurements along with all business activities/projects must have a PROMIS, hard copy, file created for them and the relevant documents held on them. These are subject to audit. Note the AFP's drives (or SAP) do not meet the relevant Record Management acts.

Regards

s22(1)(a)(ii)
NATIONAL PROCUREMENT & CONTRACTS, MAIL POINT 432
CHIEF FINANCIAL OFFICER
Tel - s22(1)(a)(ii)
www.arpc.gov.au



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From: s22(1)(a)(ii)
Sent: Monday, 14 October 2019 6:54 PM
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii)
Subject: Fwd: High Value Spending Proposal - John Lawler Consulting [DLM=For-Official-Use-Only]
Importance: High

s22(1)(a)(ii)

Can you please have a look at this one as a priority.

Regards

s22(1)(a)(ii)

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From: s22(1)(a)(ii)
Date: 14 October 2019 at 6:31:46 pm AEDT

To: [redacted] s22(1)(a)(ii)
Cc: Black, Christopher <[redacted] s22(1)(a)(ii)> Ryan, Nigel [redacted] s22(1)(a)(ii)
[redacted] s22(1)(a)(ii)
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[redacted] s22(1)(a)(ii)

Please find attached a draft HVSP. I am still completing the RATP and will forward that through asap tomorrow.

Could you please give me a ring tomorrow morning (my mobile [redacted] s22(1)(a)(ii) is probably best) to discuss the HVSP?

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'm happy to assist however I can; please let me know whatever else you need from me. I have had initial discussions with a/Chief Counsel regarding the procurement and the required contract. I will forward the draft HSVP to Legal now - a/Chief Counsel has indicated that they will be able to provide a contract asap this week (subject of course to NPC's approval for the procurement to progress etc).

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.

Kind regards,

[redacted] s22(1)(a)(ii)

COORDINATOR - EXECUTIVE SECRETARIAT & COMMUNICATIONS
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Tel + [redacted] s22(1)(a)(ii)
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From: s22(1)(a)(ii)
Sent: Tuesday, 15 October 2019 9:25 AM
To: s22(1)(a)(ii)
Subject: RE: 20200303 - RE: High Value Spending Proposal - John Lawler Consulting [DLM=For-Official-Use-Only]

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No problem

s22(1)(a)(ii)

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CHIEF FINANCIAL OFFICER
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www.afp.gov.au



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s22(1)(a)(ii)

NATIONAL PROCUREMENT & CONTRACTS, (MAIL POINT 432)
CHIEF FINANCIAL OFFICER

Tel s22(1)(a)(ii)

www.afp.gov.au



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s22(1)(a)(ii)

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s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Thursday, 17 October 2019 11:27 AM
To: s22(1)(a)(ii)
Subject: Registry file [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi s22(1)(a)(ii)

I'm sorry to ask you this – are you able to request a Registry file via PROMIS? I need to have a physical file for the procurement of Mr Lawler's services in order to meet audit requirements, but I don't have PROMIS access in my current role. Is there any chance you or someone you know might be able to help me?

Thank you,

s22(1)(a)(ii)

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Tel + s22(1)(a)(ii)

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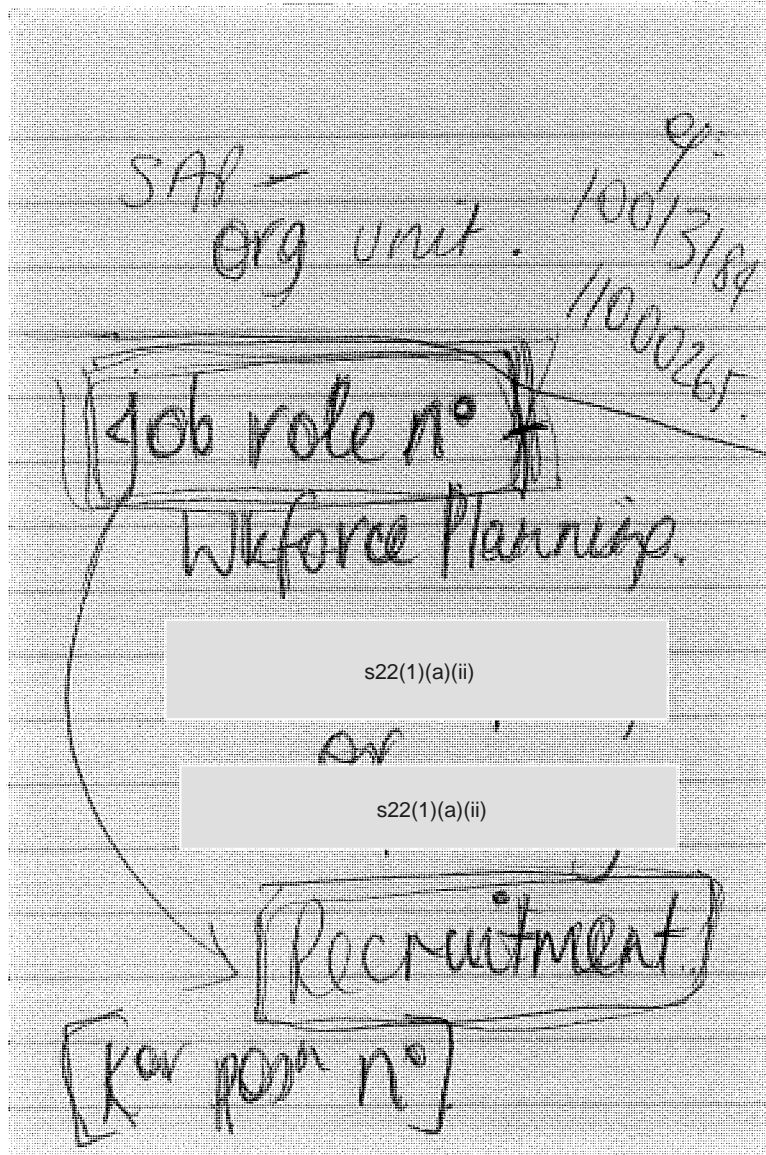
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- Payroll.

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Vendor Request Form.

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