

Request for Quotation - from Panel

Reference ID: 70015881

Request for Quotation (RFQ) under the Deed of Standing Offer for AFP Capability Support Service Panel dated 31 May 2019 (the Deed).

The Commonwealth as represented by the Department of Social Services (the Customer) is seeking submissions for the provision of the services (the Requirement) as described in this *Request for Quotation*.

This RFQ is for the provision of a set of service packages to support data analytics work to allow more complete measurement of the impact of the Cashless Debit Card (CDC) and build the department's capabilities.

Statement of Requirement

A.A.1 Key Dates and Times

Event	Details
ATM Closing Date:	5 November 2021
ATM Closing Time:	14:00 ACT local time
Question Closing Date and Time:	N/A
Expected Contract Execution Date:	12/11/2021
Expected Contract End Date:	The Contract will terminate on 31/03/2021
Contract Extension Option:	The Contract will include the following extension option(s): up to five months.
Industry Briefing:	Unless otherwise notified by an addendum, there are no industry briefing sessions for this RFQ.
Site Inspection:	Unless otherwise notified by an addendum, there are no site inspections for this RFQ.

A.A.2 The Requirement

A supplier is required to support data analysis and interpretation, research services, and data governance work to allow more robust and complete measurement of the impact of the CDC. In addition, the supplier is to help build the capabilities of the DSS staff to support the ongoing analysis of the CDC program and program impacts and facilitate rapid BAU reporting. All work is under direction of the department.

Deliverables/scope includes:

- Data analytics work/activities for CDC data project
 - Contribute to design, production and delivery of analysis that will be fed into products (documents for the Minister and reports) in line with SES and Minister feedback – March 2022.
 - Develop reusable, editable and updatable analysis product templates for the purpose of reporting (e.g. documents for the Minister and stakeholders) – March 2022
 - Contribute to interpretation of analysis and outputs – March 2022
 - Contribute to reports where appropriate – March 2022

- Strengthening data governance process
 - Review of current data governance and processes – December 2021/January 2022
 - Develop procedures and protocols for data governance – March 2022
- Rapid evidence reviews to generate outputs for a wide range of CDC related topics
 - Conduct rapid evidence reviews on a wide range of CDC related topics of interest and provide outputs - December 2021
 - Develop and share rapid evidence review templates and methodology – March 2022
- Design services for infographics
 - Contribute to infographics to be used in analytics products – March 2022
 - Develop reusable and updateable infographic templates – March 2022
- Building the department's capabilities to support the ongoing analysis of the CDC program
 - Training support including guidance and facilitation – March 2022
 - Develop targeted analysis including process validation and quality assurance – March 2022
 - Development of framework for analysis validation and quality assurance – March 2022
- Other adhoc tasks may also be required for the CDC analytics project and will be agreed with the specialist.

A.A.2(a) Standards

The Supplier must ensure that any goods and services proposed comply with all applicable Australian standards (or in its absence an international standard) including any requirements or standards specified in this Statement of Requirement. Potential Suppliers should note that they may be required to enable the Customer, or an independent assessor, to conduct periodic audits to confirm compliance with all applicable Australian or international standards.

Web Content Accessibility

The Supplier must ensure that any website, associated material and/or online publications (where applicable) complies with the Web Content Accessibility Guidelines available at:

<https://www.w3.org/WAI/intro/wcag>.

Publications

Publications and reports (if any) must be drafted to comply with the current version of the Commonwealth's [Style Manual](#).

Key Performance Indicators

To demonstrate progress towards achievement of the Requirement, the Supplier will be required to comply with the following Key Performance Indicators:

- Deliver analysis product templates that can be populated and updated as reasonably foreseeable for additional inputs delivered by March 2022.
- Current data governance processes reviewed and feedback provided by December 2021
- Procedures and protocols for data governance developed by March 2022.
- Conduct rapid evidence reviews and provide outputs by December 2021.
- Rapid evidence review templates and methodologies shared to CDC analytics team by March 2022.

- Reusable and updatable infographics delivered to CDC analytics team by March 2022.
- Training and documentation that will support CDC staff to continue analysis developed during the contract delivered by March 2022.
- Framework for analysis validation and quality assurance delivered by March 2022.
- Delivery of the milestones in accordance with the Delivery and Acceptance section at A.A.2(d) below.

A.A.2(b) Security Requirements

Minimum clearances to the level of Baseline Security Clearance will be required for each Specified Personnel.

The cost of obtaining each security clearance will be borne by the Supplier. The Supplier must ensure that its Specified Personnel promptly provide to the Customer relevant details to assist with the security clearance process, and the Supplier must notify the Customer promptly in writing of any change in circumstances which is likely to affect the Customer's assessment of the Specified Personnel's entitlement to hold a security clearance.

Current AGSVA Vetting Fees and Charges can be found at <http://www.defence.gov.au/AGSVA/corporate-industry-policy.asp>.

A.A.2(c) Workplace Health and Safety

Prior to commencement of the Contract, the Customer's Contract Manager and the Supplier's Contract Manager will identify any potential workplace health and safety issues anticipated to arise during the term of the contract and assign management of each issue identified to the party best able to manage it. The Supplier will provide the Customer with a plan for approval.

A.A.2(d) Delivery and Acceptance

The Customer must accept or reject any deliverables under the Order in accordance with the Deed.

Milestone Description	Delivery Location	Due Date
Deliver analysis product templates that can be populated and updated as reasonably foreseeable for additional inputs delivered.	DSS Enid Lyons Building	March 2022
Current data governance processes reviewed and feedback provided.	DSS Enid Lyons Building	December 2021/January 2022
Procedures and protocols for data governance developed.	DSS Enid Lyons Building	March 2021
Rapid evidence reviews conducted and outputs provided.	DSS Enid Lyons Building	December 2021

Rapid evidence review templates and methodologies shared to CDC analytics team.	DSS Enid Lyons Building	March 2022
Reusable and updatable infographics delivered to CDC analytics team.	DSS Enid Lyons Building	March 2022
Training and documentation that will support CDC staff to continue analysis developed during the contract.	DSS Enid Lyons Building	March 2022
Framework for analysis validation and quality assurance.	DSS Enid Lyons Building	March 2022

Reports

The Supplier shall furnish to the Customer monthly reports on progress towards meeting the milestone descriptions described in this section A.A.2(d). The monthly report shall also report against the budget.

Delivery and Acceptance – Additional Instructions

Acceptance activities will be undertaken by the customer on notification by the Supplier of completion of each phase.

A.A.2(e) Meetings

The Supplier will be required to attend meetings as follows: As agreed between the Customer and Supplier to ensure milestones and deliverables are met.

Meeting Type	Position required	Frequency	Teleconference/ Onsite	Location
Meeting	Customer: Director and Assistant Director Supplier: Manager or personnel as relevant	Adhoc	Teleconference/ Onsite	Teleconference/ Onsite

A.A.2(f) Facilities and Assistance Offered by the Customer

The Customer will provide facilities or assistance reasonably required by Supplier.

A.A.2(g) Customer Material

The Customer will provide relevant Customer Materials as agreed between the parties, when required.

A.A.3 RFQ Distribution

Email Distribution

Any questions relating to this RFQ must be directed to the *Customer Contact Officer* at A.A.5. Updates to this RFQ will be distributed via email.

A.A.4 Lodgement Method

Email

Responses should be lodged via email to CashlessWelfareDataStrategy@dss.gov.au and CC s22 quoting reference number 70015305 by the ATM Closing Date/Time specified above.

Response File Format, Naming Convention and Size

The Customer will accept Responses lodged in the following formats:

- Word Doc (.docx)
- Adobe PDF (.pdf)
- Word Excel (.xlsx)

The Response file name/s should:

- a) incorporate the Potential Supplier's full legal organisation name; and
- b) reflect the various parts of the bid they represent (where the Response comprises multiple files).

Response files should not exceed a combined file size of 25 megabytes per email.

Responses must be completely self-contained. No hyperlinked or other material may be incorporated by reference.

A.A.5 Customer's Contact Officer

For all matters relating to this RFQ, the Contact Officer is:

Name/Position: s22

Email Address: s22

Note: Question Closing Date and Time is set out at item A.A.1 [Key Dates and Times].

A.A.6 Evaluation Criteria

The criteria for evaluation will encompass the:

- a) Extent to which the Potential Supplier's Response meets the Customer's Requirement set out in this RFQ
- b) Potential Supplier's demonstrated capability and capacity to provide the Requirement;

Assessable costs:

- c) Risk
- d) Whole of life costs to be incurred by the Customer. Considerations will include both the quoted price and any costs that the Customer will incur as a result of accepting the Potential Supplier's Response.

If requested by the Customer, the Potential Supplier must be able to demonstrate its ability to remain viable over the Contract Term and must promptly provide the Customer with such information or documentation as the Customer reasonably requires.

The Customer reserves the right to contact the Potential Supplier's referees, or any other person, directly and without notifying the Potential Supplier.

The Customer will notify unsuccessful Potential Suppliers of the final decision and, if requested, will debrief Potential Suppliers following the award of a contract.

RESPONSE

Specific questions about this RFQ should be directed to the *Customer's Contact Officer* [Item A.A.5].

If successful your organisation will be offered a contract which includes the Terms and Conditions under the Deed.

Submit the form as required in *Lodgement Method* [Item A.A.4].

You **MUST** use this form to submit your Response. The form is set out to facilitate evaluation of responses.

Participation in this ATM is at your sole risk and cost. This is a competitive process, and you should note that your organisation may incur costs in responding, if you are unsuccessful you will be unable to recoup these costs.

Be as **concise** as possible while including all information that your organisation wants the evaluation team to consider. Do not assume that the evaluation team has any knowledge of your organisation's abilities or personnel.

Before completing your Response read the Customer's Request for Quotation (RFQ) distributed with this Response form and decide whether your organisation has the **necessary skills and experience** to meet the Customer's requirement.

The Customer will evaluate all valid Responses received by the Closing Time [Item A.A.1] to determine which Potential Supplier has proposed the best value for money outcome for the Customer.

The successful Supplier will have demonstrated its ability to provide the best value for the Customer. This will not necessarily be the lowest price.

If your organisation is **unsuccessful** with this submission, you may request feedback to assist with future submissions. The Customer's Contact Officer [Item A.A.5] can arrange this for you.

Part 1 – Potential Supplier's Details

DRAFTING NOTE

The following details will appear in the Order should your Response be successful.

Full Legal Organisation Name as per Deed of Standing Offer:		
Australian Business Number (ABN)		
Has your organisation ever had a judicial decision about employee entitlements or engaged in practices that have been found to be dishonest, unethical or unsafe?	<input type="checkbox"/> Yes, see below. <input type="checkbox"/> No	
If yes , what was the date of discharge? <i>The Supplier acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under section 137.1 of the schedule to the Criminal Code Act 1995 (Cth).</i>	(dd-mm-yyyy) <i>Note: The Customer cannot enter a contract with a supplier who has an undischarged judicial decision relating to employee entitlements.</i>	

Contact Officer

For matters relating to this Response contact:

Name	s22
Position Title	Assistant Director
Telephone	s22
Mobile	
Email Address	
Postal Address	71 Athllon Drive GREENWAY ACT 2900

Address for Notices (if different from the Contact Officer)

DRAFTING NOTE

Complete with "AS ABOVE" if same as Contact Officer.

Name	As above
Position Title	
Email Address	
Postal Address	

Contract Manager (if different from the Contact Officer)

DRAFTING NOTE

Provide the requested details of the person you propose will be the Contact Manger if your Response is successful and a contract is awarded.

Complete with "AS ABOVE" if same as Contact Officer.

For matters of a general nature, including acceptance and issuance of written notices contact:

Name	As above
Position Title	
Telephone	
Mobile	
Email Address	
Postal Address	

Part 2 – Executive Summary

DRAFTING NOTE

You may find it useful to complete this section after you have completed your response.

Provide a brief (less than one page) summary of your Response highlighting its key features. The Executive Summary should not merely replicate information provided elsewhere in your Response. This section brings together all aspects of your proposal and is your opportunity to “sell” its unique features.

Part 3 – Ability to Meet the Requirement

Detailed Proposal to Meet the Customer’s Requirement

DRAFTING NOTE

Your response should address each aspect of the Requirement and explain/demonstrate how your response/solution meets the Requirement.

Provide a detailed description of your proposal to supply the Customer’s requirement, including any delivery methodology. This is your opportunity to convince the evaluation team that your organisation understands the requirement and can deliver it to a high standard. Do not provide general marketing material.

Highlight your competitive advantage as well as special or unique features of your proposal. Depending on the requirement, your response may propose a detailed project plan including project milestones and completion dates, timeframes, quality standards or performance indicators. It may also detail critical issues or key delivery risks of which the Customer should be aware.

If meeting the Customer’s requirement involves reporting, travel or attendance at meetings, you should clearly identify how you will meet these requirements, including details of personnel involved. Do not include any pricing or pricing information in Part 3. You should ensure that you clearly address any costs in your response to Part 5.

Do not rely on your organisation’s reputation. The evaluation team can only consider information you provide in this submission.

Standards

DRAFTING NOTE

Potential Suppliers must provide full details and evidence of compliance with all applicable Australian standards (or in its absence an international standard), and any standards and requirements specified in the Statement of Requirement. Where you do not propose to comply with a standard which has been included in the Statement of Requirement, propose an alternative standard and justify your reasons.

Where no standard has been specified, list any applicable standards with which you propose to comply.

Key Performance Indicators

DRAFTING NOTE

Propose Key Performance Indicators that will clearly demonstrate your performance and progress against the Contract.

The following Key Performance Indicators are proposed:

Part 4 – Potential Supplier’s Demonstrated Capability and Capacity

Statement of Skills and Experience

DRAFTING NOTE

The information you enter here will be used to evaluate your organisation’s proven capacity to meet the customer’s requirement.

Provide clear, concise details of your relevant abilities to deliver what you have proposed.

This is your opportunity to highlight any unique capabilities and prove to the evaluation team that you can meet the requirement to a high standard.

Depending on the requirement, this could include a detailed description of recent relevant experience in successfully supplying a similar requirement. It could also include your organisation’s expertise in this field, brief information on relevant personnel (highlighting relevant expertise and experience), details of relevant intellectual property or unique products used.

You may also attach brief supporting information specific to the requirement including tailored CVs for Specified Personnel.

Do not include any pricing or pricing information in this Part. All pricing information should be included in Part 5.

Specified Personnel

DRAFTING NOTE

Only propose Specified Personnel where your proposal has referenced the skills of specific personnel and you reasonably expect them to perform the roles nominated. Include their role, the percentage of the project they will complete, and if relevant, their current Commonwealth Government security clearance. Add extra lines to the table as required.

Where there is a number of staff who could perform a particular role, include details of the position/role and the percentage of project time which this role will perform. In these circumstances it would not be necessary to name the person.

Include details for subcontractor personnel if applicable. You will need to give additional details for subcontractors in the next section.

If no Specified Personnel are proposed, insert “Not Applicable”.

Name	Position/Role	Current Security Clearance Level [#]	Percentage of Total Project Time
Total personnel time			100%

[#] if requested at A.A.2(b)

Subcontractors

DRAFTING NOTE

The Customer is required to publicly disclose information about subcontractors. Provide details for each subcontractor organisation you will use below.

If no subcontractors are proposed insert "Not Applicable"

Full Legal Name:	
Postal Address:	
ABN / ACN / ARBN:	
Is this subcontractor registered on Supply Nation or 50% or more Indigenous owned?	

Scope of Works to be subcontracted

DRAFTING NOTE

If no subcontractors are proposed insert "Not Applicable".

Provide details of the roles (or specific parts of the contract) each subcontractor will perform.

The Supplier is solely responsible for all obligations under the contract, including subcontractor performance and management. The Supplier must ensure that any subcontract arrangement that is entered into imposes necessary obligations on the subcontractor.

Conflicts of Interest

DRAFTING NOTE:

Public officials have an obligation to disclose conflicts of interest under section 29 of the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act). Suppliers to Commonwealth entities need to assist the Customer to meet its obligations by complying with the same standard of conduct.

Conflicts can be actual, perceived or potential. The perception of a conflict can be just as damaging to public confidence in public administration as an actual conflict based on objective facts.

It is important that if, after the response has been submitted or during the Contract period, any actual, perceived or potential conflicts arise they are reported to the Customer without delay.

If you are aware of a conflict (real or perceived) that could arise as a result of entering into a contract with the Customer (and Subcontractor where applicable) include full details and strategies to manage below, or for complex issues, attach a Conflict of Interest Management Plan detailing your proposed approach.

If no conflicts of interest were identified, type "Nil".

Pre-existing Intellectual Property of Potential Supplier

DRAFTING NOTE

List your pre-existing Intellectual Property (if any) noting that:

The Supplier grants to, or in the case of Third-Party Material, must obtain for, the Customer a non-exclusive, irrevocable, royalty-free, perpetual, world-wide licence (including the right to sub-licence) to exercise the Intellectual Property Rights in all Pre-existing Material and Third- Party Material incorporated into the Material to enable the Customer to receive the full benefit of the Goods and/or Services and the Material and to exercise its rights in relation to the Material.

If no pre-existing Intellectual Property is proposed insert "Not Applicable".

Confidentiality of Potential Supplier's Information

DRAFTING NOTE

Identify any aspect of the Response, or any aspect of the proposed Contract, that you consider should be kept confidential, with reason.

The Customer will only agree to treat information as confidential in cases that meet the Commonwealth's guidelines and which the Customer considers appropriate. In the absence of the Customer's agreement, the Customer has the right to disclose any information contained in the Contract.

Add extra lines to the table as required.

Information to assist you to assess whether the Customer is able to treat particular information as confidential is available at: <http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/practice.html>.

If none, type "Not Applicable".

Information to be kept Confidential	Reasons for Confidentiality Request

Proven Ability to Meet Regulatory Considerations

DRAFTING NOTE

Provide a brief statement of how you propose to comply with all relevant regulations (including but not limited to labour and ethical employment practices, workplace health and safety, and environmental impacts). Alternatively, you can attach any relevant policy documents or plans which demonstrate your organisation's ability.

Part 5 – Total Costs to be incurred by the Customer

DRAFTING NOTE

The information you provide in this section will be used to assess the total costs the Customer will incur under your proposal.

Pricing

Fixed Price (including all expenses)

DRAFTING NOTE

Complete the following table including fixed prices for each Milestone/Deliverable listed in A.A.2(d). Fixed prices must include taxes, duties and other government charges which may be imposed or levied in Australia and overseas, and all other costs associated with providing the services, including delivery fees where applicable.

Please ensure that the prices quoted do not exceed those specified in Schedule 6 to the signed Deed. Please ensure that the response includes certification to that effect.

Make sure you include, costs of any reporting and attending necessary meeting as well as any travel, accommodation and associated costs.

Add additional lines to the table as required.

Due Date	Item Description	Quantity	Unit Price GST Exclusive	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
Discount proposed, if any						
Total Fixed Price for Goods						

Due Date	Milestone Description	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
Click here to enter a date.				
Click here to enter a date.				

Discount proposed. If any				
Total Fixed Price for Services				

Proposed Payment Schedule

DRAFTING NOTE

Complete the table below if you propose that progress payments be made.

Do not propose a payment schedule that reflects more than the value of the milestones or deliverables you have delivered at any stage.

This payment schedule is for the Fixed Fees and Charges portion of the arrangement only. Variable costs will only be reimbursed after they have been incurred and invoiced.

Note: The Customer may propose alternative payment arrangements.

If you are not proposing any progress payments type "Not Applicable".

Due Date	Milestone Description	Total Price (GST Exclusive)	GST Component	Total Price (GST Inclusive)
Total Milestone Payments				

Additional Facilities and Assistance

DRAFTING NOTE

Should you require the Customer to provide facilities and assistance, in addition to that stated at *Facilities and Assistance Offered by the Customer* [Clause A.A.2(f)], provide details here. If no additional facilities or assistance required insert "Not Applicable".

If the pricing provided above is based on the provision of Additional Facilities and Assistance this should be stated below.

Procurement Plan – procurement from Panel

Ref: 70015305

Procurement of a technical specialist to lead a project to design statistical infrastructure holdings for Cashless Debit Card (CDC) program and build a baseline data asset to assist in operational reporting.

1. Procurement aim and justification

The aim of this procurement is to build a baseline dataset/data assets for CDC and Income Management for the purpose of extracting and self-querying data on an ad hoc basis to support the CDC program. Furthermore, the specialist will also help mentor DSS staff to manage the project outputs post deployment and access data directly from the source tables.

Background

s34

The department has commenced work to build an administrative data catalogue, which will be used for ongoing analysis of the CDC program, to provide a more fulsome evidence base of the program's success and to inform policy decisions for the future of the program.

A number of services not available in the department currently need to be procured to help support current data collection prior to commencing the technical build of the administered data project, this includes

- a technical component to build a baseline dataset for CDC and Income Management
- data analytics services
- data visualisation services.
- automated data reporting
- baseline metadata library

The deliverables will be systems and tools that expand the department's capabilities for CDC and building ongoing operational reporting capability.

Nature of the requirement

With a view to developing an informed basis upon which to structure the procurement, the branch undertook Market Research to determine which firms and key personnel would be best placed to perform the work. This Market Research exercise was supported with the approval of the delegate in writing ahead of time. The outcome of this Market Research is that it was determined that one data specialist team had lead the data infrastructure build the system at Services Australia. The team responsible for the Services Australia work had previously been engaged by the SAS Institute, however the market research revealed that the team had left the SAS Institute for Deloitte Touche Tohmatsu (Deloitte).

A direct approach to Deloitte is recommended due to this supplier's skills and experience working with CDC and Income Management data, with particular regard to its advanced knowledge of the Services Australia Enterprise Data Warehouse Income management and Cashless Debit Card landing tables. By using known experts with an in-depth knowledge of these tables, the estimated saving to the Commonwealth is delivering the project 6-12

s47E

2. Estimated procurement timetable

A period of 6 months will be required to complete this body of work.

Distribution of RFQ to Selected Panel Members:	Wednesday, 9 June 2021
Closing Date for Responses:	Wednesday, 16 June 2021
Response Evaluation Completed:	Thursday, 17 June 2021
Contract Execution/Start Date:	Friday, 18 June 2021
Contract End date	Saturday, 18 December 2021

3. Estimate of Costs

The estimated maximum expenditure for the initial contract term is s47E, s47G inclusive of GST and prior to any discounts. The proposed contract does not include options, extensions or renewals.

s47E, s47G

The expenditure is proposed as follows:

Financial Year	Amount
FY2020/21	s47E, s47G
FY2022/22	
Total Estimated Expected Maximum Value	

s47E, s47G

Any expenditure will be funded from:

Cost Centre Name: Cashless Welfare: Evidence and Future Policy

Cost Centre Code: 2650

The following supplier resources will be required for a period of 6 months to deliver on this work:

1x Director @ 0.1 FTE – QA and oversight

1x Senior Manager @ 0.2 FTE – Technical Lead/Advisor

1x Senior Consultant @ 1 FTE – SAS/Teradata ETL & Report Developer

1x Consultant @ 0.75 FTE – Data Analyst/Research

4. Broader program

The delegate should be aware that this procurement can be considered as the first phase of the broader work undertaken by the Evidence team. The parcel of work supported by this procurement will be services related to providing a baseline for the data collected through the IM and CDC programs and will also undertake the pre-data build work.

A later phase of the project will require the appointment of consultants to undertake work on the administrative data phase. This project will likely be supported by a separate competitive procurement process. That work will be funded, in accordance with the budgetary instruction from Cabinet, with administered funds (see MC-028273).

s47E, s47G

s47E

s47E

6. Indigenous Procurement Policy

As the value of this procurement is within the IPPs \$200k – \$7.5m range (GST inclusive) and will not be delivered in a remote locality, the Governments IPP mandatory set asides do not apply. However, the Supply Nation database was interrogated and no suitable service providers were identified.

7. Procurement method

The Goods and Services will be procured through the AFP's Capability Support Services Panel (SON 3538332).

As discussed at Item 1 under 'The nature of the requirement', Deloitte will be formally approached directly through the Panel. Only Deloitte will be approached due to the experience and skills of the data specialist who provided the services to Services Australia, which is the model for the outcome sought for DSS. To be clear, this procurement approach is separate to the market research phase that has already been approved and completed.

The following supplier(s) will be approached:

Supplier Name	Supplier ABN
Deloitte Touche Tohmatsu (Deloitte)	74 490 121 060

8. Stakeholder consultation

The Procurement and Contracts team of the Financial Services Branch has reviewed this procurement plan and provided advice on the procurement approach, which has been fully considered and addressed. s47E

s47E

9. Security and Child Safety Considerations

There are no child safety or modern slavery considerations that have been identified in relation to this procurement.

10. Risk engagement

Non-engagement risk

Should this procurement not proceed in a timely manner there would be a significant risk of the services required not being obtained in accordance with the government's and Minister's expectations.

s47E

Personnel risk

s47E

These risks are formalised in the Risk Assessment for this procurement.

Risks will continue to be monitored and reported as appropriate.

11. Document distribution and receipt

Panel documentation will be distributed by email, and responses will be received via email.

12. Evaluation team

The Evaluation Team will review the response to the RFQ to determine whether it represents value for money. Because only one tender is being evaluated there will be no competitive evaluation, and the primary question for the delegate is whether the response received represents value for money. The DSS "Value for Money Evaluation" template will be used for the evaluation report and will be submitted for approval.

The criteria for evaluation will encompass the:

- i. extent to which the Potential Supplier's Response meets the 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.

It is proposed that a small Evaluation team be stood up to evaluate the response. A short evaluation report (in email format) will be provided to the delegate.

The proposed Evaluation Team is as follows:

Name	Position title	Group/Branch/Company	Role
s47F, s22	Director	Cashless Welfare Engagement and Support Services Branch	Chair
	Assistant Director	Cashless Welfare Engagement and Support Services Branch	Team member

13. Contact officer

Date completed	Contact name	Position title	Group/Branch	Contact phone
4 June 2021	s22	Assistant Director	Cashless Welfare Engagement and Support Services Branch	s22

14. Endorsing Officer

Name: Mike Websdane

Position title Branch Manager

Endorsed / NOT Endorsed

s47F

Signature

Date

9.6.21

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Request for Quotation (RFQ) under the Deed of Standing Offer for AFP Capability Support Service Panel dated 31/5/2019 (the Deed).

The Commonwealth as represented by the Department of Social Services (the Customer) is seeking submissions for the provision of the services (the Requirement) as described in this *Request for Quotation*.

This RFQ is for the provision of a technical specialist Supplier to lead a project to design statistical infrastructure holdings for the Cashless Debit Card (CDC) program and build a baseline data asset to assist in operational reporting.

Statement of Requirement

A.A.1 Key Dates and Times

Event	Details
ATM Closing Date:	17 June 2021
ATM Closing Time:	14:00 ACT local time
Question Closing Date and Time:	N/A
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Industry Briefing:	Unless otherwise notified by an addendum, there are no industry briefing sessions for this RFQ.
Site Inspection:	Unless otherwise notified by an addendum, there are no site inspections for this RFQ.

A.A.2 The Requirement

To build a baseline dataset/data assets for CDC and Income Management for the purpose of extracting and self-querying data on an ad hoc basis to support the CDC program. Furthermore, the Supplier will also mentor departmental staff to manage the project outputs post deployment and access data directly from the source tables.

Below staffing is the Minimum required:

1x Director QA and oversight as required

1x Manager technical lead / adviser (as needed) that has in depth experience in Services Australia EDW and Income Management and CDC landing tables

1x Manager – SAS/Teradata ETL & report developer that has in depth experience in Services Australia EDW and Income Management and Cashless Debit card landing tables

1x Data analyst / research that can support the above roles

1x Data analyst to support the building of program assurance and compliance as needed

Note, additional staff should be provided by the Supplier as needed to meet the Requirement.

Deliverables/scope to be delivered includes:

- Building a baseline dataset for the CDC and Income Management
- Developing CDC data analytics services
- Supporting the ability to load data for visualisation services
- Automating CDC data reporting through SAS (ODS reporting or as agreed in planning phase)
- Baselining metadata library that can be used to extract future reporting
- Building capability to deliver analysis of the CDC program, to provide a more fulsome evidence base of the program's success and to inform policy decisions for the future of the program
- Scoping work for an administrative data project, and also give considerable extra flexibility within the team for the delivery of data assets and reports.

A.A.2(a) Standards

The Supplier must ensure that any goods and services proposed comply with all applicable Australian standards (or in its absence an international standard) including any requirements or standards specified in this Statement of Requirement. Potential Suppliers should note that they may be required to enable the Customer, or an independent assessor, to conduct periodic audits to confirm compliance with all applicable Australian or international standards.

Web Content Accessibility

The Supplier must ensure that any website, associated material and/or online publications (where applicable) complies with the Web Content Accessibility Guidelines available at:

<https://www.w3.org/WAI/intro/wcag>.

Publications

Publications and reports (if any) must be drafted to comply with the current version of the Commonwealth's [Style Manual](#).

Key Performance Indicators

To demonstrate progress towards achievement of the Requirement, the Supplier will be required to comply with the following Key Performance Indicators:

- Delivery of a data asset to manage and query CDC and Income Management data.
- Asset to have the functionality to:
 - provide data analytics services
 - data visualisation services
 - automated data reporting capabilities
- Delivery of a baseline metadata library
- Reporting on deliverables and future expected delivery times and costs in a clear and periodic manner.
- Delivery of the milestones in accordance with the Delivery and Acceptance section at A.A.2(d) below.

A.A.2(b) Security Requirements

Minimum clearances to the level of Baseline Security Clearance will be required for each Specified Personnel.

The cost of obtaining each security clearance will be borne by the Supplier. The Supplier must ensure that its Specified Personnel promptly provide to the Customer relevant details to assist with

the security clearance process, and the Supplier must notify the Customer promptly in writing of any change in circumstances which is likely to affect the Customer's assessment of the Specified Personnel's entitlement to hold a security clearance.

Current AGSVA Vetting Fees and Charges can be found at <http://www.defence.gov.au/AGSVA/corporate-industry-policy.asp>.

A.A.2(c) Workplace Health and Safety

Prior to commencement of the Contract, the Customer's Contract Manager and the Supplier's Contract Manager will identify any potential workplace health and safety issues anticipated to arise during the term of the contract and assign management of each issue identified to the party best able to manage it. The Supplier will provide the Customer with a plan for approval.

A.A.2(d) Delivery and Acceptance

The Customer must accept or reject any deliverables under the Order in accordance with the Deed.

Milestone Description	Delivery Location	Due Date
Design phase complete	DSS Enid Lyons Building	16 July 2021
Build phase complete	DSS Enid Lyons Building	1 October 2021
Test phase complete	DSS Enid Lyons Building	29 October 2021
Completion phase complete	DSS Enid Lyons Building	18 December 2021

Reports

The Supplier shall furnish to the Customer monthly reports on progress towards meeting the milestone descriptions described in this section A.A.2(d). The monthly report shall also report against the budget.

Delivery and Acceptance – Additional Instructions

Acceptance activities will be undertaken by the customer on notification by the Supplier of completion of each phase.

A.A.2(e) Meetings

The Supplier will be required to attend meetings as follows: As agreed between the Customer and Supplier to ensure milestones and deliverables are met.

Meeting Type	Position required	Frequency	Teleconference/ Onsite	Location
Meeting	Customer: Director and Assistant Director Supplier: Manager or personnel as relevant	Adhoc	Teleconference/ Onsite	Teleconference/ Onsite

A.A.2(f) Facilities and Assistance Offered by the Customer

The Customer will provide facilities or assistance reasonably required by Supplier.

A.A.2(g) Customer Material

The Customer will provide relevant Customer Materials as agreed between the parties, when required.

A.A.3 RFQ Distribution

Email Distribution

Any questions relating to this RFQ must be directed to the *Customer Contact Officer* at A.A.5. Updates to this RFQ will be distributed via email.

A.A.4 Lodgement Method

Email

Responses should be lodged via email to Andrew.cochrane@dss.gov.au quoting reference number 70015305 by the ATM Closing Date/Time specified above.

Response File Format, Naming Convention and Size

The Customer will accept Responses lodged in the following formats:

- Word Doc (.docx)
- Adobe PDF (.pdf)
- Word Excel (.xlsx)

The Response file name/s should:

- a) incorporate the Potential Supplier's full legal organisation name; and
- b) reflect the various parts of the bid they represent (where the Response comprises multiple files).

Response files should not exceed a combined file size of 25 megabytes per email.

Responses must be completely self-contained. No hyperlinked or other material may be incorporated by reference.

A.A.5 Customer's Contact Officer

For all matters relating to this RFQ, the Contact Officer is:

Name/Position:

s22

Email Address:

Note: Question Closing Date and Time is set out at item A.A. 1 [Key Dates and Times].

A.A.6 Evaluation Criteria

The criteria for evaluation will encompass the:

- a) Extent to which the Potential Supplier's Response meets the Customer's Requirement set out in this RFQ
- b) Potential Supplier's demonstrated capability and capacity to provide the Requirement;

Assessable costs:

- c) Risk
- d) Whole of life costs to be incurred by the Customer. Considerations will include both the quoted price and any costs that the Customer will incur as a result of accepting the Potential Supplier's Response.

If requested by the Customer, the Potential Supplier must be able to demonstrate its ability to remain viable over the Contract Term and must promptly provide the Customer with such information or documentation as the Customer reasonably requires.

The Customer reserves the right to contact the Potential Supplier's referees, or any other person, directly and without notifying the Potential Supplier.

The Customer will notify unsuccessful Potential Suppliers of the final decision and, if requested, will debrief Potential Suppliers following the award of a contract.

RESPONSE

Specific questions about this RFQ should be directed to the *Customer's Contact Officer* [Item A.A.5].

If successful your organisation will be offered a contract which includes the Terms and Conditions under the Deed.

Submit the form as required in *Lodgement Method* [Item A.A.4].

You **MUST** use this form to submit your Response. The form is set out to facilitate evaluation of responses.

Participation in this ATM is at your sole risk and cost. This is a competitive process, and you should note that your organisation may incur costs in responding, if you are unsuccessful you will be unable to recoup these costs.

Be as **concise** as possible while including all information that your organisation wants the evaluation team to consider. Do not assume that the evaluation team has any knowledge of your organisation's abilities or personnel.

Before completing your Response read the Customer's Request for Quotation (RFQ) distributed with this Response form and decide whether your organisation has the **necessary skills and experience** to meet the Customer's requirement.

The Customer will evaluate all valid Responses received by the Closing Time [Item A.A.1] to determine which Potential Supplier has proposed the best value for money outcome for the Customer.

The successful Supplier will have demonstrated its ability to provide the best value for the Customer. This will not necessarily be the lowest price.

If your organisation is **unsuccessful** with this submission, you may request feedback to assist with future submissions. The Customer's Contact Officer [Item A.A.5] can arrange this for you.

Part 1 – Potential Supplier's Details

DRAFTING NOTE

The following details will appear in the Order should your Response be successful.

Full Legal Organisation Name as per Deed of Standing Offer:		
Australian Business Number (ABN)		
Has your organisation ever had a judicial decision about employee entitlements or engaged in practices that have been found to be dishonest, unethical or unsafe?	<input type="checkbox"/> Yes, see below. <input type="checkbox"/> No	
If yes , what was the date of discharge? <i>The Supplier acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under section 137.1 of the schedule to the Criminal Code Act 1995 (Cth).</i>	(dd-mm-yyyy) <i>Note: The Customer cannot enter a contract with a supplier who has an undischarged judicial decision relating to employee entitlements.</i>	

Contact Officer

For matters relating to this Response contact:

Name	s22
Position Title	Director
Telephone	s22
Mobile	
Email Address	
Postal Address	

Address for Notices (if different from the Contact Officer)

DRAFTING NOTE

Complete with "AS ABOVE" if same as Contact Officer.

Name	As above
Position Title	
Email Address	
Postal Address	

Contract Manager (if different from the Contact Officer)

DRAFTING NOTE

Provide the requested details of the person you propose will be the Contact Manager if your Response is successful and a contract is awarded.

Complete with "AS ABOVE" if same as Contact Officer.

For matters of a general nature, including acceptance and issuance of written notices contact:

Name	As above
Position Title	
Telephone	
Mobile	
Email Address	
Postal Address	

Part 2 – Executive Summary

DRAFTING NOTE

You may find it useful to complete this section after you have completed your response.

Provide a brief (less than one page) summary of your Response highlighting its key features. The Executive Summary should not merely replicate information provided elsewhere in your Response. This section brings together all aspects of your proposal and is your opportunity to “sell” its unique features.

Part 3 – Ability to Meet the Requirement

Detailed Proposal to Meet the Customer’s Requirement

DRAFTING NOTE

Your response should address each aspect of the Requirement and explain/demonstrate how your response/solution meets the Requirement.

Provide a detailed description of your proposal to supply the Customer’s requirement, including any delivery methodology. This is your opportunity to convince the evaluation team that your organisation understands the requirement and can deliver it to a high standard. Do not provide general marketing material.

Highlight your competitive advantage as well as special or unique features of your proposal. Depending on the requirement, your response may propose a detailed project plan including project milestones and completion dates, timeframes, quality standards or performance indicators. It may also detail critical issues or key delivery risks of which the Customer should be aware.

If meeting the Customer’s requirement involves reporting, travel or attendance at meetings, you should clearly identify how you will meet these requirements, including details of personnel involved. Do not include any pricing or pricing information in Part 3. You should ensure that you clearly address any costs in your response to Part 5.

Do not rely on your organisation’s reputation. The evaluation team can only consider information you provide in this submission.

Standards

DRAFTING NOTE

Potential Suppliers must provide full details and evidence of compliance with all applicable Australian standards (or in its absence an international standard), and any standards and requirements specified in the Statement of Requirement. Where you do not propose to comply with a standard which has been included in the Statement of Requirement, propose an alternative standard and justify your reasons.

Where no standard has been specified, list any applicable standards with which you propose to comply.

Key Performance Indicators

DRAFTING NOTE

Propose Key Performance Indicators that will clearly demonstrate your performance and progress against the Contract.

The following Key Performance Indicators are proposed:

Part 4 – Potential Supplier’s Demonstrated Capability and Capacity

Statement of Skills and Experience

DRAFTING NOTE

The information you enter here will be used to evaluate your organisation’s proven capacity to meet the customer’s requirement.

Provide clear, concise details of your relevant abilities to deliver what you have proposed.

This is your opportunity to highlight any unique capabilities and prove to the evaluation team that you can meet the requirement to a high standard.

Depending on the requirement, this could include a detailed description of recent relevant experience in successfully supplying a similar requirement. It could also include your organisation’s expertise in this field, brief information on relevant personnel (highlighting relevant expertise and experience), details of relevant intellectual property or unique products used.

You may also attach brief supporting information specific to the requirement including tailored CVs for Specified Personnel.

Do not include any pricing or pricing information in this Part. All pricing information should be included in Part 5.

Specified Personnel

DRAFTING NOTE

Only propose Specified Personnel where your proposal has referenced the skills of specific personnel and you reasonably expect them to perform the roles nominated. Include their role, the percentage of the project they will complete, and if relevant, their current Commonwealth Government security clearance. Add extra lines to the table as required.

Where there is a number of staff who could perform a particular role, include details of the position/role and the percentage of project time which this role will perform. In these circumstances it would not be necessary to name the person.

Include details for subcontractor personnel if applicable. You will need to give additional details for subcontractors in the next section.

If no Specified Personnel are proposed, insert “Not Applicable”.

Name	Position/Role	Current Security Clearance Level [#]	Percentage of Total Project Time
Total personnel time			100%

[#] if requested at A.A.2(b)

Subcontractors

DRAFTING NOTE

The Customer is required to publicly disclose information about subcontractors. Provide details for each subcontractor organisation you will use below.

If no subcontractors are proposed insert "Not Applicable"

Full Legal Name:	
Postal Address:	
ABN / ACN / ARBN:	
Is this subcontractor registered on Supply Nation or 50% or more Indigenous owned?	

Scope of Works to be subcontracted

DRAFTING NOTE

If no subcontractors are proposed insert "Not Applicable".

Provide details of the roles (or specific parts of the contract) each subcontractor will perform.

The Supplier is solely responsible for all obligations under the contract, including subcontractor performance and management. The Supplier must ensure that any subcontract arrangement that is entered into imposes necessary obligations on the subcontractor.

Conflicts of Interest

DRAFTING NOTE:

Public officials have an obligation to disclose conflicts of interest under section 29 of the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act). Suppliers to Commonwealth entities need to assist the Customer to meet its obligations by complying with the same standard of conduct.

Conflicts can be actual, perceived or potential. The perception of a conflict can be just as damaging to public confidence in public administration as an actual conflict based on objective facts.

It is important that if, after the response has been submitted or during the Contract period, any actual, perceived or potential conflicts arise they are reported to the Customer without delay.

If you are aware of a conflict (real or perceived) that could arise as a result of entering into a contract with the Customer (and Subcontractor where applicable) include full details and strategies to manage below, or for complex issues, attach a Conflict of Interest Management Plan detailing your proposed approach.

If no conflicts of interest were identified, type "Nil".

Pre-existing Intellectual Property of Potential Supplier

DRAFTING NOTE

List your pre-existing Intellectual Property (if any) noting that:

The Supplier grants to, or in the case of Third-Party Material, must obtain for, the Customer a non-exclusive, irrevocable, royalty-free, perpetual, world-wide licence (including the right to sub-licence) to exercise the Intellectual Property Rights in all Pre-existing Material and Third- Party Material incorporated into the Material to enable the Customer to receive the full benefit of the Goods and/or Services and the Material and to exercise its rights in relation to the Material.

If no pre-existing Intellectual Property is proposed insert "Not Applicable".

Confidentiality of Potential Supplier's Information

DRAFTING NOTE

Identify any aspect of the Response, or any aspect of the proposed Contract, that you consider should be kept confidential, with reason.

The Customer will only agree to treat information as confidential in cases that meet the Commonwealth's guidelines and which the Customer considers appropriate. In the absence of the Customer's agreement, the Customer has the right to disclose any information contained in the Contract.

Add extra lines to the table as required.

Information to assist you to assess whether the Customer is able to treat particular information as confidential is available at: <http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/practice.html>.

If none, type "Not Applicable".

Information to be kept Confidential	Reasons for Confidentiality Request

Proven Ability to Meet Regulatory Considerations

DRAFTING NOTE

Provide a brief statement of how you propose to comply with all relevant regulations (including but not limited to labour and ethical employment practices, workplace health and safety, and environmental impacts). Alternatively, you can attach any relevant policy documents or plans which demonstrate your organisation's ability.

Part 5 – Total Costs to be incurred by the Customer

DRAFTING NOTE

The information you provide in this section will be used to assess the total costs the Customer will incur under your proposal.

Pricing

Fixed Price (including all expenses)

DRAFTING NOTE

Complete the following table including fixed prices for each Milestone/Deliverable listed in A.A.2(d). Fixed prices must include taxes, duties and other government charges which may be imposed or levied in Australia and overseas, and all other costs associated with providing the services, including delivery fees where applicable.

Please ensure that the prices quoted do not exceed those specified in Schedule 6 to the signed Deed. Please ensure that the response includes certification to that effect.

Make sure you include, costs of any reporting and attending necessary meeting as well as any travel, accommodation and associated costs.

Add additional lines to the table as required.

Due Date	Item Description	Quantity	Unit Price GST Exclusive	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
Discount proposed, if any						
Total Fixed Price for Goods						

Due Date	Milestone Description	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
16 July 2021	Design phase complete			
1 October 2021	Build phase complete			
29 October 2021	Test phase complete			

18 December 2021	Completion phase complete			
Discount proposed. If any				
Total Fixed Price for Services				

Proposed Payment Schedule

DRAFTING NOTE

Complete the table below if you propose that progress payments be made.

Do not propose a payment schedule that reflects more than the value of the milestones or deliverables you have delivered at any stage.

This payment schedule is for the Fixed Fees and Charges portion of the arrangement only. Variable costs will only be reimbursed after they have been incurred and invoiced.

Note: The Customer may propose alternative payment arrangements.

If you are not proposing any progress payments type "Not Applicable".

Due Date	Milestone Description	Total Price (GST Exclusive)	GST Component	Total Price (GST Inclusive)
Total Milestone Payments				

Additional Facilities and Assistance

DRAFTING NOTE

Should you require the Customer to provide facilities and assistance, in addition to that stated at *Facilities and Assistance Offered by the Customer* [Clause A.A.2(f)], provide details here. If no additional facilities or assistance required insert "Not Applicable".

If the pricing provided above is based on the provision of Additional Facilities and Assistance this should be stated below.

OFFICIAL ORDER NO 90013563

SCHEDULE 2 — OFFICIAL ORDER TEMPLATE

This Official Order is issued by the Department of Social Services (ABN 36 342 015 855) (**the Agency**) in accordance with the Deed of Standing Offer for Capability Support Services (SON3538332) (**the Deed**), executed between the Commonwealth of Australia as represented by the Australian Federal Police (ABN 17 864 931 143) and Deloitte Touche Tohmatsu (ABN 74 490 121 060) (**Service Provider**) entered into on 31 May 2019.

Item	Item Description	Item Detail
A	Commencement and Term (cl 1.4.2)	<p>Commencement Date: 21 June 2021</p> <p>Expiry Date: Monday 22 December 2021, unless terminated earlier in accordance with the terms of this Official Order.</p> <p>Extension Option: The Agency may at its sole discretion and by providing the Service Provider with written notice prior to the Expiry Date, extend this Official Order by a further term not exceeding three additional months in total.</p>
B	Services (cl 3.1.1)	<p>Service Category 5 - Engineering and Technical Services: 5.1 Engineering and Technical Service Support</p> <p><u>The scope of work:</u> To build a baseline dataset/data assets for Cashless Debit Card (CDC) and Income Management for the purpose of extracting and self-querying data on an ad hoc basis to support the CDC program. Furthermore, the Service Provider will also mentor departmental staff to manage the project outputs post deployment and access data directly from the source tables.</p> <p>Deliverables/scope to be delivered includes:</p> <ul style="list-style-type: none"> • Building a baseline dataset for the CDC and Income Management • Developing CDC data analytics services • Supporting the ability to load data for visualisation services • Automating CDC data reporting through SAS (ODS reporting or as agreed in planning phase) • Baselining metadata library that can be used to extract future reporting • Building capability to deliver analysis of the CDC program, to provide a more complete evidence base of the program's success and to inform policy decisions for the future of the program

- Scoping work for an administrative data project, and also give considerable extra flexibility within the team for the delivery of data assets and reports.

The parties acknowledge that the Services are to be performed within the Commonwealth's ICT environment. Accordingly, the parties agree that New Material developed under this Official Order includes all software, configuration, code or other material developed as part of the Services, notwithstanding that such material may not be formally delivered to the Agency (and despite the definition of New Material in the Deed).

To support the Agency's use of the New Material, upon request, the Service Provider agrees to delivery its design documents and communicate its design intent, approach and know how in relation to the New Material (including making Specified Personnel available), to allow the Agency to gain the full benefit of the Services.

Milestone descriptions and due dates are as follows:

Milestone Description	Due Date
Design phase complete	17/07/2021
Build phase complete	1/10/2021
Test phase complete	29/10/2021
Completion phase complete	22/12/2021

All deliverables in relation to the Milestones must be delivered to the Agency's Contract Manager email address, unless specified otherwise by the Agency.

The Service Provider must provide (at a minimum) the following staffing resources:

- 1x Director QA and oversight (as required)
- 1x Manager technical lead / adviser (as needed) that has in depth experience in Services Australia EDW and Income Management and CDC landing tables
- 1x Manager – SAS/Teradata ETL & report developer that has in depth experience in Services Australia EDW and Income Management and Cashless Debit card landing tables
- 1x Data analyst / research that can support the above roles
- 1x Data analyst to support the building of program assurance and compliance (as needed)

Additional staff should be provided by the Service Provider as needed to deliver the Services as set out in this Official Order.

Meetings

The Service Provider is required to attend (by teleconference) ad-hoc meetings as requested by the Agency, with Specified Personnel made available to attend.

Reporting

The Service Provider must, by 5pm on the day that is 7 days after the end of each month, provide the Agency with a monthly report which sets out (for the preceding month):

		<ul style="list-style-type: none">progress towards meeting the milestone descriptions described in the Delivery and Acceptance clause at Item J of this Official Order;the progress against the Fee (as allocated to the Milestones); andthe Service Provider's performance measurements against the Service Levels at Item C of this Official Order.																
C	Service Levels (cl 3.9)	<p>The Service Provider must meet or exceed the following Service Levels when performing the Services:</p> <ul style="list-style-type: none">Delivery of a data asset to manage and query CDC and Income Management data.Asset to have the functionality to:<ul style="list-style-type: none">provide data analytics servicesdata visualisation servicesautomated data reporting capabilitiesDelivery of a baseline metadata libraryReporting on deliverables and future expected delivery times and costs in a clear and periodic manner.Delivery of the milestones in accordance with the Delivery and Acceptance section at Item J below. <p>The Service Provider must report its performance measurements to the Agency in accordance with the reporting requirements at Item B of this Official Order.</p>																
D	Purpose(s) of Services (cl 3.2.1(e))	<p>The Agency intends to use the Services for, and requires the Services to be fit for, the purposes set out in Item B including:</p> <ul style="list-style-type: none">providing a basis upon which to provide data reports to government and to the public; andproviding a basis upon which to undertake future data infrastructure development work.																
E	Specified Personnel (cl 3.4)	<table><tr><th>Position/Role</th><th>Name</th><th>Current Security Clearance Level</th><th>Percentage of Total Project Time</th></tr><tr><td>Quality assurance and oversight</td><td rowspan="5">s47F, s47G</td><td rowspan="5"></td><td>3%</td></tr><tr><td>Technical lead / advisor</td><td>7%</td></tr><tr><td>SAS/Teradata ETL & report developer</td><td>35%</td></tr><tr><td>Data analyst and research</td><td>35%</td></tr><tr><td>Data analyst - program assurance and compliance</td><td>20%</td></tr></table>	Position/Role	Name	Current Security Clearance Level	Percentage of Total Project Time	Quality assurance and oversight	s47F, s47G		3%	Technical lead / advisor	7%	SAS/Teradata ETL & report developer	35%	Data analyst and research	35%	Data analyst - program assurance and compliance	20%
Position/Role	Name	Current Security Clearance Level	Percentage of Total Project Time															
Quality assurance and oversight	s47F, s47G		3%															
Technical lead / advisor			7%															
SAS/Teradata ETL & report developer			35%															
Data analyst and research			35%															
Data analyst - program assurance and compliance			20%															

		<u>Subcontractors:</u> None Specified										
F	Fees, Allowances and Costs (cl 4)	<p>Subject to Item J, the Agency will pay Fees to the Service Provider for the Services of s47E, s47G inclusive of GST and all taxes, as set out below: 90013563</p> <table><tr><td>Due Date</td><td>Within 7 days of receiving a Correctly Rendered Invoice</td></tr><tr><td>Milestone Description</td><td>s47E, s47G</td></tr><tr><td>Total Price (GST exc)</td><td></td></tr><tr><td>GST Component</td><td></td></tr><tr><td>Total Price (GST inc)</td><td></td></tr></table> <p><u>Invoicing the Fees</u></p> <p>The Service Provider may invoice the Agency for the Official Order Fee at any time on or after the Commencement Date in the form of a Correctly Rendered Invoice. The Agency must pay the Correctly Rendered Invoice within 7 days of the date of receipt of the invoice.</p>	Due Date	Within 7 days of receiving a Correctly Rendered Invoice	Milestone Description	s47E, s47G	Total Price (GST exc)		GST Component		Total Price (GST inc)	
Due Date	Within 7 days of receiving a Correctly Rendered Invoice											
Milestone Description	s47E, s47G											
Total Price (GST exc)												
GST Component												
Total Price (GST inc)												
G	Facilities and Assistance to be Provided by the Agency (cl 4.1.1(c))	<p>The Agency will not make any facilities or assistance available to the Service Provider.</p>										
H	Agency Material (cl 5.1.1)	<p>The Agency will not provide any Material to the Service Provider for the purposes of this Official Order.</p>										
I	Security Obligations (cl 7.1)	<p>The Service Provider must comply with the security obligations detailed in the Deed.</p> <p>In accordance with clause 7.1.2(a) of the Deed, the Agency hereby notifies the Service Provider that a minimum security clearance to the level of 'Baseline' will be required for each of the Specified Personnel under this Official Order.</p> <p>The cost of obtaining each security clearance will be borne by the Service Provider. The Service Provider must ensure that its Specified Personnel promptly provide to the Agency relevant details to assist with the security clearance process, and the Service Provider must notify the Agency promptly in writing of any change in circumstances which is likely to affect the Agency's assessment of the Specified Personnel's entitlement to hold a security clearance.</p>										

		Service Provider personnel are required to be cleared to a minimum level of Baseline.															
J	Additional Contract Terms	<p>Delivery and Acceptance</p> <p>Acceptance activities will be undertaken by the Agency on notification by the Service Provider of completion of each of the milestones set out in Item B (Services) of this Official Order.</p> <p>Where the Agency rejects (or otherwise refuses to Accept) any deliverables under Clause 3.14 (Acceptance of Deliverables) of the Deed, the Agency will specify a timeframe in which the Service Provider is required to rectify deficiencies, at the Service Provider's cost, so that the deliverables meet the requirements of this Official Order. The Service Provider must comply with any such requirement. Rectified deliverables are subject to acceptance under clause 3.14 of the Deed.</p> <p>The Service Provider will refund all payments related to the rejected deliverables in accordance with the terms of this Official Order, unless the relevant deliverables are rectified and accepted by the Agency.</p> <p>If the Service Provider is unable to meet the Agency's timeframe, the Service Provider may terminate this Official Order in accordance with Clause 12.2 (Termination for Fault) of the Deed, and the Service Provider will refund all payments related to milestones that are not achieved at the time of termination. For the purposes of determining the price of each milestone, the Fee has been allocated across four milestones as set out below (noting that the Fee is to be paid as an upfront payment).</p> <table border="1"> <thead> <tr> <th>Milestone Description</th><th>Due Date</th><th>Percentage of Fee</th></tr> </thead> <tbody> <tr> <td>Design phase complete</td><td>17/07/2021</td><td>10%</td></tr> <tr> <td>Build phase complete</td><td>1/10/2021</td><td>40%</td></tr> <tr> <td>Test phase complete</td><td>29/10/2021</td><td>25%</td></tr> <tr> <td>Completion phase complete</td><td>18/12/2021</td><td>25%</td></tr> </tbody> </table> <p>Right of the Agency to Recover Money</p> <p>Without limiting the Agency's other rights or remedies under this Official Order or the Deed, if:</p> <ul style="list-style-type: none"> (a) the Agency rejects any deliverables or rectified deliverables under Clause 3.14 (Acceptance of Deliverables) of the Deed or in accordance the terms of 'Delivery and Acceptance' in this Item J; (b) any of the Services are not performed in accordance with the Official Order to the reasonable satisfaction of the Agency; or (c) the Agency terminates this Official Order in accordance with Clause 12.2 (Termination for Fault) of the Deed, <p>the Agency may, at its discretion, issue a notice (or notices, as the case may be) requiring the Service Provider to refund all amounts related to</p>	Milestone Description	Due Date	Percentage of Fee	Design phase complete	17/07/2021	10%	Build phase complete	1/10/2021	40%	Test phase complete	29/10/2021	25%	Completion phase complete	18/12/2021	25%
Milestone Description	Due Date	Percentage of Fee															
Design phase complete	17/07/2021	10%															
Build phase complete	1/10/2021	40%															
Test phase complete	29/10/2021	25%															
Completion phase complete	18/12/2021	25%															

the rejected deliverables, non-performance, and/or milestones that are not achieved at the time of termination (the **Amounts**).

If the Agency elects, in accordance with the terms of this Official Order, to recover such an Amount from the Service Provider, the Agency must give the Service Provider written notice of the Amount that must be paid by the Service Provider. The Service Provider must pay the Amount specified in the notice as a debt due to the Agency within 30 days after receipt of that notice.

In calculating the Amounts to be included in a notice:

- (a) if a milestone has not been achieved in its entirety, the Service Provider will refund an Amount equal to the full percentage of the Fee allocated to that Milestone at 'Delivery and Acceptance' in this Item J; and
- (b) if a milestone has been partially achieved, the Service Provider will refund an Amount that is the proportion of the Fee allocated to that milestone at 'Delivery and Acceptance' in Item J that represents the work not completed to the reasonable satisfaction of the Agency in respect of that milestone. This amount will be determined by the Agency, acting reasonably, with reference to the Service Provider's relevant hourly and/or daily rates (as set out in its Response to the Approach to Market document at page 19) and the Service Provider's actual or projected (as relevant) level of effort across the activities covered by that milestone.

The Service Provider must promptly provide the Agency with all reasonably necessary information requested by the Agency to determining the Amount payable.

If any sum of money owed by the Service Provider to the Agency is not received by its due date for payment, the Service Provider shall pay to the Agency interest at the ATO sourced General Interest Charge Rate current at the date the payment was due for each day the payment is late.

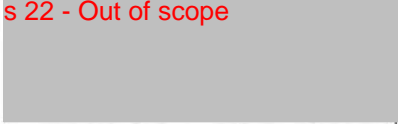


Pricing adjustment following Official Order Extension

If the Agency extends the Term of this Official Order in accordance with Item A, any cost associated with extending the Services will be calculated by reference to the Service Provider's relevant hourly and/or daily rates, as set out in its Response to the Approach to Market document at page 19.

Notices – Additional Information

Further to Clause 13.1 (Format, Addressing and Delivery) of the Deed, the Contract Managers for the Agency and the Service Provider are as follows:

Agency's Contract Manager:

The person occupying the position of: Director, Data and Evidence
 Currently: s 22 - Out of scope
 Telephone: 
 Email Address: 
 Postal Address: s22 

<Date>

Official Order XXXXX – SON3538332

Page 6 of 8

		<p>Service Provider Contract Manager:</p> <p>Name: s47G, s47F</p> <p>Position Title: Director</p> <p>Telephone: s47F, s47G</p> <p>Mobile:</p> <p>Email Address:</p> <p>Postal Address: 8 Brindabella Circuit Brindabella Business Park Canberra Airport ACT 2609</p>
K	Confidential Information	Not Applicable.

SIGNED for and on behalf of Department of Social Services
ABN 36 342 015 855 on:

by:

Mike Weir
Printed name of authorised representative
of Agency

s47F

Signature

Branch Manager
Position

in the presence of:

s22

Printed name of witness

s47F

Signature of witness

Date

22/6/21

EXECUTED by

Deloitte Touche Tohmatsu

ABN 74 490 121 060

by its authorised representative:

s47F

Printed name of authorised representative

s47F

Signature of authorised
representative

in the presence of:

s47F

Printed name of witness

s47F

Signature of
witness

21/06/2021

Date

DSS RFQ 70015881 Deloitte Response

Supplier's Details

Full Legal Organisation Name as per Deed of Standing Offer:	Deloitte Touche Tohmatsu
Australian Business Number (ABN)	74 490 121 060
Has your organisation ever had a judicial decision about employee entitlements or engaged in practices that have been found to be dishonest, unethical or unsafe?	<input type="checkbox"/> Yes, see below. <input checked="" type="checkbox"/> No
If yes, what was the date of discharge? <i>The Supplier acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under section 137.1 of the schedule to the Criminal Code Act 1995 (Cth).</i>	Not applicable

Contact Officer

For matters relating to this Response contact:

Name	s47F, s47G
Position Title	
Telephone	
Mobile	
Email Address	
Postal Address	s47G

Address for Notices (if different from the Contact Officer)

Name	As above
Position Title	
Email Address	
Postal Address	

Contract Manager (if different from the Contact Officer)

For matters of a general nature, including acceptance and issuance of written notices contact:

Name	As above
Position Title	
Telephone	
Mobile	
Email Address	
Postal Address	

Deloitte.

s47G

Dear Andrew,

Thank you for the opportunity to continue our work with you and the Department of Social Services. We are genuinely excited to assist you to uplift the data and analytics capability of the Cashless Welfare Engagement and Support Services division.

We believe that we can deliver significant value for you and your team through:

- s47G
- **Skills blend** – the composition of our team is such that we bring significant capability above pure data skills to support research activities and the creation of necessary supporting framework elements
- **Federal Government experience** – all consultants are well-versed in operating within the APS environment and have exposure to complimentary projects of relevance to this activity
- **Analytics capability** – our team is backed by over 550 consultants in our Data & AI practice and we have included resources with recent Services Australia data science experience in our team.

We really look forward to working with you and your team on this project. Thank you again for this opportunity and please do not hesitate to contact s47F, s47G regarding any queries you may have.

Kindest regards,

s47F, s47G

Part 3 - Ability to Meet the Requirement

Detailed Proposal to Meet the Customer's Requirement

Requirement

The Government has committed to continuing its investment in Cashless Welfare. Consequently, the Cashless Welfare Engagement and Support Services team within DSS are seeking support to continue the uplift of its analytics capability. This uplift primarily consists of supporting the Department to build capabilities to support ongoing analysis of the CDC program. This will include rapid evidence reviews of program topics of interest, review of current data governance procedures, conducting data analytics work, and supporting design and templating of future reporting for the Minister and key stakeholders.

We understand that you require assistance across a range of activities to aid reaching your vision. These activities include the following as stated within the RFQ:

- Data analytics work/activities for CDC data project:
 - Contribution to the design, production and delivery of analysis to feed into products (documents for the Minister and reports) in line with SES and Minister requirements
 - Development of reusable, editable and updatable analysis product templates for reporting
 - Contribution to interpretation of analysis
 - Contributions, where appropriate, to other reports
- Strengthening of the data governance process:
 - Review of current data governance and processes
 - Development of procedures and protocols for data governance suitable for the section
- Rapid evidence reviews generating outputs on a wide range of CDC related topics:
 - Conducting rapid evidence reviews on topics of interest
 - Development and sharing of rapid evidence review templates and methodologies
- Design services for infographics
 - Contribution to infographic artefacts to be used in analytics products
 - Development of reusable and updateable infographic templates
- Building the Department's capabilities to support ongoing analysis of the CDC program
 - Training support including guidance and facilitation during project delivery
 - Development of targeted analysis including process validation and quality assurance
 - Development of framework for analysis validation and quality assurance
- As time permits, additional ad hoc tasks required for the CDC analytics projects

Building the CDC data asset

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The first phase of this project required scoping to gain understanding of the Departments reporting, analytics desired, and data required. As requirements were identified additional feasibility scoping was undertaken to understand analytics tools available, data pipelines in use with Services Australia and internal systems for data storage and distribution. This gave us an appreciation of the programs IT operations, current reporting for community outreach and program insights, key policy questions relevant to the program, and current data provided from Indue and Services Australia.

From this we designed the current CDC asset to meet identified requirements. With the final design consisting of a central SAS system importing data from internal and external sources, running automated data quality checks and storing data in an Oracle database. Once extracted and stored the data can then be used in the SAS platform to perform analysis and generate reporting insights for the Department.

Our team then worked with the branch to create the designed asset, and supported enactment of data sharing agreements with Services Australia and creation of secure gateways for data transfer.

Since creation of the asset our team has utilised it to provide initial program analysis and identification of data resources available to provide insight on policy questions. We have designed and created mock-up insights reports for the Minister, provided analysis on the program for Senate estimate hearings, analysed low account balance trends of participants, and have identified additional datasets relevant to analysis held by states, territories and other Commonwealth agencies.

Collective experience on the data asset project has given a comprehensive understanding of program operations, Departmental structures and data available for analysis.

Data analytics to support the CDC program

To derive insights and build visualisations from CDC participant data, we will identify and bring together relevant data sets, perform data aggregation and cleansing to improve and prepare the data and extract important summary statistics. During delivery we will also apply a range of analytical techniques moving beyond statistics and into insights which can inform future policy decision-making for the CDC program.

Our analytics experts will provide support to DSS staff to interpret the data and provide advice regarding potential insights that can be derived, contributing as appropriate to associated artifacts. These insights will feed into products developed by DSS for reporting and documentation.

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Analysis methods found to produce reliable insights of value to DSS and ministerial stakeholders will be further developed into products to be reused, modified and updated to handle changing needs. These product templates will form the basis of a robust and reusable platform for analysis of CDC related data within DSS.

Additionally, we will engage with internal design services teams to develop reusable, updateable infographics. These will be able to capture and display key insights from analysis for reporting and document production in an intuitive fashion. This activity will be conducted in parallel to analysis development to ensure that the benefits of robust infographic design and analysis are captured as early as possible during development.

As it is essential that the product produced can be maintained, updated and supported past the delivery of this project, we will develop a lightweight training program in support of uplifting staff capabilities. We will involve DSS staff with development and quality assurance activities throughout the project to ensure that development processes are clearly communicated and that DSS staff understand the goals of each analytics product.

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Strengthening data governance process

To strengthen the data governance process, we will review current data governance processes, procedures, and documentation surrounding three key areas within the CDC program. These areas encompass how data is shared with Services Australia including use of the Enterprise Data Warehouse, how data is shared internally to DSS and how the data team functions itself. We will complete this by assessing current available policy documents as well as engaging with stakeholders in relation to data access/management. The completed assessment will be used to inform new data governance processes to cover the data asset and analytics reporting using CDC data.

The measures defined will support movement of data between Departments, of data internally within the DSS, and processes the data monitoring team deploy to ensure data is accessed efficiently and in a secure manner. This will be developed collaboratively with DSS to ensure there is understanding of the new processes and to ensure it meets with data management policies.

This piece of work will run in parallel with the data analytics and rapid evidence review activities.

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Standards

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We believe that the Web Content Accessibility Guidelines are not applicable for this project but are more than happy to adopt the Commonwealths' Style Manual for any written work generated by our consultants.

Key Performance Indicators

The key performance indicators that DSS desires support from Deloitte to achieve are stated within the RFQ as listed below. Deloitte assumes the final composition and criteria of these KPI's will be dependent upon scoping activities performed in the design phase to determine feasibility, priority

and scale, and are happy to support DSS to consider what is achievable within the allocated timeframe / combined resourcing profile.

- Delivery of analysis product templates that can be populated and updated as reasonably foreseeable for additional inputs delivered by March 2022.
- Current data governance processes reviewed and feedback provided by December 2021.
- Procedures and protocols for data governance developed by March 2022.
- Completion of rapid evidence reviews and outputs provided by December 2021.
- Rapid evidence reviews templates and methodologies shared to CDC analytics teams by March 2022.
- Reusable and updatable infographics delivered to CDC analytics team by March 2022.
- Training and documentation that will support CDC staff to continue analysis developed during the contract delivered by March 2022.
- Framework for analysis validation and quality assurance delivered by March 2022.

Part 4 – Demonstrated Capability and Capacity

Statement of Skills and Experience

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[REDACTED]

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Subcontractors

Not applicable.

Scope of Works to be subcontracted

Not applicable.

Conflicts of Interest

Nil.

Deloitte has policies, guidance and procedures in place aimed at identifying and managing potential conflicts of interest arising from the proposed acceptance of engagements.

These include:

- Before accepting any engagement, we evaluate existing client relationships and professional obligations to determine if they pose a conflict with the proposed services, including, where appropriate, conducting confidential conflict checks.
- Our policies require approval from a client's lead client service partner to be obtained and documented prior to acceptance of a new engagement.
- Where a potential conflict of interest is identified, this will be evaluated and depending on the circumstance, appropriate safeguards will be implemented, or Deloitte will decline the particular engagement that would give rise to the conflict.
- Deloitte has a dedicated Independence & Conflicts partner available to consult with engagement teams, recommend and review the application of safeguards and ensure that the confidentiality of client information is protected by the establishment of effective ethical walls where required.
- We would be pleased to discuss the above and our approach to identifying and managing conflicts of interest with you.

Pre-existing Intellectual Property of Potential Supplier

Not applicable.

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[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Proven Ability to Meet Regulatory Considerations

Deloitte has comprehensive compliance policies and is highly experienced in working within a range of standards and legislative frameworks across the private and public sectors. This is including but not limited to labour and ethical employment practices, workplace health and safety, and environmental impacts. Relevant policy documents and plans can be provided upon request.

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A large rectangular area of the document is redacted with a solid grey fill. The redaction covers approximately four lines of text, starting from the line containing 's47G' and extending downwards. The text 's47G' is visible at the top left of the redacted area.

Government	Percentage
Current government	85%
Previous government	15%

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Additional Facilities and Assistance

The following details the support and success factors we consider as key for best outcomes.

- DSS will provide the team with necessary systems and data accesses, and IT facilities in a timely manner.
- DSS will advise us during kick-off the full set of necessary documentation that we are to assist in producing throughout this work, including associated approval processes.
- To assist us to effectively navigate DSS and arrange meetings, workshops, etc., the Department will provide us with staff members with sufficient authority to act as dedicated 'coordinators'.
- In addition to above, we have support in the identification and facilitation of access to those individuals, business stakeholders and subject matter experts that are key to the success of this endeavour.
- The project sponsor(s) and the senior officers assigned to this project will be available to meet with Deloitte at pre-defined status meetings and milestone dates, and will provide a clear escalation path for issues / blockages.
- The Department of Social Services will make decisions, respond to queries, direct us, and provide information in a timely manner in order for us to perform our services.

Assumptions

The following details the basis on which this quote has been prepared, and the assumptions made during our scoping and pricing of estimated effort.

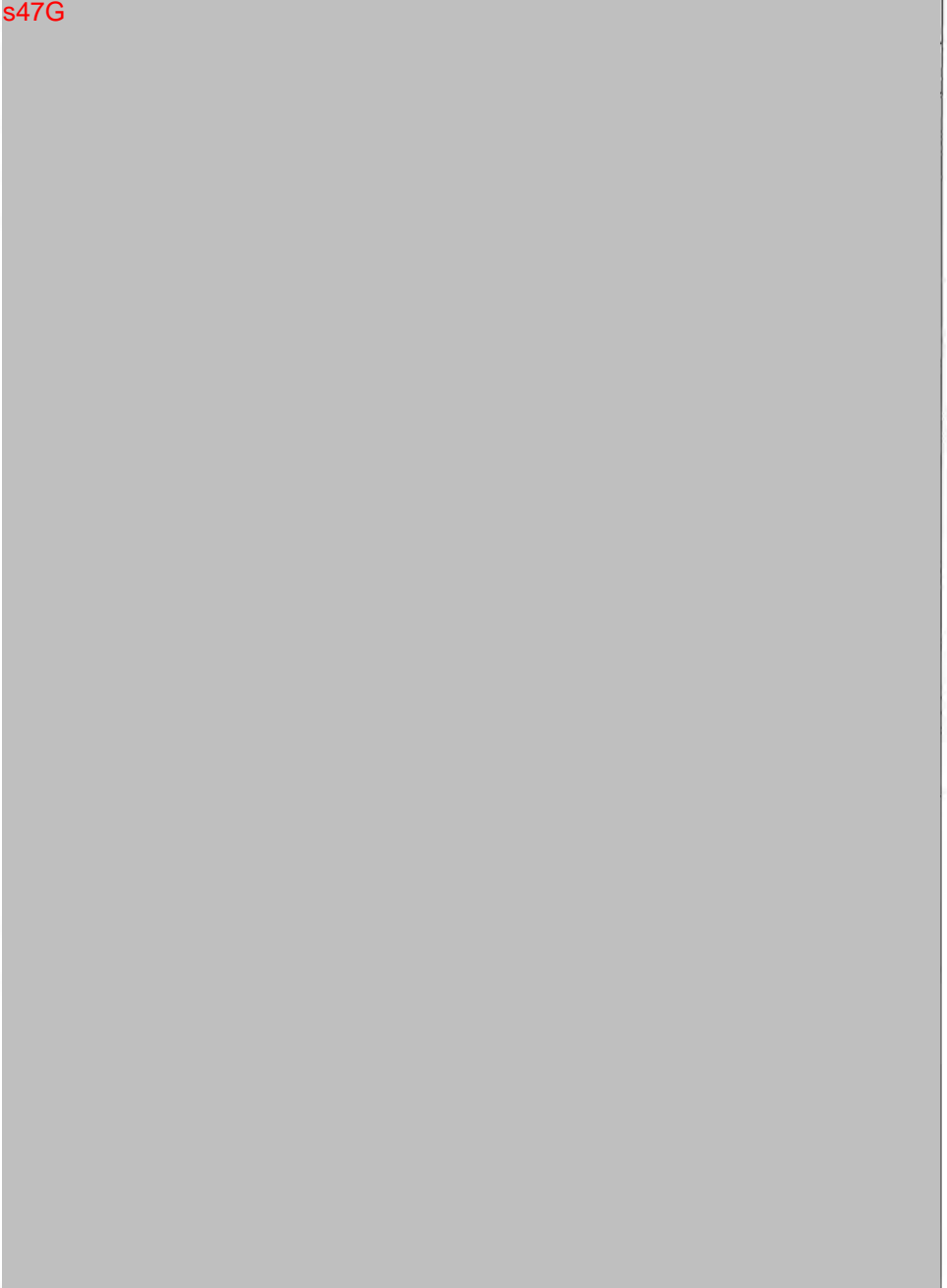
- We have relied, and will continue to rely, on the information provided to us by you in this RFQ. Our proposal is therefore subject to changes, as may be shown to be necessary, in the event new information in the future requires such change.
- We have assumed that this will be a blended team of DSS/Deloitte staff receiving oversight and setting of program priority from DSS executives.
- Given our understanding of DSS' requirements, we have assumed the timing of our services to be delivered based on the time period from 15 November 2021 to 31 March 2022.
- We have made a number of assumptions and time-boxed effort regarding the level of our participation in activities associated with project and delivery governance. We will refine our estimates in relation to associated effort/resourcing levels during our discussions with you which may impact final effort estimates.
- The finalisation of scope and approach will be ultimately dependent upon the complexity of current state and detailed requirements we gather in the initial stages of the project. Deloitte would like to highlight that this may have impact upon our resourcing and effort modelling.
- We acknowledge that over the course of an engagement priorities may shift. Any material changes in scope must be requested in writing or captured during weekly meetings, and we will estimate the impacts of the proposed change.
- s47G [REDACTED]
- [REDACTED]
- Deloitte will have no responsibility for the performance of other contractors or vendors engaged by the Department of Social Services, or delays caused by them, in connection with the project even if Deloitte has been involved in recommending or selecting such contractors or vendors, or in the monitoring of their work.
- We intend to support DSS to use Agile approaches wherever possible, and in accordance with the Department of Social Services standards.
- The Department of Social Services will take a leadership role in testing activities with Deloitte providing a pre-determined effort in the design and provision of test data, test execution and defect resolution.
- As time permits we will provide appropriate documentation and, where relevant, transfer skills and knowledge to your staff throughout the course of the engagement.
- Deloitte will work within privacy and data security policy requirements specified by DSS but are not responsible for the development or interpretation of these policies. Identifying and defining privacy and data security requirements relevant to this project will be the sole responsibility of DSS.



OFFICIAL ORDER – 90013846

This Official Order is issued by the Department of Social Services ABN 36 342 015 855 (the Agency), in accordance with the Deed of Standing Offer for Capability Support Services (SON3538332), executed between the Commonwealth of Australia as represented by the Australian Federal Police (ABN 17 864 931 143) and Deloitte Touche Tohmatsu (ABN 74 490 121 060)

Item	Item Description	Item Detail
A	Commencement and Term (cl 1.4.3)	<p>Commencement Date:</p> <p>The Commencement Date is the date that the last party to sign this Official Order, does so.</p> <p>Expiry Date:</p> <p>31/03/2022 unless terminated earlier in accordance with the terms of this Contract.</p>
B	Services (cl 3.1.1)	<p>The Supplier has been found suitable to provide services for the following Service Categories and Services:</p> <p><i>Service Category 5 - Engineering and Technical Services</i></p> <p>5.1 Engineering and Technical Service Support</p> <p><u>The scope of work and the deliverables/due date(s) are:</u></p> <ul style="list-style-type: none"> • Data analytics work/activities for CDC data project: <ul style="list-style-type: none"> ○ Contribution to the design, production and delivery of analysis to feed into products (documents for the Minister and reports) in line with SES and Minister requirements ○ Development of reusable, editable and updatable analysis product templates for reporting ○ Contribution to interpretation of analysis ○ Contributions, where appropriate, to other reports • Strengthening of the data governance process: <ul style="list-style-type: none"> ○ Review of current data governance and processes ○ Development of procedures and protocols for data governance suitable for the section • Rapid evidence reviews generating outputs on a wide range of CDC related topics: <ul style="list-style-type: none"> ○ Conducting rapid evidence reviews on topics of interest ○ Development and sharing of rapid evidence review templates and methodologies • Design services for infographics <ul style="list-style-type: none"> ○ Contribution to infographic artefacts to be used in analytics products ○ Development of reusable and updateable infographic templates

	<ul style="list-style-type: none">▪ Building the Department's capabilities to support ongoing analysis of the CDC program<ul style="list-style-type: none">○ Training support including guidance and facilitation during project delivery○ Development of targeted analysis including process validation and quality assurance○ Development of framework for analysis validation and quality assurance▪ As time permits, additional ad hoc tasks required for the CDC analytics projects <p>s47G</p> 
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1Data analytics activities to support the CDC program will be iteratively refined, which could result in changes to due dates.

Phases of work – Strengthening data governance process

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Reporting

		<p>The Service Provider must, by 5pm on the day that is 7 days after the end of each month, provide the Agency with a monthly report which sets out (for the preceding month):</p> <ul style="list-style-type: none"> the progress against the Milestones; and the Service Provider's performance measurements against the Service Levels at Item C of this Official Order. 										
C	Service Levels/Performance Indicators (cl 3.9)	<p>The Service Provider must meet or exceed the following Service Levels/Performance Indicators when performing the Services:</p> <ul style="list-style-type: none"> Deliver analysis product templates that can be populated and updated as reasonably foreseeable for additional inputs Current data governance processes reviewed and feedback provided Procedures and protocols for data governance developed Conduct rapid evidence reviews and provide outputs Rapid evidence review templates and methodologies shared to CDC analytics team Reusable and updatable infographics delivered to CDC analytics team Training and documentation that will support CDC staff to continue analysis developed during the contract delivered Framework for analysis validation and quality assurance delivered <p>The service provider must report its performance measurements to the department accordance with the reporting requirements at Item B of this Official Order.</p>										
D	Purpose(s) of Services (cl 3.2.1(e))	<p>The Agency intends to use the Services for, and requires the Services to be fit for:</p> <p>Supporting data analytics work to allow more complete measurement of the impact of the Cashless Debit Card and build the department's capabilities.</p>										
E	Specified Personnel and Sub Contractors (cl 3.4)	<p><u>Specified Personnel:</u></p> <table> <tr> <th>Name¹</th><th>Position/Role</th><th>% of Total Project Time²</th></tr> <tr> <td rowspan="5">s47G, s47F</td><td>Lead Engagement Partner</td><td rowspan="5">s47G</td></tr> <tr> <td>Research SME</td></tr> <tr> <td>Quality assurance and oversight</td></tr> <tr> <td>Analytics and Technical Lead</td></tr> <tr> <td>SAS/Teradata ETL & report developer</td></tr> </table>	Name ¹	Position/Role	% of Total Project Time ²	s47G, s47F	Lead Engagement Partner	s47G	Research SME	Quality assurance and oversight	Analytics and Technical Lead	SAS/Teradata ETL & report developer
Name ¹	Position/Role	% of Total Project Time ²										
s47G, s47F	Lead Engagement Partner	s47G										
	Research SME											
	Quality assurance and oversight											
	Analytics and Technical Lead											
	SAS/Teradata ETL & report developer											

		<table> <tr> <td>s47G, s47F</td><td>Data Analyst</td><td>s47G</td></tr> <tr> <td></td><td>Data Governance Analyst</td><td></td></tr> <tr> <td></td><td>Data and research analyst</td><td></td></tr> <tr> <td></td><td>Data analyst - program assurance and compliance</td><td></td></tr> <tr> <td></td><td>Research analyst - program assurance and compliance</td><td></td></tr> <tr> <td colspan="2">Total personnel time</td><td>100%</td></tr> </table> <p>1 Resources are available as of time of response preparation. If for any reason they become unavailable, we will provide DSS with alternative consultants of similar or higher level with equivalent skills.</p> <p>2 Based on resources and effort detailed in the pricing section and excluding unbilled effort.</p> <p><u>Sub Contractors:</u> Not Applicable</p>	s47G, s47F	Data Analyst	s47G		Data Governance Analyst			Data and research analyst			Data analyst - program assurance and compliance			Research analyst - program assurance and compliance		Total personnel time		100%
s47G, s47F	Data Analyst	s47G																		
	Data Governance Analyst																			
	Data and research analyst																			
	Data analyst - program assurance and compliance																			
	Research analyst - program assurance and compliance																			
Total personnel time		100%																		
F	Fees, Allowances and Costs (cl 4)	<p>The Agency will pay the following Fees to the Service Provider for the Services: The total value of the Services under this contract will not exceed s47G GST inclusive, including variable costs/expenses.</p> <p>Payment will only be made once the department has accepted each deliverable.</p> <table> <tr> <th>Milestone Description</th><th>Due Date</th><th>Fee</th></tr> <tr> <td>Progress delivery of the milestones¹</td><td>30 November 2021</td><td>s47G</td></tr> <tr> <td>Progress and final delivery of the milestones</td><td>31 December 2021</td><td></td></tr> <tr> <td>Progress delivery of the milestones</td><td>31 January 2022</td><td></td></tr> <tr> <td>Progress delivery of the milestones</td><td>28 February 2022</td><td></td></tr> <tr> <td>Final delivery of the milestones</td><td>31 March 2022</td><td></td></tr> </table> <p>When pre-approved in writing by the Agency, the Agency will, on production of receipts, reimburse the Service Provider for the following variable costs:</p> <p>Not Applicable</p>	Milestone Description	Due Date	Fee	Progress delivery of the milestones ¹	30 November 2021	s47G	Progress and final delivery of the milestones	31 December 2021		Progress delivery of the milestones	31 January 2022		Progress delivery of the milestones	28 February 2022		Final delivery of the milestones	31 March 2022	
Milestone Description	Due Date	Fee																		
Progress delivery of the milestones ¹	30 November 2021	s47G																		
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Progress delivery of the milestones	31 January 2022																			
Progress delivery of the milestones	28 February 2022																			
Final delivery of the milestones	31 March 2022																			
G	Facilities and Assistance to be Provided by the Agency (cl 4.1.1(c))	Facilities or assistance will not be made available to the service provider.																		

H	Agency Material (cl 5.1.1)	The Department will not provide any Material to the Service Provider for the purposes of this Official Order.
I	Security Obligations (cl 7.1)	<p>The Service Provider must comply with the Security obligations detailed in clause 7.1 in the executed deed of standing offer. In addition, the following Security obligations apply to each Specified Personnel:</p> <p>The Specified Personnel (Item E) must meet the following requirements:</p> <ul style="list-style-type: none"> • The Specified Personnel must complete and submit to DSS the relevant information requested by DSS for a pre-engagement check (including a police record check) within a time specified by DSS. Services cannot commence until the outcome of the pre-engagement check is cleared by DSS Security; and/or • The Specified Personnel must provide a current Baseline (or higher if required) Security Clearance to DSS, or submit the relevant Baseline (or higher if required) Security Clearance documentation to DSS for processing within a time specified by DSS; and/or <p>Commencement of undertaking Services by the Specified Personnel is subject to the requirements and/or outcomes of the above Security requirements, if any.</p> <p>If the Agency determines, in its sole discretion, that the results of the pre-engagement checks (including a police record check) or the Baseline or higher security clearance or working with vulnerable people check are not satisfactory, then DSS may terminate this Official Order/Specified Personnel in accordance with the Deed.</p> <p>The cost of obtaining the above Security requirements will be met by the Agency unless otherwise agreed between the parties.</p>
J	Additional Contract Terms	<p>Delivery and Acceptance</p> <p>Acceptance activities will be undertaken by the Agency on notification by the Service Provider of completion of each of the milestones set out in Item B (Services) of this Official Order.</p> <p>Where the Agency rejects (or otherwise refuses to Accept) any deliverables under Clause 3.14 (Acceptance of Deliverables) of the Deed, the Agency will specify a timeframe in which the Service Provider is required to rectify deficiencies, at the Service Provider's cost, so that the deliverables meet the requirements of this Official Order. The Service Provider must comply with any such requirement. Rectified deliverables are subject to acceptance under clause 3.14 of the Deed.</p> <p>The Service Provider will refund all payments related to the rejected deliverables in accordance with the terms of this Official Order, unless the relevant deliverables are rectified and accepted by the Agency.</p> <p>If the Service Provider is unable to meet the Agency's timeframe, the Service Provider may terminate this Official Order in accordance with Clause 12.2 (Termination for Fault) of the Deed, and the Service Provider will refund all payments related to milestones that are not achieved at the time of</p>

termination.

Right of the Agency to Recover Money

Without limiting the Agency's other rights or remedies under this Official Order or the Deed, if:

- (a) the Agency rejects any deliverables or rectified deliverables under Clause 3.14 (Acceptance of Deliverables) of the Deed or in accordance the terms of 'Delivery and Acceptance' in this Item J;
- (b) any of the Services are not performed in accordance with the Official Order to the reasonable satisfaction of the Agency; or
- (c) the Agency terminates this Official Order in accordance with Clause 12.2 (Termination for Fault) of the Deed,

the Agency may, at its discretion, issue a notice (or notices, as the case may be) requiring the Service Provider to refund all amounts related to the rejected deliverables, non-performance, and/or milestones that are not achieved at the time of termination (the Amounts).

If the Agency elects, in accordance with the terms of this Official Order, to recover such an Amount from the Service Provider, the Agency must give the Service Provider written notice of the Amount that must be paid by the Service Provider. The Service Provider must pay the Amount specified in the notice as a debt due to the Agency within 30 days after receipt of that notice.

In calculating the Amounts to be included in a notice:

- (a) if a milestone has not been achieved in its entirety, the Service Provider will refund an Amount equal to the full percentage of the Fee allocated to that Milestone at 'Delivery and Acceptance' in this Item J; and
- (b) if a milestone has been partially achieved, the Service Provider will refund an Amount that is the proportion of the Fee allocated to that milestone at 'Delivery and Acceptance' in Item J that represents the work not completed to the reasonable satisfaction of the Agency in respect of that milestone. This amount will be determined by the Agency, acting reasonably, with reference to the Service Provider's relevant hourly and/or daily rates (as set out in its Response to the Request for Quote document and the Service Provider's actual or projected (as relevant) level of effort across the activities covered by that milestone.

The Service Provider must promptly provide the Agency with all reasonably necessary information requested by the Agency to determining the Amount payable.

If any sum of money owed by the Service Provider to the Agency is not received by its due date for payment, the Service Provider shall pay to the Agency interest at the ATO sourced General Interest Charge Rate current at the date the payment was due for each day the payment is late.

		<p>Pricing adjustment following Official Order Extension</p> <p>If the Agency extends the Term of this Official Order in accordance with Item A, any cost associated with extending the Services will be calculated by reference to the Service Provider's relevant hourly and/or daily rates, as set out in its Response to the Request for Quote.</p> <p>Notices - Additional Information</p> <p>Further to Clause 13.1 (Format, Addressing and Delivery) of the Deed, the Contract Managers for the Agency and the Service Provider are as follows:</p> <p>Agency's Contract Manager:</p> <p>The person occupying the position of: Assistant Director, Evidence, Evaluation and Data Monitoring</p> <p>Currently: s22</p> <p>Telephone: </p> <p>Email Address: s22</p> <p>Postal Address: 77 Athllon Drive</p> <p>Service Provider Contract Manager:</p> <p>Name: s47G, s47F</p> <p>Position Title: Director</p> <p>Telephone: s47G, s47F</p> <p>Mobile: </p> <p>Email Address: s47G, s47F</p> <p>Postal Address: 8 Brindabella Circuit Brindabella Business Park Canberra Airport ACT 2609</p>
K	Confidential Information	Not applicable

SIGNED for and on behalf of the Department of Social Services ABN 36 342 015 855
by:

Mike Websdane s47F
[Insert name of Signatory] [Signature]

Branch Manager
[Insert Signatory's work title]

On:
16 November 2021
[Insert date]

In the presence of:
s22 s22, s47F
[Insert name of Witness] [Signature]

EXECUTED by

Deloitte Touche Tohmatsu ABN 74 490 121 060
by its authorised representative

s47G, s47F s47F
[Insert name of Signatory] [Signature]

Partner
[Insert Signatory's work title]

On:
16/11/2021
[Insert date]

In the presence of:
s47F s47F
[Insert name of Witness] [Signature]

Request for Quotation - from Panel

Reference ID: 70015976

Request for Quotation (RFQ) under the Deed of Standing Offer for Digital Marketplace dated 5 April 2017 (the Deed)

The Commonwealth as represented by the Department of Social Services (the Customer) is seeking submissions for the provision of the services (the Requirement) as described in this *Request for Quotation*.

This RFQ is for the provision of a technical project manager

Statement of Requirement

A.A.1 Key Dates and Times

Event	Details
ATM Closing Date:	23 November 2021
ATM Closing Time:	14:00 ACT local time
Question Closing Date and Time:	N/A
Expected Contract Execution Date:	23/11/2021
Expected Contract End Date:	The Contract will terminate on 31/03/2022
Contract Extension Option:	The Contract will include the following extension option(s): up to 4 months
Industry Briefing:	Unless otherwise notified by an addendum, there are no industry briefing sessions for this RFQ.
Site Inspection:	Unless otherwise notified by an addendum, there are no site inspections for this RFQ.

A.A.2 The Requirement

A Technical Project Manager to oversee the implementation of the CDC Data Infrastructure and Analytics Project. This is a complex project involving the development of new data asset(s), data analytics, and associated work including research services, and data governance advice. The department has procured services from an external supplier to deliver components of the project. The project manager will ensure that the external supplier's services are closely coordinated with other departmental work and ensuring that project meets the deliverables.

All work is under the direction of the department.

Staff requirement:

- 1 x Technical Project Manager with experience delivering complex projects in the DSS and Services Australia data infrastructure environment

Deliverables/scope includes:

- Oversee the implementation of project activities
- Hold regular technical team meetings to address questions and challenges regarding the project
- Manage project scope and quality
- Ensure that project deadlines are met
- Identify and manage risks to project delivery
- Develop project management documents and ensure all required project documentation is completed
- Develop updates on project progress for executive and key stakeholders

A.A.2(a) Standards

The Supplier must ensure that any goods and services proposed comply with all applicable Australian standards (or in its absence an international standard) including any requirements or standards specified in this Statement of Requirement. Potential Suppliers should note that they may be required to enable the Customer, or an independent assessor, to conduct periodic audits to confirm compliance with all applicable Australian or international standards.

Web Content Accessibility

The Supplier must ensure that any website, associated material and/or online publications (where applicable) complies with the Web Content Accessibility Guidelines available at: [Web Content Accessibility Guidelines \(WCAG\)](#).

Publications

Publications and reports (if any) must be drafted to comply with the current version of the Commonwealth's [Style Manual](#).

Key Performance Indicators

To demonstrate progress towards achievement of the Requirement, the Supplier will be required to comply with the following Key Performance Indicators:

- Effectively manage the development of project documentation based on department needs. Required documents may include:
 - Regular status reports
 - Project plans
 - Risk management plans
 - Briefing reports
 - Completion report
- Manage schedules for reporting and coordination purposes to meet project needs
- Identify and minimise risks to project delivery to the extent possible
- Delivery of the milestones in accordance with the Delivery and Acceptance section at A.A.2(d) below.

A.A.2(b) Security Requirements

Clearances to the level of Baseline Security Clearance will be required.

The cost of obtaining each security clearance will be borne by the Supplier. The Supplier must ensure that its Specified Personnel promptly provide to the Customer relevant details to assist with the security clearance process, and the Supplier must notify the Customer promptly in writing of any change in circumstances which is likely to affect the Customer's assessment of the Specified Personnel's entitlement to hold a security clearance.

Current AGSVA Vetting Fees and Charges can be found at [Security Clearance Fees](#).

A.A.2(c) Workplace Health and Safety

Prior to commencement of the Contract, the Customer's Contract Manager and the Supplier's Contract Manager will identify any potential workplace health and safety issues anticipated to arise during the term of the contract and assign management of each issue identified to the party best able to manage it. The Supplier will provide the Customer with a plan for approval.

A.A.2(d) Delivery and Acceptance

The Customer must accept or reject any deliverables under the Order in accordance with the Deed.

Milestone Description	Delivery Location	Due Date
Regular project management reports	DSS Enid Lyons Building	As agreed with the department
Briefing on project status and risk	DSS Enid Lyons Building	January 2022
Briefing on project status and risk	DSS Enid Lyons Building	March 2022

Milestone Description	Delivery Location	Due Date
Completion report at conclusion of services	DSS Enid Lyons Building	March 2022

Reports

The Supplier shall furnish to the Customer monthly reports on progress towards meeting the milestone descriptions described in this section A.A.2(d).

A.A.2(e) Meetings

The Supplier will be required to attend meetings as follows:

Meeting Type	Position required	Frequency	Teleconference/ Onsite	Location
Meeting	Customer: Director and Assistant Director Supplier: Manager or personnel as relevant	Adhoc	Teleconference/ Onsite	Teleconference/ Onsite

A.A.2(f) Facilities and Assistance Offered by the Customer

The Customer will provide facilities or assistance reasonably required by Supplier.

A.A.2(g) Customer Material

The Customer will provide relevant Customer Materials as agreed between the parties, when required.

A.A.3 RFQ Distribution

Email Distribution

Any questions relating to this RFQ must be directed to the *Customer Contact Officer* at A.A.5. Updates to this RFQ will be distributed via email.

A.A.4 Lodgement Method

Email

Responses should be lodged via email to *Customer Contact Officer* quoting reference number 70015976 by the closing time specified above.

Response File Format, Naming Convention and Size

The Customer will accept Responses lodged in the following formats:

- Word Doc (.docx)
- Rich Text Format (.rtf)
- Excel Workbook (.xlsx)
- PDF (.pdf)

The Response file name/s should:

- incorporate the Potential Supplier's full legal organisation name; and
- reflect the various parts of the bid they represent (where the Response comprises multiple files).

Response files should not exceed a combined file size of 25 megabytes per email.

Responses must be completely self-contained. No hyperlinked or other material may be incorporated by reference.

A.A.5 Customer's Contact Officer

For all matters relating to this RFQ, the Contact Officer is:

Name/Position: s22

Email Address: s22

Note: Question Closing Date and Time is set out at item A.A.1 [Key Dates and Times].

A.A.6 Evaluation Criteria

The criteria for evaluation will encompass the:

- a) extent to which the Potential Supplier's Response meets the Customer's Requirement set out in this RFQ
- b) Potential Supplier's demonstrated capability and capacity to provide the Requirement and
- c) whole of life costs to be incurred by the Customer. Considerations will include both the quoted price and any costs that the Customer will incur as a result of accepting the Potential Supplier's Response.

If requested by the Customer, the Potential Supplier must be able to demonstrate its ability to remain viable over the Contract Term and must promptly provide the Customer with such information or documentation as the Customer reasonably requires.

The Customer reserves the right to contact the Potential Supplier's referees, or any other person, directly and without notifying the Potential Supplier.

The Customer will notify unsuccessful Potential Suppliers of the final decision and, if requested, will debrief Potential Suppliers following the award of a contract.

RESPONSE

GUIDANCE

Specific questions about this RFQ should be directed to the *Customer's Contact Officer* [Item A.A.5].

If successful your organisation will be offered a contract which includes the Terms and Conditions under the Deed.

Submit the form as required in *Lodgement Method* [Item A.A.4].

You **MUST** use this form to submit your Response. The form is set out to facilitate evaluation of responses.

Participation in this ATM is at your sole risk and cost. This is a competitive process, and you should note that your organisation may incur costs in responding, if you are unsuccessful you will be unable to recoup these costs.

Be as **concise** as possible while including all information that your organisation wants the evaluation team to consider. Do not assume that the evaluation team has any knowledge of your organisation's abilities or personnel.

Before completing your Response read the Customer's Request for Quotation (RFQ) distributed with this Response form and decide whether your organisation has the **necessary skills and experience** to meet the Customer's requirement.

The Customer will evaluate all valid Responses received by the Closing Time [Item A.A.1] to determine which Potential Supplier has proposed the best value for money outcome for the Customer.

The successful Supplier will have demonstrated its ability to provide the best value for the Customer. This will not necessarily be the lowest price.

If your organisation is **unsuccessful** with this submission, you may request feedback to assist with future submissions. The Customer's Contact Officer [Item A.A.5] can arrange this for you.

Part 1 – Potential Supplier's Details

DRAFTING NOTE

The following details will appear in the Order should your Response be successful.

Company Details	
Full Legal Organisation Name as per Deed of Standing Offer:	
Australian Business Number (ABN)	
Has your organisation ever had a judicial decision about employee entitlements or engaged in practices that have been found to be dishonest, unethical or unsafe?	<input type="checkbox"/> Yes, see below. <input type="checkbox"/> No
If yes , what was the date of discharge? <i>The Supplier acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under section 137.1 of the schedule to the Criminal Code Act 1995 (Cth).</i>	(dd-mm-yyyy) <i>Note: The Customer cannot enter a contract with a supplier who has an undischarged judicial decision relating to employee entitlements.</i>

Contact Officer

For matters relating to this Response contact:

Contact Officer Details	
Name	s22
Position Title	Assistant Director
Telephone	s22
Mobile	s22
Email Address	s22
Postal Address	71 Athllon Drive GREENWAY ACT 2900

Address for Notices (if different from the Contact Officer)

DRAFTING NOTE

Complete with "AS ABOVE" if same as Contact Officer.

Address Details for Contact Officer	
Name	As above
Position Title	
Email Address	
Postal Address	

Contract Manager (if different from the Contact Officer)

DRAFTING NOTE

Provide the requested details of the person you propose will be the Contact Manger if your Response is successful and a contract is awarded.

Complete with "AS ABOVE" if same as Contact Officer.

For matters of a general nature, including acceptance and issuance of written notices contact:

Contract Manager Details	
Name	As above
Position Title	
Telephone	
Mobile	
Email Address	
Postal Address	

Part 2 – Executive Summary

DRAFTING NOTE

You may find it useful to complete this section after you have completed your response.

Provide a brief (less than one page) summary of your Response highlighting its key features. The Executive Summary should not merely replicate information provided elsewhere in your Response. This section brings together all aspects of your proposal and is your opportunity to “sell” its unique features.

Part 3 – Ability to Meet the Requirement

Detailed Proposal to Meet the Customer’s Requirement

DRAFTING NOTE

Your response should address each aspect of the Requirement and explain/demonstrate how your response/solution meets the Requirement.

Provide a detailed description of your proposal to supply the Customer’s requirement, including any delivery methodology. This is your opportunity to convince the evaluation team that your organisation understands the requirement and can deliver it to a high standard. Do not provide general marketing material.

Highlight your competitive advantage as well as special or unique features of your proposal. Depending on the requirement, your response may propose a detailed project plan including project milestones and completion dates, timeframes, quality standards or performance indicators. It may also detail critical issues or key delivery risks of which the Customer should be aware.

If meeting the Customer’s requirement involves reporting, travel or attendance at meetings, you should clearly identify how you will meet these requirements, including details of personnel involved. Do not include any pricing or pricing information in Part 3. You should ensure that you clearly address any costs in your response to Part 5.

Do not rely on your organisation’s reputation. The evaluation team can only consider information you provide in this submission.

Standards

DRAFTING NOTE

Potential Suppliers must provide full details and evidence of compliance with all applicable Australian standards (or in its absence an international standard), and any standards and requirements specified in the Statement of Requirement. Where you do not propose to comply with a standard which has been included in the Statement of Requirement, propose an alternative standard and justify your reasons.

Where no standard has been specified, list any applicable standards with which you propose to comply.

Key Performance Indicators

DRAFTING NOTE

Propose Key Performance Indicators that will clearly demonstrate your performance and progress against the Contract.

The following Key Performance Indicators are proposed:

Part 4 – Potential Supplier’s Demonstrated Capability and Capacity

Statement of Skills and Experience

DRAFTING NOTE

The information you enter here will be used to evaluate your organisation’s proven capacity to meet the customer’s requirement.

Provide clear, concise details of your relevant abilities to deliver what you have proposed.

This is your opportunity to highlight any unique capabilities and prove to the evaluation team that you can meet the requirement to a high standard.

Depending on the requirement, this could include a detailed description of recent relevant experience in successfully supplying a similar requirement. It could also include your organisation's expertise in this field, brief information on relevant personnel (highlighting relevant expertise and experience), details of relevant intellectual property or unique products used.

You may also attach brief supporting information specific to the requirement including tailored CVs for Specified Personnel.

Do not include any pricing or pricing information in this Part. All pricing information should be included in Part 5.

Specified Personnel

DRAFTING NOTE

Only propose Specified Personnel where your proposal has referenced the skills of specific personnel and you reasonably expect them to perform the roles nominated. Include their role, the percentage of the project they will complete, and if relevant, their current Commonwealth Government security clearance. Add extra lines to the table as required.

Where there is a number of staff who could perform a particular role, include details of the position/role and the percentage of project time which this role will perform. In these circumstances it would not be necessary to name the person.

Include details for subcontractor personnel if applicable. You will need to give additional details for subcontractors in the next section.

If no Specified Personnel are proposed, insert "Not Applicable".

Name	Position/Role	Current Security Clearance Level [#]	Percentage of Total Project Time
Total personnel time			100%

[#] if requested at A.A.2(b)

Subcontractors

DRAFTING NOTE

The Customer is required to publicly disclose information about subcontractors. Provide details for each subcontractor organisation you will use below.

If no subcontractors are proposed insert "Not Applicable"

Subcontractor Details	
Full Legal Name:	
Postal Address:	
ABN / ACN / ARBN:	
Is this subcontractor registered on Supply Nation or 50% or more Indigenous owned?	

Scope of Works to be subcontracted

DRAFTING NOTE

If no subcontractors are proposed insert “Not Applicable”.

Provide details of the roles (or specific parts of the contract) each subcontractor will perform.

The Supplier is solely responsible for all obligations under the contract, including subcontractor performance and management. The Supplier must ensure that any subcontract arrangement that is entered into imposes necessary obligations on the subcontractor.

Conflicts of Interest

Pre-existing Intellectual Property of Potential Supplier

DRAFTING NOTE

List your pre-existing Intellectual Property (if any) noting that:

The Supplier grants to, or in the case of Third-Party Material, must obtain for, the Customer a non-exclusive, irrevocable, royalty-free, perpetual, world-wide licence (including the right to sub-licence) to exercise the Intellectual Property Rights in all Pre-existing Material and Third- Party Material incorporated into the Material to enable the Customer to receive the full benefit of the Goods and/or Services and the Material and to exercise its rights in relation to the Material.

If no pre-existing Intellectual Property is proposed insert “Not Applicable”.

Confidentiality of Potential Supplier’s Information

DRAFTING NOTE

Identify any aspect of the Response, or any aspect of the proposed Contract, that you consider should be kept confidential, with reason.

The Customer will only agree to treat information as confidential in cases that meet the Commonwealth’s guidelines and which the Customer considers appropriate. In the absence of the Customer’s agreement, the Customer has the right to disclose any information contained in the Contract.

Add extra lines to the table as required.

Information to assist you to assess whether the Customer is able to treat particular information as confidential is available at: [Department of Finance Confidentiality Guidance](#).

If none, type “Not Applicable”.

Information to be kept Confidential	Reasons for Confidentiality Request

Proven Ability to Meet Regulatory Considerations

DRAFTING NOTE

Provide a brief statement of how you propose to comply with all relevant regulations (including but not limited to labour and ethical employment practices, workplace health and safety, and environmental impacts). Alternatively, you can attach any relevant policy documents or plans which demonstrate your organisation’s ability.

Part 5 – Total Costs to be incurred by the Customer

DRAFTING NOTE

The information you provide in this section will be used to assess the total costs the Customer will incur under your proposal.

Pricing

Fixed Price (including all expenses)

DRAFTING NOTE

Complete the following table including fixed prices for each item. Fixed prices must include taxes, duties and other government charges which may be imposed or levied in Australia and overseas, and all other costs associated with providing the services, including delivery fees where applicable.

Make sure you include, costs of any reporting and attending necessary meeting as well as any travel, accommodation and associated costs.

Add additional lines to the table as required.

Due Date	Item Description	Quantity	Unit Price GST Exclusive	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
Total Fixed Price for Goods						

Due Date	Milestone Description	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
Total Fixed Price for Services				

Proposed Payment Schedule

DRAFTING NOTE

Complete the table below if you propose that progress payments be made.

Do not propose a payment schedule that reflects more than the value of the milestones or deliverables you have delivered at any stage.

This payment schedule is for the Fixed Fees and Charges portion of the arrangement only. Variable costs will only be reimbursed after they have been incurred and invoiced.

Note: The Customer may propose alternative payment arrangements.

If you are not proposing any progress payments type “Not Applicable”.

Due Date	Milestone Description	Total Price (GST Exclusive)	GST Component	Total Price (GST Inclusive)
Total Milestone Payments				

Additional Facilities and Assistance

DRAFTING NOTE

Should you require the Customer to provide facilities and assistance, in addition to that stated at *Facilities and Assistance Offered by the Customer* [Clause A.A.2(f)], provide details here. If no additional facilities or assistance required insert “Not Applicable”.

If the pricing provided above is based on the provision of Additional Facilities and Assistance this should be stated below.

Procurement Plan – procurement from Panel

Procurement of a technical project manager.

1. Procurement aim and justification

The purpose of this procurement is to support the management of the Cashless Debit Card Data Infrastructure and Analytics Project. This is a complex project involving the development of new data asset(s), data analytics, and associated work including research services, and data governance advice. The overall objective of the project is to enable more robust and complete measurement of the impact of the Cashless Debit Card (CDC) program.

The department has procured services from an external supplier to deliver components of the project. The project manager will provide specialised support to ensure the external supplier's services are closely coordinated with other departmental work ensuring the project meets the deliverables.

Background

The Cashless Welfare Economic and Employment Support Services Package, a 2021–22 Budget measure, included support for data collection and analysis to allow more complete measurement of the impact of the CDC. In implementing this measure the department is making greater use of administrative data to build the evidence base on the CDC and expanding capacity to conduct analysis and generate evidence to inform program management and policy development on an ongoing basis. Key milestones include regular project updates and reporting to senior executive and Government.

The CDC Data Infrastructure and Analytics Project is highly technical with multiple interdependencies and risks. In order to meet key project milestones between December 2021 and March 2022, skilled project management is required. The project manager needs to have in-depth knowledge of DSS and Services Australia data assets and data infrastructure.

s47E

s47E

Value for money will be evaluated.

2. Estimated procurement timetable

Action	Date
Distribution of RFQ to Selected Panel Members:	Thursday, 18 November 2021
Closing Date for Responses:	Tuesday, 23 November 2021
Response Evaluation Completed:	Wednesday, 24 November 2021
Contract Start Date:	Thursday, 25 November 2021
Contract End Date:	Thursday, 31 March 2022
Initial Contract Term:	4 Months
Extension Option:	Up to 4 months

3. Detailed estimate of Costs

The estimated expenditure for the initial contract term is **s47E, s47G** inclusive of GST and **s47E, s47G** for the extension option. The proposed contract does include options, extensions or renewals.

The expenditure is proposed as follows:

Financial Year	Amount
FY2021/22	s 47E(d)
FY2022/23	
Total Estimated Expected Maximum Value	

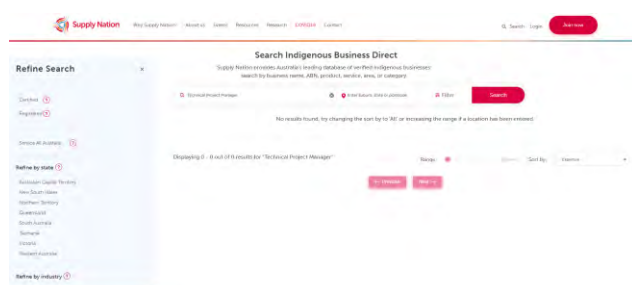
Any expenditure will be funded from:

Cost Centre Name: Cashless Welfare Engagement and Support Services

Cost Centre Code: 2650

4. Indigenous Procurement Policy

In accordance with the Indigenous Procurement Policy, Indigenous Business Direct was searched and no Indigenous Supplier(s) potentially available to provide the requirement were identified. See attached printout of database search conducted on 15 November 2021.



5. Procurement method

The Goods and Services will be procured through Digital Marketplace panel.

The following supplier(s) will be approached:

Supplier Name	Supplier ABN
THINKSTREAM PTY LTD	61 1455 574 82

If a suitable response is not received, this Procurement Plan will be reassessed and an alternative process will be considered.

6. Stakeholder consultation

Nil. Note that the branch has been consulting with Performance and Evaluation Branch, Data Access Branch, Data Strategy Branch and Legal Services Branch on the CDC Data Infrastructure and Analytics project as a whole. .

7. Security and Child Safety Considerations

There are no child safety or modern slavery considerations that have been identified in relation to this procurement.

8. Risk engagement

Some risks have been identified and are being mitigated. All risks are low and will be managed throughout the procurement process.

9. Document distribution and receipt

Panel documentation will be distributed by email, and the response will be received via email.

10. Evaluation team

The Evaluation Team will review responses to determine the best value for money outcome for the Commonwealth. The criteria for evaluation will encompass the:

- i. extent to which the Potential Supplier's Response meets the 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	Group/Branch/Company	Role
s22	Assistant Director	Evidence, Evaluation & Data Monitoring	Chair
	Data Strategies Officer	Evidence, Evaluation & Data Monitoring	Team member

11. Contact officer

Date completed	Contact name	Position title	Group/Branch	Contact phone
15 November 2021	s22	Data Strategies Officer	Cashless Welfare Engagement and Support Services	s22

12. Endorsing Officer

Name: Mike Websdane

Position title Branch Manager

Endorsed / NOT Endorsed

s47F

18/11/2021

Signature

Date

Digital Marketplace work order

Simple and low value

Technical Project Manager

Project (Brief ID # REF)

General		
1.	Authority and context	<p>This work order is issued by the Commonwealth of Australia as represented by the Department of Social Services (buyer) to Thinkstream Pty Ltd as trustee for Mitchell Family Trust trading as Thinkstream ABN 65 718 669 825 (seller) in accordance with the Digital Marketplace Master Agreement 5 April 2017 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	90013929
4.	Buyer cost code GL code	N/A
5.	Buyer representative	<p>s22 [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
6.	Seller representative	<p>Adam Mitchell</p> <p>s47F [REDACTED]</p> <p>[REDACTED]</p>
7.	Project title	Technical Project Manager to support Cashless Debit Card Data Infrastructure and Analytics Project
8.	Work order commencement date	3 December 2021, or the date the last person signs this work order, whichever is the later.
9.	Term of the work order	<p>The initial term of the work order is 3 December 2021 to 31 March 2022 (4 months)</p> <p>The buyer may extend the term of the work order by a further period of 4 months on the same terms and conditions as this work order by giving notice in writing to the seller no later than 5 business days prior to the end of the then current term.</p>

Deliverables		
10.	Deliverables MA cl. 6	<p>The Seller will provide the following deliverables to the buyer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Oversee the implementation of project activities <input type="checkbox"/> Hold regular technical team meetings to address questions and challenges regarding the project <input type="checkbox"/> Manage project scope and quality <input type="checkbox"/> Ensure project deadlines are met <input type="checkbox"/> Identify and manage risks to project delivery <input type="checkbox"/> Develop project management documents and ensure all required project documentation is completed <input type="checkbox"/> Develop updates on project progress for executive and key stakeholders
11.	Purpose MA cl. 6	<p>The Technical Project Manager will oversee the implementation of the CDC Data Infrastructure and Analytics Project. The project involves the development of new data asset(s), data analytics, and associated work including research services, and data governance advice. The department has procured services from an external supplier to deliver components of the project. The Technical Project Manager will ensure that the external supplier's services are closely coordinated with other departmental work and ensure the project meets the deliverables.</p> <p>The Technical Project Manager will demonstrate the deliverables by meeting the following key performance indicators:</p> <ul style="list-style-type: none"> • Effectively manage the development of project documentation based on department needs. Required documents may include: <ul style="list-style-type: none"> ○ Regular status reports ○ Project plans ○ Risk management plans ○ Briefing reports ○ Completion report • Manage schedules for reporting and coordination purposes to meet project needs • Identify and minimise risks to project delivery to the extent possible
12.	Policies and standards MA cl. 6 MA cl. 10 MA cl. 17	<p>The Seller must, in supplying deliverables, comply with, and ensure your personnel comply with:</p> <ul style="list-style-type: none"> (a) <i>Privacy Act 1988</i> (b) <i>Australian Government Agencies Privacy Code</i> (c) <i>Australian Privacy Principles</i> <p>All deliverables and outputs should conform to the Web Content Accessibility Guidelines (WCAG) 2.0 (specifying Level A, AA or AAA), preferably through the use of Sufficient Techniques (as that term is defined in the WCAG 2.0 Quick Reference (http://www.w3.org/WAI/WCAG20/quickref/)).</p>
13.	Documentation MA cl. 7	N/A
14.	Meetings	<p>The seller's specified personnel will hold regular technical team meetings. Additionally, they will be required to attend ad-hoc meetings requested by the buyer.</p> <p>The Seller must ensure their representative and the buyer must ensure that the buyer's representative is reasonably available to attend the meetings and answer any queries relating to the provision of the deliverables raised by either party.</p>

15.	Reports	<p>You must provide the following reports:</p> <ul style="list-style-type: none"> • Regular status reports • Project plans • Risk management plans • Briefing reports • Completion report <p>Reporting requirements may be modified if agreed by the buyer and seller.</p>															
Delivery and acceptance																	
16.	Delivery and milestones MA cl. 9	<p>Option 2: You will provide the deliverables in accordance with the following schedule of milestones:</p> <table> <tr> <th>Milestone no.</th><th>Deliverable</th><th>Due date</th></tr> <tr> <td>1.</td><td>Regular project management reports</td><td>As agreed with the department</td></tr> <tr> <td>2.</td><td>Briefing on project status and risk</td><td>January 2022</td></tr> <tr> <td>3.</td><td>Briefing on project status and risk</td><td>March 2022</td></tr> <tr> <td>4.</td><td>Completion report at conclusion of services</td><td>March 2022</td></tr> </table>	Milestone no.	Deliverable	Due date	1.	Regular project management reports	As agreed with the department	2.	Briefing on project status and risk	January 2022	3.	Briefing on project status and risk	March 2022	4.	Completion report at conclusion of services	March 2022
Milestone no.	Deliverable	Due date															
1.	Regular project management reports	As agreed with the department															
2.	Briefing on project status and risk	January 2022															
3.	Briefing on project status and risk	March 2022															
4.	Completion report at conclusion of services	March 2022															
17.	Acceptance process and criteria MA cl. 9	<p>Acceptance activities will be undertaken by the buyer on notification by the seller of completion of each of the milestones set out above.</p> <p>Where the buyer rejects (or otherwise refuses to Accept) any deliverables under Clause 9 of the Agreement, the buyer will specify a timeframe in which the seller is required to rectify deficiencies, so that the deliverables meet the requirements of this Work Order.</p>															
Pricing and payment																	
18.	Contract price and payment schedule MA cl. 12	<p>The total contract price will not exceed \$155,000.00 GST inclusive. Payment will be made on an hour rate of s47G (GST inclusive), based on a 7:30 hour day.</p> <p>Any additional hours must approved by the department.</p>															
19.	Additional costs MA cl.12	<p>Option 1: The parties agree that the contract price is the sole and exclusive payment for all costs associated with the provision of the deliverables and that you are not entitled to any payment for additional costs in connection with this work order.</p> <p>To avoid doubt and without limitation, you are not entitled to any payment in addition to the contract price for travel, printing or any other incidental expenses associated with the contract.</p>															

20.	Invoicing MA cl. 12	<p>An invoice will be taken to be correctly rendered if the amount claimed in the invoice is due for payment under this work order and:</p> <ul style="list-style-type: none"> (a) the invoice contains: <ul style="list-style-type: none"> (i) the work order reference number; (ii) the deliverables related to the amounts being claimed; (iii) the name of the buyer's representative; (iv) the seller's ABN (if applicable); (v) the seller's bank account details for payment; and (vi) such other information as the buyer from time to time requires; and (b) the invoice is in the form of a valid tax invoice, where the seller is registered for GST; (c) the deliverables related to the amounts being claimed have been provided to the buyer's satisfaction and, if required, have been accepted by the buyer in accordance with this work order; (d) the details of the amount of time spent by each person, including specified personnel (if any), on the deliverable for the period to which the invoice relates; and (e) the invoice is accompanied, where required, by reasonable documentation that provides evidence that the deliverables have been performed and/or that any additional costs claimed are payable.
21.	Timesheets	<p>Your personnel must not work more than 40 hours per week each in supplying the deliverables unless granted authorisation by the buyer. You must:</p> <ul style="list-style-type: none"> (a) ensure, for each week that the deliverables are provided, your personnel complete work effort recording; (b) complete and maintain timesheet(s) in a form acceptable to the buyer's representative to record the actual level of effort provided by each of your personnel; (c) submit the timesheets to the buyer's representative on a weekly basis for endorsement by the buyer's representative, or their nominated delegate; and (d) attach a copy of each endorsed timesheet to your invoice for the relevant deliverable. <p>For the purpose of subclause (b) above, the timesheet must, at minimum, identify the personnel and incorporate:</p> <ul style="list-style-type: none"> (a) reference to the work order number and period covered by the timesheet;

		<p>(b) the statement “I certify the deliverables have been performed as recorded above and in accordance with work order number ...”, and provide space to record the date and the signature, printed name and position of an authorised seller representative; and</p> <p>(c) the statement “The deliverables recorded in this timesheet were rendered in accordance with the requirements of the relevant agreement and work order” and provide space to record the date, signature, printed name, and position of the buyer's representative.</p> <p>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.</p>										
Intellectual property rights												
22.	Order material that is software and standard form documentation relating to that software MA cl. 8	Option 4: Vests in the buyer on creation.										
23.	Licence of order material owned by the buyer MA cl. 8	N/A										
24.	Material other than order material MA cl. 8	N/A										
Confidentiality and privacy												
25.	Confidential information MA Definitions MA cl. 16	N/A										
26.	Confidentiality undertaking MA cl. 16	N/A										
Optional clauses												
27.	Insurance MA cl. 6	<p>You must obtain and maintain the following insurances:</p> <table border="1"> <thead> <tr> <th>Type</th><th>Minimum limits</th></tr> </thead> <tbody> <tr> <td>Public liability</td><td>\$10,000,000</td></tr> <tr> <td>Professional indemnity</td><td>\$5,000,000</td></tr> <tr> <td>Product liability</td><td>\$10,000,000</td></tr> <tr> <td>Workers compensation</td><td>As required by law</td></tr> </tbody> </table> <p>If requested by the buyer, you must provide current relevant confirmation of insurance documentation from your insurers or</p>	Type	Minimum limits	Public liability	\$10,000,000	Professional indemnity	\$5,000,000	Product liability	\$10,000,000	Workers compensation	As required by law
Type	Minimum limits											
Public liability	\$10,000,000											
Professional indemnity	\$5,000,000											
Product liability	\$10,000,000											
Workers compensation	As required by law											

		insurance brokers certifying that you have insurance as required by the work order and clause 6 of the Master Agreement.					
28.	Specified personnel MA cl. 10	<table><tr><th>Name</th><th>Proposed role</th></tr><tr><td>s47F</td><td>Technical Project Manager</td></tr></table>	Name	Proposed role	s47F	Technical Project Manager	
Name	Proposed role						
s47F	Technical Project Manager						
29.	Security clearance MA cl. 10	<p>You must ensure that your specified personnel meet and hold the following:</p> <ul style="list-style-type: none">• The specified personnel must complete and submit to DSS the relevant information requested by DSS for a pre- engagement check (including a police record check) within a time specified by DSS. Services cannot commence until the outcome of the pre- engagement check is cleared by DSS Security; and• The specified personnel must provide a current Baseline (or higher if required) Security Clearance to DSS, or submit the relevant Baseline (or higher if required) Security Clearance documentation to DSS for processing within a time specified by DSS. <p>Commencement of undertaking Services by the Specified Personnel is subject to the requirements and/or outcomes of the above Security requirements, if any.</p> <p>If the Agency determines, in its sole discretion, that the results of the pre- engagement checks (including a police record check) or the Baseline or higher security clearance or working with vulnerable people check are not satisfactory, then DSS may terminate this Official Order/Specified Personnel in accordance with the Deed.</p> <p>The cost of obtaining the above Security requirements will be met by the Agency unless otherwise agreed between the parties.</p>					
30.	Subcontracting MA cl. 11	N/A					
31.	Buyer material MA cl. 15	N/A					
32.	WGE compliance letter	N/A					
33.	Indigenous Procurement Policy	N/A					
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.							
34.							
35.							

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

Mike Websdane

Name

Branch Manager

Position

14/12/2021

Date

Witness

s47F

Signature

s22

Name

14/12/2021

Date

Seller signatures

Seller's authorised officer

s 47F

Signature

Adam Mitchell

Name

Managing Director

Position

Tuesday 14 December 2021

Date

Witness

s 47F

Signature

s 47F

Name

Tuesday 14 December 2021

Date



Australian Government
Department of Social Services

DEED OF VARIATION No 1

To Official Order Number: 90013846

Between: COMMONWEALTH OF AUSTRALIA
represented by the Department of Social Services

and Deloitte Touche Tohmatsu
ABN 74 490 121 060

for: The provision of data analytics work/activities for CDC data project, strengthening of the data governance process, design services for infographics and building the Departments capabilities to support ongoing analysis of the CDC program.

THIS DEED OF VARIATION is made on 24 March 2022

BETWEEN

COMMONWEALTH OF AUSTRALIA (the Commonwealth) as represented by the Department of Social Services (**the Department**)

AND Deloitte Touche Tohmatsu (**the Supplier**) ABN 74 490 121 060, an Australian company incorporated in accordance with the Corporations Act 2001

PURPOSE

- A. The Supplier and the Commonwealth, represented by the Department, entered into Official Order Number 90013846 dated 16 November 2021 (**the Contract**) for the provision of data analytics work/activities for CDC data project, strengthening of the data governance process, design services for infographics and building the Departments capabilities to support ongoing analysis of the CDC program pursuant to and subject to the terms and conditions of Deed Number SON3538332 between the Department and the Supplier.
- B. The parties have agreed to certain variations to the rights and obligations contained in the Contract.
- C. The parties wish to formally record those variations in the form of this Deed of Variation.

IT IS AGREED

1. The Contract is varied by the following amendments:

Under - **Item A – Commencement and Term**

- **Delete - Expiry Date** of 31 March 2022
- **Replace with - Expiry Date** of Thursday 30 June 2022

Under - **Item B – Services**

- **Delete** the following portion from Phases of work – Data analytics to support the CDC program table

Phase	Description	Activities ¹	Due Date
Deliver training and capability uplift	Based on the developed plan, deliver training required to support and uplift the analytics capability of DSS staff	<ul style="list-style-type: none"> • Collaboratively work with DSS staff as determined during initial phases to maximise knowledge transfer • Deliver support training and handover material as identified in initial phases to support staff upskilling 	31 March 2022

- **Replace** with the following -

Phase	Description	Activities ¹	Due Date
Deliver training and capability uplift	Based on the developed plan, deliver training required to support and uplift the analytics capability of DSS staff	<ul style="list-style-type: none"> • Collaboratively work with DSS staff as determined during initial phases to maximise knowledge transfer • Deliver support training and handover material as identified in initial phases to support staff upskilling 	30 June 2022

Under - Item F – Fees, Allowances and Costs

- **Delete** the following wording and table -

The total value of the Services under this contract will not exceed **s47E, s47G** **GST inclusive**, including variable costs/expenses.

Payment will only be made once the department has accepted each deliverable.

Milestone Description	Due Date	Fee
Progress delivery of the milestones ¹	30 November 2021	s47E, s47G
Progress and final delivery of the milestones	31 December 2021	
Progress delivery of the milestones	31 January 2022	
Progress delivery of the milestones	28 February 2022	
Final delivery of the milestones	31 March 2022	

Replace with:

The total value of the Services under this contract will not exceed **s47E, s47G** **GST inclusive**, including variable costs/expenses.

Payment will only be made once the department has accepted each deliverable.

Milestone Description	Due Date	Fee
Progress delivery of the milestones ¹	30 November 2021	s47E, s47G
Progress and final delivery of the milestones	31 December 2021	
Progress delivery of the milestones	31 January 2022	
Progress delivery of the milestones	28 February 2022	
Progress delivery of the milestones	31 March 2022	
Final delivery of the milestones	30 June 2022	

2. In all other respects the terms and conditions of the Contract remain unaltered.

SIGNED as a Deed by the parties as at the date first above mentioned.

SIGNED for and on behalf of the Department of Social Services ABN 36 342 015 855

by:

Mike Wubbolane s47F
[Insert name of Signatory] [Signature]

Branch Manager
[Insert Signatory's work title]

On:

28.3.22
[Insert date]

In the presence of:

s22 s47F
[Insert name of Witness] [Signature]

EXECUTED by

Deloitte Touche Tohmatsu ABN 74 490 121 060

by its authorised representative:

s47F, s47G s47F
[Insert name of Signatory] [Signature]

Partner
[Insert Signatory's work title]

On:

28/03/2022
[Insert date]

In the presence of:

s47G, s47F s47F
[Insert name of Witness] [Signature]

DEED OF VARIATION No 2

To Official Order Number: 90013846

Between: COMMONWEALTH OF AUSTRALIA
represented by the Department of Social Services

and Deloitte Touche Tohmatsu
ABN 74 490 121 060

for: The provision of data analytics work/activities for CDC data project, strengthening of the data governance process, design services for infographics and building the Departments capabilities to support ongoing analysis of the CDC program.

THIS DEED OF VARIATION is made on 17 June 2022

BETWEEN

COMMONWEALTH OF AUSTRALIA (the Commonwealth) as represented by the Department of Social Services (**the Department**)

AND Deloitte Touche Tohmatsu (**the Supplier**) ABN 74 490 121 060, an Australian company incorporated in accordance with the Corporations Act 2001

PURPOSE

- A. The Supplier and the Commonwealth, represented by the Department, entered into Official Order Number 90013846 dated 16 November 2021 (**the Contract**) for the provision of data analytics work/activities for CDC data project, strengthening of the data governance process, design services for infographics and building the Departments capabilities to support ongoing analysis of the CDC program pursuant to and subject to the terms and conditions of Deed Number SON3538332 between the Department and the Supplier.
- B. The parties have agreed to certain variations to the rights and obligations contained in the Contract.
- C. The parties wish to formally record those variations in the form of this Deed of Variation.

IT IS AGREED

1. The Contract is varied by the following amendments:

Under - **Item A – Commencement and Term**

- **Delete - Expiry Date** of 30 June 2022
- **Replace with - Expiry Date** of Sunday 31 July 2022

Under - **Item B – Services**

- **Delete** the following portion from Phases of work - Data analytics to support the CDC program table

Phase	Description	Activities ¹	Due Date
Deliver training and capability uplift	Based on the developed plan, deliver training required to support and uplift the analytics capability of DSS staff	<ul style="list-style-type: none"> • Collaboratively work with DSS staff as determined during initial phases to maximise knowledge transfer • Deliver support training and handover material as identified in initial phases to support staff upskilling 	30 June 2022

- **Replace with the following -**

Phase	Description	Activities ¹	Due Date
Deliver training and capability uplift	Based on the developed plan, deliver training required to support and uplift the analytics capability of DSS staff	<ul style="list-style-type: none"> • Collaboratively work with DSS staff as determined during initial phases to maximise knowledge transfer • Deliver support training and handover material as identified in initial phases to support staff upskilling 	31 July 2022

Under - **Item F – Fees, Allowances and Costs**

- **Delete** the following wording and table -

The total value of the Services under this contract will not exceed **s47E, s47G** **GST inclusive**, including variable costs/expenses.

Payment will only be made once the department has accepted each deliverable.

Milestone Description	Due Date	Fee
Progress delivery of the milestones ¹	30 November 2021	s47E, s47G
Progress and final delivery of the milestones	31 December 2021	
Progress delivery of the milestones	31 January 2022	
Progress delivery of the milestones	28 February 2022	
Progress delivery of the milestones	31 March 2022	
Final delivery of the milestones	30 June 2022	

Replace with:

The total value of the Services under this contract will not exceed **s47E, s47G** **GST inclusive**, including variable costs/expenses.

Payment will only be made once the department has accepted each deliverable.

Milestone Description	Due Date	Fee
Progress delivery of the milestones ¹	30 November 2021	s47E, s47G
Progress and final delivery of the milestones	31 December 2021	
Progress delivery of the milestones	31 January 2022	
Progress delivery of the milestones	28 February 2022	
Progress delivery of the milestones	31 March 2022	
Final delivery of the milestones	31 July 2022	

2. In all other respects the terms and conditions of the Contract remain unaltered.

SIGNED as a Deed by the parties as at the date first above mentioned.

SIGNED for and on behalf of the Department of Social Services ABN 36 342 015 855
by:

s22

s47F

[Insert name of Signatory]

[Signature]

Director

[Insert Signatory's work title]

On:

28/6/22

[Insert date]

In the presence of:

s22

s47F

[Insert name of Witness]

[Signature]

EXECUTED by
Deloitte Touche Tohmatsu ABN 74 490 121 060
by its authorised representative:

s47F, s47G

s47G, s47F

[Insert name of Signatory]

[Signature]

Partner - Data and AI

[Insert Signatory's work title]

On:

28/06/2022

[Insert date]

In the presence of:

s47F, s47G

s47F, s47G

[Insert name of Witness]

[Signature]