

APPENDIX

Consultancy services

Consistent with the Government's policy to focus available resources on core functions, and recognising the value of the different perspectives that consultants can bring to policy and operational issues, the department engages consultants where skills are currently unavailable in the department, there is a need for specialised or professional skills, or there is a need for independent research or assessment. All contracts (including consultancies) valued over \$10 000 entered into in Australia, or entered into overseas with an Australian supplier, are published in the Government's electronic gazettal system, AusTender (www.contracts.gov.au).

Selection processes

The process used for selecting consultants, both in Australia and at overseas posts, is consistent with the department's broader procurement policies and the Commonwealth Procurement Guidelines, and is based on the principle of 'value for money'. Selection methods are as follows:

Open tender

Consultancies over \$80 000 (GST inclusive) are advertised in AusTender, the Commonwealth Government's electronic publishing service, and where deemed appropriate, in the print media. In Australia, open tenders are also advertised on the department's Internet site (www.dfat.gov.au/tenders). Overseas, open tenders are advertised on the post's local website.

Select sourcing

A limited number of organisations or individuals are invited to submit quotations/tenders for particular consultancies. These firms are identified:

- through their expertise in a particular field
- as representing a particular cultural or other interest group
- as belonging to a multi-use list (consisting of pre-qualified potential suppliers that have satisfied the conditions for inclusion on the list. e.g. Government Endorsed Supplier Arrangement for IT services).

In Australia, select sourcing tenders are also advertised on the department's Internet site for the information of any other supplier that believes it would be competitive in meeting the tender requirements.

Direct sourcing

A consultant is permitted to be sourced directly under certain special conditions as outlined in section 8 of the *Commonwealth Procurement Guidelines*, January 2005.

Panel

An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements.

Consultancy services 2004–05

The following table lists all consultancy contracts let during the year to the value of \$10 000 or more (inclusive of GST), including the contract price for the consultancy and the reason for the decision to engage consultancy services.

Consultant name	Description	Contract price	Selection process	Reason
A. D. Andricopoulos	Independent legal property advice—Athens	13 715	Direct sourcing	A
Alliance Consulting	Provision of procurement support services	15 200	Direct sourcing	A
Alliance Consulting	Scoping study for content management system	21 236	Direct sourcing	A
Alliance Consulting	Develop appointment system plan	40 711	Direct sourcing	A
Australian—Italy Cultural Promotions Pty Ltd	Cultural programmes consultant—Rome	55 000	Direct sourcing	A
B & A Consultance	Specialist advice—locally engaged staff salaries—Honiara	11 095	Direct sourcing	C
Broad Chance Development Ltd	Real estate advisory and consultancy services—Phnom Penh relocation	314 735	Direct sourcing	A
CB Richard Ellis (Thailand) Co. Ltd	Property market survey—Bangkok	11 828	Direct sourcing	A
CB Richard Ellis (Thailand) Co. Ltd	Real estate services for property relocation—Bangkok	65 636	Select sourcing	A
CB Richard Ellis (Thailand) Co. Ltd	Sole agency property services—Phnom Penh	50 899	Direct sourcing	A
CB Richard Ellis (Thailand) Co. Ltd	Property valuation—Phnom Penh	18 161	Direct sourcing	A

Consultant name	Description	Contract price	Selection process	Reason
Dearnmak Pty Limited	Video conferencing business analysis	33 000	Direct sourcing	B
Ernst & Young	Compensation & benefits market survey—Ankara	18 279	Select sourcing	C
Gartner Australasia Pty Ltd	Provision of research and analysis about global information technology industry	30 360	Open tender	C
Inquit Communication Pty Ltd	Prepare and deliver APEC workshop sessions on negotiating FTAs	12 100	Direct sourcing	A
International Economics Unit Trust	Economic modelling—Australia–Malaysia free trade agreement	119 540	Select sourcing	C
International Economics Unit Trust	A report on liberalisation in APEC Member Economies	47 520	Select sourcing	C
International Economics Unit Trust	Economic modelling—Australia–Japan joint study	142 663	Open tender	A
Johnson Stokes & Master (Thailand) Ltd	Property legal services—Bangkok	21 967	Select sourcing	C
Jones Lang Wootton Malaysia	Property market survey report—Kuala Lumpur	37 593	Select sourcing	A
Lange Consulting & Software	Services to assist in a tender process (training)	18 000	Open tender	B
Linclaters CIS	Advice on local labour law—Moscow	46 259	Direct sourcing	C
Lucid IT	Specialist advice—ITSM tool RFT evaluation	12 540	Direct sourcing	C
Lucid IT	ITIL maturity review	15 840	Direct sourcing	B
Makarim & Taira S	Due diligence reviews	21 010	Select sourcing	C
Monash University	Specialist advice—Australia–China FTA agreement	50 000	Select sourcing	C
P. Kommatas	Independent legal advice and services—Athens	21 229	Direct sourcing	A
PT Geotechnical & Environmental Services Indonesia T/A Golder Associates	Geotechnical survey consultancy—Jakarta relocation	45 739	Direct sourcing	A

Consultant name	Description	Contract price	Selection process	Reason
PT Procon Indah	Real estate advisory and consultancy services— Jakarta relocation	468 855	Select sourcing	C
Robarts	Development consultant— Beijing apartments	170 510	Select sourcing	C
SNA Trading Corporation Pty Ltd	Review of Delta, Passports, workflow, imaging, intelligent character recognition, document and records management systems	40 000	Open tender	A
Standards Australia International Limited	Design and delivery of 'APEC—Business Case for Standards' seminars in Indonesia; Philippines; Vietnam; Thailand and China, plus the provision of a report based on the outcomes of the seminars	48 449	Direct sourcing	B
Synergy Business Solutions (Intl) Pty Ltd	Provision of auditing services for UPS reimbursable expenses	23 960	Panel	C
Unisearch Limited	Specialist advice—bomb blast analysis	70 000	Direct sourcing	B
Wallis Consulting Group	Development of a client survey	23 610	Direct sourcing	C
Wallis Research Group Pty Ltd	Provision of a client satisfaction survey	47 220	Direct sourcing	C
Wordly Wisdom	Provision of public information services for passports branch in relation to the introduction of the new Passports Act 2005	15 000	Direct sourcing	A
Worley Parsons Services Pty Ltd	Specialist advice—bomb blast analysis	53 650	Direct sourcing	A
Total		2 273 110		

Explanation of selection process terms:

Open tender—A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders.

Select sourcing—A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders/quotations in accordance with the mandatory procurement procedures (*Commonwealth Procurement Guidelines*, January 2005).

Direct sourcing—A procurement process, available only under certain defined circumstances, in which an agency may contact a single potential supplier of its choice.

Panel—An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements.

Reason codes:

A—skills currently unavailable within the department

B—need for specialised or professional skills

C—need for independent research or assessment