

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 it lacks specialist expertise, or where independent assessments or input are considered desirable.

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:

Public tender: Consultancies are advertised in the daily press. In Australia they are also advertised on the department's Internet site, and through the services of the Government's electronic publishing service – AusTender.

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

- through their expertise in a particular field
- through their involvement in related work with the department or government
- as representing a particular cultural or interest group.

In Australia restricted tenders are also advertised on the department's Internet site for the information of any other supplier who believes they would be competitive in meeting the requirements and wishes to submit a tender.

Direct engagement: A recognised pre-eminent expert or authority in a particular field or a consultant who previously has undertaken closely related work for the department may be engaged directly. In these instances, the consultant's fees are compared to those in the market, to ensure that value for money is being obtained.

All contracts (including consultancies) with values over \$2000 entered into in Australia, or entered into overseas with an Australian supplier, are published in the Government's electronic gazettal system (www.contracts.gov.au).

Consultancy services 2003–04

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 employ consultancy services.

Division/overseas post	Name of consultant	Description of project	Procurement method*	Advertising details**	Reason(s) for engagement***	Contract price (\$)
Ankara	ERNST & YOUNG	Specialist advice - locally engaged staff salary review	a	ii	1	17 241
Australian Safeguards and Non-Proliferation Office	AUSTRALIAN SECURITY INTELLIGENCE ORGANISATION	Risk assessment - uranium ore concentrates	c	iv	1	93 610
Corporate Management Division	ERNST & YOUNG	Risk assessment - department's Australian accounts payable and receivable functions	b	iv	1	18 038
Corporate Management Division	KPMG	Cost modelling - department's cross-agency arrangement for provision of common administrative services (Service Level Agreement)	b	iv	3	22 440
Corporate Management Division	KPMG	Taxation compliance and advisory services	b	iv	3	65 000
Corporate Management Division	PSI CONSULTING UNIT TRUST [Trading name: PSI Consulting Pty Ltd]	Specialist advice - preparation of tender documentation and evaluation of tenders for department's storage and removals contract	b	iv	3	35 000
Corporate Management Division	PSI CONSULTING UNIT TRUST [Trading name: PSI Consulting Pty Ltd]	Study on demand for Child Care Centre	b	iv	1	21 500

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Corporate Management Division	TRAVELSEARCH AUSTRALASIA PTY LIMITED	Specialist advice on travel industry and assistance to tender board	a	i	3	102 555
Diplomatic Security, Information Management and Services Division	ATAMO PTY LTD	Review of SATIN Global Management System platform	b	iv	1	13 200
Diplomatic Security, Information Management and Services Division	AUSTRALIAN TECHNOLOGY INDUSTRIES GROUP	Audit of unclassified document production devices	b	iv	6	15 180
Diplomatic Security, Information Management and Services Division	LUCID IT PTY LTD	Review of information technology services management	b	iv	6	20 460
Economic Analytical Unit	DEPARTMENT OF AGRICULTURE FISHERIES & FORESTRY [Trading name: Australian Bureau of Agricultural and Resource Economics (ABARE)]	Economic modelling for <i>PNG: The way ahead</i> report	b	iv	3	11 000
Economic Analytical Unit	HARDIN & ASSOCIATES PTY LTD	Specialist advice - private and sectoral recovery policies for <i>Solomon Islands: Rebuilding an island economy</i> report	b	iv	6	10 835
Office of Trade Negotiations	INTERNATIONAL ECONOMICS UNIT TRUST [Trading name: Centre for International Economics]	Economic modelling - Australia-United States Free Trade Agreement	b	iv	1	185 680

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Office of Trade Negotiations	UNIVERSITY OF ADELAIDE	Development of workshop on services trade	b	iv	5	16 860
Overseas Property Office	AMBIENTE '90 SRL	Architectural and design services	c	nr	3	179 385
Overseas Property Office	CB RICHARD ELLIS (Thailand)	Property market research	c	nr	3	33 990
Overseas Property Office	CB RICHARD ELLIS (Thailand)	Property market research	c	nr	3	33 990
Overseas Property Office	CB RICHARD ELLIS ULUSLARARASI EMLAK DANISMANLIK LTD STI	Property market research	c	iv	3	19 348
Overseas Property Office	DENTON CORKER MARSHALL PTY LTD	Architectural and engineering services	c	iv	3	75 000
Overseas Property Office	DTZ CENTRAL AND EASTERN EUROPE B.V.	Property market research	b	nr	3	28 460
Overseas Property Office	DTZ DEBENHAM TIE LEUNG	Property market research	c	nr	3	41 488
Overseas Property Office	DTZ LEADENHALL PTY LTD	Property market research	b	nr	3	11 050
Overseas Property Office	JASPAL BOGHAL ASSOCIATES	Architectural services	c	iv	3	85 645
Overseas Property Office	MSA & ASSOCIATES PTY LTD	Architectural services	c	iv	3	57 873
Overseas Property Office	MSA & ASSOCIATES PTY LTD	Architectural services	c	iv	3	74 000
Overseas Property Office	MSA & ASSOCIATES PTY LTD	Architectural services	c	iv	3	118 560
Overseas Property Office	MSA & ASSOCIATES PTY LTD	Architectural services	c	iv	3	34 872
Overseas Property Office	MSA & ASSOCIATES PTY LTD	Architectural services	c	iv	3	134 469

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Overseas Property Office	MSA & ASSOCIATES PTY LTD	Architectural services	c	iv	3	30 450
Overseas Property Office	QUINN EVANS ARCHITECTS	Architectural and contract administration services	c	nr	3	504 300
Overseas Property Office	SERAU SA	Architectural and project management services	c	nr	3	568 829
Overseas Property Office	SL & A INTERNATIONAL (ASIA) INC	Architectural and project management services	b	nr	6	95 340
Public Diplomacy, Consular and Passports Division	ALAMEIN CONSULTING PTY LTD	Project management assistance - Australian participation in 2005 World Expo, Aichi, Japan	b	iv	2	52 000
Public Diplomacy, Consular and Passports Division	ALLIANCE CONSULTING GROUP PTY LTD	Specialist advice - development of a business continuity plan	c	iv	3	37 600
Public Diplomacy, Consular and Passports Division	ALLIANCE CONSULTING GROUP PTY LTD	Specialist advice - development of a change management plan	c	iv	3	24 310
Public Diplomacy, Consular and Passports Division	AUSTRALIAN FEDERAL POLICE	Investigation of passport fraud	c	iv	3	82 000
Public Diplomacy, Consular and Passports Division	FULTON TECHNOLOGY PTY LTD	Licence for freedom of information software and consultancy software support services	c	iv	2	27 000
Public Diplomacy, Consular and Passports Division	GAPBUSTER SYSTEMS ASIA-PACIFIC LIMITED	Quality assurance review of passport services - provision of <i>Mystery shopper</i> program to Australia Post outlets	c	iv	3	50 000
Public Diplomacy, Consular and Passports Division	PSI CONSULTING UNIT TRUST [Trading name: PSI Consulting Pty Ltd]	Development of standing offer panel for administrative, information technology and specialist contractors	c	iv	3	40 000
Public Diplomacy, Consular and Passports Division	SULLIVAN, BRIAN E	Time and motion study of passport office tasks	c	iv	6	25 000

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Public Diplomacy, Consular and Passports Division	WALTETURNBULL PTY LTD	Business assurance review - passports online payments process	b	iv	1	19 170
Rome	AUSTRALIA-ITALY CULTURAL PROMOTIONS	Cultural programs consultant	c	iv	3	25 000
Rome	AUSTRALIA-ITALY CULTURAL PROMOTIONS	Cultural programs consultant	c	iv	3	25 000
Seoul	KIM, SHIN & YU	Specialist advice - local labour laws	c	nr	3	10 632
Singapore	HAY GROUP PTY LTD	Development of work level standards and salary benchmarking	b	ii	1	16 022
South Pacific, Africa and Middle East Division	BAYLISS ASSOCIATES PTY LTD	Study on trade between Australia and selected Arab countries	a	iv	4	72 930
South Pacific, Africa and Middle East Division	WERNER INTERNATIONAL	Study on Fiji's textiles, clothing and footwear industries	b	iv	1, 2	143 000
Tokyo	DENTON CORKER MARSHALL PTY LTD	Design services	b	ii	1	42 500
Tokyo	TOKYO AOYAMA AOKI LAW OFFICE	Legal advice	c	ii	3	15 706
Trade Development Division	ALLENS ARTHUR ROBINSON	Report on the enforcement of business regulation and commercial laws in the APEC region	a	iv	3	45 176
Trade Development Division	DALE FITZELL & ASSOCIATES PTY LTD	Assessment of communications strategy for free trade agreements	b	iv	1	35 109
Trade Development Division	ERNST & YOUNG CORPORATE FINANCE PTY LTD	Review of the credit insurance alliance and contingent divestment arrangements between EFIC, the Commonwealth and Gerling NCM	c	iv	1	31 850

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Trade Development Division	INTERNATIONAL ECONOMICS UNIT TRUST [Trading name: Centre for International Economics]	Economic modelling - Thailand–Australia Free Trade Agreement	b	iv	1	37 675
Trade Development Division	TRADE & ENVIRONMENT SOLUTIONS PTY LTD	Specialist liaison and advisory services to the Australian ABAC members for the ABAC meeting held in Miami, Florida 3-6 February 2004	c	iv	1	27 646
Trade Development Division	TRADE & ENVIRONMENT SOLUTIONS PTY LTD	Specialist liaison and advisory services for the Australian members of the APEC Business Advisory Council	a	iii, iv	1	65 000
Trade Development Division	YOUNG, LINCOLN JOSEPH	Development of framework to evaluate economic and technical cooperation work across APEC forums	c	iv	3	38 693
Total						3 764 667

*** Procurement method**

- a open/public tender
- b restricted/selected tender
- c direct engagement

**** Advertising**

- i advertised in the Australian press and/or industry journal
- ii advertised in the local press and/or industry journal
- iii advertised on the Australian Government tenders website - AusTender
- iv contract advertised in the electronic Government gazette (GaPS)
- nr not required - overseas post

***** Reason(s) for consultant engagement**

- 1 independent study
- 2 need to access the latest technology and expertise
- 3 lack of in-house resources
- 4 limitations on executive time
- 5 need for a change agent or facilitator
- 6 recognised or pre-eminent expert