

From: [Magda Gibbons](#)
To: [Specified Personnel Tenders](#)
Cc: s 22(1)(a)(ii)
Subject: RE: RFQ 034-21 - REQUEST FOR APPROVAL - ATM Minute - ICT Procurement Governance Services for CEN [SEC=OFFICIAL]
Date: Thursday, 18 November 2021 2:28:37 PM

OFFICIAL

Approved, thanks team!

[Magda Gibbons](#)

Assistant Secretary

ICT Strategy, Planning and Governance Branch (IPB) | Information Management and Technology Division (IMD)

Department of Foreign Affairs and Trade

magda.gibbons@dfat.gov.au | T: s 22(1)(a)(ii) | M: s 22(1)(a)(ii)

From: Specified Personnel Tenders ^{s 22(1)(a)(ii)} @dfat.gov.au>
Sent: Thursday, 18 November 2021 1:01 PM
To: Magda Gibbons <Magda.Gibbons@dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>; Specified Personnel Tenders ^{s 22(1)(a)(ii)} @dfat.gov.au>
Subject: RFQ 034-21 - REQUEST FOR APPROVAL - ATM Minute - ICT Procurement Governance Services for CEN [SEC=OFFICIAL]

OFFICIAL

Hi Magda,

On behalf of CEN, please see below ATM and attached RFQ for approval.

Kind regards,
 s 22(1)(a)(ii)

Assistant Director | Commercial Engagement Section

ICT Strategy, Planning and Governance Branch | Information Management and Technology Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii) @dfat.gov.au T: s 22(1)(a)(ii)

Minute – Approval to approach the market for engagement of ICT contractor

Title	ICT Procurement Governance Services		
Procurement Method	DTA Digital Marketplace (Open Tender) SON3413842	Estimated Potential Total Value	\$3,173,760.00 ex GST \$3,491,136.00 Inc. GST
Period	12 months – s 47G(1)(a)	Value of Initial Period @ s 47G(1)(a) for	\$793,440.00 ex GST

		up to s 47G(1)(a)	\$872,784.00 Inc. GST
Extension Option	2 x 12 months	Value of extension option	\$2,380,320.00 ex GST \$2,618,352.00 Inc. GST
Risk Assessment	Low	Funding Code and Source	s 22(1)(a)(ii)
		GL Code	

Background

IMD/IPB/CEN has a small section of 7 staff and s 47G(1)(a) servicing the departments ICT procurement and contract requirements for hardware, software, services and contractors as well as ICT MoU arrangements with partner agencies.

CEN manage

s 47E(d)

CEN requires resourcing to manage IMD procurement, contract management, Vendor Management and MoU activities and to mature the functions. There are several critical upcoming procurements including the Consular Modernisation Program, Salesforce and NEC ICT helpdesk services arrangements.

Requirement:

The Department requires the services of a suitably qualified and experienced industry partner (Service Provider) to assist the Department in setting up the governance, structure and processes required to strengthen the management of its vendor relationships and contracts and to continue to gain insight into its extensive investment in ICT as set out in the attached RFQ.

The RFQ seeks three resources with flexibility incorporated for additional resources to provide insight and support to the Departments extensive investment and use of software if required and if sufficient budget. DFAT's preference is for all resources to be provided by the one supplier.

Procurement Method

The proposed approach to market will be via the Digital Transformation Agency's (DTA) Digital Marketplace Panel to which DFAT is a participant agency. The following suppliers under the 'digital sourcing and ICT procurement' category will be issued the RFQ:

Supplier s 47G(1)(a)	Reason for inclusion
	Known capability in delivering similar services
Group10 s 47G(1)(a)	Known capability in delivering similar services
	Known capability in delivering similar services
	Known capability in delivering similar services

The RFQ will close 7 days after publishing.

Note, there are no suitable mandatory Whole of Government Panels to use for this proposed procurement and the Indigenous Procurement Policy does not apply because the value is above the \$200,000 threshold.

Evaluation Method

The Evaluation Panel Members are intended to be:

Role	Name

Chair s 22(1)(a)(ii)

Member

Member

The RFQ Evaluation will include the following steps:

- Evaluating quotations against the evaluation criteria;
- Interviewing shortlisted candidates; and
- Contacting referees as required.

The evaluation criteria and weightings are:

Criterion	Weighting
Capability of personnel to provide the services	50%
Experience providing comparable Advisory & Governance, Strategic Sourcing and Procurement, Strategic Vendor and Contract Management services to organisations of similar size and complexity to the Department.	50%
Price	Unweighted
Risk	unweighted

ATM/RFQ and Agreement Templates Proposed

The proposed procurement is from an existing Panel, therefore IMD will utilise the Request for Quotation and Work Order relevant to the Panel.

Funding

Department funding has been allocated and approved against s 47E(d)

. There is sufficient uncommitted budget available to meet the cost of this requirement. The total anticipated GST exclusive amounts payable under this spending proposal, including any option period/s are detailed below.

<u>Proposed Total Agreement Value (incl. GST) per contractor</u>	<u>Financial Year 2021/22 (estimated services from 6 December 2021)</u>	<u>Financial Year 2022/23</u>	<u>Financial Year 2023/24</u>	<u>Financial Year 2024/25 (to estimated 6 December 2024)</u>
	\$459,534.00	\$793,440.00	\$793,440.00 -	- \$376,884.00
<u>Hours</u>	s 47G(1)(a), s 47E(d)			

Risk

The proposed procurement has been assessed as low risk.

The following risks have been identified and the proposed mitigation method/s is/are:

Risk	Mitigation
Security	Minimum NV1 security clearance
Cyber security	Minimum NV1 security clearance

Work Health and Safety

Standard DFAT Work Health and Safety conditions and requirements will apply to this proposed approach to market and the resulting Work Order/s.

Recommendation

It is recommended that you approve an approach to market to seek proposals for agreements valued at up to \$3,491,136.00 (incl. GST) for this proposed procurement.

Attachments

1. RFQ

Declaration by financial Delegate

In approving the above proposal, I confirm that this approach to market is consistent with required policies and process, including the *Public Governance Performance and Accountability Act 2013* (Cth), DFAT's Finance Management Manual and DFAT's Procurement Policy. I am satisfied that the method of procurement is commensurate with the scope, scale and risk of the procurement and will ensure value for money.

Magda Gibbons
Assistant Secretary, IMD/IPB



Australian Government

Department of Foreign Affairs and Trade

APS EMPLOYEE ACKNOWLEDGMENT OF CONFIDENTIALITY OBLIGATIONS AND CONFLICT OF INTEREST DECLARATION

Procurement title and number:	RFO - 034-21 s 22(1)(a)(ii)
Name:	
Position:	Assistant Director s 22(1)(a)(ii)
Employee ID number:	

Confidentiality

- I am an Australian Public Service ("APS") employee involved in the above mentioned procurement process ("Procurement") being undertaken by the Commonwealth of Australia (acting through the Department of Foreign Affairs and Trade (DFAT)).
- I acknowledge that, as an APS employee, I am subject to duties and obligations of confidentiality under the *Public Service Act 1999*, the *Privacy Act 1988*, the *Crimes Act 1914* and, for DFAT staff, the DFAT Secretary's Instructions.
- I acknowledge that I am bound by the *APS Code of Conduct* set out in section 13 of the *Public Service Act 1999*. I acknowledge that the *APS Code of Conduct* states that I must not make improper use of inside information in order to gain a benefit or advantage for myself or any other person. I further acknowledge that the *APS Code of Conduct* requires me to comply with all applicable Australian laws when acting in the course of my employment.
- I acknowledge that section 70 of the *Crimes Act 1914* provides that current or former Commonwealth officers are not to disclose any information that they are, or were at the time of ceasing to be a Commonwealth officer, bound not to disclose. I understand that sanctions may be applied if I fail to comply with my obligations at law.
- I acknowledge that, in addition to the legislative duties and obligations to which I am subject, I am also subject to common law and equitable duties of non-disclosure.
- I acknowledge that I will comply with the legislative, common law and equitable duties and obligations described above in relation to information that I receive in performing my duties with respect to the Procurement.

Conflict of Interest

- I **declare** that to the best of my knowledge, and having made all reasonable enquiries:



I **do not** have, and have not had, any interest (whether financial or non-financial) or an affiliation that could actually, potentially or be perceived to affect, my ability to perform my duties fairly and independently.



I **do** have, or have had, the following interests or affiliations that could actually, potentially or be perceived to affect, my ability to perform my duties fairly and independently:

**APS EMPLOYEE CONFIDENTIALITY ACKNOWLEDGMENT AND CONFLICT OF INTEREST
DECLARATION WHEN INVOLVED IN DFAT PROCUREMENT PROCESSES**

Version 1.0 (March 2018)

Guidance

This Confidentiality Acknowledgement and Conflict of Interest Declaration is intended to be used by APS Employees (ongoing and non-ongoing) involved in procurement processes, especially tender evaluations.

The document requires the APS Employee to acknowledge that they are aware of their confidentiality obligations under Australian law and Commonwealth policy, including the *Public Service Act 1999* and Australian Public Service Code of Conduct, and to declare any actual, potential or perceived conflict of interest which could prevent their involvement in the procurement process.

The document is **not** intended to be signed by Contractors working in DFAT on procurement activities. Contractors undertaking procurement activities, especially tender evaluations, must sign a Deed Poll of Confidentiality, Privacy and Conflict of Interest (located on the intranet).

This document will be reviewed and updated on an 'as required' basis to reflect changes in legislation, policy and procurement practices. Amendments to the document will be released through updates to the current version or the issue of a new version of the template.

Note to users:

Delete this cover page before printing.

The document has been drafted to protect the interests of the Commonwealth. Users must not amend any of the clauses without first consulting ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au).

Version control	
Version 1.0 (March 2018)	Deed Poll template created

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8. If an actual, potential or perceived conflict of interest arises during the course of the Procurement, or appears likely to arise, I agree to:
- (a) immediately notify the Tender Evaluation Committee Chair **and/or** Probity Adviser (if one has been appointed) in writing of the conflict of interest making a full disclosure of all relevant information relating to the conflict of interest
 - (b) take the action required by the Tender Evaluation Committee Chair and/or Probity Adviser to resolve/manage the conflict of interest.
9. I acknowledge that if an actual, potential or perceived conflict of interest cannot be resolved or managed, I may be excluded from further involvement in the Procurement and the implementation of any resulting contract(s) (at DFAT's discretion).

Conflict of Interest examples:

Actual	"My sister works for a tenderer bidding on this tender."
Potential	"My sister has applied for a job and if she is successful she will be working for a tenderer on this project."
Perceived	"My sister used to work for a tenderer but no longer does, however this is not well known."

s 22(1)(a)(ii)

Signature:**Date:** 29/11/2021

s 22(1)(a)(ii)

Witness: Signature:

Name:

(Please print)

Tender Evaluation Committee Chair / Probity Adviser determination:

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Name:

Position:

Signature:

Date:



Australian Government
Department of Foreign Affairs and Trade

APS EMPLOYEE ACKNOWLEDGMENT OF CONFIDENTIALITY OBLIGATIONS AND CONFLICT OF INTEREST DECLARATION

Procurement title and number:	RFQ-034-21
Name:	s 22(1)(a)(ii)
Position:	Assistant Director, s 22(1)(a)(ii)
Employee ID number:	s 22(1)(a)(ii)

Confidentiality

1. I am an Australian Public Service ("APS") employee involved in the above mentioned procurement process ("Procurement") being undertaken by the Commonwealth of Australia (acting through the Department of Foreign Affairs and Trade (DFAT)).
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6. I acknowledge that I will comply with the legislative, common law and equitable duties and obligations described above in relation to information that I receive in performing my duties with respect to the Procurement.

Conflict of Interest

7. I **declare** that to the best of my knowledge, and having made all reasonable enquiries:

☒

I **do not** have, and have not had, any interest (whether financial or non-financial) or an affiliation that could actually, potentially or be perceived to affect, my ability to perform my duties fairly and independently.

☐

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Version control	
Version 1.0 (March 2018)	Deed Poll template created

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s 22(1)(a)(ii)

Signature:

Date:

29/11/2021

s 22(1)(a)(ii)

Witness:

Signature:

s 22(1)(a)(ii)

Name:

(Please print)

Tender Evaluation Committee Chair / Probity Adviser determination:

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Name:

Position:

Signature:

Date:

From: s 22(1)(a)(ii)
To: [Specified Personnel Tenders](#); s 22(1)(a)(ii)
Subject: RFQ 034-21 (ID 17475 & 17477) ICT Procurement Governance Services [SEC=OFFICIAL]
Date: Monday, 29 November 2021 10:10:12 AM
Attachments: [Confidentiality Acknowledgment and Conflict of Interest Declaration - APS Employee.pdf](#)

OFFICIAL

I declare I have no conflict of interest in this Procurement ID RFQ 034-21 (ID 17475 & 17477) ICT Procurement Governance Services.

s 22(1)(a)(ii) I am unable to provide a wet signature. I will provide this on Monday 6 December 2021.

Please accept this as my declaration until then.

Kind regards

s 22(1)(a)(ii)
Senior Procurement Officer | ICT Commercial Engagement Section (CEN)
ICT Strategic Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade
s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au) Tel: s 22(1)(a)(ii)

From: Specified Personnel Tenders ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
Sent: Monday, 29 November 2021 8:01 AM
To: s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
Subject: RFQ 034-21 (ID 17475 & 17477) ICT Procurement Governance Services [SEC=OFFICIAL]

OFFICIAL

Good Morning all,

This RFQ has now closed and you have been selected as the evaluation panel members.

Before I give you access to the submissions, attached in the two excel spreadsheets are the names of candidates that have been submitted. Please complete the attached conflict form to confirm if you do or do not have a conflict of interest with any of these candidates.

Once all three of you have submitted the forms I will provide the responses.

Many thanks.

s 22(1)(a)(ii)

Procurement Officer | Commercial Engagement Section
ICT Strategy, Planning and Governance Branch | Information Management and Technology Division
Department of Foreign Affairs and Trade
s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)

**APS EMPLOYEE CONFIDENTIALITY ACKNOWLEDGMENT AND CONFLICT OF INTEREST
DECLARATION WHEN INVOLVED IN DFAT PROCUREMENT PROCESSES**

Version 1.0 (March 2018)

Guidance

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Version 1.0 (March 2018)	Deed Poll template created



Australian Government
Department of Foreign Affairs and Trade

APS EMPLOYEE ACKNOWLEDGMENT OF CONFIDENTIALITY OBLIGATIONS AND CONFLICT OF INTEREST DECLARATION

Procurement title and number:	RFQ 034-21 (ID 17475 & 17477) ICT Procurement Governance Services
Name:	s 22(1)(a)(ii)
Position:	Senior Procurement Officer
Employee ID number:	s 22(1)(a)(ii)

Confidentiality

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Potential	"My sister has applied for a job and if she is successful she will be working for a tenderer on this project."
Perceived	"My sister used to work for a tenderer but no longer does, however this is not well known."

Signature:

Date: 29.11.2021

Witness: Signature:

Name:

(Please print)

Tender Evaluation Committee Chair / Probity Adviser determination:

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Name:

Position:

Signature:

Date:

From: s 22(1)(a)(ii)
To: Specified Personnel Tenders
Subject: RE: Action: s23 Commit Funds and Enter into an Arrangement - RFQ 034-21 - ICT Procurement Governance Services [SEC=OFFICIAL:Sensitive]
Date: Monday, 20 December 2021 9:35:30 AM

Hi s 22(1)(a)(ii)

The below request is approved.

Thanks

s 22(1)(a)(ii)

Director ICT Policy, Communications and Training (PCU)
ICT Strategic Planning and Governance Branch | Information Management and Technology Division
Department of Foreign Affairs and Trade
Mobile: s 22(1)(a)(ii)
s 22(1)(a)(ii) @dfat.gov.au
s 22(1)(a)(ii)

From: Specified Personnel Tenders s 22(1)(a)@dfat.gov.au>
Sent: Monday, 20 December 2021 6:23 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: Action: s23 Commit Funds and Enter into an Arrangement - RFQ 034-21 - ICT Procurement Governance Services [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

For your urgent approval in Magda's absence please.

Many thanks.

s 22(1)(a)(ii)

Procurement Officer | Commercial Engagement Section
ICT Strategy, Planning and Governance Branch | Information Management and Technology Division
Department of Foreign Affairs and Trade
s 22(1)(a)(ii) @dfat.gov.au

From: Magda Gibbons <Magda.Gibbons@dfat.gov.au>
Sent: Friday, 17 December 2021 4:49 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: Specified Personnel Tenders s 22(1)(a)@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: Action: s23 Commit Funds and Enter into an Arrangement - RFQ 034-21 - ICT Procurement Governance Services [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

Thank you for doing this. s 22(1)(a)(ii)

Approved.

Kind regards,
Magda

Magda Gibbons
Assistant Secretary
ICT Strategy, Planning and Governance Branch (IPB) | Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade
magda.gibbons@dfat.gov.au | T: s 22(1)(a)(ii) | M: s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, 17 December 2021 3:49 PM
To: Magda Gibbons <Magda.Gibbons@dfat.gov.au>
Cc: Specified Personnel Tenders s 22(1)(a)@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: Action: s23 Commit Funds and Enter into an Arrangement - RFQ 034-21 - ICT Procurement Governance Services [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi Magda,

As Evaluation Chair, please find below the S23 for RFQ 034-21 - ICT Procurement Governance Services. We will draft the Work Order consistent with the below information and issue following execution of the S23. Can you please advise who will be acting for you, as they will need to counter execute the Work Order at some stage new week to allow for an anticipated 17 January 2022 start date.

The previous s23 and the RFQ for the approach to market has been attached to this email for reference. Please let me know if you require any further information.

I hope you have a wonderful holiday period. I look forward to continue to work with you in the New Year.

s23 Minute – Approval to commit and enter into an arrangement for engagement of an ICT contractors

Title	ICT Procurement Governance Services		
Procurement Method	DTA Digital Marketplace (Open Tender) SON3413842	Estimated Potential Total Value	\$2,445,984.00 ex GST \$2,690,582.40 Inc. GST
Period	12 months – s 47G(1)(a) per contractor	Value of Initial Period	\$815,328.00 ex GST \$896,860.80 Inc. GST
Extension Option	2 x 12 months	Value of extension option	\$1,630,656.00 ex GST \$1,793,721.60 Inc. GST
Risk Assessment	Low	Funding Code and Source	s 22(1)(a)(ii)
Time Reference	s 22(1)(a)(ii)	GL Code	

Background

IMD/IPB/CEN has a small section of 7 staff and s 47G(1)(a) servicing the departments ICT procurement and contract requirements for hardware, software, services and contractors as well as ICT MoU arrangements with partner agencies. CEN manages: s 47E(d)

Requirement

The Department requires the services of a suitably qualified and experienced industry partner (Service Provider) to assist the Department in setting up the governance, structure and processes required to strengthen the management of its vendor relationships and contracts and to continue to gain insight into its extensive investment in ICT. The RFQ sought the services of three resources with flexibility to be incorporated into the contract for additional resources. DFAT's preference was for all resources to be provided by the one supplier.

Evaluation

Of the four vendors issued the RFQ, s 47G(1)(a) Group 10 s 47G(1)(a) quoted. s 47G(1)(a) did not respond.

The Evaluation Committee (EC) consisted of:

Name s 22(1)(a)(ii)	Position	Role
	Assistant Director, IPB/CEN	Chair
	Senior Procurement Officer, IPB/CEN	Member
	Governance Officer, IPB/RGN	Member Replaced s 22(1)(a)(ii), Assistant Director CRB/CYE

The evaluation criteria and weightings are:

Criterion	Weighting
Capability of personnel to provide the services	50%
Experience providing comparable Advisory & Governance, Strategic Sourcing and Procurement, Strategic Vendor and Contract Management services to organisations of similar size and complexity to the Department.	50%
Price	Unweighted
Risk	unweighted

Evaluation Summary:

The evaluation of the responses and relevant candidate CVs was conducted individually by each member. Following this, the Evaluation Panel convened virtually to discuss the results. The EC shortlisted candidates based upon the average of individual evaluations and shortlisted any candidate that was ranked Very Suitable or Highly Suitable against the request for quotation requirements. Following further review of the request for quotation, the EC mapped the shortlisted candidates across the whole solution offering (services to be provided by one supplier) and the candidates suitability per the 3 available roles of:

- Resource 1: Advisory & Governance
- Resource 2: Sourcing and Procurement
- Resource 3: Negotiation Services

Through this process an evaluation panel member dropped out of the evaluation. To ensure the evaluation was conducted fairly, an additional

evaluation member was sought (s 22(1)(a)(ii)) to review the current state of the evaluation, interpretation of the request for quotation documents and the subsequent responses and candidate CVs. The Evaluation Panel noted that the anticipated hourly rate from the approach to market documentation was not reflected in the majority of Very Suitable and Highly Suitable responses received. The hourly rate received from these responses averaged above the anticipated s 47G(1)(a) rates. However, based upon the skill set and experience of the candidates and the consistency of higher hourly rates across the majority of responses, the Evaluation Panel felt the industry fairly demonstrated that the anticipated rate was too low for current market value. The three evaluation members (s 22(1)(a)(ii)) concluded that Group 10 was the only supplier that was able to provide the value for money offering of one supplier with candidates ranked appropriately (Very Suitable or Highly Suitable) that had the required skill set for each of the required roles (Resource 1, Resource 2 and Resource 3). The full evaluation commentary is on file within s 22(1)(a)(ii).

The preferred candidates from Group 10 are:

s 47G(1)(a)

Following the Evaluation outcome, it is proposed to enter into a Work Order with the following Specified Personnel under the Digital Marketplace Digital Transformation Agency Panel SON3413842. The proposed provider is considered a Small-Medium Enterprise (SME) and aligns with CPRs section 5.7 of supporting the Government in meeting the 35% SME target of all contracts awarded.

Negotiation/Clarification Points

The Evaluation Panel proposes the following negotiation/clarifications to be sought prior to executed the Work Order:

- Confirm that the nominated for Resource 1 and Resource 2 are available.
- Confirm a commencement date anticipated 17 January 2022
- s 47E(d)
-

The Evaluation Committee notes that the above clarification would not increase or impact this Section 23 and if negotiation lead to an additional cost, a separate Section 23 will be sort following a value for money assessment.

Funding

Following negotiations, the total value of the proposed agreement is **\$2,960,582.40** GST inclusive. Department funding has been allocated and approved against s 22(1)(a)(ii). There is sufficient uncommitted budget available to meet the cost of this requirement. The total anticipated GST exclusive amounts payable under this spending proposal, including any option period/s are detailed below.

Personnel Name	Hourly Rate (excl. GST)	Service start date	Service end date (12 months after commencement)	Financial Year 2021 – 2022 (6 months)	Financial Year 2022 – 2023 (full year)	Financial Year 2023 – 2024 (full year)	Financial Year 2024 – 2025 (6 months)	Total Hours	Total Amount (GST incl.)
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s 47G(1)(a)

TOTALS	\$2,960,582.40
s 47G(1)(a)	Additional resource if required. S23 approval will be requested should s 47G(1)(a) services be required. The Work Order includes relevant provisions to set out this requirement.

Risks

This procurement has been assessed as being low risk commensurate with the scale and scope of this agreement. The following risks were identified and the proposed mitigation method/s is/are:

Risk	Mitigation
Security	Minimum NV1 security clearance, or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.
Cyber security	Minimum NV1 security clearance, or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.

Contingent Liability Compliance

The proposed agreement does not contain any contingent liabilities.

Recommendation

It is recommended you approve to commit and enter into an arrangement under s23 (1) of the PGPA Act valued AUD \$2,960,582.40 GST inclusive with Group 10 Consulting (ABN 36163479883) for ICT procurement and governance services.

DELEGATE APPROVAL TO COMMIT AND ENTER INTO AN ARRANGEMENT

As the responsible delegate I confirm that this proposal is consistent with required policies and

process, including the PGPA 2013, DFAT's Financial Framework and DFAT's Procurement Policy as relevant.

In confirming this I am satisfied:

- that the method of procurement is commensurate with the scope and scale of the proposed agreement and will ensure value for money
- the services/goods are not subject to the Indigenous mandatory set aside
- the services/goods are a current business requirement
- there are sufficient funds available for the estimated costs and I hold the delegation for this level of funding
- where the proposal contains a contingent liability, it is within my delegation under s60 of the PGPA Act
- that the negotiation process has sufficiently mitigated risks and I am satisfied with the overall level of risk posed to the Commonwealth
- the proposed agreement is not inconsistent with Commonwealth policy
- I do not stand to make a personal gain, monetary or otherwise and there is no real or perceived conflict of interest
- that over the life of the agreement I will ensure that there are appropriate resources committed to managing the contract including risk management and meeting mandatory reporting requirements.

s 22(1)(a)(ii)

A/g Assistant Secretary
ICT Strategy, Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)

Kind Regards,

s 22(1)(a)(ii)

Assistant Director | ICT Commercial Engagement Section (CEN)
ICT Strategic Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade

s 22(1)(a)(ii) @dfat.gov.au M: **s 22(1)(a)(ii)**

From: s 22(1)(a)(ii)
To: s 22(1)(a)(ii)
Subject: FW: CHANGE ORDER 3 S23 APROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]
Date: Wednesday, 25 May 2022 2:08:00 PM
Attachments: [DFAT Change Order 3 version 3 with TM EXECUTED.pdf](#)

OFFICIAL: Sensitive

Kind Regards,

s 22(1)(a)(ii)

A/Director, ICT Commercial Engagement Section (CEN)
ICT Strategic Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 3 May 2022 12:11 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: S23 APROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

To file.

Kind Regards,

s 22(1)(a)(ii)

A/Director, ICT Commercial Engagement Section (CEN)
ICT Strategic Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

From: Nicole Ozimek <Nicole.Ozimek@dfat.gov.au>
Sent: Tuesday, 3 May 2022 10:47 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: S23 APROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Approved. We need a rapid response to address the current workload.

How fast can they come in?

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Tuesday, 3 May 2022 10:13 AM
To: Nicole Ozimek <Nicole.Ozimek@dfat.gov.au>
Cc: s 22(1)(a)(ii) <@dfat.gov.au>
Subject: FW: S23 APPROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]

Hi Nicole,

I've got a conflict of interest with this vendor and as part of perception management, I do not exercise any delegations with regards to contracts with this vendor.

Would you please provide your s23 approval on my behalf?

Note that both Magda and Matt are across this, have agreed to the surge and the costs involved. There is money available this FY and I continue to include the funding requirements in bid conversations for next FY.

Happy to discuss,

s 22(1)(a)(ii)

A/g Assistant Secretary
ICT Strategic Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade
s 22(1)(a)(ii) <@dfat.gov.au> M: s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Monday, 2 May 2022 5:27 PM
To: s 22(1)(a)(ii) <@dfat.gov.au>
Subject: FW: S23 APPROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

Below and attached is to vary the existing Group 10 contract to move into a managed service style arrangement.

As this value is now over my Delegation can you please review the S23 below and the proposed

Change Order attached and provide your approval.

Can you also confirm if you are happy for me to sign on behalf of DFAT.

Kind Regards,

s 22(1)(a)(ii)

A/Director, ICT Commercial Engagement Section (CEN)
ICT Strategic Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade

s 22(1)(a)(ii) @dfat.gov.au

T: s 22(1)(a)(ii) M: s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Monday, 2 May 2022 1:46 PM

To: s 22(1)(a)(ii) @dfat.gov.au>

Subject: S23 APROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

OFFICIAL: Sensitive

OFFICIAL

Hi s 22(1)(a)(ii)

For your review and approval.

s23 Minute – Approval to vary an existing arrangement – ICT Procurement, Contracting and Governance Services

Title	ICT Procurement, Contracting and Governance Services		
Procurement Method	Limited Tender	Original Contract Total Value	\$1,264,032.00 ex GST \$1,390,435.20 inc GST
Contract Variation Value	\$3,400,680.00 ex GST \$3,740,748.00 inc GST	New Contract Total Value	\$4,664,712.00 ex GST \$5,131,183.20 inc GST
Original Contract Period	<u>17/01/2022 to 16/01/2023</u>	Varied Contract Period	17/01/2022 to 30/06/2023
Remaining Extension Option	2 x 12 months	Value of extension option	\$58,936.75ex GST \$64,830.43 Inc. GST
Risk Assessment	Low	Funding Code and Source	s 22(1)(a)(ii)
EDRMS Reference	s 22(1)(a)(ii)	GL Code	

Background

CEN requires resourcing to manage IMD procurement, contract management, Vendor Management and MoU activities and to mature the functions. There are several critical upcoming procurements including the Consular Modernisation Program, Salesforce and NEC ICT helpdesk services arrangements.

Requirement

The Department has a requirement for services of a suitably qualified and experienced industry partner (Service Provider) to assist the Department in providing support for the governance, structure and processes required to strengthen the management of its vendor relationships and contracts and to continue to gain insight into its extensive investment in ICT as set out in the original RFQ.

In addition, the Service Provider will provide Commercial Advisory, Procurement and Sourcing services, and Software Asset Management Services as detailed below. The services are to be delivered through the provision of a Managed Service on a fixed price basis delivering outcomes aligned with the business drivers and requirements of the Department, via an agreed workplan.

Support to the Department is required in the following key areas:

Advisory & Governance:

- Provide senior executive level advice on strategic commercial matters.
- Develop strategies to identify and manage commercial risk.
- Identify benefit, cost avoidance and savings opportunities and implement strategies to realise them.
- Develop and implement innovative commercial solutions and governance models within a complex environment to deliver value for money outcomes.

Sourcing and Procurement

- Engage with an agreed set of project and business areas to determine business requirements and advice on acquisition strategies including for complex, multi-party implementation programs.
- Facilitate an agreed number of end-to-end procurement activities (RFQ/RFT etc.) to support acquisition of new capabilities, including the development of Request for Tender documentation and liaison with vendor and key customer stakeholder (e.g, business, finance, procurement, legal etc.).
- Engage with an agreed set of ICT vendors and technology providers to obtain quotes and negotiate and prepare appropriate documentation to enable timely procurements.
- Provide support to the advisory and governance resource and to the Director of the Commercial Engagement Section as required.

Negotiation Services

- Manage an agreed set of complex negotiations with various providers, including technology providers, systems integrators, service providers, and infrastructure and hardware providers as per requirements and Commonwealth regulations and policies (E.g., Commonwealth Procurement Rules, Agency Authority Instructions, etc).
- Create key artefacts related to negotiations, including project schedules, value for money models, executive summaries, and inputs into procurement submissions.
- Provide commercial support to assist the progress of key activities.

Software Asset Management Services

- Provide access to software / licensing subject matter experts to provide technical advice on software related matters.
- Based on an agreed set of software vendors – develop a work program for proactive licence reviews to assist the Department minimise any non-compliant software usage.

Procurement Method

In December 2021 DFAT used the DTA Digital marketplace to approach the market using SON 3413842. Multiple vendors responded and Group 10 was evaluated as representing the best value for money.

DFAT has approached Group 10 for this procurement based upon the procurement that was undertaken in December 2021 as the scope of the work is similar and this is for the same area within DFAT.

This is a limited Tender in relation to the Commonwealth Procurement Rules 10.3 e - for additional deliveries of goods and services by the original supplier or authorised representative that are intended either as replacement parts, extensions, or continuing services for existing equipment, software, services, or installations, when a change of supplier would compel the relevant entity to procure goods and services that do not meet requirements for compatibility with existing equipment or services;

Funding

The total value of the proposed agreement is **\$5,131,183.20** GST inclusive. Department funding has been allocated and approved against **s 22(1)(a)(ii)**. There is sufficient uncommitted budget available to meet the cost of this requirement. The total anticipated amounts payable under this spending proposal, including any option period/s are detailed below.

	2021/2022		2022/2023		Total
	ex GST	inc GST	ex GST	inc GST	inc GST
Existing Contract Period	s 47G(1)(a)				
Varied Contract Period					
Total Contract Period (without extension options)					\$5,131,183.20

Risks

This procurement has been assessed as being low risk commensurate with the scale and scope of this agreement.

The following risks were identified and the proposed mitigation method/s is/are:

Risk	Mitigation
Security	Minimum NV1 security clearance, or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.
Cyber security	Minimum NV1 security clearance, or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.

Contingent Liability Compliance

The proposed agreement does not contain any contingent liabilities.

Recommendation

It is recommended you approve to commit and enter into an arrangement under s23 (1) of the PGPA Act valued AUD **\$5,131,183.20** GST inclusive with Group 10 Consulting (ABN

36163479883) for ICT Procurement, Contracting and Governance Services.

DELEGATE APPROVAL TO COMMIT AND ENTER INTO AN ARRANGEMENT

As the responsible delegate I confirm that this proposal is consistent with required policies and process, including the PGPA 2013, DFAT's Financial Framework and DFAT's Procurement Policy as relevant.

In confirming this I am satisfied:

- that the method of procurement is commensurate with the scope and scale of the proposed agreement and will ensure value for money
- the services/goods are not subject to the Indigenous mandatory set aside
- the services/goods are a current business requirement
- there are sufficient funds available for the estimated costs and I hold the delegation for this level of funding
- where the proposal contains a contingent liability, it is within my delegation under s60 of the PGPA Act
- that the negotiation process has sufficiently mitigated risks and I am satisfied with the overall level of risk posed to the Commonwealth
- the proposed agreement is not inconsistent with Commonwealth policy
- I do not stand to make a personal gain, monetary or otherwise and there is no real or perceived conflict of interest
- that over the life of the agreement I will ensure that there are appropriate resources committed to managing the contract including risk management and meeting mandatory reporting requirements.

s 22(1)(a)(ii)

A/g Director | ICT Commercial Engagement Section (CEN)

ICT Strategic Planning and Governance Branch (IPB)

Information Management and Technology Division (IMD)

Department of Foreign Affairs and Trade

s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au) M: **s 22(1)(a)(ii)**

Thanks,

s 22(1)(a)(ii)

Assistant Director, ICT Commercial Engagement Section (CEN)

ICT Strategic Planning and Governance Branch (IPB)

Information Management and Technology Division (IMD)

Department of Foreign Affairs and Trade

s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au) M: **s 22(1)(a)(ii)**

s 22(1)(a)(ii)

OFFICIAL: Sensitive

From: s 22(1)(a)(ii)
To: [Nicole Ozimek](#); s 22(1)(a)(ii)
Subject: RE: FOR APPROVAL : S23 APROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]
Date: Thursday, 23 June 2022 3:03:00 PM

OFFICIAL: Sensitive

Thank you Nicole s 22(1)(a)(ii)

Kind Regards,

s 22(1)(a)(ii)

A/Director, ICT Commercial Engagement Section (CEN)
ICT Strategic Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

From: Nicole Ozimek <Nicole.Ozimek@dfat.gov.au>
Sent: Thursday, 23 June 2022 2:24 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: FOR APPROVAL : S23 APROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Approved

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, 23 June 2022 1:33 PM
To: Nicole Ozimek <Nicole.Ozimek@dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: FOR APPROVAL : S23 APROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]

Hi Nicole,

Could you please provide S23 approval for the below uplift to the Group 10 contract? They are engaged to provide commercial services to IMD and have been uplifted slightly to allow CEN to better accomodate for the transition of APO procurement activities.

I've got a conflict with the company, so do not exercise any delegations where they are involved.

Thanks,

s 22(1)(a)(ii)

A/g Assistant Secretary

ICT Strategic Planning and Governance Branch (IPB)

Information Management and Technology Division (IMD)

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>**Sent:** Thursday, 26 May 2022 10:43 AM**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>**Subject:** FOR APPROVAL : S23 APROVAL TO VARY AN EXISTING ARRANGEMENT - ICT Procurement, Contracting and Governance Services [SEC=OFFICIAL:Sensitive]**OFFICIAL: Sensitive**

Hi s 22(1)(a)(ii)

The below variation requires AS approval in accordance with the Delegations scheduled. Can you please review and pass on to an alternate AS for approval please.

s23 Minute – Approval to vary an existing arrangement – ICT Procurement, Contracting and Governance Services

Title	ICT Procurement, Contracting and Governance Services		
Procurement Method	Limited Tender	Current Contract Total Value	\$4,664,712.00 ex GST \$5,131,183.20 inc GST
Contract Variation Value	\$719,368.00 ex GST \$791,304.80 inc GST	New Contract Total Value	\$5,384,080.00 ex GST \$5,922,488.00 inc GST
Current Contract Period	17/01/2022 to 30/06/2023	Varied Contract Period	Unchanged
Risk Assessment	Low	Funding Code and Source	s 22(1)(a)(ii)
EDRMS Reference	s 22(1)(a)(ii)	GL Code	

Background

CEN requires resourcing to manage IMD procurement, contract management, Vendor Management and MoU activities and to mature the functions. There are several critical upcoming procurements including the Consular Modernisation Program, Salesforce and NEC ICT helpdesk services arrangements.

Requirement

The Department has a requirement for services of a suitably qualified and experienced industry partner (Service Provider) to assist the Department in providing support for the governance, structure and processes required to strengthen the management of its vendor relationships and contracts and to continue to gain insight into its extensive investment in ICT as set out in the original RFQ.

In addition, the Service Provider will provide Commercial Advisory, Procurement and Sourcing services, and Software Asset Management Services as detailed below. The services are to be delivered through the provision of a Managed Service on a fixed price basis delivering outcomes

aligned with the business drivers and requirements of the Department, via an agreed workplan.

Support to the Department is required in the following key areas:

Advisory & Governance:

- Provide senior executive level advice on strategic commercial matters.
- Develop strategies to identify and manage commercial risk.
- Identify benefit, cost avoidance and savings opportunities and implement strategies to realise them.
- Develop and implement innovative commercial solutions and governance models within a complex environment to deliver value for money outcomes.

Sourcing and Procurement

- Engage with an agreed set of project and business areas to determine business requirements and advice on acquisition strategies including for complex, multi-party implementation programs.
- Facilitate an agreed number of end-to-end procurement activities (RFQ/RFT etc.) to support acquisition of new capabilities, including the development of Request for Tender documentation and liaison with vendor and key customer stakeholder (e.g, business, finance, procurement, legal etc.).
- Engage with an agreed set of ICT vendors and technology providers to obtain quotes and negotiate and prepare appropriate documentation to enable timely procurements.
- Provide support to the advisory and governance resource and to the Director of the Commercial Engagement Section as required.

Negotiation Services

- Manage an agreed set of complex negotiations with various providers, including technology providers, systems integrators, service providers, and infrastructure and hardware providers as per requirements and Commonwealth regulations and policies (E.g., Commonwealth Procurement Rules, Agency Authority Instructions, etc).
- Create key artefacts related to negotiations, including project schedules, value for money models, executive summaries, and inputs into procurement submissions.
- Provide commercial support to assist the progress of key activities.

Software Asset Management Services

- Provide access to software / licensing subject matter experts to provide technical advice on software related matters.
- Based on an agreed set of software vendors – develop a work program for proactive licence reviews to assist the Department minimise any non-compliant software usage.

As per the Change Order 4 (attached), this variation funds s 47G(1)(a) to assist with the increasing quantity of work to the Commercial Engagement Team. The new resources will assist with procurement activities as well as software asset management functions.

Procurement Method

- In December 2021 DFAT used the DTA Digital marketplace to approach the market using SON 3413842. Multiple vendors responded and Group 10 was evaluated as representing the best value for money.

DFAT has approached Group 10 for this procurement based upon the procurement that was undertaken in December 2021 as the scope of the work is similar and this is for the same area within DFAT.

-

This is a limited Tender in relation to the Commonwealth Procurement Rules 10.3 e - for additional deliveries of goods and services by the original supplier or authorised representative that are intended either as replacement parts, extensions, or continuing services for existing equipment, software, services, or installations, when a change of supplier would compel the relevant entity to procure goods and services that do not meet requirements for compatibility with existing equipment or services;

Funding

The total value of the proposed agreement is **\$5,922,488.00** inc GST inclusive. Department funding has been allocated and approved against **s 22(1)(a)(ii)**

There is sufficient uncommitted budget available to meet the cost of this requirement. The total anticipated amounts payable under this spending proposal, including any option period/s are detailed below.

	2021/2022		2022/2023		Total
	ex GST	inc GST	ex GST	inc GST	inc GST
Current Contract Funding	s 47G(1)(a)				
Varied Contract Funding					
Total Contract Period (without extension options)					\$5,922,488.00

Risks

This procurement has been assessed as being low risk commensurate with the scale and scope of this agreement.

The following risks were identified and the proposed mitigation method/s is/are:

Risk	Mitigation
Security	Minimum NV1 security clearance, or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.
Cyber security	Minimum NV1 security clearance, or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.

Contingent Liability Compliance

The proposed agreement does not contain any contingent liabilities.

Recommendation

It is recommended you approve to commit and enter into an arrangement under s23 (1) of the PGPA Act valued AUD **\$5,922,488.00** inc GST inclusive with Group 10 Consulting (ABN 36163479883) for ICT Procurement, Contracting and Governance Services.

DELEGATE APPROVAL TO VARY AN EXISTING ARRANGEMENT

As the responsible delegate I confirm that this proposal is consistent with required policies and process, including the PGPA 2013, DFAT's Financial Framework and DFAT's Procurement Policy as relevant.

In confirming this I am satisfied:

- that the method of procurement is commensurate with the scope and scale of the proposed agreement and will ensure value for money

- the services/goods are not subject to the Indigenous mandatory set aside
- the services/goods are a current business requirement
- there are sufficient funds available for the estimated costs and I hold the delegation for this level of funding
- where the proposal contains a contingent liability, it is within my delegation under s60 of the PGPA Act
- that the negotiation process has sufficiently mitigated risks and I am satisfied with the overall level of risk posed to the Commonwealth
- the proposed agreement is not inconsistent with Commonwealth policy
- I do not stand to make a personal gain, monetary or otherwise and there is no real or perceived conflict of interest
- that over the life of the agreement I will ensure that there are appropriate resources committed to managing the contract including risk management and meeting mandatory reporting requirements.

Kind Regards,

s 22(1)(a)(ii)

A/Director, ICT Commercial Engagement Section (CEN)
ICT Strategic Planning and Governance Branch (IPB)
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade

s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)

T: s 22(1)(a)(ii) M: s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
To: s 22(1)(a)(ii) s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: For URGENT Response - For Review and Approval: Change Order 7 - Managed Service (CEN) - Group 10 [SEC=OFFICIAL:Sensitive]
Date: Friday, 31 March 2023 9:18:11 AM
Attachments: [image001.png](#)

OFFICIAL: Sensitive

OFFICIAL:Sensitive

Hi

Section 23 approved.

Thank you

s 22(1)(a)(ii)

A/g Assistant Secretary

Passport IT Branch (AIB) | Information Management and Technology Division (IMD)

Department of Foreign Affairs and Trade

s 22(1)(a)(ii) @dfat.gov.au | M: s 22(1)(a)(ii)

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[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Sent: Tuesday, 21 March 2023 5:45 PM
To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Subject: For Review and Approval: Change Order 7 - Managed Service (CEN) - Group 10 [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

Please find below and attached (draft Change Order) to email to an alternate AS for approval for the Group 10 Managed Service Change Order 7 for CEN. The below is the same format as the previous variations to keep consistency going for ease of use.

Please let me know if you want any additional information included in the below and attached.

Kind Regards,
s 22(1)(a)(ii)

Assistant Director | ICT Commercial Engagement Section (CEN)
ICT Strategic Planning and Governance Branch (IPB) | Information Management and Technology Division (IMD)

Department of Foreign Affairs and Trade

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© Kim Hill, *Among Women* (2011)

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

Title	ICT Procurement, Contracting and Governance Services		
Procurement Method	Open Tender (DTA Marketplace)	Current Contract Total Value	\$5,384,080.00 (ex. GST) \$5,922,488.00 (incl. GST)
Contract Variation Value (Change Order 7)	\$3,107,472.00 (ex. GST) \$3,418,219.20 (incl. GST)	New Contract Total Value	\$8,491,552.00 (ex. GST) \$9,340,707.20 (incl. GST)
Current Contract Period	17/01/2022 to 30/06/2023	Varied Contract Period	17/01/2022 to 30/06/2024 Exercising a 1x12 month extension period of (01/07/2023 to 30/06/3024)
Extension Period Remaining post Change Order 7	1 x 12 month		
Risk Assessment	Low	Funding Code and Source	s 22(1)(a)(ii)
EDRMS Reference	s 22(1)(a)(ii)	GL Code	

Purpose

This minute seeks your approval for:

- ☐ an additional commitment of relevant money under s23 of the *Public Governance Performance and Accountability Act 2013* (PGPA Act) of \$3,418,219.20 (incl. GST) taking the total commitment to \$9,340,707.20 (incl. GST).
- ☒ varying the existing arrangement under s23 of the PGPA Act currently valued at \$5,922,488.00 (incl. GST) with Group 10 Consulting Pty Ltd (ABN 36163479883) by \$3,418,219.20 (incl. GST), taking the total value of the arrangement to \$9,340,707.20 (incl. GST) to exercise an available 12month extension and subsequently increase the contract price to continue to deliver ICT procurement, contracting and governance services for IMD.

Background

CEN requires resourcing to manage IMD procurement, contract management, Vendor Management and MoU activities and to mature the functions. To support clarity of requirements and maturing functionality, the following Change Orders have been executed:

s 47G(1)(a), s 47E(d)

Requirement

The Department continues to require the services of a suitably qualified and experienced industry partner (Service Provider) to assist the Department in providing support for the governance, structure and processes required to strengthen the management of its vendor relationships and contracts and to continue to gain insight into its extensive investment in ICT as set out in the original RFQ.

In addition, the Service Provider is still required to provide Commercial Advisory, Procurement and Sourcing services, and Software Asset Management Services as detailed below. The services are to be delivered through the provision of a Managed Service on a fixed price basis delivering outcomes aligned with the business drivers and requirements of the Department, via an agreed workplan. Support to the Department is continued to be required in the following key areas:

Advisory & Governance:

- Provide senior executive level advice on strategic commercial matters.
- Develop strategies to identify and manage commercial risk.
- Identify benefit, cost avoidance and savings opportunities and implement strategies to realise them.
- Develop and implement innovative commercial solutions and governance models within a complex environment to deliver value for money outcomes.

Sourcing and Procurement

- Engage with an agreed set of project and business areas to determine business requirements and advice on acquisition strategies including for complex, multi-party implementation programs.
- Facilitate an agreed number of end-to-end procurement activities (RFQ/RFT etc.) to support acquisition of new capabilities, including the development of Request for Tender documentation and liaison with vendor and key customer stakeholder (e.g, business, finance, procurement, legal etc.).
- Engage with an agreed set of ICT vendors and technology providers to obtain quotes and negotiate and prepare appropriate documentation to enable timely procurements.
- Provide support to the advisory and governance resource and to the Director of the Commercial Engagement Section as required.

Negotiation Services

- Manage an agreed set of complex negotiations with various providers, including technology providers, systems integrators, service providers, and infrastructure and hardware providers as per requirements and Commonwealth regulations and policies (E.g., Commonwealth Procurement Rules, Agency Authority Instructions, etc).

- Create key artefacts related to negotiations, including project schedules, value for money models, executive summaries, and inputs into procurement submissions.
- Provide commercial support to assist the progress of key activities.

Software Asset Management Services

- Provide access to software / licensing subject matter experts to provide technical advice on software related matters.
- Based on an agreed set of software vendors – develop a work program for proactive licence reviews to assist the Department minimise any non-compliant software usage.

Amendment Details

As per the attached document, consistent with the ongoing requirements listed above, Change Order 7 is to:

- Exercise 1 x 12 month extension option through to 30 June 2024 (one 12month extension option remains).
- Update the Contract price and payment schedule for the extension period including reflecting a negotiated price hold.
- **s 47G(1)(a), s 47E(d)**

Procurement Method and Value for Money

In December 2021 DFAT approached open market via the DTA Digital Marketplace (SON 3413842) to approach the market for services listed in the requirements above. Multiple vendors responded and Group 10 were evaluated as representing the best value for money. DFAT wishes to exercise the available extension option with Group 10 as the services are still required and within scope of the existing contract and original procurement activity. Exercising the extension option is considered to continue to represent value for money to DFAT based on the following:

- DFAT are satisfied with the quality of service provided, and capacity of Group 10 Pty Ltd to scale, in order to meet the demand for services under this contract when required.
- The resources delivering the services have the skills, clearance and knowledge required and any alternative would be disruptive and could result in a gap in service delivery if the extension is not exercised.
- **s 47G(1)(a), s 47E(d)**

Funding

The total value of the proposed agreement for Change Order 7 is \$3,418,219.20 (incl. GST) bringing the total contract value to \$9,340,707.20 (incl. GST) Department funding has been allocated and approved against **s 22(1)(a)(ii)**. There is sufficient uncommitted budget available to meet the cost of this requirement. The total anticipated amounts payable under this spending proposal, including any option period/s are detailed below.

	2021/2022		2022/2023		2023/2024		Total
	ex GST	inc GST	ex GST	inc GST	ex GST	inc GST	inc GST
Current Contract Funding	s 47G(1)(a)						
Varied Contract Funding							
Total Contract Period (without remaining extension option)							\$9,340,707.20

Risks

This procurement has been assessed as being low risk commensurate with the scale and scope of this agreement. The following risks were identified and the proposed mitigation method/s is/are:

Risk	Mitigation
Security	Minimum NV1 security clearance, or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.
Cyber security	Minimum NV1 security clearance, or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.

Contingent Liability Compliance

The proposed agreement does not contain any contingent liabilities.

Recommendation

It is recommended that you approve:

- ☐ ☐ ☐ an additional commitment of relevant money under s23 of the *Public Governance Performance and Accountability Act 2013* (PGPA Act) of \$3,418,219.20 (incl. GST) taking the total commitment to \$9,340,707.20 (incl. GST).
- ☒ ☒ varying the existing arrangement under s23 of the PGPA Act currently valued at \$5,922,488.00 (incl. GST) with Group 10 Consulting Pty Ltd (ABN 36163479883) by \$3,418,219.20 (incl. GST), taking the total value of the

arrangement to \$9,340,707.20 (incl. GST) to exercise an available 12month extension and subsequently increase the contract price to continue to deliver ICT procurement, contracting and governance services for IMD.

DELEGATE APPROVAL TO VARY AN EXISTING ARRANGEMENT

As the responsible delegate I confirm that this proposal is consistent with required policies and process, including the PGPA 2013, DFAT's Financial Framework and DFAT's Procurement Policy as relevant.

In confirming this I am satisfied:

- that the method of procurement is commensurate with the scope and scale of the proposed agreement and will ensure value for money
- the services/goods are not subject to the Indigenous mandatory set aside
- the services/goods are a current business requirement
- there are sufficient funds available for the estimated costs and I hold the delegation for this level of funding
- where the proposal contains a contingent liability, it is within my delegation under s60 of the PGPA Act
- that the negotiation process has sufficiently mitigated risks and I am satisfied with the overall level of risk posed to the Commonwealth
- the proposed agreement is not inconsistent with Commonwealth policy
- I do not stand to make a personal gain, monetary or otherwise and there is no real or perceived conflict of interest
- that over the life of the agreement I will ensure that there are appropriate resources committed to managing the contract including risk management and meeting mandatory reporting requirements.

APPROVED / NOT APPROVED / DISCUSS

Delegate Name: X

Delegate Role: Assistant Secretary

Division/Branch/Section: IMD/X

OFFICIAL: SENSITIVE



Australian Government

Department of Foreign Affairs and Trade

MINUTE – Section 23 Contract Variation**Belinda Duffy, Assistant Secretary – Data and Service Delivery Branch****Through: s 22(1)(a)(ii)**

Director, ICT Commercial Engagement Section (CEN)

SUBJECT: REQUEST FOR APPROVAL TO VARY THE AGREEMENT WITH Group 10 Consulting Pty Ltd (ABN 36163479883) FOR ICT Procurement, Contracting and Governance Services.

Critical Date: Not Applicable**Reason:** Routine**Recommendations**

1. That you **approve** the variation of the existing contract with Group 10 Consulting Pty Ltd (ABN 36163479883) for the provision of ICT Procurement, Consulting and Governance Services.

APPROVED / NOT APPROVED

2. That you **approve** additional expenditure of up to **\$3,795,739.20** (GST inclusive) for a new total contract value of **\$13,136,446.40** (GST inclusive) under Section 23(3) of the *Public Governance, Performance and Accountability Act*

APPROVED / NOT APPROVED

3. That you vary the agreement with supplier on behalf of the Commonwealth under s23(1) of the PGPA Act valued at \$13,136,446.40 (GST inclusive), by **signing** the contract variation at Attachment A.

SIGNED / NOT SIGNED**s 22(1)(a)(ii)**

Assistant Secretary

Data and Service Delivery B

/ 05 /2024

Procurement Summary

Title	ICT Procurement, Contracting and Governance Services. Change Order 11
Original Term and Value	Original Period: 17/01/2022 to 30/06/2023 Original Value: \$1,390,707.20 (incl. GST)
Current Term and Value	Current Period: 17/01/2022 to 30/06/2024 Current Value: \$9,340,707.20 (incl. GST)
Amendment Term and Value	Amendment Period: 01/07/2024 to 30/06/2025 Amendment Value: \$3,795,739.20 (incl. GST)
Revised Total Term and Value	Total Period: 17/01/2022 to 30/06/2025 Total Value of agreement: \$13,136,446.40 (incl. GST)
Remaining Extension Options	Nil
Funding Source	Departmental
Funding Code & GL Code	s 22(1)(a)(ii)
Opex/Capex	
EDRMS	
RFQ/SAP Contract/ DTA Marketplace ID	
Attachments	Approved S 23 Change Order 7 Draft Change Order 11 Contract

Purpose

This minute seeks your approval for:

- a. an additional commitment of relevant money under s23 of the Public Governance Performance and Accountability Act 2013 (PGPA Act) of \$3,795,739.20 (incl. GST) taking the total commitment to \$13,136,446.40 (incl. GST).
- b. varying the existing arrangement under s23 of the PGPA Act currently valued at \$9,340,707.20 (incl. GST) with Group 10 Consulting Pty Ltd (ABN 36163479883) by \$3,795,739.20 (incl. GST), taking the total value of the arrangement to \$13,136,446.40 (incl. GST) to exercise an available 12month extension and add additional resource and subsequently increase the contract price to continue to deliver ICT procurement, contracting and governance services for IMD.

Background

CEN requires resourcing to manage IMD procurement, contract management, Vendor Management and MoU activities and to mature the functions. To support clarity of requirements and maturing functionality, the following Change Orders have been executed:

s 47G(1)(a), s 47E(d)

s 47G(1)(a), s 47E(d)

Requirement

The Department continues to require the services of a suitably qualified and experienced industry partner (Service Provider) to assist the Department in providing support for the governance, structure and processes required to strengthen the management of its vendor relationships and contracts and to continue to gain insight into its extensive investment in ICT as set out in the original RFQ. Due to an increase number of procurement activities associated with additional programs, there is a need for additional resource to manage the increase in workload.

In addition, the Service Provider is still required to provide Commercial Advisory, Procurement and Sourcing services, and Software Asset Management Services as detailed below. The services are to continue to be delivered through the provision of a Managed Service on a fixed price basis delivering outcomes aligned with the business drivers and requirements of the Department, via an agreed workplan. Support to the Department is continued to be required in the following key areas:

Advisory & Governance:

- Provide senior executive level advice on strategic commercial matters.
- Develop strategies to identify and manage commercial risk.
- Identify benefit, cost avoidance and savings opportunities and implement strategies to realise them.
- Develop and implement innovative commercial solutions and governance models within a complex environment to deliver value for money outcomes.

Sourcing and Procurement

- Engage with an agreed set of project and business areas to determine business requirements and advice on acquisition strategies including for complex, multi-party implementation programs.
- Facilitate an agreed number of end-to-end procurement activities (RFQ/RFT etc.) to support acquisition of new capabilities, including the development of Request for Tender documentation and liaison with vendor and key customer stakeholder (e.g, business, finance, procurement, legal etc.).
- Engage with an agreed set of ICT vendors and technology providers to obtain quotes and negotiate and prepare appropriate documentation to enable timely procurements.
- Provide support to the advisory and governance resource and to the Director of the Commercial Engagement Section as required.

Negotiation Services

- Manage an agreed set of complex negotiations with various providers, including technology providers, systems integrators, service providers, and infrastructure and hardware providers as

per requirements and Commonwealth regulations and policies (E.g., Commonwealth Procurement Rules, Agency Authority Instructions, etc).

- Create key artefacts related to negotiations, including project schedules, value for money models, executive summaries, and inputs into procurement submissions.
- Provide commercial support to assist the progress of key activities.

Software Asset Management Services

- Provide access to software / licensing subject matter experts to provide technical advice on software related matters.
- Based on an agreed set of software vendors – develop a work program for proactive licence reviews to assist the Department minimise any non-compliant software usage.

Amendment Details

As per the attached document, consistent with the ongoing requirements listed above, Change Order 11 is to:

- Exercise 1 x 12-month extension option through to 30 June 2025 (there are no further extensions)
- Add **s 47G(1)(a)** from 1 June 2024 to assist with the additional procurement and sourcing activities associated with new programs and increase in procurement activities
- Update the Contract price and payment schedule for the extension period including reflecting a negotiated price hold.

Procurement Method and Value for Money

In December 2021 DFAT approached open market via the DTA Digital Marketplace (SON 3413842) to approach the market for services listed in the requirements above. Multiple vendors responded and Group 10 were evaluated as representing the best value for money. DFAT wishes to exercise the available extension option with Group 10 as the services are still required and within scope of the existing contract and original procurement activity. Exercising the extension option is considered to continue to represent value for money to DFAT based on the following:

- DFAT are satisfied with the quality of service provided, and capacity of Group 10 Pty Ltd to scale, in order to meet the demand for services under this contract when required.
- The resources delivering the services have the skills, clearance and knowledge required and any alternative would be disruptive and could result in a gap in service delivery if the extension is not exercised.
- **s 47G(1)(a)**

Funding

Total value of the proposed agreement for Change Order 8 is \$3,795,739.20 (incl. GST) bringing the total contract value to \$13,136,446.40 (incl. GST) Department funding has been allocated and approved against **s 22(1)(a)(ii)**. There is sufficient uncommitted budget available to meet the cost of this requirement. Some of the cost associated with this contract may be recovered from other funding sources.

Risks

This procurement has been assessed as being low risk commensurate with the scale and scope of this agreement. The following risks were identified, and the proposed mitigation method/s is/are:

Risk	Mitigation
Security	Minimum NV1 security clearance or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.
Cyber security	Minimum NV1 security clearance or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.

Contingent Liability Compliance

The proposed agreement does not contain any contingent liabilities.

Recommendation

It is recommended that you approve:

- a. an additional commitment of relevant money under s23 of the *Public Governance Performance and Accountability Act 2013* (PGPA Act) of \$3,795,739.20 (incl. GST) taking the total commitment to \$13,136,446.40 (incl. GST).
- b. varying the existing arrangement under s23 of the PGPA Act currently valued at \$9,340,707.20 (incl. GST) with Group 10 Consulting Pty Ltd (ABN 36163479883) by \$3,795,739.20 (incl. GST), taking the total value of the arrangement to \$13,136,446.40 (incl. GST) to exercise an available 12month extension and subsequently increase the contract price to continue to deliver ICT procurement, contracting and governance services for IMD.

DELEGATE APPROVAL TO VARY AN EXISTING ARRANGEMENT

As the responsible delegate I confirm that this proposal is consistent with required policies and process, including the PGPA 2013, DFAT's Financial Framework and DFAT's Procurement Policy as relevant.

In confirming this I am satisfied:

- ☒ that the method of procurement is commensurate with the scope and scale of the proposed agreement and will ensure value for money
- ☒ the services/goods are not subject to the Indigenous mandatory set aside
- ☒ the services/goods are a current business requirement
- ☒ there are sufficient funds available for the estimated costs and I hold the delegation for this level of funding
- ☒ where the proposal contains a contingent liability, it is within my delegation under s60 of the PGPA Act

- ☒ that the negotiation process has sufficiently mitigated risks and I am satisfied with the overall level of risk posed to the Commonwealth
- ☒ the proposed agreement is not inconsistent with Commonwealth policy
- ☒ I do not stand to make a personal gain, monetary or otherwise and there is no real or perceived conflict of interest
- ☒ that over the life of the agreement I will ensure that there are appropriate resources committed to managing the contract including risk management and meeting mandatory reporting requirements.

OFFICIAL: SENSITIVE



Australian Government

Department of Foreign Affairs and Trade

MINUTE - Section 23 Contract Variation

Belinda Duffy, Assistant Secretary- Data and Service Delivery Governance

Through: s 47G(1)(a)

Director, ICT Commercial Engagement Section (CEN)

SUBJECT: REQUEST FOR APPROVAL TO VARY THE AGREEMENT WITH Group 10 Consulting Pty Ltd (ABN 36163479883) FOR ICT Procurement, Contracting and Governance Services.

Critical Date: Not Applicable**Reason:** Routine**Recommendations**

1. That you **approve** the variation of the existing contract with Group 10 Consulting Pty Ltd (ABN 36163479883) for the provision of ICT Procurement, Consulting and Governance Services.

~~APPROVED~~ / NOT APPROVED

2. That you **approve** additional expenditure of up to **\$218,874.39** (GST inclusive) for a new total contract value of **\$13,355,320.79** (GST inclusive) under Section 23(3) of the *Public Governance, Performance and Accountability Act*

~~APPROVED~~ / NOT APPROVED

3. That you vary the agreement with supplier on behalf of the Commonwealth under s23(1) of the PGPA Act valued at **\$13,355,320.79** (GST inclusive), by **signing** the contract variation at Attachment A.

~~SIGNED~~ / NOT SIGNED

s 47F(1)

A:

Data and Service Delivery Governance

Date: 26/11/24

Procurement Summary

Title	ICT Procurement, Contracting and Governance Services, Change Order12
Original Term & Value	Original Period: 17/01/2022 to 30/06/2023 Original Value: \$1,390,707.20 (incl. GST)
Current Term & Value	Current Period: 17/01/2022 to 30/06/2025 Current Value: \$13,136,446.40 (incl. GST)
Amendment Term & Value	No Change 17/01/2022 to 30/06/2025 value \$218,874.39 incl GST
Revised Total Term & Value	17/01/2022 to 30/06/2025 \$ 13,355,320.79
Remaining Extension Options	Nil
Funding Source	Departmental
Funding Code & GL Code	s 22(1)(a)(ii)
Opex/Capex	
EDRMS	
RFQ/SAP Contract / DTA Market Place ID	
Attachments	
	Attachment A – Group10 – DFAT Change Order 12

Purpose

This minute seeks your approval for:

- a. an additional commitment of relevant money under s23 of the Public Governance Performance and Accountability Act 2013 (PGPA Act) of \$218,874.39 (incl. GST) taking the total commitment to \$ 13,355,320.79 (incl. GST).
- b. varying the existing arrangement under s23 of the PGPA Act currently valued at \$13,136,446.40 (incl. GST) with Group 10 Consulting Pty Ltd (ABN 36163479883) by \$218,874.39 (incl. GST), taking the total value of the arrangement to \$ 13,355,320.79 (incl. GST) to exercise an available 12month extension and add additional resource and subsequently increase the contract price to continue to deliver ICT procurement, contracting and governance services for IMD.

CEN requires resourcing to manage IMD procurement, contract management, Vendor Management and MoU activities and to mature the functions. To support clarity of requirements and maturing functionality, the following Change Orders have been executed:
s 47G(1)(a), s 47E(d)

Requirement

The Department continues to require the services of a suitably qualified and experienced industry partner (Service Provider) to assist the Department in providing support for the governance, structure and processes required to strengthen the management of its vendor relationships and contracts and to continue to gain insight into its extensive investment in ICT as set out in the original RFQ.

As a result of the APO audit DFAT requires **s 47G(1)(a)** and funds to support the implementation of the measures required recommended by the audit. Additional resource will also assist with the procurement activities associated with Digital Uplift NPP and implementation of the Gateway Review recommendations.

Advisory & Governance:

- Provide senior executive level advice on strategic commercial matters.
- Develop strategies to identify and manage commercial risk.
- Identify benefit, cost avoidance and savings opportunities and implement strategies to realise them.
- Develop and implement innovative commercial solutions and governance models within a complex environment to deliver improved value for money outcomes.

Sourcing and Procurement

- Improve processes for industry engagement with IMD that are compliant with probity requirements
- Improve planning for sourcing activities, engage with an agreed project and business areas to determine business requirements and

- DFAT RELEASED UNDER THE FREEDOM OF INFORMATION ACT 1982 INDEX 2863
- Facilitate an agreed number of end-to-end procurement activities (RFQ/RFT etc.) under the agreed number of capabilities, including the development of Request for Tender documentation and liaison with vendor and key customer stakeholder (e.g, business, finance, procurement, legal etc.).
 - Engage with an agreed set of ICT vendors and technology providers to obtain quotes and negotiate and prepare appropriate documentation to enable timely procurements.
 - Provide support to the advisory and governance resource and to the Director of the Commercial Engagement Section as required.

Negotiation Services

- Manage an agreed set of complex negotiations with various providers, including technology providers, systems integrators, service providers, and infrastructure and hardware providers as per requirements and Commonwealth regulations and policies (E.g., Commonwealth Procurement Rules, Agency Authority Instructions, etc).
- Create key artefacts related to negotiations, including project schedules, value for money models, executive summaries, and inputs into procurement submissions.
- Provide commercial support to assist the progress of key activities.

Amendment Details

As per the attached document, consistent with the ongoing requirements listed above, Change Order 12 is to:

- Add an additional resource from signing to 30 June 2025 to assist with the additional procurement and sourcing activities associated with new program and increased scrutiny in procurements.
- Support implementation of recommendations from the APO Audit.

Procurement Method and Value for Money

In December 2021 DFAT approached open market via the DTA Digital Marketplace (SON 3413842) for services listed in the requirements above. Multiple vendors responded and Group 10 were evaluated as representing the best value for money. DFAT wishes to add additional resource from Group 10 as the number and complexity of procurements have increase services are still required and within scope of the existing contract and original procurement activity. Adding s 47G(1)(a) is considered to continue to represent value for money to DFAT based on the following:

- DFAT are satisfied with the quality of service provided, and capacity of Group 10 Pty Ltd to scale, to meet the demand for services under this contract when required.
- The resources delivering the services have the skills, clearance and knowledge required and any alternative would be disruptive and could result in a gap in service delivery if the extension is not exercised.
- s 47G(1)(a)
-

Funding

Total value of the proposed agreement for Change Order 12 is \$218,874.39 (incl. GST) bringing the total contract value to \$ 13,355,320.79 (incl. GST). Department funding has been allocated and approved against s 22(1)(a)(ii) There is

Risks

This procurement has been assessed as being low risk commensurate with the scale and scope of this agreement. The following risks were identified, and the proposed mitigation method/s is/are:

Risk	Mitigation
Security	Minimum NVI security clearance or escorted where appropriate until an NVI clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.
Cyber security	Minimum NVI security clearance or escorted where appropriate until an NVI clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.

Contingent Liability Compliance

The proposed agreement does not contain any contingent liabilities.

Recommendation

It is recommended that you approve:

- an additional commitment of relevant money under s23 of the *Public Governance Performance and Accountability Act 2013* (PGPA Act) of \$218,874.39 (incl. GST) taking the total commitment to \$13,355,320.79 (incl. GST).
- varying the existing arrangement under s23 of the PGPA Act currently valued at \$13,136,446.40 (incl. GST) with Group 10 Consulting Pty Ltd (ABN 36163479883) by \$218,874.39 increase the contract price to continue to deliver ICT procurement, contracting and governance services for IMD.

Declaration by financial Delegate

In approving the above recommendation, the delegate confirms that they have:

- the relevant **financial delegation** and that there are **sufficient funds** available for the estimated costs and any contingent liability.
- the proposed agreement is **consistent with required policies and procedures**, including the Public Governance Performance and Accountability Act 2013 (Cth), DFAT's Finance Management Manual and DFAT's Procurement Policy.
- the services are a current **business requirement**.
- the negotiation process has sufficiently **mitigated risks** to DFAT and the Commonwealth.
- declared any real or perceived **conflict of interest**, and
- committed appropriate resources to **management of the agreement**.

OFFICIAL: SENSITIVE



Australian Government

Department of Foreign Affairs and Trade

MINUTE – Section 23 Contract Variation**Belinda Duffy, Assistant Secretary – Data and Service Delivery Branch****Through:** s 22(1)(a)(ii)

Director, ICT Contracts and Asset Management Section (CAM)

SUBJECT: REQUEST FOR APPROVAL TO VARY THE AGREEMENT WITH Group 10 Consulting Pty Ltd (ABN 36163479883) FOR ICT Procurement, Contracting and Governance Services.**Critical Date:** Not Applicable**Reason:** Routine**Recommendations**

1. That you **approve** the variation of the existing contract with Group 10 Consulting Pty Ltd (ABN 36163479883) for the provision of ICT Procurement, Consulting and Governance Services.

APPROVED / NOT APPROVED

2. That you **approve** additional expenditure of up to **\$318,825.63** (GST inclusive) for a new total contract value of **\$13,674,146.42** (GST inclusive) under Section 23(3) of the *Public Governance, Performance and Accountability Act*

APPROVED / NOT APPROVED

3. That you vary the agreement with supplier on behalf of the Commonwealth under s23(1) of the PGPA Act valued at **\$13,674,146.42** (GST inclusive), by **signing** the contract variation at Attachment A.

SIGNED / NOT SIGNED

s 47F(1)

Assistant Secretary

Data and Service Delivery Bra

4/ 06 /2025

Procurement Summary

Title	ICT Procurement, Contracting and Governance Services. Change Order 11
Original Term and Value	Original Period: 17/01/2022 to 30/06/2023 Original Value: \$1,390,707.20 (incl. GST)
Current Term and Value	Current Period: 17/01/2022 to 30/06/2025 Current Value: \$13,355,320.79 (incl. GST)
Amendment Term and Value	Amendment Period: 01/07/2024 to 31/07/2025 Amendment Value: \$318,825.63 (incl. GST)
Revised Total Term and Value	Total Period: 17/01/2022 to 31/07/2025 Total Value of agreement: \$ 13,674,146.42 (incl. GST)
Remaining Extension Options	Nil
Funding Source	Departmental s 22(1)(a)(ii)
Funding Code & GL Code	
Opex/Capex	
EDRMS	
RFQ/SAP Contract/ DTA Marketplace ID	
Attachments	
	Draft Change Order 13 Contract

Purpose

This minute seeks your approval for:

- a. an additional commitment of relevant money under s23 of the Public Governance Performance and Accountability Act 2013 (PGPA Act) of \$318,825.63 (incl. GST) taking the total commitment to \$13,674,146.42 (incl. GST).
- b. varying the existing arrangement under s23 of the PGPA Act currently valued at \$13,355,320.79 (incl. GST) with Group 10 Consulting Pty Ltd (ABN 36163479883) by \$318,825.63 (incl. GST), taking the total value of the arrangement to \$13,674,146.42 (incl. GST) to vary the contract to add 1 month extension and subsequently increase the contract price to continue to deliver ICT procurement, contracting and governance services for IMD and to transition its services to a new provider. .

Background

CEN requires resourcing to manage IMD procurement, contract management, Vendor Management and MoU activities and to mature the functions. To support clarity of requirements and maturing functionality, the following Change Orders have been executed:

s 47G(1)(a)

s 47G(1)(a)

Requirement

Group 10 contract currently ends on 30 June 2025 with no further options available to extend. DFAT approached market in March 2025 for services within the scope of Group 10 contract and finalised the contract in June 2025 with new provider. However due to DFAT onboarding requirements, the Department needs an extra month from the Group 10 to continue providing services and to transition to a new provider. Another reason for additional month is to minimise vendor transition at the busiest time of the year, end of financial year.

The current Service Provider is still required to provide Commercial Advisory, Procurement and Sourcing services, and Software Asset Management Services as detailed below. The services are to continue to be delivered through the provision of a Managed Service on a fixed price basis delivering outcomes aligned with the business drivers and requirements of the Department, via an agreed workplan. Support to the Department is continued to be required in the following key areas:

Advisory & Governance:

- Provide senior executive level advice on strategic commercial matters.
- Develop strategies to identify and manage commercial risk.
- Identify benefit, cost avoidance and savings opportunities and implement strategies to realise them.
- Develop and implement innovative commercial solutions and governance models within a complex environment to deliver value for money outcomes.

Sourcing and Procurement

- Engage with an agreed set of project and business areas to determine business requirements and advice on acquisition strategies including for complex, multi-party implementation programs.
- Facilitate an agreed number of end-to-end procurement activities (RFQ/RFT etc.) to support acquisition of new capabilities, including the development of Request for Tender

documentation and liaison with vendor and key customer stakeholder (e.g, business, finance, procurement, legal etc.).

- Engage with an agreed set of ICT vendors and technology providers to obtain quotes and negotiate and prepare appropriate documentation to enable timely procurements.
- Provide support to the advisory and governance resource and to the Director of the Commercial Engagement Section as required.

Negotiation Services

- Manage an agreed set of complex negotiations with various providers, including technology providers, systems integrators, service providers, and infrastructure and hardware providers as per requirements and Commonwealth regulations and policies (E.g., Commonwealth Procurement Rules, Agency Authority Instructions, etc).
- Create key artefacts related to negotiations, including project schedules, value for money models, executive summaries, and inputs into procurement submissions.
- Provide commercial support to assist the progress of key activities.

Software Asset Management Services

- Provide access to software / licensing subject matter experts to provide technical advice on software related matters.
- Based on an agreed set of software vendors – develop a work program for proactive licence reviews to assist the Department minimise any non-compliant software usage.

Amendment Details

As per the attached document, consistent with the ongoing requirements listed above, Change Order 13 is to:

- Vary the existing contract to add 1 x 1-month extension option through to 31 July 2025 (there are no further extensions)
- Update the Contract price and payment schedule for the extension period.

Procurement Method and Value for Money

In December 2021 DFAT approached open market via the DTA Digital Marketplace (SON 3413842) to approach the market for services listed in the requirements above. Multiple vendors responded and Group 10 were evaluated as representing the best value for money. DFAT wishes to exercise the available extension option with Group 10 as the services are still required and within scope of the existing contract and original procurement activity. Exercising the extension option is considered to continue to represent value for money to DFAT based on the following:

- DFAT are satisfied with the quality of service provided, and capacity of Group 10 Pty Ltd to scale, in order to meet the demand for services under this contract when required.
- The resources delivering the services have the skills, clearance and knowledge required and any alternative would be disruptive and could result in a gap in service delivery if the extension is not exercised.

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- Minimise changes of the vendors during a busiest time of the year.

Funding

Total value of the proposed agreement for Change Order 8 is \$318,825.63 (incl. GST) bringing the total contract value to \$13,674,146.42 (incl. GST) Department funding has been allocated and approved against s 22(1)(a)(ii). There is sufficient uncommitted budget available to meet the cost of this requirement. Some of the cost associated with this contract may be recovered from other funding sources.

Risks

This procurement has been assessed as being low risk commensurate with the scale and scope of this agreement. The following risks were identified, and the proposed mitigation method/s is/are:

Risk	Mitigation
Security	Minimum NV1 security clearance or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.
Cyber security	Minimum NV1 security clearance or escorted where appropriate until an NV1 clearance is obtained. Security clearance recognition forms to be completed by the supplier personnel upon execution of the Work Order.

Contingent Liability Compliance

The proposed agreement does not contain any contingent liabilities.

Recommendation

It is recommended that you approve:

- an additional commitment of relevant money under s23 of the *Public Governance Performance and Accountability Act 2013* (PGPA Act) of \$318,825.63 (incl. GST) taking the total commitment to \$13,674,146.42 (incl. GST).
- varying the existing arrangement under s23 of the PGPA Act currently valued at \$13,355,320.79 (incl. GST) with Group 10 Consulting Pty Ltd (ABN 36163479883) by \$318,825.63 (incl. GST), taking the total value of the arrangement to \$13,674,146.42 (incl. GST) to exercise 1 month extension to allow transition to a new provider and subsequently increase the contract price to continue to deliver ICT procurement, contracting and governance services for IMD.

Declaration by financial Delegate

In approving the above recommendation, the delegate confirms that they have:

- the relevant **financial delegation** and that there are **sufficient funds** available for the estimated costs and any contingent liability.
- the proposed agreement is **consistent with required policies and procedures**, including the Public Governance Performance and Accountability Act 2013 (Cth), DFAT's Finance Management Manual and DFAT's Procurement Policy.
- the services are a current **business requirement**.
- the negotiation process has sufficiently **mitigated risks** to DFAT and the Commonwealth.
- declared any real or perceived **conflict of interest**, and
- committed appropriate resources to **management of the agreement**.

Attachments

Attachment A: Change Order 13

Prepared by: s 22(1)(a)(ii)

Commercial Engagement Section/ICT Strategy & Investment Management Branch

Date: 23/06/2025