



Australian Government
Department of Social Services

Order for Services

ORDER FOR Assessment and evaluation services for project management to support the grant application process.

This Order is made in accordance with the Deed of Standing Offer for Consultancy and Business Services and needs to be read in conjunction with that document, including the Deed of Standing Offer Details and any attachments to this Order.

Nous Group

Level 7/54 Marcus Clarke Street Canberra ACT 2600

Sent via email: Aaron.Maher@nousgroup.com.au

1	Deed Reference Number	60001485
2	DSS Purchase Order Number	90004717
3	DSS Project Officer (Instructing Officer)	Clancie Hall Clancie.hall@dss.gov.au Ph – 02 6146 2674

4	Work specification for the Services	<p>The service provider will assess current project management processes for the grants selection process and provide expertise to establish an in-house project management capability that includes:</p> <ul style="list-style-type: none"> • confirmation / activation of programme governance arrangements • overall programme planning and design • clear accountability for who is delivering activities • development of mechanisms for the identification and mitigation of risks and issues • milestone tracking and reporting arrangements • timelines and schedules, incorporating critical path activities and dates • escalation processes and other project management processes that will ensure effective and timely delivery of your outcomes. <p>Phase 1 – Program set up / Receipt of applications 14 July – 23 July 2014</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Establish program governance • Shape program design by: <ul style="list-style-type: none"> ○ Confirming existing work ○ Identifying projects of work/activity ○ Develop project plan and critical path ○ Identify interdependencies • Confirm accountability requirements • Establish risk register, conduct high level risk assessment and mitigation strategies • Confirm escalation processes <p>Phase 2 – Assessment of applications 24 July – 1 October 2014</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Convene program review meeting • Assess Phase 1 progress • Review project plan • Recalibrate project activities and timing (as required) • Review project risks <p>Phase 3 – Finalise agreements 1 October – 31 December 2014</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Convene program review meeting • Assess Phase 2 progress • Review project plan • Recalibrate project activities and timing (as required) • Review project risks
5	Commencement Date	14 July 2014

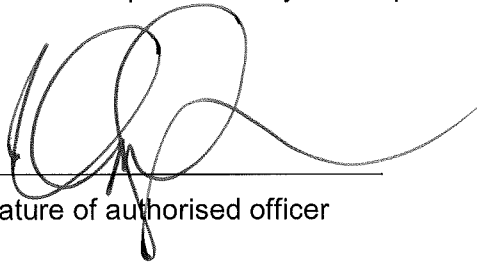
6	Order Term	The Commencement Date until 24 December 2014. DSS may in its sole discretion extend the term of this Order beyond the initial term for further periods up to 30 June 2015 on the same terms and conditions of this Order, by giving written notice to the Service Provider prior to the end of the initial term of this Order.
7	Timeframes/ Milestones	14 July 2014 – 24 December 2014
8	Specified Personnel	The Service Provider agrees that the following work will be undertaken by the following Key Personnel: Aaron Maher, Chris Nightingale
9	Subcontractors	No subcontractors are approved to provide Services under this Contract unless previously approved with the Department.
10	Location	Tuggeranong Office Park
11	Terms and Conditions	The Terms and Conditions as set out in the Deed of Standing Offer will apply to this Contract. The following terms and conditions will also apply: 1. If in the course of performing the Services under this Contract, if the Service Provider anticipates that its fees and disbursements will exceed the amount provided in this Contract, it must inform the DSS Project Officer before its anticipated fees and disbursements reach 80% of the Contract amount. Fees and disbursements in addition to the Contract amount whether or not for the Services or for additional services will not be paid unless specifically approved, in the sole discretion of DSS or the subject of another Contract under the Deed. 2. Invoices (to comply with clause 3.2 and Schedule 1 Item D of the Deed) 3. DSS will not pay any disbursements under this Contract including expert reports and travel and accommodation expenses unless, prior to being incurred by the Service Provider, they have been pre-approved in writing by the DSS Project Officer.
12	Fees, Charges and Expenses	Subject to acceptance of the Ordered Services by DSS payment for the Ordered Services will be made on receipt of a correctly rendered invoice, after the following milestones are completed. Payment schedule 23 July 2014 – Phase One Final Deliverables \$25,520 (GST incl) 27 August 2014 – Phase Two Progress Payment \$27,115 (GST incl) 1 October 2014 – Phase Two Final Deliverables \$27,115 (GST incl) 12 November 2014 – Phase Tree Progress Payment \$27,115 (GST incl) 24 December 2014 – Phase Three Final Deliverables \$27,115 (GST incl) Total amount payable \$133,980 (GST inclusive) Includes travel associated reimbursements up to \$1000
13	DSS Material	DSS will provide access to materials already developed by the Department.
14	Existing Material	Not Applicable

15	Contract Material	<p>Contract Material is defined as Material:</p> <ul style="list-style-type: none"> a. created for the purposes of this Contract; b. provided or specified in an Order for Services as being required to be provided to DSS Service as part of the Services; or c. derived at any time from the Material referred to in paragraphs a. or b. 										
16	Confidential Information	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="517 456 1177 533" style="width: 70%;">DSS Confidential information</th> <th data-bbox="1177 456 1423 533">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td data-bbox="517 533 1177 645">Selection criteria and assessment information relating DSS's application and selection processes beginning 19 June.</td> <td data-bbox="1177 533 1423 645">Ongoing</td> </tr> <tr> <td colspan="2" data-bbox="517 645 1423 689"> </td> </tr> <tr> <th data-bbox="517 689 1177 766" style="width: 70%;">The Service Provider's Confidential information</th> <th data-bbox="1177 689 1423 766">Period of Confidentiality</th> </tr> <tr> <td data-bbox="517 766 1177 819">Daily Rates</td> <td data-bbox="1177 766 1423 819">Ongoing</td> </tr> </tbody> </table>	DSS Confidential information	Period of Confidentiality	Selection criteria and assessment information relating DSS's application and selection processes beginning 19 June.	Ongoing			The Service Provider's Confidential information	Period of Confidentiality	Daily Rates	Ongoing
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17	Additional Security requirements	<p>It is not anticipated that the Service Provider will have access to any Security Classified Material.</p> <p>Security Clearance Required: No</p>										
18	Insurance Requirements	<p>The Service Provider must obtain and maintain the following insurances:</p> <ul style="list-style-type: none"> (i) public liability insurance for an amount not less than \$10 million per claim or series of occurrences giving rise to a claim; (ii) professional indemnity insurance for an amount not less than \$10 million, or occurrence giving rise to a claim; and (iii) workers' compensation in accordance with the relevant State or Territory legislation. 										
19	KPIs	<p>The Service Provider at a minimum must deliver services as per the Key Performance Indicators at Schedule 5 of the Deed and:</p> <ul style="list-style-type: none"> • That facilitate delivery of the primary objectives of the project; • Meet probity requirements; and • Align to the timeframes of the project. 										
20	Other Requirements	<p>Service Provider personnel must not declare any actual or perceived conflict of interest, including representation on an organisation's Board. Should representation on a Board be declared, DSS will take the following action:</p> <ul style="list-style-type: none"> • Sign a conflict of interest declaration; and • Step down from the Board; and • Not have any direct communications with the organisation on behalf of DSS; and <p>Notify DSS if the organisation makes any direct contact.</p>										
23	Agency Address for Invoices	<p>Invoice Address</p> <p>PO Box 7576 Canberra Business Centre ACT 2610</p> <p>and a copy emailed to: Clancie.Hall@dss.gov.au</p>										

24	Service Provider Representative	Name: Aaron Maher Title: Principal Physical Address: N/A Postal Address: N/A Phone: (02) 8281 8018 Fax number: N/A Email: Aaron.Maher@nousgroup.com.au
25	Service Provider Address for Notices	Physical Address: Level 7/54 Marcus Clarke street Canberra ACT 2601 Postal Address: As above Fax number: N/A

Signed for and on behalf of Commonwealth of Australia as represented by the Department of Social Services, ABN 36 342 015 855, by

Chantelle Stratford
Name



Signature of authorised officer

Branch Manager (a/a)
Position

14 July 2014
Date

SIGNED for and on behalf of Nous Group Pty Ltd, ABN 66 086 210 344, by:

ADAM WATKIN
Name of signatory



Signature

Principal
Position

14/7/14
Date

In the presence of:

DAVINA THOMAS
Name of witness


Signature of witness