



In accordance with section 12(6) and Attachment D to the Requirements for Annual Reports for Departments, Executive Agencies and FMA Act Bodies dated 13 June 2007, the following table sets out consultancy contracts entered into by AUSTRADE which have been identified as Consultancies for Annual Reporting Purposes in accordance with FMG No. 12 and which:

- (a) are services that involve the development of an intellectual output that assists with agency decision-making; and / or
- (b) are contracts where the output reflects the independent views of the service provider.

Summary of AUSTRADE policy on the selection and engagement of consultants:

AUSTRADE procurement policies including those relating to the engagement of consultants are in accordance with the Commonwealth Procurement Guidelines. AUSTRADE's policy is outlined within the Austrade's Procurement Guidelines (APGs). Section 11 of the APGs provide guidance on 'distinguishing a Consultancy from a Non-Consultancy Contract'. This section is based on the information provided in the Department of Finance and Administration's Financial Management Guidance No. 12 – Guidance on Identifying Consultancies for Annual Reporting Purposes, July 2004.

The selection of a consultant requires the AUSTRADE contract administrator to answer 'yes' to each of the sequential questions detailed below:

- (a) - Does the contract involve the development of an intellectual output that assists with Agency decision-making?
- (b) - Does the intellectual output represent the independent views of the service provider (as opposed to the Agency's views)?
- (c) - Is the intellectual output the sole or majority element of the contract, in terms of value relative and importance?

**Note:** If the contract administrator's answer is 'no' to any of the above questions, then the agreement is not a consultancy contract and an alternative form of contractual arrangement is applicable.

Selection procedures for the engagement of consultants are conducted in accordance with the Commonwealth Procurement Guidelines.

The main categories of purposes for which consultants are engaged are:

- Skills currently unavailable within Agency
- Need for specialised or professional skills
- Need for independent research or assessment

Consultant Name	Description	Contract Price	Selection Process (1)	Justification (2)	Contract Price Reason (3)
Orbis Associates	Preparations and delivery of JTE workshops	\$117,600.00	Direct	B	
PTD Consulting Pty Limited	Assist with Implimentation of Transition to Executive Management Governance Structure.	\$10,000.00	Direct	B	
Corporate Voice Weber Sandwick	Advice on increasing Indo-Australian business and trade investments/opportunities.	\$68,424.00	Direct	B	

Warren Wilton	Undertake Responsibilities of Independent Chairman of the Code of Practice Administration Committee (COPAC)	\$33,500.00	Direct	B	
Orbis Associates	Research on Austrade's global customer base	\$112,000.00	Direct	C	
David Lawler	Strategic consulting	\$22,000.00	Direct	C	
DMM Services Pty Ltd	Strategic consultancy.	\$22,000.00	Direct	C	
Wallis Consulting Group Pty Ltd	Client Satisfaction telephone survey for 2007/08.	\$73,018.00	Direct	C	
Price Waterhouse Coopers	Provide advice on Legislation.	\$71,500.00	Direct	C	

Corporate Voice Weber Shandwick	Provide media communications and sponsorship marketing services.	\$56,388.00	Direct	B	
Yvette Louise Roper	Screen/Edit written material Europe/Russia Education Team members.	\$25,500.00	Direct	B	
Job Maarten Gerlings	Market intelligence/research relating to the Dutch Education industry	\$17,550.00	Direct	B	
NLP Coaching School ATF Lasi Group Trust	Coaching and advice on delivery of HR programs.	\$19,250.00	Direct	B	
NLP Coaching School ATF Lasi Group Trust	Preparation of Toolkit Cards.	\$11,550.00	Direct	B	
Accenture Australia Holdings Pty Ltd	Execute initial phase of Business Intelligence Strategy, develop end-state architecture.	\$108,496.00	Direct	A	

AustralAsia Economics	Project: Research EMDG-attributable spillover effects.	\$15,400.00	Direct	B	
Macquarie Marketing Group	Refine investment integration into business model; incorporate procedures into CRM framework/update CRM material; develop on-line training material.	\$20,000.00	Open	B	
N.E.A.R. Pty Ltd as Trustee for Drysdale Family Trust	Research Project: "Australia and Japan in Asia".	\$16,500.00	Direct	B	
CBA Consulting Group Ltd	Strategic Analysis: Regional Forward Operations report.	\$20,000.00	Direct	C	
SAP Australia Pty Ltd	Technical Upgrade Planning service: estimate effort and time required to upgrade SAP.	\$29,700.00	Direct	B	
StateCraft Government Relations and Public Affairs	Develop Stakeholder and Branding Proposal: National Business Brand Framework.	\$187,000.00	Direct	B	

**Notes:**

- (1) Explanation of selection process terms drawn from the Commonwealth Procurement Guidelines (January 2005):

**Open Tender:** A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are sought from the marketplace using national and major metropolitan newspaper advertising and the Australian Government AusTender internet site.

**Select Tender:** A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders. Tenders are invited from a short list of competent suppliers.

**Direct Sourcing:** A form of restricted tendering, available only under certain defined circumstances, with a single potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.

**Panel:** An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements. Tenders are sought from suppliers that have pre-qualified on the agency panels to supply to the government. This category includes standing offers and supplier panels where the consultant offers to supply goods and services for a pre-determined length of time, usually at a pre-arranged price.

- (2) Justification for decision to use consultancy:

A – skills currently unavailable within agency

B – need for specialised or professional skills

C – need for independent research or assessment

- (3) Where no total fixed price exists for a consultancy agreement, or where actual expenditure exceeds the originally agreed contract price, the value of the consultancy contract has been taken as the actual expenditure. In each case the reason for the absence of, or going over, a fixed price has been identified as follows:

- a. Actual expenditure has exceeded the estimated contract price because the contract rates per hour were stipulated on the contract however due to the nature of the engagement total contract hours was not fixed within the terms of the contract. or
- b. Actual expenditure has exceeded the estimated contract price because the actual expenditure includes the cost of variations consistent with the contract but not included in the estimated contract price.
- c. Actual expenditure has exceeded the estimated contract price because the actual expenditure includes the cost of expenses (for example travel expenses) which were agreed under the contract but could not accurately be included within the estimated contract price due to the unavailability of actual cost data at the time of the estimate .
- d. Actual expenditure has exceeded the estimated contract price due to an foreign exchange rate fluctuation.