



Consultancy Services let during 2007-08 of \$10,000 or more

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 provides 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



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Consultant Name	Description	Contract Price	Selection Process (1)	Justification (2)	Contract Price Reason (3)
DMM Services Pty Ltd	Provision of strategic advice to the CEO in accordance with Audit and Risk Committee Charter	\$ 20,000.00	Direct	B	
David Lawler	Strategic advice to the CEO in accordance with the Audit & Risk Committee Charter	\$ 20,000.00	Direct	B	
Apis Consulting Group Pty Ltd	Reformatting and rewriting of the Austrade Export Market Development Grants Operational Procedure Manual	\$ 27,500.00	Panel	B	a
In Corporate Pty Ltd	EMDG Presentation and Workshop 2008	\$ 21,051.25	Direct	B	
Wallis Consulting Group Pty Ltd	Provision of advice, guidance, management and implementation of a revised approach to the measurement of Client Satisfaction for all Austrade business units	\$ 38,170.00	Direct	B	a



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Wallis Consulting Group Pty Ltd	Provision of advice, guidance, management and implementation of a revised approach to the measurement of Client Satisfaction for all Austrade business units	\$ 105,200.00	Panel	B	
Orbis Associates	Conduct research on Austrade's global customer base as an extension of JTE operationalisation	\$ 112,000.00	Panel	B	
Orbis Associates	Preparations and delivery of JTE Workshops	\$ 117,600.00	Panel	B	
Overton-Clark	Consultancy Services in relation to Knowledge Management and Project Connect	\$ 33,000.00	Panel	B, C	
PTD Consulting Pty Ltd	Financial costing support to TRP, WAN & CDC - Mr peter McNeill	\$ 12,500.00	Panel	B	
Corporate Voice Weber Sandwick	Media Outreach programme to disseminate information on Australian Business Capabilities; Austrade activity/ services; profiling of austrade & coverage of all Utsav Australia activities	\$ 68,424.00	Direct	B	b
Carlos Castellanos Lopez	Provide the Trade Commissioner of Lima - local market entry, channel marketing & export advisory services to Austrade & its clients	\$ 50,000.00	Direct	B	



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Warren Wilton	Undertake all responsibilities of an Independent Chairman of the Code of Practice Administration Committee	\$ 33,500.00	Direct	C	
Experience Matters	Development of the Customer Guidelines Handbook and associated communication	\$ 155,000.00	Panel	A, B	

List of Acronyms:

EDMG:	Export Market Development Grants
JTE:	Journey to Export
TRP;	Technology Refresh Project
WAN:	Wide Area Network
CDC:	Corporate Data Centre



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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 the Australian Government AusTender internet site.

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, selected through an open tender 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 due to the actual expenditure including the cost of variations, consistent with the contract, but not included in the estimated contract price.
- b. 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 .