

Consultancy Services let during 2006-07 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 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)
Acumen Alliance (ACT) Pty Ltd	Delivery of specialist information and communications technology advisory services	\$ 34,485.00	Open Tender	C	
APP Corporation Pty Limited	Implementation and integration of Microsoft Project and Team Foundation Server	\$ 137,500.00	Open Tender	B	

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Consultant Name	Description	Contract Price	Selection Process (1)	Justification (2)	Contract Price Reason (3)
Bevington Consulting Pty Ltd	Research and analysis of current drivers of administrative and support activities	\$ 403,040.00	Open Tender	B	
Caroline James Public Relations	Media relations advisory services for FTA and Export Awards	\$ 49,827.63	Direct Source	A	b.
Caroline James Public Relations	Media relations advisory services for FTA and Export Awards	\$ 20,369.25	Direct Source	A	b.
CBA Consulting Group Ltd	Workshop planning and facilitation	\$ 16,487.74	Open Tender	B	d.
CBA Consulting Group Ltd	Strategic Review of the operating environment of the USA	\$ 51,810.67	Open Tender	B	
CBA Consulting Group Pty Ltd	Research and analysis of the appropriate operating model for Austrade's Industry Focus	\$ 218,180.48	Open Tender	B	c.
Clifton Coney Group Pty Ltd	Development and delivery of Commercial & Residential Guidelines and a 3 year Strategic Accommodation Management plan	\$ 218,405.00	Open Tender	A, B	
David Lawler	Membership of Audit Risk Committee	\$ 22,000.00	Direct Source	C	
Demandedge LLC	Assistance in the preparation of company participation in the Austrade Exhibition at the Consumer Electronics Show In LA	\$ 14,005.41	Direct Source	B	
DMM Services Pty Ltd	Membership of Audit Risk Committee	\$ 22,000.00	Direct Source	C	
Experience Matters	Development, management and delivery of DIRKS - a Strategic Approach to Managing Business Information B & C	\$ 170,500.00	Open Tender	B	
Flicks Australia Pty Ltd	Development and delivery of a multi-media CD ROM application kit for the EMDG scheme 2006-2007	\$ 47,465.00	Direct Source	A, B	b.
FSE Consulting	Review of Administrative Re-engineering	\$ 53,368.65	Open Tender	B	b.

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Consultant Name	Description	Contract Price	Selection Process (1)	Justification (2)	Contract Price Reason (3)
Geoff Alford Research Services	TradeStart Export Adviser Survey	\$ 16,929.00	Open Tender	B	
In Corporate	Development and delivery of the National Export Advisor training in Adelaide, Melbourne, Sydney and Brisbane	\$ 69,698.03	Open Tender	B	
Macquarie Marketing Group	Workshop preparation and facilitation	\$ 28,688.00	Open Tender	A, B	c.
Mine Development Services Pty Ltd	Development and delivery of training and communications material for Record-keeping program	\$ 72,000.00	Direct Source	A, B	
Orbis Associates	Workshop preparation and facilitation	\$ 40,395.00	Open Tender	B	c.
Overton Clarke Australia	Review of current client pipeline	\$ 14,080.00	Open Tender	C	b.
Overton Clarke Australia	Advice and implementation of Information Management Practices, Polices and Procedures	\$ 22,000.00	Open Tender	B	
Overton Clarke Australia	Advice and implementation of Knowledge and Information Management Practices for the North East Asia Region (NEA)	\$ 52,800.00	Open Tender	A, B	
Overton Clarke Australia	Advice and implementation of Knowledge and Information Management Practices for the Americas	\$ 20,000.00	Open Tender	B	
Pitti Marrone and Ana Perez	Architectural and interior design services for the relocation of the Sao Paulo Consulate General	\$ 17,281.73	Direct Source	B	d.
PTD Consulting Pty Limited	Advice and implementation of Governance changes	\$ 11,000.00	Open Tender	B	
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Public International S.A de C.V	Design and development of promotional material and media relations advisory services for the Australia Festival 2007	\$ 32,565.15	Overseas	B	b.
Resource Management International	Workshop preparation and facilitation	\$ 10,945.00	Direct Source	B	
Resource Management International	Workshop preparation and facilitation	\$ 16,720.00	Direct Source	B	b.
Salutay Pty Ltd	Media relations advisory services for FTA and Export Awards	\$ 30,360.00	Direct Source	A, B	
Simply Blue Pty Ltd,	Development and delivery of framework to obtain finance for exporters and potential exporters	\$ 32,300.00	Open Tender	B	
Skillsearch Contracting Pty Ltd	Research and analysis of current systems and solutions for the fulfillment of reporting obligations	\$ 52,800.00	Open Tender	B	
The Institute of Internal Auditors Australia	Review of internal audit processes	\$ 18,132.16	Direct Source	C	c.
The Nous Group Pty Ltd	Implementation of External Web Channel Project	\$ 219,285.00	Open Tender	C	
The Nous Group Pty Ltd	Implementation of Change Management Project	\$ 220,000.00	Open Tender	C	
The Sponsorship Unit Pty Ltd	Development of regional sponsorship strategy, guidelines and training	\$ 14,100.00	Direct Source	A	
Wallis Consulting Group Pty Ltd ⁱ	Development, management and delivery of Online Survey	\$ 179,278.00	Open Tender	C	b.
Wallis Consulting Group Pty Ltd ⁱ	Development, management and delivery of Online Survey	\$ 19,085.00	Direct Source	C	
Wallis Consulting Group Pty Ltd ⁱ	Development, management and delivery of Online Survey	\$ 25,322.00	Open Tender	C	
Wallis Consulting Group Pty Ltd ⁱ	Development, management and delivery of Online Survey	\$ 115,632.00	Direct Source	C	
Warren Wilton	Advisory services as the Independent Chairman of the Code of Practice Administration	\$ 36,850.00	Direct Source	C	
OTHER					

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Consultant Name	Description	Contract Price	Selection Process (1)	Justification (2)	Contract Price Reason (3)
Orbis Associates ^{ii, iii}	Research and analysis in relation to Australian exporters	\$ 345,000.00	Open Tender	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 sup

(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.
- i. The consultancy contracts with Wallis Consulting Group Pty Ltd (total contract price of \$339,317) are in both the 'consultancy' and 'advertising and market research' categories. In FY06/07, as detailed in Table 17 of Appendix C of the Annual Report the cost of market research activities with this supplier was \$166,155 (including GST).



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ii. The consultancy contract with Orbis Associates (total contract price of \$345,000) is in both the 'consultancy' and 'advertising and market research' categories. In FY06/07, as detailed in Table 17 of Appendix C of the Annual Report the cost of market research activities with this supplier was \$190,000 (including GST).

iii. This contract commenced on 26 June 2006, prior to Austrade being an agency under the FMA Act. The contract date is prior to the FY06/07 reporting period and as such the contract expenditure has not been included in the overall figures for consultancies FY06/07. During the compilation of this FY06/07 list of consultancies, it was found that this contract was excluded from the FY05/06 Annual report in error. To ensure transparency and to amend the before mentioned oversight this contract has been reported on this list.