

Business Advisory Panel – Work Order

SCHEDULE 3 OFFICIAL ORDER

Official Order number 90012506.

1. Context

This Official Order is issued and agreed pursuant to and subject to the terms and conditions of the Deed between Finance and the Boston Consulting Group dated 11 November 2015 (SON3305648).

2. Ordered Services

The Supplier will undertake a mid-term review of the Disability Employment Services (DES) program and evaluate the impact of the reforms and the performance of the program in relation to:

- delivering the Government's policy objectives to improve the employment outcomes of people with disability
- supporting people with disability to find and retain supported and/or open employment
- the full array of disability needs and supports, including episodic and psychosocial needs
- contestability of service delivery in regional and remote Australia
- other existing and complementary employment service programs, and
- national and international best practice.

The Supplier will also undertake additional research into partial capacity to work, payment rates for people with disability, and any other potential implications, which includes but is not limited to:

- consideration of implications from COVID-19
- alignment with payment rates and supplement rates and associated policy settings in the broader welfare system
- recommendations of previous reviews and their continued applicability, and
- any other matters the department deems relevant.

The Supplier will:

- provide a detailed project plan of an approach and methodology proposed to meet the objectives of the Review
- review and analyse literature, research, analysis and data. This includes information publicly available and available internally to the department
- engage with relevant stakeholders, including employers and participants; employer, disability and provider peak bodies; DES providers and interested government agencies
- provide the department ongoing research, which will be conducted over an eight-week period
- provide the department a report regarding the mid-term review of the DES program in two stages:

- a draft report of the findings and recommended options for reform to the department and key government stakeholders, by 26 June 2020 and a final report no later than July 10; and
- final completion of all services by 31 August 2020, and no later than 30 October 2020

The Supplier will include an assessment of whether the current model is an appropriate model for:

- **Participants**, to support them to identify and find sustainable employment suited to their skills and ability to work.
- **Employers**, to ensure there are appropriate supports, including from DES providers, to recruit and retain suitably skilled jobseekers with disability; and
- **Service Providers**, to ensure the focus is appropriately on the needs of participants and employers to maximise employment outcomes for people with disabilities.
- **Government**, by boosting the employment participation of people with disability, raising the productive capacity of the workforce and delivering a positive return on investment and value for money service.

To support the Review within the timeframe, the Supplier will be assisted by departmental subject matter experts and have access to readily available program and expenditure data, and recent research and analysis on the program.

3. Policies, Standards and Guidelines

The Supplier must ensure that any goods and services proposed comply with all applicable Australian standards (or in its absence an international standard) including any requirements or standards specified in this Statement of Requirement. Potential Suppliers should note that they may be required to enable the Customer, or an independent assessor, to conduct periodic audits to confirm compliance with all applicable Australian or international standards.

Web Content Accessibility

The Supplier must ensure that any website, associated material and/or online publications (where applicable) complies with the Web Content Accessibility Guidelines available at: <https://www.w3.org/WAI/intro/wcag>.

Publications

Publications and reports (if any) must be drafted to comply with the current version of the Commonwealth's [*Style Manual*](#).

4. Required Contract Material

The Supplier will provide:

- a detailed project plan, PDF or word
- a Draft Review Report
- a Final Review Report in the form of a MS Word document and an executive summary in MS PowerPoint.

5. Commencement and Time frame

Contract Commencement Date:

30 April 2020

Time frame:

30 April 2020 to 31 October 2020 - Six (6) months)

The Department may, at its sole discretion and by providing the Supplier with written notice prior to the Completion Date, extend the Work Order for a further period of **three (3) months** (Additional Contract Period).

6. Specified Personnel

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

Mid-term review of the Disability Employment Services (DES) program

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

TBC in late May 2020, ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

Research

s 47F [redacted] ss 47F and 47G [redacted]

s 47F [redacted] ss 47F and 47G [redacted]

At the Department's request, BCG will provide additional project resources to support this research at the agreed rates under the Finance Business Services Advisory Panel Agreement.

7. Fees, allowances and costs

The total work order value must not exceed **\$1,879,999.00 GST inclusive**.

Due date	Milestone description	Total price (excl GST)	GST component	Total price (incl GST)
15-May-20	Project plan, including stakeholder engagement plan	§ 47G	§ 47G	§ 47G
9-Jun-20	Commence field work	§ 47G	§ 47G	§ 47G
15-Jun-20	Research	§ 47G	§ 47G	§ 47G
26-Jun-20	Submit Draft Review Report	§ 47G	§ 47G	§ 47G
7-Jul-20	Department agreement of Final Review Report	§ 47G	§ 47G	§ 47G
31-Aug-20	Completion of all Services	§ 47G	§ 47G	§ 47G
Total milestone payments		\$1,709,090	\$170,909	\$1,879,999

8. Existing Material

None specified.

9. Commonwealth Material

The department will provide access to readily available program and expenditure data and recent research and analysis on the program, including access to agreed departmental data on the DES program and social security recipients, and available research and analysis on employer engagement, the process for referring jobseekers to DES, jobseeker insights and attitudes, and DES performance.

10. Security and privacy

Security Requirements include:

- All Personnel and Subcontractors who will or may have access to official information to execute a conflict of interest declaration; and
- All Personnel and Subcontractors who will or may have access to official information to obtain a security clearance to, at minimum, the Baseline level.

The cost of obtaining each security clearance will be borne by the Supplier. The Supplier must ensure that its Specified Personnel promptly provide to the Customer relevant details to assist with the security clearance process, and the Supplier must notify the Customer promptly in writing of any change in circumstances which is likely to affect the Customer's assessment of the Specified Personnel's entitlement to hold a security clearance.

Current AGSVA Vetting Fees and Charges can be found at <http://www.defence.gov.au/AGSVA/corporate-industry-policy.asp>

11. Service Provider's Confidential Information

(a) Contract Provisions/Schedules/Attachments

Item	Period of Confidentiality
§ 47G	

(b) Contract-related material

Item	Period of Confidentiality
§ 47G	

12. Special Conditions

Condition	Clause of Deed Affected (if any)
	

Signed for and on behalf of the Commonwealth of Australia, represented by Department of Social Services by:

s 47F

Finance's Representative

s 47F

Signature

11th May 2020.....

Date

Signed for and on behalf of The Boston Consulting Group Pty Ltd

(ABN 70 007 347 131)

by:

s 47F

Service Provider's Representative

s 47F

.....

Signature

7th May 2020.....

Date



Australian Government

Department of Social Services

DEED OF VARIATION

To Official Order Number: 90012506

Between: COMMONWEALTH OF AUSTRALIA
represented by the Department of Social Services

and The Boston Consulting Group Pty Ltd
ABN 70 007 347 131

for: the provision of Review of Disability Employment Services
and Research into Partial Capacity to Work payment rates

THIS DEED OF VARIATION is made on 29 June 2020.

BETWEEN

COMMONWEALTH OF AUSTRALIA (the Commonwealth) as represented by the Department of Social Services (**the Department**)

AND The Boston Consulting Group Pty Ltd (**the Supplier**) ABN 70 007 347 131, an Australian company incorporated in accordance with the Corporations Act 2001 and having its registered office at Canberra, ACT.

PURPOSE

- A. The Supplier and the Commonwealth, represented by the Department, entered into Official Order Number 90012506 dated 11 May 2020 (**the Contract**) for the provision of the Review of Disability Employment Services and Research into Partial Capacity to Work payment rates pursuant to and subject to the terms and conditions of Deed Number SON 3305648 between the Finance and the Supplier.
- B. The parties have agreed to certain variations to the rights and obligations contained in the Contract.
- C. The parties wish to formally record those variations in the form of this Deed of Variation.

IT IS AGREED

1. The Contract is varied by the following amendments:

Delete item:

7. Fees, allowances and costs

The total work order value must not exceed **\$1,879,999.00 GST inclusive**.

Due date	Milestone description	Total price (excl GST)	GST component	Total price (incl GST)
15-May-20	Project plan, including stakeholder engagement plan	s 47G	s 47G	s 47G
9-Jun-20	Commence field work	s 47G	s 47G	s 47G
15-Jun-20	Research	s 47G	s 47G	s 47G
26-Jun-20	Submit Draft Review Report	s 47G	s 47G	s 47G
7-Jul-20	Department agreement of Final Review Report	s 47G	s 47G	s 47G
31-Aug-20	Completion of all Services	s 47G	s 47G	s 47G
Total milestone payments		\$1,709,090	\$170,909	\$1,879,999

of the Work Order, and **Replace** it with new item:

8. Fees, allowances and costs

The total work order value must not exceed **\$2,760,000.00 GST inclusive**.

Due date	Milestone description	Total price (excl GST)	GST component	Total price (incl GST)
15-May-20	Project plan, including stakeholder engagement plan	s 47G	s 47G	s 47G
9-Jun-20	Commence field work	s 47G	s 47G	s 47G
15-Jun-20	Initial Research of PCW payment rates	s 47G	s 47G	s 47G
26-Jun-20	Submit Draft Review Report	s 47G	s 47G	s 47G
7-Jul-20	Department agreement of Final Review Report	s 47G	s 47G	s 47G
15-Aug-20	Final Research of PCW payment rates	s 47G	s 47G	s 47G
31-Aug-20	Completion of all Services	s 47G	s 47G	s 47G
Total milestone payments		\$2,509,091	\$250,909	\$2,760,000

2. In all other respects the terms and conditions of the Contract remain unaltered.

SIGNED as a Deed by the parties as at the date first above mentioned.

SIGNED by the COMMONWEALTH OF AUSTRALIA

acting through and represented by the Department of Social Services

by

Nathan Williamson

(Name of Commonwealth Representative)

s 47F

(Signature of Commonwealth Representative)

IN THE PRESENCE OF

s 47F

(Name of Witness)

Date *29 June 2020*

s 47F

(Signature of Witness)

Date *29 June 2020*

SIGNED for and on behalf of THE BOSTON CONSULTING GROUP PTY LTD

(ABN 70 007 347 131)

by

s 47F

(Name)

s 47F

(Signature)

IN THE PRESENCE OF

s 47F

(Name of Witness)

Date

s 47F

(Signature of Witness)

Date