

Tax Invoice

PO BOX 398
Dickson ACT 2602
02 6247 2225
@ethoscrs.com.au
ABN 94 116 209 235

s 47G(1)(a)

Attention Workforce Capability
Address Department of the Prime Minister and Cabinet
One National Circuit
Barton ACT 2600
Australia
Phone s 47E(d)
Email s 47E(d) @pmc.gov.au
Reference

Invoice no. 00005039
Date 7/11/2024
Page Page 1 of 1

Date	Description	Amount, including GST
5/11/2024	Essential writing for APS 5-6. Workshop delivery: one day face-to-face workshop, 5 November 2024. Location: Canberra. Facilitator: s 47F	s 47G(1)(a)

Pay s 47G(1)(a)
BSB
Account number
Terms Strictly 30 days

GST s 47G(1)(a)
Total inc GST
Amount applied
Balance due

Payments by credit card are available by calling 02 6247 2225. Please note there is a 1.75 per cent surcharge for credit card payments.

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Invoice no. 00005016
Date 31/10/2024
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Date	Description	Amount, including GST
29/10/2024	Working effectively at EL 2. Workshop delivery: two three-hour virtual sessions, 29-30 October 2024. Virtual platform: Microsoft Teams. Facilitator: s 47F	s 47G(1)(a)

Pay	s 47G(1)(a)	GST	s 47G(1)(a)
BSB		Total inc GST	
Account number		Amount applied	
Terms	Strictly 30 days	Balance due	

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Schedule 3 – Work Order Request (WOR)

Under the Terms and Conditions of the Deed executed in relation to provision of Learning and Development Services (Standing Offer Number – SON 3674124)

This is a Work Order Request under the Deed of Standing Offer for the provision of Learning and Development Services between The Department of the Prime Minister and Cabinet - ABN 18 108 001 191 (**Customer**) and Ethos CRS Consulting Pty Ltd - 94 116 209 235 (**Contractor**). No Contract (acceptance) is formed until the WOR is executed by the Customer.

Contractor to complete Schedule 3.3 - Contractors Response/Criteria.

Note: In instances where the WOR references PM&C, this is referencing the (Customer).

3.1 Project Details

Item	Description	Details
1.	Deed No and Name of Service Requirement	Deed of Standing Offer No. 3674124 for the provision of Learning and Development Services.
2.	Reference Number	Work Order Request # RD 008337
3.	Location	Andrew Fisher Building, 1 National Circuit Barton ACT 2600 or virtually via Microsoft Teams
4.	Start Date	13/09/2024

s 22(1)(a)(ii)

Annexure A - Service Requirements (Scope of Work)

The Customer is seeking a supplier who can provide a suite of established training offerings addressing the key areas of communication in government, policy for government and working in government. The training will be made available for all staff.

We are looking to deliver:

- Working Effectively at the APS5 Level
- Working Effectively at the APS6 Level
- Working Effectively at the EL1 Level
- Working Effectively at the EL2 Level
- Essential Writing for APS 1-4 Levels
- Essential Writing for APS 5-6 Levels
- Essential Writing for Executive Levels
- Powerful and persuasive presentations
- Effective stakeholder engagement
- Compelling briefs and correspondence

We are seeking to run multiple courses with multiple iterations across 12 months with the possibility of a 12-month extension. Supplier must have availability to deliver up to 2 sessions of each course over a 12-month period.

We would like the option to contextualise the material and delivery to reflect the Customer's specific needs. Courses should be able to be delivered with the option of both virtual and face-to-face offerings (via MS Teams or at 1 National Circuit, Barton, ACT).

For face-to-face sessions the Customer will arrange an appropriate training room and can provide basic training materials (e.g. pens, paper, projector, whiteboard, generic laptop).

WOR Execution Page

Signed for and on behalf of the **Department of the Prime Minister and Cabinet** by an authorised officer in the presence of:

s 22(1)(a)(ii)

s 22(1)(a)(ii)

(Signature of Authorised Officer)

(Signature of Witness)

Title:

s 22(1)(a)(ii)

s 22(1)(a)(ii)

(Printed name of Authorised Officer)

(Printed name of Witness)

Date: 01/10/2024

Signed by *Ethos CRS (ABN 94 116 209 235)* in accordance with section 127(1) of the *Corporations Act 2001 (Cth)* by authority of its directors and in the presence of:

s 22(1)(a)(ii)

s 22(1)(a)(ii)

(Signature of Director)

(Signature of Director/Secretary)

s 47F

s 47F

(Printed name of Director)

(Printed name of Director/Secretary)



Simple Procurement Plan

This proposal is used to record the Approach to Market (ATM) details prior to seeking quotes and is to be attached to the Procure to Pay (P2P) requisition. Ensure you are familiar with the [PM&C Procurement Policy](#).

Background

The purpose of this procurement is to acquire experienced training providers for the facilitation and delivery of PM&C's Corporate Training courses, in the key areas of communication in government, policy for government and working in government. The courses are intended for both virtual and face-to-face delivery, to ensure accessibility and inclusion of all staff.

We are looking to deliver:

- Working Effectively at the APS5 Level
- Working Effectively at the APS6 Level
- Working Effectively at the EL1 Level
- Working Effectively at the EL2 Level
- Essential Writing for APS 1-4 Levels
- Essential Writing for APS 5-6 Levels
- Essential Writing for Executive Levels
- Powerful and persuasive presentations
- Effective stakeholder engagement
- Compelling briefs and correspondence

The continuous delivering of PM&C's corporate training calendar aligns with key deliverables outlined within our Corporate Plan to support staff to develop their critical skills needed to deliver on work priorities and the overall capability uplift of the department. Success will be measured through participant engagement and impact analysis relevant to their roles through tracking enrolments and participant evaluations. To ensure we meet the desired outcomes, we are seeking established training offerings from facilitators who have the experience and ability to contextualise training specific to PM&C and government.

There are currently no internal options or scope for delivering this training using existing Departmental resources.

Based on procurement advice, we are seeking to utilise a provider off the CSIRO Learning and Development Panel (SON3674124) who is Canberra based, to ensure efficiency and value for money of face-to-face delivery of sessions.

An initial 12-month contract would be established with an option for a further 12 months at the discretion of PM&C. The contract will allow PM&C to customise the courses and deliver up to 13 sessions over the initial term of the contract, and a further 20 sessions if the option to extend the contract is exercised by PM&C.

The listed courses are facilitated and delivered by Ethos CRS. PM&C has previously accessed the Essential Writing courses through APS Academy. Additionally Working Effectively is facilitated and delivered by Ethos CRS. By going directly to Ethos CRS, it is anticipated there will be cost efficiencies and administrative benefits for PM&C employees, while maintaining the same content and learning outcomes.

Estimated procurement timeline

Estimated timeline	Date
Distribution of ATM:	08/08/2024
Closing date for responses:	19/08/2024
Response evaluation completed:	21/08/2024
Contract start date	2 September 2024 or upon contract execution (whichever is earlier)
Contract end date	1 September 2025 or 12 months from execution (whichever is sooner)
Extension options	1 x 12 months