



Australian Government
Department of Employment
and Workplace Relations

Work Order

Focus Group Procurement

Authority and Context

This Work Order is issued by the Commonwealth of Australia as represented by the **Department of the Prime Minister and Cabinet** to Orima Pty Ltd (77 076 347 914) (**Panel Member**) in accordance with clauses 4.2 and 5 of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES)* as part of a *Refreshable Panel of Suppliers (the Deed)*.

In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

the Work Order, including details of the services to be provided;

any Special Conditions, as outlined in the Work Order;

the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and
clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE		
1	Project Title	Focus Group Procurement
2	AusTender notifications:	
	Procurement Title: Standing Offer Notice:	RFQ for Focus Group Procurement SON3352211
3	Agency Details	Department of the Prime Minister and Cabinet
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name: § 22(1)(a)(ii)
		Position: Assistant Director
		Postal Address: 10 National Cct, Barton, ACT 2600
		Phone Number: § 22(1)(a)(ii)
		Email Address: § 22(1)(a)(ii) @pmc.gov.au
5	Panel Member's Full Name	^INSERT DETAILS ^
6	Service category Panel Member appointed through	<p>1. Research Services <input type="checkbox"/> 2. Evaluation Services <input checked="" type="checkbox"/></p> <p>3. Data Analysis Services <input type="checkbox"/> 4. Operational Support Services – Human Research Ethics Committees <input type="checkbox"/></p> <p>5. Operational Support Services – Data Management <input type="checkbox"/> 6. Operational Support Services – Editorial and Writing <input type="checkbox"/></p> <p>7. Operational Support Services – Quality Assurance and Peer Review <input type="checkbox"/> 8. User-Centred Design Services – for research services <input type="checkbox"/></p>
7	Panel Member's project manager (and Contact Officer for receipt of notices)	Name: § 47F
		Position: Director
		Postal Address: § 47F
		Phone Number: § 47F
		Email Address: § 47F @orima.com
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.
9	Additional Project Specific Insurance Requirements	N/A

SUMMARY OF TIMEFRAMES AND PROJECT COSTS

Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed.

	Date of Work Order:	29/04/2024
--	---------------------	------------

10 a	Term of Work Order	Commencement date:	06/05/2024
		Completion date:	30 June 2024
10 b	Work Order Periods of Extension	Extension period	1x1 Month Extension
11	Work Order Amount	Total project components (ex GST):	s 47G(1)(a)
		Total other expenses (ex GST):	s 47G(1)(a)
		Work Order total (ex GST):	s 47G(1)(a)
		Work Order total (inc. GST):	s 47G(1)(a)
12	Panel Member's nominated account for EFT payment by the Agency	Bank:	
		Account Name:	
		BSB:	
		Account Number:	

SUMMARY OF SERVICES

Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.

13	Services to be provided:	<p>Orima will conduct focus groups focussing on the lived experiences during COVID-19 of the following cohorts:</p> <ul style="list-style-type: none"> • People with disability • Culturally and linguistically diverse communities • First Nations communities • Parents of school-aged children and young people • Mental health support services users • International students • Rural and remote communities • Australians who participated in quarantine • Homelessness support service users • Vaccine hesitant / sceptical individuals <p>In addition to the above criteria for cohorts, all groups should include (as far as practicable) a diverse representation of participants along the following criteria:</p> <ul style="list-style-type: none"> • Gender • Age • Geographic distribution (by state and territories) • Remoteness distribution (based on Australian Statistical Geography Standard Remoteness Structure) • Socioeconomic status (based on location, according to ABS Socio-Economic Indexes for Areas)
14	Deliverables to be provided:	Orima will conduct an internal workshop before commencing the focus groups involving the ORIMA project team and relevant staff from the

		<p>Taskforce to ensure a clear understanding of the role and scope of the qualitative research, and key insights from the Inquiry to date.</p> <p>Orima will deliver:</p> <ol style="list-style-type: none"> 1. A project plan 2. Interview/discussion guides (initial drafts will be provided by the Taskforce) 3. Regular check-ins with the Taskforce and the provider 4. A recruitment screener 5. A report summarising outcomes and findings from the focus groups including summaries of key themes raised 6. Provision of one case study per group 7. A verbal debrief with the Taskforce at the conclusion of focus groups
15	Methodology	<p>Orima will conduct qualitative research with a sample of up to 176 participants via:</p> <ul style="list-style-type: none"> • 7 full and 6 mini face-to-face focus groups; • 6 online focus groups; • 2 paired in-depth interviews; • 1 kinship in-depth interview; and • 15 one-on-one in-depth interviews (including 6 with interpreters). <p>Throughout the research process the following reports will be provided to PM&C:</p> <ul style="list-style-type: none"> • Project plan; • Research discussion guide(s), noting initial drafts will be prepared by PM&C; • Recruitment screener; • Regular project check-ins with the Taskforce and ORIMA every two weeks. • Presentation of findings at mid-fieldwork and at the end of the fieldwork; • Final report summarising outcomes, insights and findings from the qualitative research, including summaries of key themes raised; and • Provision of one case study per group (for a total of n=10 case studies).
16	Additional Specific Requirements as per the RFQ for this project:	<p>Orima will produce one final report in a Microsoft Word format.</p> <p>This final report will include:</p> <ul style="list-style-type: none"> • A one-page key insights summary; • An 3-5 page executive summary (which will be designed to be able to also work as a standalone document as well as an inclusion in the main report);

		<ul style="list-style-type: none"> • A summary of the project background, objectives and research methodology, including dates and sample design; • Presentation, analysis and interpretation of all research findings • Discussion of the implications of the research findings (summarised within each chapter); • Overall key insights and conclusions in relation to the research findings; and • An appendix, including the demographic profile of research participants.
17	Special Conditions as per the RFQ for this project:	N/A

PROJECT PERSONNEL		
<i>NOTE: All Panel Members' Key Personnel are listed in their Deed of Standing Offer, while Specified Personnel are not.</i>		
18	Name of Key Personnel	Proposed roles and responsibilities:
	s 47F	Orima Founding Director
19	Name of Specified Personnel	Proposed roles and responsibilities:
	s 47F	Senior Research Manager
	s 47F	Principle Research Manager
	s 47F	Qualitative Research Lead
	s 47F	Senior Research Consultant
	s 47F	Senior Research Manager
	s 47F	
	s 47F	
	s 47F	Research Consultant
	s 47F	Research Consultant
	s 47F	Associate Research Consultant
20	Subcontractor(s), including details of the work to be performed by subcontractor	
	<i>NOTE: All pre-approved subcontractors for Panel Members are listed in the Deed of Standing Offer. For any subcontractors listed below that are not listed in the Deed of Standing Offer the Agency may require the Panel Member to provide financial and credentials information of those subcontractors for approval prior to them commencing any work.</i>	
	Name of Subcontractors:	Proposed roles and responsibilities in relation to the project:
Q&A Market Research Services Pty Ltd	May be used to support recruitment of participants for the qualitative research	

	Loneragan Research Pty Ltd	May be used to support recruitment of participants for the qualitative research
	ERG Research Pty Ltd	May be used to support recruitment of participants for the qualitative research
	McGregor Tan Research Pty Ltd	May be used to support recruitment of participants for the qualitative research
	Focus People Pty Ltd	May be used to support recruitment of participants for the qualitative research
	Country Opinions (NSW) Pty Ltd	May be used to support recruitment of participants for the qualitative research
	West Coast Field Services LLP (trading as Thinkfield)	May be used to support recruitment of participants for the qualitative research
	Myriad Research	May be used to support recruitment of participants for the qualitative research

PROJECT MATERIALS

Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.

21	Agency Material (for this project) <i>Note: See Clause 5.1 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Material.</i>	
	Description of Agency Material to be provided /made available to the Panel Member	Interview/discussion guides (initial drafts will be provided by the Taskforce)
	Conditions or restrictions on use of Agency Material	As per Deed of Standing Offer.
22	Contract Material (for this project) <i>Note: See Clause 5.2 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Contract Material.</i>	
	Description of Material	N/A
	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.
23	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	N/A
	Period of confidentiality	N/A
	<i>NOTE: For every new work order under the RES Panel, the selected panel member's staff are required to sign Attachment C: Deed of Confidentiality.</i>	
24	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	

	Description of Panel Member Confidential Information	N/A
	Period of confidentiality	N/A
25	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See Clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	N/A
	Authorisations required to use Agency Data	As per Deed of Standing Offer.
26	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.
	Costs associated with implementing security requirements	N/A.

27 DELIVERABLES PAYMENT TABLE					
Milestones	Project component description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
	Project set-up management and administration – including project management, inception meeting and workshop with the Taskforce, and attendance at meetings throughout the project, as well as conduct of desktop review	1	s 47G(1)(a)		
	Input from First Nations, CALD and Disability advisors/ partners	1	s 47G(1)(a)		
	Development of research instruments – including discussion guide and demographic questionnaire	1	s 47G(1)(a)		
	Conduct of fieldwork – including focus group (7 x face-to-face focus groups, 6 x face-to-face mini-focus groups, 6 x online focus groups, 2 x paired interviews, 1 x kinship interviews, 15 x in-depth interviews) and interview preparation, moderation, and attendance of two researchers at each session	1	s 47G(1)(a)		
	Recruitment of participants and administration of	1	s 47G(1)(a)		

	reimbursement for participants (15 x participants with disability, 18 x CALD participants, 24 x parent/ carer participants, 16 x participants with experience of mental health services, 14 x international student participants, 18 x participants who experienced quarantine, 12 x participants who experienced homelessness, 18 x vaccine hesitant participants, 23 x First Nations participants, 18 x general public participants)				
	Venue hire, catering and use of online platform	1	s 47G(1)(a)		
	Recruitment and fieldwork administration costs – including development of recruitment screeners, briefing of recruiters, monitoring recruitment process, and co-ordinating fieldwork logistics	1	s 47G(1)(a)		
	Interpreter services (per interview)	6	s 47G(1)(a)		
	Analysis and comprehensive Word report, including case studies, key findings, participant quotes, executive summary and summary of methodology and participant demographics	1	s 47G(1)(a)		
	Final workshop with Taskforce, as well as mid- and end of fieldwork presentations	1	s 47G(1)(a)		
	Human Research Ethics Committee approval, including preparation of ethics application and attendance at committee meeting	1	s 47G(1)(a)		
Project component cost TOTAL				GST s 47G(1)(a)	Inc. GST s 47G(1)(a)
OTHER EXPENSES <i>These expenses are to be invoiced separately and reimbursed on production of appropriate receipts.</i> See note below.					
Item description [Panel Member to complete relevant expenses based on project and Attachment A]	Quantity			Total ex. GST	Total inc. GST
Travel (itemise as applicable, see note below)	1			s 47G(1)(a)	

Participant incentives (include itemised costs here)	1		s 47G(1)(a)	
		Ex. GST	GST	Inc. GST
Other expenses TOTAL			\$s 47G(1)(a)	
GRAND TOTAL				
Total value of project		Ex. GST	GST	Inc. GST
	Project components	s 47G(1)(a)	s 47G(1)(a)	s 47G(1)(a)
	Other expenses	s 47G(1)(a)	s 47G(1)(a)	s 47G(1)(a)
	WORK ORDER TOTAL	s 47G(1)(a)		

Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only, not other expenses such as travel costs. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

KEY PAYMENT SCHEDULE					
<i>Milestone payments are made up of project components only. Other expenses are to be invoiced separately. See notes for information about the requirements for issuing a valid tax invoice.</i>					
28	Milestone	Due date	Ex. GST	GST	Inc. GST
	Milestone 1	10 May 2024	s 47G(1)(a)	s 47G(1)(a)	s 47G(1)(a)
	Milestone 2	31 May 2024	s 47G(1)(a)	s 47G(1)(a)	s 47G(1)(a)
	Milestone 3	20 June 2024	s 47G(1)(a)	s 47G(1)(a)	s 47G(1)(a)
	Milestone 4	21 July 2024	s 47G(1)(a)	s 47G(1)(a)	s 47G(1)(a)

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Agency. Major changes to the scope or methodology, payments or end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Invoicing requirements

A single correctly rendered invoice must be provided for each individual milestone payment, expense payment etc. Invoices with more than one item to be paid (e.g. 2 milestones or a combined milestone and expense payment) will not be able to be processed and will be returned for resubmission.

A valid correctly rendered tax invoice between the Panel Member and the Agency must contain the following:

- the words "tax invoice" stated prominently;
- the Panel Member's name and Australian Business Number (ABN);
- the Agency's name, address and ABN;
- the date of issue of the tax invoice;
- the title of the Work Order, the Work Order number and Purchase Order Number;
- details of fees, allowances and costs properly payable under this Work Order including the items (i.e. deliverables or milestones) to which they relate;
- the total amount payable (including GST); and

- the GST amount shown separately.

Any invoices that do not comply with the above will not be able to be processed and will be returned for correction.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved 'other expenses' are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised including specific quantities of items delivered where appropriate.

Travel

Where Panel Members are required to travel on behalf of the Agency, the following travel payments and processes will apply.

- All travel will be conducted in line with the department's travel policy for non-SES employee travel (**Attachment D**) that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member.
- All approved travel is to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business-related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - Where meals are provided at an event being attended
 - That have been met by another person or entity
 - Where accommodation or travel costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend.

EXECUTION OF THE WORK ORDER:

Executed as a contract.

Signed for and on behalf the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet by its duly authorised representative in the presence of

s 22(1)(a)(ii)

Signature of representative

s 22(1)(a)(ii)
Signature of witness

Lauren Le Cerf
Name of representative (print)

s 22(1)(a)(ii)
Name of witness (print)

First Assistant Secretary (A/g)
Position of representative (print)

9 May 2024
Date

Signed for Orima Research Pty Ltd by its duly authorised representative in the presence of

s 47F

Signature of representative

s 47F
Signature of witness

s 47F
Name of representative (print)

s 47F
Name of witness (print)

Managing Director
Position of representative (print)

5 May 2024
Date



Work Order Variation No.1

Focus Group Procurement

Authority and Context

This Work Order Variation is issued by the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet (**Agency**) to Orima Pty Ltd (77 076 347 914) (**Panel Member**) in accordance with clause 17 of Schedule 4 [Contract Supply Terms] of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers (the Deed)*.

Once signed by both parties, this Work Order Variation will vary the Focus Group Procurement project Work Order as originally executed by the parties on 9 May 2024.

Unless specifically stated in this Work Order Variation, all terms and conditions as stated in the Deed of Standing Offer and Work Order executed on 9 May 2024 continue unaffected, and all documents should be read in conjunction with each other. Further, unless the context otherwise provides, defined terms used in this Work Order Variation have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE	
Project Title	Focus Group Procurement
What has changed	s 47G(1)(a) [Redacted]
Why it changed	[Redacted] s 47G(1)(a)
Date of Work Order Variation	31 May 2024

Changes to Completion Date	Original Date:	30 June 2024
	Revised Date:	30 July 2024
Agency's Project Manager (and Contact Officer for receipt of notices)	Name:	s 22(1)(a)(ii)
	Position:	Assistant Director
	Postal Address:	10 National Cct Barton, ACT 2600
	Phone Number:	s 22(1)(a)(ii)
	Email Address:	s 22(1)(a)(ii)@pmc.gov.au
Panel Member's Project Manager (and Contact Officer for receipt of notices)	Name:	s 47F
	Position:	Director
	Postal Address:	s 47F
	Phone Number:	s 47F
	Email Address:	s 47F @orima.com
Changes to Original Work Order Amount: <i>(Delete if not applicable)</i>		
Original: (inc GST)	s 47G(1)(a)	Revised: (inc GST) s 47G(1)(a)

The parties of the Work Order have agreed to vary the Work Order. The Work Order is amended as follows:

Delete item 10a completion date 30 June 2024 of the Work Order and replace it with the new Item 10a completion date 30 July 2024.

Delete work order total s 47G(1)(a) (inc GST) and replace with s 47G(1)(a) (inc GST)

EXECUTION OF THE WORK ORDER VARIATION:

Signed for and on behalf the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet by its duly authorised representative in the presence of

←

Signature of representative

Signature of witness ←

Name of representative (print)

Name of witness (print)

Position of representative (print)

Date

Signed for Orima Pty Ltd by its duly authorised representative in the presence of

s 47F ←

Signature of representative

s 47F

←

s 47F

Signature of witness

Name of representative (print)

s 47F

Founding Director

Name of witness (print)

Position of representative (print)

11 June 2024

Date



Australian Government
Department of Employment
and Workplace Relations

Work Order

Survey Procurement

Authority and Context

This Work Order is issued by the Commonwealth of Australia as represented by the **Department of the Prime Minister and Cabinet to Newgate Communications Pty Ltd (38 162 366 056) (Panel Member)** in accordance with clauses 4.2 and 5 of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers (the Deed)*.

In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

the Work Order, including details of the services to be provided;

any Special Conditions, as outlined in the Work Order;

the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and

clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE		
1	Project Title	Community Input Survey
2	AusTender notifications:	
	Procurement Title:	RFQ for community survey on experiences of, and views about COVID-19 and future pandemics Survey
	Standing Offer Notice:	SON3352211
3	Agency Details	Department of the Prime Minister and Cabinet
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name: § 22(1)(a)(ii)
		Position: Assistant Director
		Postal Address: 10 National Cct, Barton, ACT 2600
		Phone Number: § 22(1)(a)(ii)
		Email Address: § 22(1)(a)(ii) @pmc.gov.au
5	Panel Member's Full Name	SEC Newgate Pty Ltd
6	Service category Panel Member appointed through	<p>1. Research Services <input checked="" type="checkbox"/> 2. Evaluation Services <input type="checkbox"/></p> <p>3. Data Analysis Services <input type="checkbox"/> 4. Operational Support Services – Human Research Ethics Committees <input type="checkbox"/></p> <p>5. Operational Support Services – Data Management <input type="checkbox"/> 6. Operational Support Services – Editorial and Writing <input type="checkbox"/></p> <p>7. Operational Support Services – Quality Assurance and Peer Review <input type="checkbox"/> 8. User-Centred Design Services – for research services <input type="checkbox"/></p>
7	Panel Member's project manager (and Contact Officer for receipt of notices)	Name: § 47F
		Position: Partner
		Postal Address: Level 15, 167 Macquarie Street, Sydney NSW 2000
		Phone Number: § 47F
		Email Address: § 47F @secnewgate.com.au
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.
9	Additional Project Specific Insurance Requirements	N/A

SUMMARY OF TIMEFRAMES AND PROJECT COSTS

Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed.			
10 a	Term of Work Order	Date of Work Order:	13/05/2024
		Commencement date:	20/05/2024
		Completion date:	30 June 2024
10 b	Work Order Periods of Extension	Extension period	26 July 2024
11	Work Order Amount	Total project components (ex GST):	s 47G(1)(a)
		Total other expenses (ex GST):	s 47G(1)(a)
		Total optional expenses (ex GST):	s 47G(1)(a)
		Work Order total (ex GST):	s 47G(1)(a)
		Work Order total (inc. GST):	s 47G(1)(a)
12	Panel Member's nominated account for EFT payment by the Agency	Bank:	s 47F
		Account Name:	s 47F
		BSB:	s 47F
		Account Number:	s 47F

SUMMARY OF SERVICES		
Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.		
13	Services to be provided:	<p>The provider will administer the survey to n=2000 representative sample with proportionate inclusion of the following priority groups:</p> <ul style="list-style-type: none"> • 23-33% Culturally and linguistically Diverse (CaLD) – participants should self-identify as being from a culturally or linguistically diverse background. • 15-18% People with disability – comprised of people who identify as having a disability, and must include individuals who identify as having a variety of disabilities (eg physical, intellectual, sensory). • 3% First Nations – participants should self-identify as being of Aboriginal and/or Torres Strait Islander origin. It is particularly important for this group that participants are drawn be from a mixture of geographic areas, across major cities, inner/outer regional, remote and very remote Australia (according to the Australian Statistical Geography Standard (ASGS) Remoteness Structure). <p>In addition to the n=2000 representative sample, the provider will include n=140 booster sample of First Nations participants.</p> <p>Participants must be representative across geographic, age, gender and other key factors.</p> <p>The survey will provide insights on:</p> <ul style="list-style-type: none"> • Public sentiment towards pandemic management approaches • Effectiveness of public communications during the pandemic • How public sentiment may inform future public responses to pandemic management

		<p>The following overarching research questions have been identified:</p> <ol style="list-style-type: none"> 1. What is the current public sentiment towards the Australian Government's management of the COVID-19 pandemic at its height (2020-21)? <ol style="list-style-type: none"> a. How does this 'hindsight' view compare to other evidence about public sentiment at the time? 2. How can we improve public communications in a future public health emergency? <ol style="list-style-type: none"> a. Where did people go for public health information during the height of the COVID-19 pandemic? b. How would people like to receive public health information in a future public health emergency (e.g. sources, channels, frequency, tone)? 3. What is the current state of enduring drivers of compliance behaviours (e.g. trust in government, willingness to accept personal costs)?
14	Deliverables to be provided:	<p>Required supplier activities include:</p> <ul style="list-style-type: none"> • Developing a detailed proposal for conducting a nationally representative community input survey. • Working with the Taskforce to refine and finalise survey questions. • Preparing and administering the survey. • Delivery of survey data and a detailed report analysing survey data. <p>Deliverables for this project include:</p> <ol style="list-style-type: none"> 1. Project plan 2. Final Survey questions (initial drafts will be provided by the Taskforce) 3. Regular check-ins with the Taskforce and the provider 4. Verbal debrief with the Taskforce at the completion of the survey 5. Delivery of survey data and report summarising outcomes and findings. This must be Web Content Accessibility Guidelines (WCAG) compliant.
15	Methodology	<p>Newgate will handle the recruitment of n=2000 representative sample with proportionate inclusion of the following priority groups:</p> <ul style="list-style-type: none"> • 23-33% Culturally and linguistically Diverse (CaLD) – participants should self-identify as being from a culturally or linguistically diverse background. • 15-18% People with disability – comprised of people who identify as having a disability, and must include individuals who identify as having a variety of disabilities (eg physical, intellectual, sensory). • 3% First Nations – participants should self-identify as being of Aboriginal and/or Torres Strait Islander origin. It is particularly important for this group that participants are drawn be from a mixture of geographic areas, across major cities, inner/outer regional, remote and very remote Australia (according to the Australian Statistical Geography Standard (ASGS) Remoteness Structure). <p>In addition to the n=2000 representative sample, the provider will include n=140 booster sample of First Nations participants.</p> <p>Additionally, and as far as practicable, the survey should include a diverse representation of participants along the following criteria:</p> <ul style="list-style-type: none"> • Gender

		<ul style="list-style-type: none"> • Age • Geographic distribution (by state and territories) • Remoteness distribution (based on Australian Statistical Geography Standard Remoteness Structure) • Socioeconomic status (based on location, according to ABS Socio-Economic Indexes for Areas) <p>Duration of survey: 10-15 minutes.</p>
16	Additional Specific Requirements as per the RFQ for this project:	N/A
17	Special Conditions as per the RFQ for this project:	N/A

PROJECT PERSONNEL

NOTE: All Panel Members' Key Personnel are listed in their Deed of Standing Offer, while Specified Personnel are not.

18	Name of Key Personnel	Proposed roles and responsibilities:
	s 47F	Lead Strategic Adviser
19	Name of Specified Personnel	Proposed roles and responsibilities:
	s 47F	Project Lead
	s 47F	Project 2IC
	s 47F	Behavioural Scientist
	s 47F	First Nations Specialist
20	Subcontractor(s), including details of the work to be performed by subcontractor	
	<i>NOTE: All pre-approved subcontractors for Panel Members are listed in the Deed of Standing Offer. For any subcontractors listed below that are not listed in the Deed of Standing Offer the Agency may require the Panel Member to provide financial and credentials information of those subcontractors for approval prior to them commencing any work.</i>	
	Name of Subcontractors:	Proposed roles and responsibilities in relation to the project:
	Octopus Group	Fieldwork suppliers
	PureProfile	Fieldwork suppliers

PROJECT MATERIALS

Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.

21	Agency Material (for this project)	
	<i>Note: See Clause 5.1 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Material.</i>	
	Description of Agency Material to be provided	Survey questions (initial drafts will be provided by the Taskforce)

	/made available to the Panel Member	
	Conditions or restrictions on use of Agency Material	As per Deed of Standing Offer.
22	Contract Material (for this project) <i>Note: See Clause 5.2 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Contract Material.</i>	
	Description of Material	N/A
	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.
23	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	N/A
	Period of confidentiality	N/A
	<i>NOTE: For every new work order under the RES Panel, the selected panel member's staff are required to sign Attachment C: Deed of Confidentiality.</i>	
24	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	
	Description of Panel Member Confidential Information	N/A
	Period of confidentiality	N/A
25	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See Clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	N/A
	Authorisations required to use Agency Data	As per Deed of Standing Offer.
26	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.
	Costs associated with implementing security requirements	N/A.

27	PROJECT COMPONENTS (Itemise by component) (remove if not relevant)			
Project component description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
Project establishment – 1-hour kick off meeting, survey review and finalisation. Does not assume interstate travel	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Fieldwork - Survey programming and testing, cognitive interviews, supplier briefing and fieldwork management (excluding supplier costs)	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Data file cleaning, coding and preparation	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Analysis and reporting including WACG design pass	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Final presentations – verbatim topline and full. Does not assume interstate travel	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Project component cost TOTAL			§ 47G(1)(a)	§ 47G(1)(a)
OTHER EXPENSES <i>These expenses are to be invoiced separately and reimbursed on production of appropriate receipts.</i>				
Item description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
Online survey fieldwork: 15-minute survey	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Coding: Up to two questions (n=1000 each)	2	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Online survey: n=140 First Nations boost	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Other expenses TOTAL			§ 47G(1)(a)	§ 47G(1)(a)
OPTIONAL EXPENSES <i>If applicable. Optional items must be negotiated with the project team.</i>				
Item description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
Integration of existing historical data held by SEC Newgate into the data set and into the final report: Assumes 8-hours of Associate/Senior Manager time and 16-hours of Manager time	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Segmentation	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Driver analysis	1	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
Optional expenses TOTAL			§ 47G(1)(a)	§ 47G(1)(a)

GRAND TOTAL				
Total value of project		Ex. GST	GST	Inc. GST
	Project components	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
	Other expenses	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
	Optional expenses (if applicable)	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
	GRAND TOTAL	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)

Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only, not other expenses such as travel costs. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

KEY PAYMENT SCHEDULE					
<i>Milestone payments are made up of project components only. Other expenses are to be invoiced separately. See notes for information about the requirements for issuing a valid tax invoice.</i>					
28	Milestone	Due date	Ex. GST	GST	Inc. GST
	Milestone 1 – Project plan signed off by taskforce	13 May 2024	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
	Milestone 2 - Completion of field work	30 May 2024	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
	Milestone 3 - Report and data file delivered to the department	30 June 2024	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)
	Milestone 3.1 – Optional expenses (if applicable)	30 June 2024	§ 47G(1)(a)	§ 47G(1)(a)	§ 47G(1)(a)

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Agency. Major changes to the scope or methodology, payments or end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Invoicing requirements

A single correctly rendered invoice must be provided for each individual milestone payment, expense payment etc. Invoices with more than one item to be paid (e.g. 2 milestones or a combined milestone and expense payment) will not be able to be processed and will be returned for resubmission.

A valid correctly rendered tax invoice between the Panel Member and the Agency must contain the following:

- the words “tax invoice” stated prominently;
- the Panel Member’s name and Australian Business Number (ABN);
- the Agency’s name, address and ABN;
- the date of issue of the tax invoice;
- the title of the Work Order, the Work Order number and Purchase Order Number;
- details of fees, allowances and costs properly payable under this Work Order including the items (i.e. deliverables or milestones) to which they relate;
- the total amount payable (including GST); and
- the GST amount shown separately.

Any invoices that do not comply with the above will not be able to be processed and will be returned for correction.

Other expenses

- All ‘other expenses’ must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved ‘other expenses’ are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised including specific quantities of items delivered where appropriate.

Travel

Where Panel Members are required to travel on behalf of the Agency, the following travel payments and processes will apply.

- All travel will be conducted in line with the department’s travel policy for non-SES employee travel (**Attachment D**) that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member.
- All approved travel is to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business-related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - Where meals are provided at an event being attended
 - That have been met by another person or entity

- Where accommodation or travel costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - Alcoholic beverages of any type
- Airport lounge membership or passes
- Excess baggage, unless specifically approved by the department
- Accompanied travel
- Compensation for non-commercial accommodation such as staying with a family member or friend.

EXECUTION OF THE WORK ORDER:

Executed as a contract.

Signed for and on behalf the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet by its duly authorised representative in the presence of

s 22(1)(a)(ii)

Signature of witness

s 22(1)(a)(ii)

Name of witness (print)

22/5/2024
Date

s 22(1)(a)(ii)

Signature of representative

Lauren Le cerf

Name of representative (print)

First Assistant Secretary (A/g)
Position of representative (print)

Signed for SEC Newgate Pty Ltd by its duly authorised representative in the presence of

s 47F

Signature of witness

s 47F

Name of witness (print)

21/5/2024

Date

s 47F

Signature of representative

s 47F

Name of representative (print)

Partner

Position of representative (print)

Attachment A: Deed of confidentiality template