

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Friday, 5 July 2024 2:41 PM
To: Governance Business Partners
Subject: FW: For filing For approval by 3 July: Engagement of supplier for indexing and editing of Annual Report 2023-24 [SEC=OFFICIAL:Sensitive]
Attachments: s 22(1)(a)(ii)
; s 22(1)(a)(ii)

Categories: Coporate Plan

OFFICIAL: Sensitive

From: Caelli, Liz <Liz.Caelli@pmc.gov.au>
Sent: Thursday, 4 July 2024 6:34 PM
To: s 22(1)(a)(ii) @pmc.gov.au
Cc: s 47E(d) @pmc.gov.au
Subject: FW: For approval by 3 July: Engagement of supplier for indexing and editing of Annual Report 2023-24 [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

Following our discussion this afternoon and confirmation that the proposed fees are largely consistent with those paid last year (acknowledging the increase is reasonable) the proposal to engage Apricot Zebra is approved based on your assessment of value for money.

Regards

Liz

Liz Caelli | A/g Assistant Secretary, Governance, Performance and Audit / Head of Internal Audit
Corporate and Technology Division | Department of the Prime Minister and Cabinet
s 22(1)(a)(ii)
Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. liz.caelli@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pmc.gov.au
Sent: Monday, 1 July 2024 1:31 PM

To: Caelli, Liz <Liz.Caelli@pmc.gov.au>

Cc: s 47E(d)

Subject: For approval by 3 July: Engagement of supplier for indexing and editing of Annual Report 2023-24 [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good afternoon Liz

REQUEST: We request your **APPROVAL** as delegate to formally engage **Apricot Zebra** as the Preferred Supplier to provide editing and indexing services for the PM&C Annual Report 2023–24. These services are unable to be provided in-house.

DEADLINE: COB Wednesday 3 July 2024. Quotes received are valid for up to 30 days from date of issue, however early engagement of a supplier will ensure we have the required services for production of the annual report.

On 7 June 2024 PM&C conducted a Limited Tender for services, approaching 8 suppliers for quotes to provide editing and/or indexing services for PM&C’s Annual Report 2023–24. In response, we received quotes from 4 suppliers, as set out below. The remaining 4 potential suppliers indicated they were unavailable during the required period.

Provider	Editing costs (ex GST)	Indexing costs (ex GST)	Total costs (ex GST)	Total costs (inc GST)
Apricot Zebra			\$10,000	\$11,000

s 22(1)(a)(ii)

Attached are conflict of interest forms for s 22(1)(a)(ii), for your acknowledgement as delegate per the [BuyRight guidelines](#). No conflicts have been identified.

Preferred Supplier

We recommend you approve engagement of **Apricot Zebra** as the Preferred Supplier, based on assessment of best value for money as follows:

- The Preferred Supplier is one of only 2 respondents to the request for quote able to provide both requested services, providing continuity of services and consistency of product. This is an important consideration for a document as important as our annual report.
- While the highest quote received, the Preferred Supplier has demonstrated experience in preparing annual reports of a similar size, structure and complexity to PM&C’s annual report.
- The Preferred Supplier can provide the required services within requested timeframes.
- The Preferred Supplier provided editing and indexing services for PM&C’s 2022–23 annual report to a high standard, on time and on budget.

The Preferred Supplier’s quotes, totalling \$11,000 inc. GST, are attached for reference. The value of this procurement is considered mid-value and is within your delegation.

Timelines

Subject to your approval, we plan to provide the Preferred Supplier with the first draft of the Annual Report by **Monday 5 August**, for initial edit to be returned by COB Friday 9 August. A copy-edit (excluding the Financial Statements) will occur in early September, with the option for a separate copy-edit including Financial Statements in mid-September. A PDF file of the final draft will be provided for proofread and indexing by **Monday 23 September**, to be returned by COB Friday 27 September.

This timeframe enables us to meet timeframes for printing of the annual report (as approved) in order for a print-ready version of the Annual Report to be provided to the responsible minister no later than 15 October, for approval of tabling as required by the PGPA Act.

Other information

s 47G(1)(a)

The value of contract services exceeds \$10,000 and will require publication of contract information on the AusTender website. GOP will facilitate preparation of the required documents with support from the Procurement Team to ensure requirements are met.

Happy to discuss.

Regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii) Director

Governance and Organisational Performance | Governance, Performance and Audit Branch
Corporate and Technology Division | Department of the Prime Minister and Cabinet

s 22(1)(a)(ii) [@pmc.gov.au](mailto:s 22(1)(a)(ii)@pmc.gov.au) | www.pmc.gov.au

s 22(1)(a)(ii)

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Making flexibility work – if you receive an email from me outside of standard business hours, I am sending it at a time that suits me. I do not expect a response until standard business hours.