

Official Order

Official Order Number - CA005472

This Work Order is issued in accordance with the Deed of Standing Offer **SON 3896690** for Whole of Government Campaign Evaluation Market Research Services and comprises this Official Order and any attached annexure.

1.	Customer	The Department of The Prime Minister and Cabinet – Net Zero Economy Agency
2.	Customer address for notices	16 Bowes Place, Woden, ACT 2606 02 62286964 [REDACTED]
3.	Customer Contact Representative	[REDACTED] Director, Campaigns
4.	Supplier	Hall and Partners Pty Ltd
5.	Supplier ABN	28 130 990 288
6.	Supplier's address for notices	Level 3, 650 Chapel Street South Yarra VIC 3141 03 9868 6200 govcampaigns@hallandpartners.net.au
7.	Supplier Contact Representative	govcampaigns@hallandpartners.net.au
8.	Start Date of Official Order	Monday 2 nd September, 2024
9.	Term of Contract	Contract end date is 30 June 2025 No extension options
10.	Services to be Provided	<p>As part of the campaign process, NZEA is procuring Hall & Partners Pty Ltd to provide benchmarking, tracking and evaluation research services for the campaign.</p> <p>The primary deliverables of Hall & Partners Pty Ltd are:</p> <ul style="list-style-type: none">- Responsible for providing campaign evaluation services including benchmarking, tracking and evaluation research for the campaign under a whole-of-government contract.- Provide timely and constructive input to Villages on lessons learned through prior campaigns and insights that are relevant to this specific campaign or Village theme.

		Further detail of the services are in the Briefing document and response attached at Appendix A															
11.	Delivery Schedule	<p>Delivery schedule for Core Evaluation Survey will be as follows:</p> <table border="1"> <thead> <tr> <th>Milestone</th> <th>Indicative time</th> </tr> </thead> <tbody> <tr> <td>Project Commission</td> <td>September 2024</td> </tr> <tr> <td>Benchmark top line report</td> <td>October 2024</td> </tr> <tr> <td>Completion of tracking fieldwork</td> <td>November 2024</td> </tr> <tr> <td>Draft evaluation report</td> <td>January 2025</td> </tr> </tbody> </table> <p>Below The Line (BTL) Measurement Components consist of:</p> <p>Section 4(7)</p> 	Milestone	Indicative time	Project Commission	September 2024	Benchmark top line report	October 2024	Completion of tracking fieldwork	November 2024	Draft evaluation report	January 2025					
Milestone	Indicative time																
Project Commission	September 2024																
Benchmark top line report	October 2024																
Completion of tracking fieldwork	November 2024																
Draft evaluation report	January 2025																
12.	Acceptance Criteria	Nil															
13.	Price	<p>The maximum not to exceed price for services under this Official Order is \$266,458.50 (GST Inclusive)</p> <p>The Supplier must email invoices to APOperations@pmc.gov.au and Cc in [REDACTED]. Supplier must quote CA005472 with each invoice.</p> <p>Payment schedule for Core Evaluation Survey and BTL Measurement will be as follows:</p> <table border="1"> <thead> <tr> <th>Milestone</th> <th>Indicative time</th> <th>Estimate (ex. GST)</th> </tr> </thead> <tbody> <tr> <td>Upon Project Commission September instalment (BTL)</td> <td>September 2024</td> <td>\$73,513.25</td> </tr> <tr> <td>Upon Provision of benchmark top line report and October instalment (BTL)</td> <td>October 2024</td> <td>\$46,563.25</td> </tr> <tr> <td>Upon Completion of tracking fieldwork and November instalment (BTL)</td> <td>November 2024</td> <td>\$46,563.25</td> </tr> <tr> <td>December instalment (BTL)</td> <td>December 2024</td> <td>\$26,950.00</td> </tr> </tbody> </table>	Milestone	Indicative time	Estimate (ex. GST)	Upon Project Commission September instalment (BTL)	September 2024	\$73,513.25	Upon Provision of benchmark top line report and October instalment (BTL)	October 2024	\$46,563.25	Upon Completion of tracking fieldwork and November instalment (BTL)	November 2024	\$46,563.25	December instalment (BTL)	December 2024	\$26,950.00
Milestone	Indicative time	Estimate (ex. GST)															
Upon Project Commission September instalment (BTL)	September 2024	\$73,513.25															
Upon Provision of benchmark top line report and October instalment (BTL)	October 2024	\$46,563.25															
Upon Completion of tracking fieldwork and November instalment (BTL)	November 2024	\$46,563.25															
December instalment (BTL)	December 2024	\$26,950.00															

		Upon provision of draft evaluation report and January instalment (BTL)	January 2025	\$46,563.25
		Notional charge for travel related expenses*	TBC	\$2,082.00
			Total	\$242,235.00 (ex. GST)
		*Travel related expenses will be passed on directly at cost. If no travel is required this amount will be excluded from the total fee.		
14.	Other Requirements*	Nil		
15.	Specified Personnel	<ul style="list-style-type: none"> - Sandra Mihajilo, Managing Partner - David Ruffolo, Associate Partner - Michaela Fernando, Senior Consultant - Alison French, Partner - Shaminee Muthu, Associate Partner 		

*Hall and Partners notified the Department of Finance in the DoSO Approach to Market Response that they have sufficient insurance for the risks associated with performing the services outlined in the DoSO Required Capabilities. If "Other Requirements" are included in the Official Order that may impact on insurances, you may wish to consult the supplier.

EXECUTION OF THE OFFICIAL ORDER:

This Official Order will be executed when:

Both the Customer and the Supplier have signed and dated the Official Order. If the Supplier does not sign and return the Official Order by 12/09/2024 date (10 days), the Customer will view this as the Supplier rejection of the Official Order unless agreed with the Customer before the date.

Signed for and on behalf of **The Department of The Prime Minister and Cabinet- Net Zero Economy Agency, [ABN:18 108 001 191]** by its duly authorised representative in the presence of

Signature of witness

Name of witness (print)

←

←
Name of representative (print)

Assistant sceretary communications a/g
Position of representative (print)

29/08/2024
Date

Signed for and on behalf of **Hall and Partners [ABN: 28 130 990 288]** by its duly authorised representative in the presence of

David Ruffolo

Signature of witness

David Ruffolo

Name of witness (print)

29/8/2024

Date

Amy Quinn

Signature of representative



Amy Quinn

Name of representative (print)

Company Secretary

Position of representative (print)

Appendix A:

NZEA Briefing Document	 20240627_Evaluation Briefing RFQ - Hall & Partners
H&P response and quote	 NZEA - Net Zero Economic Transformation