

## APPENDIX D

### CONSULTANCIES AND ADVERTISING AND MARKET RESEARCH

The Archives engages consultants when the expertise required is not available within the Archives, or when the specialised skills required are not available within the Archives without diverting resources from other higher priority tasks. In accordance with procurement guidelines, consultants are selected by advertisement, panel arrangements or selective tendering.

The main areas for which consultants are engaged are building maintenance works, design and construction of exhibits, preparation of research guides, and specialised training.

In 2002–03, the total number of consultants engaged was 68, while a further 7 engaged in previous years were still under contract. The total amount paid to consultants was \$639 728. Details of consultancies are available on the Archives' website at: [www.naa.gov/About\\_Us/organisation\\_and\\_staff.html](http://www.naa.gov/About_Us/organisation_and_staff.html)

### Consultancy contracts let for amounts over \$10 000 during 2002–03

<b>Company name</b>	<b>Task performed, justification and selection process used</b>	<b>Commissioned cost</b>	<b>Expenditure for 2002–03</b>
Ann-Mari Jordens	Presentation of five two-day workshops for the professional development of Archives' staff Justification: (b) Selection process: (1A)	11 430	11 430
Andrew Rankine and Associates P/L	Design of <i>It's a Dog's Life: Animals in the Public Service</i> Justification: (b) Selection process: (1A)	15 000	5 000
Kids Media	Production of 'Husky' interactive for <i>It's a Dog's Life: Animals in the Public Service</i> exhibition Justification: (b) Selection process: (1B)	13 200	13 200
3I Consulting Pty Ltd	Data processing services Justification: (a) Selection process: (1C)	100 000	80 000
Advance FM	Development of building condition indices for Parkes, Mitchell and Greenway Justification: (b) Selection process: (1B)	21 120	21 120
Australian Government Solicitory ACT	Probity and legal advice on facilities management contract Justification: (b) Selection process: (1B)	11 580	11 580
Australian Protective Security	Review of security procedures Justification: (c) Selection process: (1B)	14 085	14 085
Herron Todd White (Canberra) Pty Ltd	Asset revaluation/asset register project Justification: (c) Selection process: (1A)	14 850	14 850

Management Plus Pty Ltd	Asset management review project Justification: (b) Selection process: (1B)	15 445	15 445
O'Loughlin Consultants Pty Ltd	Review of SEAR project feasibility study Justification: (b) Selection process: (1A)	17 270	17 270
T4 Protective Security	Protective security risk review of Mitchell Repository Justification: (c) Selection process: (1B)	11 400	11 400
Learning Curve Pty Ltd	Development of Stage 2 of <i>Australia's Prime Ministers</i> website Justification: (b) Selection process: (1A)	10 881	10 881
BDW Special Events	Management of launch of <i>Australia's Prime Ministers</i> website on 14/11/02 Justification: (b) Selection process: (1B)	21 362	21 362

#### Justification

- (a) Departmental staff with the specialised skills or knowledge needed to perform the task were not available within the required time frame.
- (b) There were no staff within the Department with the specialised skills or knowledge needed to perform the task.
- (c) Independent advice was required.

#### Selection process used

- (1A) Selective tender (a number of firms were invited to quote/tender)
- (1B) Direct engagement (only one firm was invited to quote/tender)
- (1C) Public tenders invited (advertised in the Gazette on the Government Advertising website)

### Advertising and market research amounts paid by the Archives in 2002–03

The Archives engages in market research to measure the effectiveness of exhibitions, the level of community knowledge of and satisfaction with the Archives, and the status of recordkeeping in the Australian Government. Advertising is used to publicise Archives' exhibitions and events. No advertising contracts were let in 2002–03. The Archives' advertising strategies, conception and design work are performed in-house. Amounts paid for market research are shown in the table below.

<b>Company name</b>	<b>Task performed</b>	<b>Amount</b>
ORIMA Research	Survey of the State of Recordkeeping in the Australian Government	17 116
Environmetrics Pty Ltd	Professional assistance – Off-site user survey	3 960

### Competitive tendering and contracting

The Archives has contracted out, on a competitive basis, some facilities management and maintenance functions, IT network design and support and desktop maintenance, and payroll systems and services. In 2002–03 these functions will continue to be contracted out and other corporate services will be tested against the competitive market.