

Standard Commercial Framework

For PMS Scheme categories 1-12

Effective from 1 April 2022

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Standard Commercial Framework Overview

The Standard Commercial Framework is applicable to PMS scheme engagements types 1 to 12.

There are 3 key elements and 2 enablers under the Standard Commercial Framework as per the below description:

	Commercial Framework	Description
Key Elements	Capped Daily Rates	• Maximum daily rates per engagement and role type
		• Daily rate capped on the basis of standard 8-hour day and in AUD (excl. GST)
	Discounts	• Discount applicable to assignments based on total cost of the project
		• Discounts applicable to secondments where NSW Government uses BAS to augment current teams
	Disbursements	• Defined standards on what expenses are billable
		• Standard cap on disbursement/expenses as a percentage of total engagement cost.
Enablers	Resource Types	• NSW Government standard 7 resource type definitions. Suppliers to provide rates as per NSW Government resource type definition guide.
	Resource Mix Guide	• Provides resource mix guidance to all BAS buyers and suppliers

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PMS Engagement Types Overview

The Standard Commercial Framework applies to engagement types 1 to 12 that are mapped to 6 high level groupings.

PMS Scheme Engagement Type	PMS Scheme Eng. No.	Engagement Types Mapped to High level SCF Groupings	Sub engagement types
Government & Business Strategy	1	Government & Business Strategy	Strategy development and planning, strategic business case, business performance reviews, organisational design / transformation, business intelligence, cost management, governance, policy review / development
Financial Services	5	Financial Services	Accounting services, accounting standards, finance process reviews, asset management, valuations, financial / economic advisory services, forensic advisory
Audit, Quality Assurance and Risk	6	Audit, Quality Assurance and Risk	Internal / external audit, risk management, probity services
Marketing and Customer	10	Marketing and Customer	Market research, customer / customer experience, pricing
Business Processes	2	Operations	Project management, business process mapping / re-engineering, procurement / sourcing, category management, procurement accreditation, supply chain, change management, human capital management, culture, work health and safety (WHS), remuneration, retention, diversity
Project Management	3		
Change Management	4		
Human Resources	8		
Procurement & Supply Chain	9		
Taxation	7	Transaction, Actuarial, Taxation	Transaction services, actuarial services, goods and services tax (GST), other tax services
Actuarial Services	11		
Transaction Services	12		

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Resource type and definitions guide

The following resource types to be used to obtain quotes from Suppliers.

Resource type	Description	Minimum years of relevant experience guide
Partner	Senior management member	12
Director	Management member with deep expertise	10
Senior Manager	Senior employee with significant specialist expertise and team leadership capabilities	8
Manager	Junior level of entity management, specialist technical and subject matter expertise; manages assignment schedules and resource allocation	6
Senior Consultant	Field leadership role, moderate level of technical and subject matter expertise; provides business system advice and consulting services	4
Consultant	Performs detailed data and systems analysis, identifies risks, gathers additional data, interprets data and provides recommendations for improvement. Higher level technical skills, broader experience base, business process & industry knowledge and requiring less supervision than an analyst	2
Analyst	Performs data gathering and analysis with strong technical skills. Low level of industry knowledge. Supervised by more senior members.	0 - 4

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Discount Structure

The four tiered mandatory discount structure is applicable as per the engagement size (including variations).

Total Engagement Size AUD (Ex-GST)	Minimum Assignment Discount	Secondment Discount
≤ \$250k	0%	10%
> \$250k - \$500k	2%	
> \$500k - \$1m	5%	
> \$1m+	7%	

Leveraging suppliers economies of scale on large engagements

Fees reduced to reflect project risk residing with NSW Government

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Note: (1) Effective from 1 April 2022 to 30 June 2024.
(2) Minimum discounts are applicable on the daily capped rates.

Disbursement Policy

Disbursements are capped at 7% of the total engagement cost. This policy is used to manage expenses during project delivery.

Cost Element	Disbursements Policy	
Disbursements Cap	All disbursements will be capped at 7% of engagement fees	
Couriers	At Cost	
Database and Market Research	No Charge	
Airlines	Lowest available fare of the day	
	Maximise advance bookings	
	Economy only at cost	
	At Cost, using Contract 1008 Travel Management Services through FCM, or lower using other means	
Car Hire	At Cost, using Contract 1008 Travel Management Services through FCM, or lower using other means	
Accommodation	At Cost, using Contract 1008 Travel Management Services through FCM, or lower using other means	
Other Travel	At Cost	
Meals - Breakfast	At Cost <\$30/day	
Meals - Lunch	No Charge	
Meals - Dinner	At Cost < \$50/day	
Taxi	At Cost - prior approval for circumstances other than to/from airports, leaving office after 8 pm, meetings where multiple sites are used	
Tips & Gratuities	No Charge	
Room Hire & catering	At Cost	
Stationery & postage	No Charge	
Photocopying	No Charge	
Telephone & Fax	No Charge	
Wireless Internet Fees	On (NSW Govt) Site	At Cost
	Off Site	No Charge
Secretarial & clerical	No Charge	

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Resource Mix Guide

This is used when considering which level of resource type is required for the specific engagement type.

Engagement Types Mapped to High level SCF Groupings	NSW Government Resource Types						
	Partner	Director	Senior Manager	Manager	Senior Consultant	Consultant	Analyst
Government and Business Strategy	9%	8%	10%	18%	20%	23%	12%
Audit Quality Assurance and Risk	8%	9%	5%	17%	18%	26%	16%
Marketing & Customer	8%	10%	4%	20%	18%	21%	20%
Financial Services	8%	9%	5%	17%	18%	26%	16%
Operations	6%	6%	6%	20%	19%	24%	19%
Transaction, Actuarial and Taxation	8%	9%	5%	17%	18%	26%	16%

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Contact

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