

Infrastructure Advisory Standard Commercial Framework

Government Architect's Strategy and Design Scheme SCM0801

Effective 1st November 2022


Commercial in Confidence

Infrastructure Advisory Standard Commercial Framework Overview

There are 3 key elements and 3 enablers under the Infrastructure Advisory Standard Commercial Framework

	Commercial Framework	Description
Key Elements	Capped Daily Resource Rates	Maximum Daily Rates per Service and Resource Type
		Daily rate capped on the basis of standard 8-hour day
	Discount Structure	Volume discounts based on contract value (including variations)
		Discounts applicable to secondments where NSW Government uses IA services to augment current teams
	Expenses Policy	Defined standards on what expenses are billable
		Standard cap on disbursements as a percentage of total engagement cost
Enablers	Resource Type	NSW Government standard 7 resource type definitions for Infrastructure Advisory Services. Suppliers are to provide rates as per NSW Government resource type definition guide.
	Service Type	NSW Government standard 55 service type definitions for Infrastructure Advisory Services
	Resource Mix Guide	Provides resource mix guidance to all IA buyers and suppliers

Resource Type and Definitions Guide

NSW Government has set standard industry based Resource Types to ensure like-for-like comparison of resources and rates across supplier responses

Resource Type	Description	Minimum years of relevant experience
Graduate / Analyst	Performs data gathering and analysis with technical skills. Low level of industry knowledge. Works under supervision by more senior team members.	0-2
Professional / Consultant	Higher level technical skills, broader experience base, business process & industry knowledge. Requires limited supervision and may lead analyst/ graduate.	2-4
Senior Professional / Senior Consultant	Field team leadership role, moderate level of technical and subject matter expertise. Further competencies include critical thinking and comms skills and ability to lead simple engagements	4-8
Associate / Manager	Junior management level, specialist technical and subject matter expertise; leads more complex engagements and manages assignment schedules and resource allocation. Ability to lead at client meetings and choose an appropriate solution in responding to a client's needs. Authors proposals and pitches.	8+
Principal / Senior Manager	Senior employee with significant specialist expertise and team leadership capabilities. Practice lead with project management, consulting and facilitation skills and high quality written comms skills including proposals, reports, contractual letters and project plans.	10+
Senior Principal / Director	Management member and experienced practitioner within the industry. Provides strategic and technical advice and leads technical teams. Key in sales activity and client relationship management Alternately: SME / Domain expert with deep technical skills but limited leadership responsibility	15+
Executive/ Partner	Senior Management member and highly experienced practitioner with a broad range of experience within the industry. Provides strategic advice and manages overall commercial strategy. Manages senior client relationships at a strategic level.	15+

Capped Daily Resource Rates

Maximum recommended capped daily resource rates applicable to the Government Architect’s Strategy and Design Scheme SCM0801

Government Architect’s Strategy and Design Scheme SCM0801		Infrastructure Advisory Service Type	NSW Government Resource Types and Maximum Capped Daily Rates (excl GST)						
			Graduate / Analyst	Professional / Consultant	Senior Professional / Senior Consultant	Associate / Manager	Principal / Senior Manager	Senior Principal / Director	Executive/ Partner
Capability	Work Category								
Strategy	Project initiation: definition, justification and risk assessment	Program and Project Management	\$1,080	\$1,360	\$1,500	\$1,650	\$1,890	\$2,070	\$2,410
		Risk Management	\$1,050	\$1,370	\$1,580	\$1,890	\$2,240	\$2,480	\$2,710
	Project governance and management	Program and Project Management	\$1,080	\$1,360	\$1,500	\$1,650	\$1,890	\$2,070	\$2,410
		Project Governance	\$1,040	\$1,230	\$1,620	\$1,910	\$2,150	\$2,430	\$2,920
	Business case development	Business Case and Economics	\$1,085	\$1,340	\$1,750	\$2,100	\$2,600	\$3,000	\$3,600
	Financial and economic analysis	Business Case and Economics	\$1,085	\$1,340	\$1,750	\$2,100	\$2,600	\$3,000	\$3,600
	Stakeholder engagement and management	Communication and Stakeholder Engagement	\$890	\$1,210	\$1,510	\$1,810	\$2,100	\$2,390	\$2,670
	Strategic planning	Service Strategy and Planning	\$1,085	\$1,340	\$1,750	\$2,100	\$2,600	\$3,000	\$3,600
	Aboriginal cultural and spatial intelligence	Exempt	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Design	Architecture	Architecture	\$1,190	\$1,320	\$1,520	\$1,840	\$2,080	\$2,290	\$2,520
	Urban design	Urban Design	\$910	\$1,170	\$1,480	\$1,730	\$2,080	\$2,290	\$2,520
	Landscape architecture	Landscape Architecture	\$890	\$1,110	\$1,440	\$1,840	\$2,080	\$2,290	\$2,520
	Emerging practices	Exempt	N/A	N/A	N/A	N/A	N/A	N/A	N/A

For the Capped Daily Resource Rates and Definitions of all 55 Infrastructure Advisory Service Types, please refer to the Infrastructure Advisory Services category page on [buy.nsw](https://buy.nsw.gov.au)

Discount Structure

The discount structure is recommended for contract size (including variations) above \$5M

<p>1</p> <p>Resource based discount</p> <p>Secondments refer to engagements where NSW Government is responsible for the management of the resource while the supplier is responsible for providing resources with the right skills, processes and systems and the payments are linked to days worked. Risk of delivery of output is borne by NSW Government</p>	<p>Recommended Minimum Secondment Discount</p>	
	<p>10%</p>	
<p>2</p> <p>Volume based discount</p> <ul style="list-style-type: none"> NSW Government recommends a separate Contract Size Discount upfront To minimise the administrative overhead, the Contract Size Discounts will be expected to be incorporated upfront into the resource rates based on contract size estimates, and highlighted separately at the proposal stage 	<p>Contract Size (excl GST)</p>	<p>Recommended Minimum Contract Size Discount</p>
	<p>≤ \$5m</p>	<p>0%</p>
	<p>> \$5m +</p>	<p>7%</p>

Fees reduced to reflect project risk residing with NSW Government

Leveraging suppliers economies of scale on large engagements

- Notes:**
- Contract Size includes the initial Contract value plus any additional Variation costs.
 - For any Secondment with NSW Government for IA services, suppliers is recommended to discount the daily capped rate by at least 10%, in addition to any applicable Contract Size Discount .
 - Suppliers must classify the engagement as an Assignment or Secondment explicitly up-front in their proposals and subsequent Contracts.

Expenses Policy

The expenses policy can be used to limit and manage expenses during service delivery

Cost Element		Expenses Policy
Disbursements Cap		All disbursements will be capped at 7% of engagement fees
Couriers		At Cost
Database and Market Research		No Charge
Airfares		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

Resource Mix Guide

This can be used when considering the optimal mix of resources for a particular engagement type

Capability	Government Architect's Strategy and Design (GANSW) Prequalification Scheme SCM0801 work categories	Standardised NSW Government Resource Type						
		Graduate / Analyst	Professional / Consultant	Senior Professional / Senior Consultant	Associate / Manager	Principal / Senior Manager	Senior Principal / Director	Partner
Strategy	Project initiation: definition, justification and risk assessment	5%	19%	17%	22%	20%	15%	2%
	Project governance and management	5%	19%	17%	22%	20%	15%	2%
	Business case development	9%	16%	21%	20%	15%	15%	5%
	Financial and economic analysis	9%	16%	21%	20%	15%	15%	5%
	Stakeholder engagement and management	4%	12%	19%	28%	18%	15%	3%
	Strategic planning	9%	16%	21%	20%	15%	15%	5%
Design	Architecture	11%	35%	17%	20%	7%	6%	3%
	Urban design	11%	35%	17%	20%	7%	6%	3%
	Landscape architecture	11%	35%	17%	20%	7%	6%	3%

For the Resource Mix Guide by Infrastructure Advisory Service Type, please refer to the Infrastructure Advisory Services category page on [buy.nsw](https://buy.nsw.gov.au)

Infrastructure Advisory Service Type Definitions

These are the definitions of the 9 Infrastructure Advisory Service Types applicable to 9 work categories in Scheme SCM0801

Capability	Service Type	Definitions
Design	Architecture	The consultant in this capability demonstrates specialised skill and experience to design new buildings and structures, refurbishment and interior fit out of existing buildings and adaptive reuse of heritage buildings. Technical services include site based master planning, concept design and feasibility, architectural documentation for construction, coordination of sub consultants. Key skills may also include architectural research, preparation of return briefs and strategic thinking.
	Landscape Architecture	The consultant in this capability demonstrates specialised skill and experience to analyse, strategies and design outdoor environments, including public space, open space and recreation, green infrastructure and corridors, parks, landmarks and outdoor structures. Technical services include spatial master planning, concept design and architectural documentation for landscape projects, rehabilitation strategies, wayfinding strategies, horticultural and arboriculturally advice, implementation plans. A key skill is to integrate and balance environmental, social-behavioural and aesthetic outcomes for landscape projects.
	Urban Design	Advises, analyses, designs and documents the urban environment and orderly development of communities including development feasibility, policy, strategy and research. Precinct based master planning, including strategic frameworks, spatial masterplans, statutory land use, implementation plans, and infrastructure associated urban and precinct scale projects

Infrastructure Advisory Service Type Definitions

These are the definitions of the 9 Infrastructure Advisory Service Types applicable to 9 work categories in Scheme SCM0801

Capability	Service Type	Definitions
Strategy	Program and Project Management	Establishes program/project leadership and executes program/project plans, monitoring and controlling the development of the program/project according to Cost Management plans and Stakeholders and Communication Management plans. The service also includes project initiation, contract management and administration and peer review assessment.
	Project Governance	Designs and establishes a framework for decision making in Infrastructure Programs and Projects. Includes approval pathways, quality assurance mechanisms, stakeholder management approaches, points of accountability. Includes executing processes to oversee program and project progress, and providing peer review assessment.
	Risk Management	Identifies, evaluates and manages project risks by designing the risk management strategy and executing risk management plans. Includes identifying, implementing and monitoring mitigation measures needed to prevent exposure to risk, managing and operating risk register and ensuring appropriate communication to project stakeholders. Contributes to planning and project management activities within a larger project or program, and provides peer review assessment.
	Business Case and Economics	Evaluates prospective alternatives to meet the service need, comparing alignment with objectives, socio-economic impact, feasibility, financial appraisal and funding alternatives, delivery model and risks. Includes the definition of project objectives, scope, purpose, deliverables and peer review assessment.
	Service Strategy and Service Planning	The consultant in this capability will demonstrate the ability to establish a strategic planning vision that can be actioned through strategic plans and government policy frameworks. Propose and test strategic planning scenarios that recognise current conditions and anticipate long term change. Identify services needs and performance outcomes to be delivered by single or multiple assets, by asset portfolios or through masterplans (includes master planning services) at a range of scales. Communicate with diverse stakeholders to develop strategic planning proposals. Undertake peer review assessment and research as required.
	Communication and Stakeholder Engagement	Advises in management of organisational reputation with the external media or general public, reviewing and developing public relations strategies and planning. Develops community and stakeholders engagement plans, speeches and presentations for internal/external use including technical writing and graphic design activities such as brochures, reports, maps and infographics and provides facilitation services. Develops responses and communication plans for the management of issues. Also includes workshop facilitation and report preparation.

Contact

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