

# Fact Sheet Standing Offer Arrangement with Comprara

## Skills2Procure - Critical Skills Boost

Contract Number: QGOV70329

# Table of contents

<b>Table of contents .....</b>	<b>1</b>
<b>1.0 General Information about the SOA.....</b>	<b>1</b>
1.1 Our contract with Queensland Government	1
1.2 What is the benefit of having a SOA in place with Comprara?	1
1.3 Who can purchase services from Comprara under the SOA?	1
1.4 What can be purchased under the SOA?	1
1.5 No cost to Queensland Government departments to access the training needs analysis and e-Learning platform until 30 June 2016	2
1.6 How do I purchase services from Comprara under the SOA?	2
1.7 What contract terms apply if I purchase services from Comprara under the SOA?	2
<b>2.0 Reporting .....</b>	<b>3</b>
2.1 What reporting will Queensland Government departments receive from Comprara?	3
2.2 What is a TNA Consolidated Report and what does it cost?	3
2.3 What reporting will non-Queensland Government departments receive from Comprara?	3
2.4 What reporting will the Skills2Procure team receive?	4
2.5 How can Queensland Government departments access the above reports?	4
2.6 What if I want customised reporting?	4
<b>3.0 Workshops.....</b>	<b>4</b>
3.1 Can all eligible customers participate in workshops?	4
3.2 Can Comprara customise the workshops for our organisation?	5
3.3 Are travel costs of Comprara included in the cost of delivering workshops?	5
<b>4.0 Pricing.....</b>	<b>5</b>
4.1 What does it cost to purchase training under the SOA?	5
<b>5.0 Further Information about the SOA.....</b>	<b>6</b>
5.1 How do I obtain a copy of the SOA?	6
5.2 Who to contact if you need to escalate any issues?	6
5.3 Who to contact for more information about the SOA	6

## 1.0 General Information about the SOA

### 1.1 Our contract with Queensland Government

The Queensland Government has entered into a Standing Offer Arrangement (SOA) with Comprara to provide training services as part of the Critical Skills Boost program. The initial term of the SOA expires on 30 June 2016, but there are options for the Queensland Government to extend the SOA beyond 30 June 2016.

### 1.2 What is the benefit of having a SOA in place with Comprara?

The SOA makes it easier for “eligible customers” to do business with Comprara, by:

- setting out a suite of services offered as part of the Critical Skills Boost program, that eligible customers can purchase from Comprara
- having contract terms already agreed with Comprara, so that there is no need to negotiate a new contract with Comprara (saving time and money)
- giving eligible customers access to the competitive pricing and terms that have been negotiated with Comprara on behalf of the Queensland Government.

### 1.3 Who can purchase services from Comprara under the SOA?

Any “eligible customer” can purchase training services from Comprara under the SOA. Eligible customers are:

- Queensland Government Bodies (as defined in [Definitions and rules of interpretation](#)):
  - body corporate or an unincorporated body established or constituted for a public purpose by the State of Queensland legislation, or an instrument made under that legislation (including a local authority);
  - a body established by the State of Queensland through the Governor or a Minister; or
  - an incorporated or unincorporated body over which the State of Queensland exercises control
- entities funded by the State of Queensland
- community based non-profit making organisations performing community services
- Commonwealth Government, State Government or a Territory Government.

### 1.4 What can be purchased under the SOA?

Under the SOA, eligible customers can purchase from Comprara:

- Subscriptions to the training needs analysis (priced on a ‘per user’ basis)
- Subscriptions to the e-Learning platform (priced on a ‘per user’ basis)
- One day training workshops to develop skills relevant to contract management, sourcing and category management. Currently, there are 17 different workshops offered by Comprara. (Priced on a ‘per person’ basis, or a ‘per workshop’ basis).
- Procurement Leadership Program - 5 days of workshops plus coaching, delivered over approximately 6 months (Priced on a ‘per person’ basis, or a ‘per workshop’ basis).
- Customised reporting

## 1.5 No cost to Queensland Government departments to access the training needs analysis and e-Learning platform until 30 June 2016

Queensland Government departments are able to access the training needs analysis and e-Learning platform **at no cost until 30 June 2016**. This is because an enterprise wide subscription has been negotiated and funded by Procurement Transformation Division, for the benefit of Queensland Government departments.

The Queensland Government has an option to extend this enterprise wide subscription beyond 30 June 2016.

A current list of Queensland Government departments can be found at [www.qld.gov.au](http://www.qld.gov.au).

## 1.6 How do I purchase services from Comprara under the SOA?

To enrol individuals in workshops, register and pay online via [www.events.criticalskillsboost.com](http://www.events.criticalskillsboost.com).

If you have other needs (like accessing the training needs analysis or e-Learning platform, or having workshops delivered exclusively for your team), then it is as simple as contacting Comprara directly via this link [www.criticalskillsboost.com/standing-offer-arrangement](http://www.criticalskillsboost.com/standing-offer-arrangement). When completing the enquiry form please tell us what you are interested in purchasing.

Comprara will contact you to confirm your requirements. A contract forms between you and Comprara once we have agreed on what you are purchasing and total costs, which we will confirm by email.

## 1.7 What contract terms apply if I purchase services from Comprara under the SOA?

The Queensland Government's standard [General Contract Conditions](#) apply, amended as follows:

The second paragraph of clause 14.1 of the General Contract Conditions is deleted and replaced with the following:

*"The Supplier grants (and must procure that relevant third parties grant) the Customer a royalty-free, non-exclusive licence to exercise all such Intellectual Property Rights which are incorporated into any Goods, Services and Deliverables provided to the Customer under the Contract. The licence is limited to the term of this Contract (including any extensions) and only for the purposes for which the Goods, Services or Deliverables were provided."*

Insert a new clause 22(l) as follows:

*"(l) **(no advertising)** The Supplier must not, and must ensure that its Personnel do not make any public announcement or advertisement in any medium in relation to the Contract without the consent of the Customer."*

The [Definitions and rules of interpretation](#) also apply to the contract between Comprara and an eligible customer.

## 2.0 Reporting

### 2.1 What reporting will Queensland Government departments receive from Comprara?

As a value added service, Comprara will provide to the Chief Procurement Officer (or equivalent) within a Queensland Government department a consolidated report of the results of the training needs analysis for all participants within the department ("**TNA Consolidated Report**"). (See below for further information about what the TNA Consolidated Report is about).

This is best done after all members of the Chief Procurement Office team (or other agreed team) has completed the training needs analysis. A mutually convenient time will be arranged for Comprara to present the results to the Queensland Government department.

One Consolidated TNA Report is provided per Queensland Government department at no charge. If additional Consolidated TNA Reports are required (for example, for multiple areas within a Government department), then additional costs may apply (as outlined below).

### 2.2 What is a TNA Consolidated Report and what does it cost?

A TNA Consolidated Report is a detailed report compiled by Comprara, which:

- summarises the TNA results of each individual of the customer across each of the core procurement competencies;
- includes a comprehensive report on the consolidated results of the TNA for all customer participants, identifying strengths, weaknesses and 'development opportunities' for both individuals, and for the customer's team as a whole;
- includes a recommended learning and development roadmap for the customer.

A mutually convenient time will be arranged for Comprara to present the results, insights and recommendations to the customer.

A TNA Consolidated Report costs \$3,895 (ex GST), unless otherwise agreed with Comprara.

### 2.3 What reporting will non-Queensland Government departments receive from Comprara?

**Reporting included when you purchase a subscription to the training needs analysis or e-Learning platform:** Eligible customers that purchase a subscription to the training needs analysis and/or e-Learning platform under the SOA, will receive the following reports for free:

Report name	Purpose
<b>Customer training needs analysis report</b>	A report on who has registered for the training needs analysis from the customer (i.e. across the department / all participants from the customer), and completion rates for the training needs analysis.
<b>Customer e-Learning Reports</b>	A report on the number of people (from the customer) accessing the e-Learning platform, and completion rates

Report name	Purpose
<b>Workshop attendance</b>	A report about the number and type of workshops delivered for the customer in the reporting period, and attendance records.

Comprara will provide the above reports bi-monthly (or less frequently if the customer requests).

## 2.4 What reporting will the Skills2Procure team receive?

There are a number of consolidated reports that Comprara provides to the Skills2Procure team (as Principal under the SOA). For example:

- usage of the training needs analysis
- usage of the e-Learning platform
- workshops delivered and workshop attendance
- workshop feedback
- utilisation of the SOA by eligible Customers
- fees payable to Comprara under the SOA

## 2.5 How can Queensland Government departments access the above reports?

If any Queensland Government departments require any reporting as outlined above for their agency, it is recommended that they contact [skills2procure@hpw.qld.gov.au](mailto:skills2procure@hpw.qld.gov.au) to determine whether the information they require can be provided by the Skills2Procure team using consolidated reporting Comprara has provided.

If the customer's reporting needs cannot be met by the Skills2Procure team, then the customer should contact Comprara to request the reports required and obtain a quote for providing the reports.

## 2.6 What if I want customised reporting?

Any customised reports will be an additional cost to the customer. If there is agreement between the customer and Comprara about the customised reports to be provided including the applicable price, then Comprara must provide those reports in accordance with the customer's requirements.

# 3.0 Workshops

## 3.1 Can all eligible customers participate in workshops?

Yes! All eligible customers can participate in workshops at the price agreed in the SOA. You can either:

- register to attend an open workshop via the [www.criticalskillsboost.com](http://www.criticalskillsboost.com) website, and pay online by credit card, or
- organise for Comprara to deliver a workshop for your organisation/team at a location organised by you. [Contact Comprara](#) to discuss your requirements.

### 3.2 Can Comprara customise the workshops for our organisation?

Yes. Prior to delivering workshops for an eligible customer Comprara will contact you to discuss your needs, and to get a better understanding of your team, organisation, environment, and any areas of focus. If you require any substantive changes to workshop content or materials Comprara will provide you with a quote to make those changes.

Comprara will always try to ensure that workshops we deliver include content, context and examples that are relevant to the customer.

### 3.3 Are travel costs of Comprara included in the cost of delivering workshops?

Open workshops that appear in the training calendar (which any eligible customers can attend) include travel costs of Comprara.

The pricing for delivery of workshops includes Comprara's travel costs when the workshop is delivered in the metropolitan Brisbane region. Additional travel costs may be payable if you require a workshop to be delivered outside of metropolitan Brisbane, such as in regional areas. Before incurring any additional travel costs, Comprara will discuss and agree these with the customer upfront.

## 4 Pricing

### 4.1 What does it cost to purchase training under the SOA?

Costs to eligible customers to access Critical Skills Boost training under the SOA		
Training services to be provided by Comprara under the SOA	Queensland Government Departments	Other eligible customers who are not Queensland Government Departments
Training needs analysis	Free to access  (until 30 June 2016 unless extended)	\$95 (ex GST) per user (for a 12 month subscription)
e-Learning platform		\$895 (ex GST) per user (for a 12 month subscription)
1 day workshops (contract management, sourcing, category management,	<b>\$295</b> per person (ex GST) <b>\$3,700*</b> per workshop (ex GST) for up to 20 participants	
Procurement Leadership Program (5 workshops)	<b>\$3,200</b> per person (ex GST) <b>\$32,410*</b> (ex GST) to deliver the Procurement Leadership Program for up to 18 participants. Travel expenses additional.	

\* Additional travel expenses may be incurred if a workshop is delivered outside of the metropolitan Brisbane region.

There is also a **rate card** in the SOA which is used by Comprara to calculate the cost of providing any additional / customised services to customers.

## 5.0 Further Information about the SOA

### 5.1 How do I obtain a copy of the SOA?

Eligible customers can obtain a copy of the SOA by emailing [skills2procure@hpw.qld.gov.au](mailto:skills2procure@hpw.qld.gov.au).

### 5.2 Who to contact if you need to escalate any issues?

If ever you are not able to resolve an issue with Comprara, customers should escalate to the Skills2Procure team by contacting [skills2procure@hpw.qld.gov.au](mailto:skills2procure@hpw.qld.gov.au). A member of the team will contact you to discuss your concern and how they can assist you.

### 5.3 Who to contact for more information about the SOA

If you have any questions about the SOA please contact [skills2procure@hpw.qld.gov.au](mailto:skills2procure@hpw.qld.gov.au).