

1. Government Information

Premier's Memorandum 2007-01 introduced revised guidelines for the public disclosure on information arising from NSW Government tenders and contracts to support the Government Information (Public Access) Act 2009 (GIPA Act 2009). Refer to Part 3, Division 5 (Government contracts with private sector), and Sections 27 – 40 of GIPA Act 2009.

The Act, which applies to all NSW Government agencies (including Government Trading Enterprises), requires disclosure within 60 days after the contract becomes effective (refer Section 27 of GIPA Act 2009 for explanation of when the contract becomes effective).

Contract classes:

- **Class 1** contract is a government contract where the estimated value of the project, goods and services, property or lease is likely to be valued over \$150,000.
- **Class 2** contract is a Class 1 contract where:
 - there has not been a tender process (such as a result of a direct negotiation); or
 - where there has been a tender process and the terms and conditions of the contract have been substantially negotiated with the successful tenderer; or
 - obligations include maintaining or operating infrastructure or assets could continue for 10 years or more; or
 - it involves a privately finance project; or
 - it involves a transfer of a significant asset of the agency to another party to the contract in exchange for transfer or an asset to the agency.
- **Class 3** contract is a Class 2 contract with estimated value of contract is over \$5 million.

2. Completing the Government Contract Disclosure

Local eTender Administrators with access to eTendering website –
www.tenders.nsw.gov.au

1. Complete all relevant sections of this form electronically.
2. Load contract award details into the Government Contract Register within www.tenders.nsw.gov.au as per the NSW eTendering Administration User Guide.
3. Save as draft. **Do Not Publish.**
4. For Class 1, 2 and 3 – Provide an electronic colour scanned original of the signed contract.
5. For Class 3 contracts ONLY – Provide in addition to the above a second electronic scanned copy of the signed contract. Whereby ensuring any commercial in confidence information



within the contract, as agreed with the contractor, (which is not to be disclosed) is blacked out.

6. Forward completed Government Contract Disclosure form to accounts@crimecommission.nsw.gov.au with the following attachments:
 - electronic colour scanned, signed copy of the original contract;
 - if the contract is a class 3 contract, a second scanned, signed copy of contract document where all commercial in confidence information is blacked out;
 - for Class 1, 2 and 3 provide separate scanned, signed copy of each insurance document/s (refer to Section 12 of this form); and
 - advise the eTendering draft contract disclosure is ready for publishing.

Local eTender Administrators with no access to eTendering website:

1. Complete all relevant sections of this form electronically.
2. For Class1, 2 and 3 - Provide an electronic colour scanned original of the signed contract.
3. For Class 3 contracts ONLY – Provide in addition a second electronic scanned copy of the scanned contract. Whereby ensuring any commercial in confidence information within the contract, as agreed with the contractor, (which is not to be disclosed) is blacked out.
4. Request disclosure by forwarding the completed Government Disclosure form to accounts@crimecommission.nsw.gov.au with the following attachments:
 - electronic colour scanned, a second copy of original contract;
 - if the contract is a class 3 contract, scanned, signed copy of contract document where all commercial in confidence information is blacked out; and
 - for Class1, 2 and 3 provide separate scanned, signed copy of each insurance document/s (refer to Section 12 of this form).

3. Publication of Disclosure Information

The disclosure information will appear on the NSW Government eTendering website against the relevant contract number. The Local eTender Administrator/ requesting officer will be emailed once the contract disclosure is published. For Class 3 contracts, a copy of the contract will be published on the NSW Crime Commission website in accordance with the GIPA Act 2009.



CLASS 1, 2 AND 3 CONTRACTS

4. Contract Award Notice Details

Contract award notice ID	NSWCC-012-14
Contract title	NSWCC-012-14 Veritec Pty Ltd
Category	43232202 – Document management software
Particulars of the project to be undertaken, goods or services to be provided or real estate property to be leased or transferred under this contract	
Supply, installation and configuration of a document generation solution to automate specific document types for the NSW Crime Commission.	
Contract effective date	01/07/2014
Contract end date	30/06/2015

5. Successful Contractor Details

Business name	Veritec Pty Ltd		
Trading as name	Veritec		
ACN exempt	Not exempt		
ACN	166 493 394		
ABN exempt	Not exempt		
ABN	21 166 493 394		
Street address	44 – 52 Townshend Street		
Town / City	PHILLIP	State / Territory	ACT
Postcode	2606	Country	Australia

5.1 Contractor Contact Details

Contact name	David Dabinett	Contact phone no.	+612 6162 4112
Email	david.dabinett@veritec.com.au		



Other Details

Related RFT ID	Not applicable	
Related SON ID	Not applicable	
Other private sector entities involved in with an interest in or benefitting from the contract		
Not applicable		
Contract value	\$239,723.00 inclusive of GST	
Contract value type	Estimated value of the project and software implementation support.	
Any provisions for payment to the contractor for operational or maintenance services?	Not applicable	
Method of tendering	Non Tender	
Description of any provisions under which the amount payable to the contractor may be varied		
Schedule 4: Variation Procedures provide for recommendations for changes to the Project Implementation and Payment Plan or any part of the Customer Contract through Change Request form.		
Description of any provisions under which the contract may be renegotiated		
Schedule 4: Variation Procedures provide for recommendations for changes to the Project Implementation and Payment Plan or any part of the Customer Contract through Change Request form.		
Disclosure class	Class 2	
Contract contains agency 'PiggyBack' clause[^]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

[^]Select 'Yes' if the contract formed contains a 'Piggyback' clause in it, which would allow them to utilise the same contract terms and conditions as has already been negotiated.

6. Industrial Relations Details

Sub-contractor details (inc ABN & ACN)	Not applicable
Applicable industrial instruments	Not applicable
Location of work*	Not applicable

*List all locations of work that will be covered by this contract. Provide building name, floor number, street number, street name, suburb, state and postcode.



7. Agency Contact Details

Name of contact person:	Director, Corporate Services		
Street address:	453 – 463 Kent Street		
Town / City	SYDNEY	State/Territory	NSW
Postcode	2000	Country	Australia
Name of agency:	New South Wales Crime Commission		
Contact number:	02 9269 3888	Fax number	
Email		Other info	

8. Class 2 and 3 Contact Only

Particulars of future transfers of significant assets to the state, at zero or nominal cost to the state, including the date of their transfer
Not applicable
Particulars of future transfers of significant assets to the contractor including the date of their proposed transfer
Not applicable
The results of any cost-benefit analysis of the contract conducted by the agency
A cost benefit analysis was conducted for the requirement.
The components and quantum of the public sector comparator, if used
Not applicable
If relevant, a summary of information used in the contractor's full base financial model (for example, the pricing formula for tolls and usage charges)
Not applicable
If relevant, particulars of how risk, during and construction and operational phases of a contract to undertake a specific project (such as construction, infrastructure or property development), is to be apportioned between the parties, quantified (where practicable) in net present value terms and specifying the major assumptions involved
Not applicable.



Particulars as to any significant guarantees or undertakings between the parties, including any guarantees or undertakings with the respect to the loan agreements entered into or proposed to be entered into
Not applicable
Particulars of any other key elements of the contract
Not applicable

9. Class 3 Contracts only

Has the contract or any other provisions within it being withheld from the disclosure under the exemptions provisions of the GIPA Act Section 32?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to the above, what are the reasons why the contract or provisions therein, have not been provided?
If yes to the above, is it intended that the contract or those provisions be published at a later date, and if so, when?
If yes to the above, is it intended that the contract or those provisions be published at a later date, and if so, when?
Officer use only
Direct access to the complete contract less confidential information is provided at the following website
Date copy of contract less confidential information was published on the website