



**Contract Number:** CUATPS2014

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## **Common Use Arrangement for Temporary Personnel Services (CUATPS2014)**

9 November 2014 to 8 November 2019

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# About the Contract

<b>Contract Title</b>	Temporary Personnel Services Common Use Arrangement (CUA)
<b>Contract Number</b>	CUATPS2014
<b>Contract Term</b>	9 November 2014 to 8 November 2019
<b>Contractors</b>	The suppliers appointed as contractors under CUATPS2014 as listed in the <a href="#">Contractors by Category</a> section of this guide.
<b>Buyers</b>	Public Authorities, other government entities, local government entities, public benevolent institutions and other approved users listed in the <a href="#">Approved CUA Users List</a> may buy temporary personnel services under this CUA.
<b>Status</b>	<p>CUATPS2014 is mandatory for Public Authorities in the Perth Region (as defined in the <a href="#">Buy Local Policy</a>).</p> <p>In accordance with State Supply Commission policy, agencies can buy outside of this CUA and directly source from an Australian Disability Enterprise (ADE) or Aboriginal Business in full.</p> <p>For more information and to connect with an ADE or Aboriginal Business, please see the following links.</p> <p><a href="#">Australian Disability Enterprise</a></p> <p><a href="#">Aboriginal Business</a></p>
<b>Categories</b>	<ul style="list-style-type: none"> <li>• <b>Category A</b> – Clerical &amp; Administrative</li> <li>• <b>Category B</b> – Technical &amp; Trades</li> <li>• <b>Category C</b> – Professional</li> <li>• <b>Category D</b> – Finance &amp; Accounting Services</li> <li>• <b>Category E</b> – Information &amp; Communication Technology</li> </ul>
<b>Key Features and Benefits</b>	CUATPS2014 has been established to provide CUA Buyers with an efficient and cost effective method to engage temporary personnel to meet their temporary resourcing requirements.

## Contract Manager

A dedicated contract manager is available to help you understand and get the most out of this CUA.

If you have any queries about CUATPS2014 or this guide, please contact:

### **Meg Herbert**

Contract Manager

Phone: (08) 6551 1349

Email: [meg.herbert@finance.wa.gov.au](mailto:meg.herbert@finance.wa.gov.au)

## Supporting Documents

Go to [Contracts WA](#) to source documents and other information relevant to this CUA:

- [Service Request Form](#)
- [Online Calculator & Invoice Checker](#)
- [ICT Services vs Temporary Personnel Services – One Pager](#)
- [Contractor Profiles](#)
- [Request and Addenda](#)

## Contractor Pricing

The CUATPS2014 Contractor pricing is available from:

- [Appendix 2: Contractor Pricing](#)
- [Online Calculator & Invoice Checker](#)

## Complimentary Feedback and Complaints Resolution

Government Procurement aims to continuously improve the services it provides to customers and welcomes feedback on the level of satisfaction experienced under this contract or with the contractor(s) performance. If you are dissatisfied with the goods and/or service provided by the contractor or have any specific concerns, these should be discussed in the first instance directly with the contractor.

If the problem or issue is not resolved to your satisfaction, please log your complaints via Finance's [online Feedback Management System](#).

The online form provides for both complimentary feedback and complaint resolution considerations.

# How do I use this contract?

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## Step 1 What do you require?

Identify the required:

- role / job title
- duties to be undertaken
- candidate skills / qualifications
- TPS2014 Category (see the [What's on offer?](#) section, page 5)
- estimated duration of engagement, and
- budget (see Step 3 below).

## Step 2 Who are the Contractors?

See the [Contractors by Category](#) section of this guide for the list of Contractors appointed to each Category of CUATPS2014.

Further information about each Contractor is contained in the [Contractor Profiles](#) document.

## Step 3 How much will it cost?

Use [Appendix 2: Contractor Pricing](#) to compare prices before deciding on which Contractor to buy from.

Each candidate's Hourly Rate is made up of a negotiated Pay Charge, together with fixed On-Costs, Gross Margin and GST components.

The [Online Calculator & Invoice Checker](#) can be used to obtain an indicative Hourly Rate and estimated contract value. Please note that the Hourly Rate quoted by a Contractor may differ slightly from the indicative Hourly Rate calculated using the Online Calculator.

## Step 4 Buy it!

Complete Part A of the [Service Request Form](#) and send it to the chosen Contractor(s).

The Contractor will complete Part B of the Service Request Form specifying the Hourly Rate for the available candidate(s).

Do not delay in selecting the relevant candidate(s) and **complete Part C of the Service Request Form to confirm the engagement.**

It is also important that you promptly notify unsuccessful Contractor(s) so that they do not spend unnecessary time trying to source candidates for you.

# What's on offer?

There are five Categories under TPS2014. The table below lists examples of roles that fall within each Category. The JDF for the relevant role will help you determine the applicable Category, but if you are unsure which Category applies contact the [Contract Manager](#).

Category A	Category B	Category C	Category D	Category E
<b>Clerical &amp; Administrative</b>	<b>Technical &amp; Trades</b>	<b>Professional</b>	<b>Finance &amp; Accounting Services</b>	<b>Information &amp; Communication Technology</b>
Accounts Officer Administrative Assistant Call Centre Operator Clerical Officer Communications Officer Customer Service Officer Data Entry Operator Executive / Personal Assistant HR Administrator Legal Assistant Mailroom Officer Payroll Officer Project Admin Support Receptionist Records Officer Word Processor	Caretaker Carpenter Catering Assistant Chef Childcare Worker Cleaner Communications Tech. Core Librarian Electrician Gardener General Labourer Laboratory Assistant Mechanic Painter Plumber Store Person Warehouse Officer Welder	Contract Admin / Tender Coordinator Corporate Trainer Environment Officer Geologist Graphic Designer HR Manager Marketing / Comms Officer Media Liaison Officer Planning Officer Policy / Procurement Coordinator Project Manager Quality Assurance Coordinator Risk Management Advisor Safety / Compliance Officer Scientific Officer Technical Expert Writer	Accountant Audit Officer Budget Officer Business Analyst Costing Project Manager Finance & Business Manager Financial Accountant Financial Analyst Management Accountant Payroll Coordinator / Supervisor Principal Budget Analyst Project Accountant	Analyst / Developer Application Support Business Analyst CRM Project Officer Data Warehouse Designer Desktop Support Developer Enterprise Architect Floor Walker Helpdesk Support Infrastructure Specialist IT Project Manager Net Developer Software Developer Solutions Architect System Administrator Web Administrator
<i>The roles listed above have been sourced from the TPS2014 sales data (Jan. – Dec. 2017). This list is not intended to be exhaustive.</i>				

When you have identified the applicable Category, please ensure that you only approach Contractor(s) on the panel for that Category.

# Contractors by Category

The matrix below lists the TPS2014 Contractors by CUA Category. 'Click' on the Contractor's name to link to the [Contractor Profiles](#) document that is available on Contracts WA.

Contractor	Category A	Category B	Category C	Category D	Category E
	Clerical & Admin.	Tech. & Trades	Professional	Fin. & Accounting	ICT
<a href="#">AndersElite Professional Recruitment</a>			✓		
<a href="#">Chandler Macleod Group</a>					✓
<a href="#">DFP Recruitment Services</a>	✓	✓	✓		
<a href="#">Finite IT</a>					✓
<a href="#">Hays Specialist Recruitment</a>				✓	
<a href="#">Integrity Executive</a>			✓		
<a href="#">Integrity Industrial</a>		✓			
<a href="#">Integrity Staffing</a>	✓				
<a href="#">IPA Personnel</a>	✓				
<a href="#">Randstad</a>	✓	✓			
<a href="#">Rubicor Government **</a>	✓		✓	✓	✓
<a href="#">Talent International</a>					✓
<a href="#">Titan Recruitment</a>					✓

**\*\* Note:** The TPS2014 Head Agreement between the Department of Finance and Rubicor Government will terminate on 7 January 2019 (the **Termination Date**). Termination of the Head Agreement will not affect any Customer Contracts with Rubicor Government that are current at the Termination Date. However, no new Customer Contracts can be entered into with Rubicor Government from the Termination Date. Buyers should carefully consider whether or not to extend any Customer Contracts beyond the Termination Date, and make alternative arrangements with another TPS2014 Contractor where necessary.

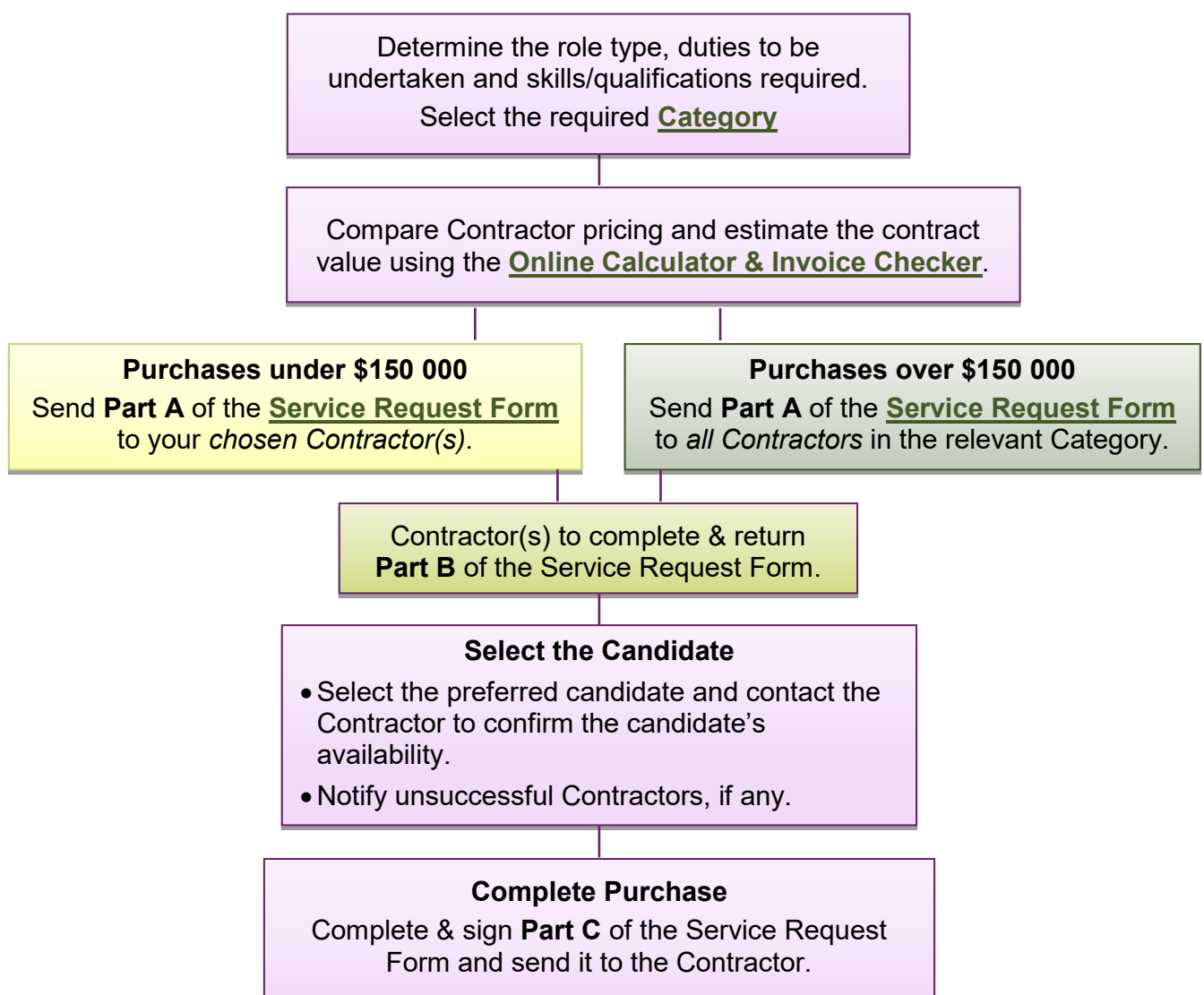
# Buying Rules

## When should I use this CUA?

Temporary personnel should only be engaged under CUATPS2014 to meet short term resourcing needs. As a guideline, a temporary personnel engagement should not be for more than six months.

An engagement under CUATPS2014 is a contract for service. The Public Sector Commission's Approved Procedure 5 (**AP5**) sets out the approved procedures that must be followed by employing authorities subject to the *Public Sector Management Act 1994* (**PSMA**) when establishing a contract for service. A summary of AP5 is set out in the [Contracts for Service – Approved Procedure 5](#) section of this guide.

## How to order from this CUA



Depending on the estimated contract value of the purchase, you may need to record the purchase in your agency's contract register, involve the Department of Finance in the procurement process, submit procurement documentation to the State Tenders Review Committee and/or record the purchase on Tenders WA. For information on these requirements see the [Other policy requirements](#) section of this guide.

## Service Request Form

A Service Request Form must be completed for all engagements under CUATPS2014.

Using the Service Request Form will ensure that the negotiated terms of each Order under this CUA are properly documented. Each Service Request Form becomes part of the CUA Customer Contract.

Completing the Service Request Form also enables both the Buyer and the Contractor to record the details of the engagement for internal audit or sales reporting purposes.

Contractor(s) must acknowledge receipt of Part A of a Service Request Form within 24 hour of receipt. The Contractor must respond to the Service Request Form within one to four business days, unless a longer turnaround time has been agreed (which should be specified in the form).

If the Contractor has suitable candidates they will complete and return Part B of the form, or if they have no suitable candidates they must still advise you within the required timeframe.

Part C of the Service Request Form should be completed and signed by the Buyer before a candidate commences work.

## Payment by Purchasing Card

The Government Purchasing Card (**P-Card**) offers a quick and convenient method of payment for many goods and services. All CUATPS2014 Contractors accept payment by P-Card.

Always remember to inform the Contractor that you will be paying by P-Card by completing the 'Payment Method' section of the Service Request Form, and ensure they clearly understand that they must send the tax invoice directly to you as the cardholder.



# Pricing structure

## CUA rates

Under the terms of CUATPS2014 each Contractor has agreed to charge fixed Gross Margin rates, Contractor On-Costs and Spotter's Fee (if applicable) for each Category under which they are contracted to provide services. The Contractors are not permitted to charge rates above the agreed CUA rates.

Each Contractor's CUA pricing is set out in [Appendix 2: Contractor Pricing](#) of this guide and in the [Online Calculator & Invoice Checker](#).

## Estimated Customer Contract Value

Use the [Online Calculator & Invoice Checker](#) to obtain both an indicative Hourly Rate and the estimated contract value. The estimated contract value is determined by:

$$((\text{Hourly Rate} \times \text{weekly hours}) \times \text{estimated duration in weeks}) + 10\% \text{ GST}$$

**The estimated contract value should be established before you send out a Service Request Form as the value will determine whether the purchase falls below the \$150,000 'pick & buy' threshold or whether you will need to approach all Contractors in the Category.**

## Hourly Rate

The Hourly Rate for temporary personnel engaged under CUATPS2014 includes:

- The candidate's **Pay Charge**\* which is the rate that the candidate is willing to be paid to do the relevant role. This should not go below the equivalent hourly rate under the applicable award or industrial agreement.
  - \* *Please note that the Pay Charge is to be negotiated between the Buyer and relevant Contractor and represents the largest component of the Hourly Rate.*
- **On-Costs** refers to fixed costs imposed by legislation, i.e. superannuation and payroll tax. The current minimum employer superannuation contribution is 9.5% of the candidate's Pay Charge. From 1 July 2018, the payroll tax rate is set by reference to an employer's taxable wages bill. The rate will be between 5.5% - 6.5%. Payroll tax is calculated on the Pay Charge plus superannuation.
- **Other On-Costs** refers to other costs incurred by the Contractor when supplying the candidate (i.e. workers compensation insurance and other insurances). Other On-Costs are variable by CUA Category and Contractor.
- **Gross Margin** covers all remaining costs, including but not limited to management costs, operational costs, electricity and water costs, and net profit for the Contractors. This is variable by CUA Category and Contractor.

The table below shows an example of how to calculate the Hourly Rate. You can also use the [Online Calculator & Invoice Checker](#) to calculate an indicative Hourly Rate.

<b>A</b>	<b>Pay Charge</b>	Negotiated by Buyer and Contractor <b>Variable charge per candidate</b>	<b>A = \$30</b>	<b>\$30.00</b>
<b>B</b>	<b>Superannuation</b>	<b>Fixed rate: 9.5%</b>	<b>B = A x 9.5%</b>	<b>\$2.85</b>
<b>C</b>	<b>Payroll Tax</b>	Payroll tax is calculated on the Pay Charge and Superannuation. <b>Variable rate: 5.5% - 6.5%</b>	<b>C = (A + B) x 6.1%</b>	<b>\$2.00</b>
<b>D</b>	<b>Other On-Costs</b>	Other On-Costs are calculated on the Pay Charge only. <b>Variable rate per Contractor / Category</b>	<b>D = A x 2.5%</b>	<b>\$0.75</b>
<b>E</b>	<b>Gross Margin</b>	<b>Variable rate per Contractor / Category</b>	<b>E = \$2.25</b>	<b>\$2.25</b>
<b>F</b>	<b>Hourly Rate</b>	GST Exclusive	<b>F = A + B + C + D + E</b>	<b>\$37.85</b>
<b>G</b>	<b>GST</b>	<b>Fixed rate: 10%</b>	<b>G = F x 10%</b>	<b>\$3.78</b>
<b>H</b>	<b>Hourly Rate</b>	GST Inclusive	<b>H = F + G</b>	<b>\$41.63</b>

Each Contractor's Other On-Costs and Gross Margin rates are set out in [Appendix 2: Contractor Pricing](#). The candidate's Pay Charge will be set by reference to the role type and the candidate's qualifications and experience. The applicable industrial award or agreement may be used as a reference to estimate the Pay Charge (with a percentage uplift to cover leave and other benefits).

The Contractors are required to comply with all statutory requirements regardless of the fee structure under the CUA. Each Contractor is also required to ensure that the remuneration and terms of employment of their temporary personnel are consistent with industry standards as expressed in applicable awards and agreements and any code of practice.

## Introduction / Spotter's Fees

The Contractors are permitted to charge Buyers an introduction or spotter's fee (**Spotter's Fee**) in certain circumstances if one of their candidates is employed directly by a Buyer. See [Appendix 2: Contractor Pricing](#) for the Contractors' fees in each Category.

A Contractor may charge a Spotter's Fee if:

- the candidate was engaged by the Buyer for a period of 6 months or less, and
- the candidate is employed other than as a result of merit based recruitment process.

When determining the duration of a single engagement, the engagement must have been continuous and covering a single role for the entire period.

# Policy Requirements

## Contracts for Service – Approved Procedure 5

The Public Sector Commission's **Approved Procedure 5 (AP5)** sets out the approved procedures for establishing a contract for service. All employing authorities as defined in the PSMA must comply with AP5 when establishing a contract for service, this includes temporary personnel engagements under CUATPS2014.

AP5 lists the following circumstances as *appropriate* grounds for the engagement of temporary personnel:

- the appropriate expertise is unavailable in the public sector at the time of need,
- there is a requirement for impartiality and objectivity external to the public sector,
- the required expertise and specialist skills are available only from external sources,
- there arises a need to fill a position on very short notice for which the appropriate expertise within the public sector cannot be readily made available (e.g. 1-2 weeks).

AP5 lists the following circumstances as *inappropriate* for the engagement of temporary personnel:

- for the purpose of management or decision making (these tasks should remain the responsibility of the public authority's executive),
- to perform tasks which would be more cost effective if resourced internally,
- where the expertise required is available within the public sector,
- where the expertise and specialist skills can be obtained by providing developmental opportunities for existing staff within a reasonable timeframe,
- to resource ongoing functions or activities,
- where a conflict of interest could develop.

## Engagement duration

The purpose of CUATPS2014 is to help Buyers meet their *short term resourcing requirements*, so as a guideline temporary personnel should not be engaged for longer than six months.

If a Buyer determines that a temporary personnel engagement for longer than 6 months is required, the Buyer should:

- keep a written record of the reasons why a temporary personnel engagement was deemed appropriate and record the receipt of all relevant internal approvals, and
- ensure that they re-assess their requirements and the continuation of the engagement at regular intervals.

If a role is required to be filled for more than six months, Buyers should consider undertaking a merit based selection process to appoint someone to the position on a fixed term or permanent basis (as appropriate). For further information on filling a public sector vacancy by way of direct employment, please see the Public Sector Commissioner's **Instruction No. 2 – Filling a Public Sector Vacancy**.

## PSGOGA 2017

In December 2017 the Western Australian Industrial Relations Commission registered the Public Service and Government Officers General Agreement 2017 ([PSGOGA 2017](#)). Schedule 5 of PSGOGA 2017 lists the public authorities bound by that General Agreement. That list includes many of the entities on the [Approved CUA Users List](#).

CUA Buyers bound by PSGOGA 2017 should note the following provisions of Part 3 of PSGOGA 2017:

- Section 14.1 contains a statement of employer preference for permanent employment.
- Section 14.3 imposes a reporting obligation on employers to report to the Joint Consultative Committee on aspects of labour hire usage within 60 days of a written request.
- Section 14.4 requires employers to consider surplus employees before entering into or extending a temporary personnel engagement.
- Section 14.4 also requires an assessment of the duties undertaken by temporary personnel every three months for the possibility of a surplus employee undertaking the role or duties.

## OSH responsibilities

The TPS2014 Contractors owe occupational safety and health (**OSH**) obligations under law to their temporary personnel candidates. The relevant Buyer also owes a duty of care to the temporary personnel to:

- provide a safe working environment,
- provide appropriate OSH orientation on commencement (for example, evacuation procedures, identification of hazards and risk control strategies), and
- provide information and training to ensure the temporary personnel know how to carry out their work activities safely.

This list above is not exhaustive. For further information please refer to your agency's OSH policies and refer queries to your agency's OSH team.

## Regional engagements

This CUA is only mandatory for Public Authorities in the Perth region<sup>1</sup>. If you are outside this region, you can apply regional purchasing discretion in accordance with the Buy Local Policy. Details of this policy can be found on the State Supply Commission's [Other Government Policies](#) page.

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<sup>1</sup> As defined in the *Buy Local Policy* 2002.

## Other policy requirements

Buyers should be aware of the following requirements under relevant State Supply Commission policies and Treasurer's Instruction 820 as they apply to this CUA.

Policy Requirement	Applicable to purchases under this CUA?
<i>Buyers must publish details of their purchase, or any variation to any purchase, under this CUA on TendersWA.<sup>2</sup></i>	No, not required for purchases under this CUA.
<i>Buyers must record the purchase on the agency's contract register, as instructed within the buying agency's financial management manual.<sup>3</sup></i>	Yes, for all purchase above \$50,000 or as otherwise required by the buying agency's financial management manual.
<i>Buyers must submit a procurement plan, evaluation report and contract management plan to the State Tender Review Committee (STRC).<sup>4</sup></i>	No, not required for purchases under this CUA.
<i>Buyers must submit a contract variation memo to STRC.<sup>5</sup></i>	No, not required for purchases under this CUA.
<i>Buyers must involve the Department of Finance in the procurement.<sup>6</sup></i>	No, not required for purchases under this CUA.
<i>Buyers must obtain approval from an authorised officer of the Department of Finance to purchase through an alternative arrangement to this CUA.</i>	Yes, at all values, if the Buyer is a Public Authority and the delivery location is in the Perth metropolitan area.  <b>Note:</b> Public authorities are not required to obtain the approval of or advice from the Department of Finance when purchasing from Australian Disability Enterprises <sup>7</sup> or registered Aboriginal businesses <sup>8</sup> , regardless of value.

<sup>2</sup>Open and Effective Competition Policy, State Supply Commission.

<sup>3</sup> Treasurer's Instruction 820 – Register of Contracts.

<sup>4</sup> Procurement Planning, Evaluation Reports and Contract Management Policy, State Supply Commission.

<sup>5</sup> See footnote 3 above.

<sup>6</sup> Open and Effective Competition Policy, State Supply Commission.

<sup>7</sup> Australian Disability Enterprises (ADE) are commercial businesses that employ people with a disability. A complete list of approved ADEs is available from the Australian Disability Enterprises website - <https://buyability.org.au/directory/>

<sup>8</sup> See the Aboriginal Procurement Policy Guide for the directories of Aboriginal businesses accepted by the Department of Finance - [https://www.finance.wa.gov.au/cms/uploadedFiles/Government\\_Procurement/Policies/Aboriginal\\_Procurement\\_Policy.pdf](https://www.finance.wa.gov.au/cms/uploadedFiles/Government_Procurement/Policies/Aboriginal_Procurement_Policy.pdf)

## Exemption from using this CUA

### Individual Exemptions

The Department of Finance (**Finance**) is responsible for processing and approving all requests from public authorities seeking exemption from using a mandatory CUA. Requests for an exemption are considered on a case-by-case basis, and the requesting public authority must be able to demonstrate that a business need cannot be adequately met by the relevant CUA.

Exemption requests should be directed to the Director Common Use Arrangements in the first instance. Requests for an exemption must be in writing (sent by email) and provide sufficient explanation and background to enable the request to be considered. The requesting officer should be the Accountable Authority or delegate of the agency.

For guidelines on what to include in an exemption request, please refer to the [Procurement Practice Guide appendix on Exemptions](#).

### Purchasing from registered Aboriginal businesses or Australian Disability Enterprises

Did you know that Public Authorities can now buy directly from a registered [Aboriginal business](#) or [Australian Disability Enterprise \(ADE\)](#), without undertaking a competitive process, even where a mandatory Common Use Arrangement exists?

For more information please contact [spi@finance.wa.gov.au](mailto:spi@finance.wa.gov.au) or visit the [Social Procurement Initiative webpage](#).

# Need more information?

## Appendices

[Appendix 1: Buying Tips](#)

[Appendix 2: Contractor Pricing](#)

## Forms and tools

- [Service Request Form](#)
- [Online Calculator & Invoice Checker](#)
- [ICT Services vs Temporary Personnel Services – One Pager](#)
- [Contractor Profiles](#)

## TPS2014 terms & conditions

- [Request & Addenda](#)
- [Request Conditions and General Conditions of Contract \(August 2012\)](#)
- Contact the [Contract Manager](#) for a copy of the Contractor Award Letters.

## Links to CUA information

- [Contracts WA - Contract Information](#)
- [Government Contracts Directory](#)

# Appendix 1: Buying Tips

## Which Category do I use?

Refer to the [What's on offer?](#) section of this guide or contact the [Contract Manager](#). You may also contact Contractors on the panel for the relevant Category(s) before sending out a Service Request Form to assess their ability to provide suitable candidates.

Choosing the correct Category will ensure that:

- you get the most appropriate Hourly Rate for a candidate (the Category will impact on the candidate's Pay Charge as well as the Contractor's Gross Margin and On-Costs), and
- it will increase the likelihood of the Contractor offering candidates who meet your needs.

If no Contractors are able to supply suitable candidates, contact the [Contract Manager](#) to determine whether the role is outside of scope of the CUA or if an exemption is required.

## How do I get the candidate I need?

- Include clear and relevant information in the required skills and additional information boxes of the Service Request Form (Part A). This will enable Contractors to provide candidates who meet your specific requirements.
- Giving advanced notice to the Contractor(s) will help them source the best available candidates.
- If the role is not commonly occurring or is highly specialised, contact the Contractor(s) before sending out the Service Request Form to discuss your requirements. This may improve your ability to scope the role description/requirements and increase the likelihood of the Contractor(s) providing suitable candidates.
- If your agency has specific compliance requirements (i.e. security or working with children checks) make sure you specify those requirements in the Service Request Form (Part A).
- Ensure that you review the candidates and respond to the Contractor(s) in a timely manner. This will increase your chances of obtaining the preferred candidate(s).

## How do I get good value for money?

- Use the [Online Calculator & Invoice Checker](#) to help set a budget before going out to the Contractors and to check quotes and invoices are compliant with CUA rates.
- Be aware that the candidate's Pay Charge is the largest component of the Hourly Rate, so ensure that you are paying the appropriate Pay Charge for the role and their experience.
- The TPS2014 pricing model assumes engagements of 6 months or less in duration. When entering or extending an engagement beyond 6 months, consider asking the Contractor if they will agree to reduce their CUA rates. The Contractors are not required to agree to discounts, but asking the question may save you money.
- Ensure that Part A of the Service Request Form clearly states weekly hours and if/when overtime rates are payable to avoid accidental overcharges or other invoicing issues.
- Reassess whether a temporary resource offers the best value for money regularly during an engagement. An engagement can be terminated on half a day's notice if the



resource is no longer required, or if the workflow is continuing and the candidate is working well consider if direct employment would provide better value for money.

## Allowances

If you agree to pay allowances (for example, travel or accommodation allowances) during a temporary personnel engagement, specify the rate and terms of the allowances in Part A of the Service Request Form. Depending on the nature of the allowance, superannuation and or payroll tax may be payable on the allowance and in most cases GST will be payable. It is recommended that you discuss the tax status of the proposed allowance with the relevant Contractor prior to the commencement of the engagement.

## Budget

The candidate's Pay Charge is the largest component of the Hourly Rate. The Pay Charge will vary depending on the role and the candidate's skills and experience. You can use the applicable industrial award or agreement as a guide to determining an estimated Pay Charge (a percentage uplift will be applied to the equivalent hourly salary for an employee to compensate the candidate for the lack of paid leave etc.). Finance also may be able to provide you with Pay Charge data from the Contractor sales data and you can also approach the relevant Contractor(s) to ask for market rates for a role.

Once you have determined the estimated Pay Charge, use the [Online Calculator & Invoice Checker](#) to determine the approximate Hourly Rate which will vary by Contractor and Category. The Online Calculator can also be used to determine the estimated cost of an engagement.

## Construction induction training

If you require candidates who hold a valid White or Blue Card for construction related roles, specify this requirement in Part A of the Service Request Form. The Contractor must provide candidates who have completed the required training at no extra cost.

## Extensions

A temporary personnel engagement should be short term. If however the engagement needs to be extended, contact the Contractor to arrange an extension making sure that it is in accordance with the terms and conditions of CUATPS2014. If the estimated duration is the only change to the engagement terms, you only need to complete page 1 of Part A of the Service Request Form before sending it to the Contractor.

## Fixed term contractors (sourcing)

If you are seeking to engage a supplier to provide candidates to fill a fixed term contract position where your agency will be the employer of the successful candidate(s), this service is outside the scope of CUATPS2014.

In certain circumstances this type of procurement may fall within the scope of the recruitment management category of the CUA for HR Services and Investigations (CUAHR2015).

However, pure candidate search services fall outside of the scope of both CUAs and you would need to follow your agency's non-CUA procurement process to engage a supplier to provide those services.

If you are unsure whether the service that you require falls within the scope of either CUATPS2014 or CUAHRS2015 contact the [Contract Manager](#).

## Gross Margin

The Gross Margin will vary by Contractor, Category and engagement duration. Some of the Contractors offer a discounted Gross Margin rate for engagements longer than 2 months.

If you engage one of those Contractors to supply a candidate for longer than 2 months, they may charge their higher 'less than 2 months' Gross Margin rate for the first 2 months before dropping to their lower rate for the remaining 4 months of the engagement. However, Finance has recommended to Contractors where they wish to build customer relations it is advisable to apply the 'greater than 2 month' gross margin rate for the full engagement, although this is at the discretion of the Contractor.

Where it is anticipated that the engagement will be for longer than 6 months, you can ask the Contractor if they are willing to offer a discounted Gross Margin rate due to the longer duration. Contractors are not obliged to offer any discounts.

## Insurances

Contractors are required to maintain public and product liability, workers' compensation and professional indemnity insurances covering both the Contractors and their personnel (which includes their candidates). Finance maintains an insurance register for all CUATPS2014 insurances.

## Invoices

Most of the Contractors will invoice you on a weekly or fortnightly basis. If you require a change to a Contractor's standard invoicing frequency, it is advisable to include your requirements in the Service Request Form and ensure that the invoicing frequency is agreed prior to the commencement of the engagement.

Pursuant to the Request Conditions and General Conditions of Contract (August 2012) Buyers have up to 30 days to pay CUA invoices.

Some larger agencies have been working with some of the Contractors on a Recipient Created Tax Invoice (RCTI) pilot. If you are interested in implementing a RCTI process contact your preferred Contractor to ask if they are able to accommodate your request. If you have more general queries about the RCTI process contact the [Contract Manager](#).

## Leave entitlements

There is no requirement to offer paid leave to a candidate under a CUA engagement. Part of the candidate's Pay Charge represents a payment in lieu of paid leave.

## Medical checks

You may require that candidates undergo medical checks for relevant roles. If a medical check is required you should specify that requirement in Part A of the Service Request Form. The Contractor must facilitate the medical examination and provide you with the requested documentation at no extra cost.

## MyLeave

Category B (Technical & Trades) Contractors are required to identify if an engagement attracts compulsory long service leave contributions to MyLeave under the *Portable Long Service Leave Act 1985* (WA) (the **Act**). In the event that the Act applies, the Contractor may pass on the cost of the MyLeave contributions but only with your prior agreement. The contribution must be charged in line with the Act as advised by MyLeave.

## Out of scope

If a role does not fit within one of the CUA Categories, it may be deemed outside of the scope of the CUA. Contact the **Contract Manager** for advice on whether a role is within or outside of the scope of the CUA. If a role is genuinely outside of scope, you will not require an exemption to approach a non-CUA supplier.

## Overtime

Whether overtime rates are payable and if so, the rates and times when overtime rates are payable, should be clearly stated in Part A of the Service Request Form.

## Pay

The Contractor will invoice you as the Buyer for the temporary personnel services provided. The Contractor will in turn pay the relevant candidate their Pay Charge.

## Pay Charge

The Pay Charge component of the Hourly Rate will vary depending on the role type and level, as well as the candidate's qualifications, skills and experience. If the engagement is intended to provide cover for a vacant public service position, you can refer to the equivalent PSA Level salary as a guide (plus a percentage uplift in lieu of paid leave and other benefits).

The **Contract Manager** may also be able to provide you with Pay Charge data for equivalent roles and the Contractors can advise you on current market rates.

## Personal Protective Equipment

You must provide temporary personnel with the materials and equipment required to fulfil their duties under the role, including Personal Protective Equipment.

## Police clearances

If you require candidates with current police clearances please specify that requirement in Part A of the Service Request Form. Finance does not monitor police clearances for Contractors or their personnel.

## Service standards

All Contractors are required to meet, as a minimum, the service specifications in the TPS2014 Request and the Request Conditions and General Conditions of Contract (August 2012). Together these documents form the TPS2014 terms and conditions.

If you have any service issues with a Contractor or require a copy of the TPS2014 terms and conditions, please advise the **Contract Manager**.

## Short notice / Start date

If you require a candidate at very short notice, you should contact the Contractor(s) to advise them that you have an urgent request. In some cases, they may be able to supply someone for the following day, but this will depend on the expertise required and the availability of candidates in the marketplace. Ensure that Parts A-C of the Service Request Form have been completed and signed prior to commencement.

The minimum response timeframes that Contactors are required to meet are specified in the Service Request Form section above.

## Superannuation

Temporary personnel candidates are employees of the relevant Contractor and the Contractor is responsible for the candidate's employer superannuation contributions. The Contractor will invoice you for the cost of the superannuation as part of the candidate's Hourly Rate. Superannuation is calculated as 9.5% of the Pay Charge component of the Hourly Rate.

## Termination of engagement

Under the TPS2014 terms and conditions either the Contractor or the Buyer may terminate an engagement at any time with a minimum of half a working days' notice (3.75 hours). In certain circumstances you may agree to a longer notice period, in which case the notice period should be clearly stated in the Service Request Form.

If you choose to terminate an engagement where there has been no breach, you do not have to specify a reason for the termination but may choose to do so.

In the event of a breach of the Customer Contract by the Contractor and/or the candidate, the Customer Contract can be terminated by the Buyer without notice. If you terminate an engagement due to a breach by the Contractor or unsatisfactory performance by a candidate, the Contractor is required to promptly remove their candidate and, if you require, provide a suitable replacement. You are not required to source a replacement candidate from the same Contractor.

## Terms & conditions

The TPS2014 Request and the Request Conditions and General Conditions of Contract (August 2012), together form the terms and conditions applicable to CUATPS2014. Do not agree to sign any alternative terms and conditions, including a Contractor's standard terms.

## Working with children checks

It should not be assumed that either a Working with Children check has been undertaken by Contractors prior to suitable candidates being placed. It is the Buyer's responsibility to request a Working with Children check by ticking the appropriate box on the Service Request Form.

## Appendix 2: Contractor Pricing

Each Contractor is required to comply with all statutory requirements regardless of the fee structure agreed under the CUATPS2014 Head Agreement or any Customer Contract.

### Category A - Clerical & Administrative

All Contractors will accept payment by Government Purchasing Card.

Hourly Rates	Gross Margin (\$p/hour) <i>Exclusive of GST</i>		On-Costs (%)			
	Less than 2 months	Greater than 2 months	Superannuation	Payroll Tax	Other On-Costs	Total On-Costs
Contractors						
<b>DFP Recruitment Services</b>	\$2.00	\$1.90	9.5%	5.5%	3.96%	18.96%
<b>Integrity Staffing</b>	\$2.20	\$2.05	9.5%	5.5%	1.75%	16.75%
<b>IPA Personnel</b>	\$2.99	\$2.99	9.5%	5.5%	4.00%	19.00%
<b>Randstad</b>	\$2.10	\$1.99	9.5%	6.0%	3.50%	19.00%
<b>Rubicor Government</b> (formerly Gel Gov Group) **	\$2.29	\$2.29	9.5%	6.0%	3.24%	18.74%

Introduction / Spotter's Fees	Period of Engagement	
	Up to and including 2 months	Greater than 2 months and up to and including 6 months
<b>DFP Recruitment Services</b>	\$1,000.00	\$500.00
<b>Integrity Staffing</b>	\$700.00	Nil
<b>IPA Personnel</b>	\$2,400.00	\$1,200.00
<b>Randstad</b>	\$1,200.00	\$800.00
<b>Rubicor Government</b> (formerly Gel Gov Group) **	Nil	Nil
<i>No Spotter's Fee applies if the engagement was longer than 6 months or if a candidate is hired following a merit based recruitment process.</i>		

\*\* **Note:** The TPS2014 Head Agreement between the Department of Finance and Rubicor Government will terminate on 7 January 2019 (the **Termination Date**). Termination of the Head Agreement will not affect any Customer Contracts with Rubicor Government that are current at the Termination Date. However, no new Customer Contracts can be entered into with Rubicor Government from the Termination Date. Buyers should carefully consider whether or not to extend any Customer Contracts beyond the Termination Date, and make alternative arrangements with another TPS2014 Contractor where necessary.

## Category B – Technical & Trades

All Contractors will accept payment by Government Purchasing Card.

Hourly Rates	Gross Margin (\$p/hour) <i>Exclusive of GST</i>		On-Costs (%)			
	Less than 2 months	Greater than 2 months	Superannuation	Payroll Tax	Other On-Costs	Total On-Costs
Contractors						
<b>DFP Recruitment Services</b>	\$2.20	\$2.00	9.5%	5.5%	5.96%	20.96%
<b>Integrity Industrial</b>	\$2.28	\$2.28	9.5%	5.5%	5.20%	20.20%
<b>Randstad</b>	\$2.66	\$2.10	9.5%	6.0%	6.50%	22.00%

Introduction / Spotter's Fees	Period of Engagement	
	Up to and including 2 months	Greater than 2 months and up to and including 6 months
<b>DFP Recruitment Services</b>	\$1,000.00	\$500.00
<b>Integrity Industrial</b>	\$700.00	Nil
<b>Randstad</b>	\$800.00	\$400.00
<i>No Spotter's Fee applies if the engagement was longer than 6 months or if a candidate is hired following a merit based recruitment process.</i>		

Category B Contractors are required to identify if an engagement attracts compulsory long service leave contributions to MyLeave under the *Portable Paid Long Service Leave Act 1985 (WA)* (the **Act**).

In the event that an engagement is covered by the Act, the Contractor may pass on the cost of the contributions to the Customer, subject to prior agreement from the Customer. The contribution is to be charged in line with the requirements of the Act, as confirmed by MyLeave.

## Category C – Professional

All Contractors will accept payment by Government Purchasing Card.

Hourly Rates	Gross Margin (\$p/hour) <i>Exclusive of GST</i>		On-Costs (%)			
	Less than 2 months	Greater than 2 months	Superannuation	Payroll Tax	Other On-Costs	Total On-Costs
Contractors						
<b>AndersElite Professional Recruitment</b>	\$3.95	\$3.95	9.5%	5.5%	3.60%	18.60%
<b>DFP Recruitment Services</b>	\$3.95	\$3.80	9.5%	5.5%	3.96%	18.96%
<b>Integrity Executive</b>	\$3.50	\$3.50	9.5%	5.5%	2.50%	17.50%
<b>Rubicor Government</b> (formerly Gel Gov Group) **	\$4.45	\$4.45	9.5%	6.0%	3.24%	18.74%

Introduction / Spotter's Fees	Period of Engagement	
	Up to and including 2 months	Greater than 2 months and up to and including 6 months
<b>AndersElite Professional Recruitment</b>	\$2,000.00	\$2,000.00
<b>DFP Recruitment Services</b>	\$1,500.00	\$750.00
<b>Integrity Executive</b>	\$1,000.00	\$500.00
<b>Rubicor Government</b> (formerly Gel Gov Group) **	Nil	Nil
<i>No Spotter's Fee applies if the engagement was longer than 6 months or if a candidate is hired following a merit based recruitment process.</i>		

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## Category D – Finance & Accounting Services

All Contractors will accept payment by Government Purchasing Card.

Hourly Rates	Gross Margin (\$p/hour) <i>Exclusive of GST</i>		On-Costs (%)			
	Less than 2 months	Greater than 2 months	Superannuation	Payroll Tax	Other On-Costs	Total On-Costs
Contractors						
<b>Hays Specialist Recruitment</b>	\$4.50	\$4.00	9.5%	6.1%	3.00%	18.60%
<b>Rubicor Government</b> (formerly Gel Gov Group) **	\$4.45	\$4.45	9.5%	6.0%	3.24%	18.74%

Introduction / Spotter's Fees	Period of Engagement	
	Up to and including 2 months	Greater than 2 months and up to and including 6 months
<b>Hays Specialist Recruitment</b>	\$5,000.00	\$3,000.00
<b>Rubicor Government</b> (formerly Gel Gov Group) **	Nil	Nil
<i>No Spotter's Fee applies if the engagement was longer than 6 months or if a candidate is hired following a merit based recruitment process.</i>		

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## Category E – Information & Communication Technology

All Contractors will accept payment by Government Purchasing Card.

Hourly Rates	Gross Margin (\$p/hour) <i>Exclusive of GST</i>		On-Costs (%)			
	Less than 2 months	Greater than 2 months	Super.	Payroll Tax	Other On-Costs	Total On-Costs
Contractors						
<b>Chandler Macleod Group</b>	\$2.85	\$2.85	9.5%	6.027%	3.50%	19.027%
<b>Finite IT</b>	\$3.50	\$3.25	9.5%	6.0%	3.20%	18.70%
<b>Rubicor Government</b> (formerly Gel Gov Group) **	\$3.60	\$3.60	9.5%	6.0%	3.24%	18.74%
<b>Talent International</b>	\$3.99	\$3.99	9.5%	6.0%	3.50%	19.00%
<b>Titan Recruitment</b>	\$3.50	\$3.50	9.5%	5.5%	3.00%	18.00%

Introduction / Spotter's Fees	Period of Engagement	
	Up to and including 2 months	Greater than 2 months and up to and including 6 months
<b>Chandler Macleod Group</b>	10% of permanent salary package	\$5,000.00
<b>Finite IT</b>	\$2,000.00	\$1,000.00
<b>Rubicor Government</b> (formerly Gel Gov Group)v**	Nil	Nil
<b>Talent International</b>	\$3,000.00	\$2,000.00
<b>Titan Recruitment</b>	\$2,000.00	\$1,000.00
<i>No Spotter's Fee applies if the engagement was longer than 6 months or if a candidate is hired following a merit based recruitment process.</i>		

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