



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2018-0279

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	16
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD.FOI](#)
Subject: [REDACTED] - Floriade security procurement 2018
Date: Monday, 8 October 2018 9:00:32 AM

To the FOI contact officer,

I write under the Freedom of Information Act 2016 to request the following documents in possession of the Chief Minister, Treasury and Economic Development Directorate:

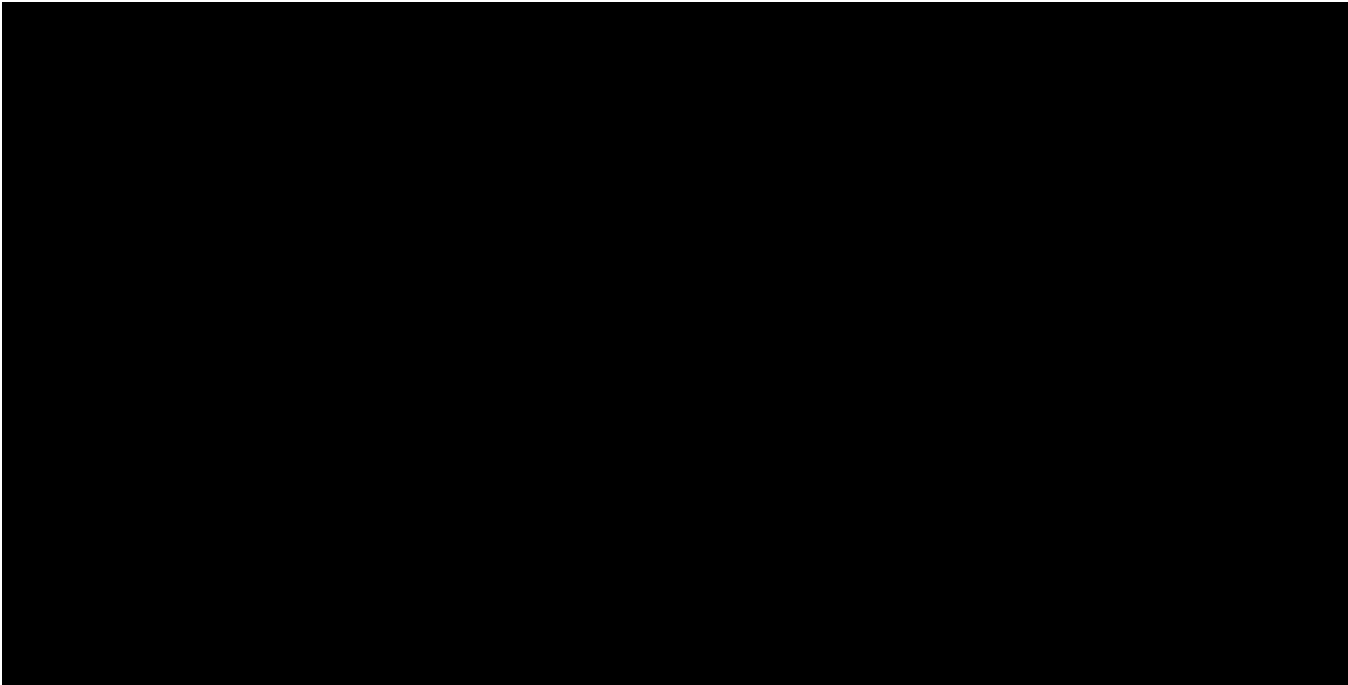
- All tender documents, emails and briefing notes regarding the procurement of security for Floriade 2018 from February 1 2018 to October 8 2018

[After publishing this story on procurement deficiencies at Floriade 2017](#), I have been led to believe by sources close to this procurement, this process was also problematic.

I believe the release of these documents would satisfy section 2.1 (a) (i), (iv), (v), (vi) of our freedom of information laws.

I am willing to negotiate the scope of my request if required.

Thanks for your help.





ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI2018-0279

[REDACTED]

via email: [REDACTED]

Dear [REDACTED]

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 8 October 2018, in which you sought access to all tender documents, emails and briefing notes regarding the procurement of security for Floriade 2018 from February 1 2018 to October 8 2018.

On 16 October 2018 you reduced the scope of your request to *"just the emails"*.

On 18 October 2018 you again reduced the scope of your request to *"willing to exclude third party emails. I'm most interested in how govt officials handled this procurement from start to finish"*.

Authority

I am an Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 5 November 2018.

Decision on access

Searches were completed for relevant documents and a large number of documents were identified that fall within the scope of your request.

I have decided to grant full access to all relevant documents. The documents released to you are provided as **Attachment B** to this letter.

Additional Information

All references to third parties (excluding SNP as the provider of the security services for Floriade 2018) have been removed and not considered in scope in line with your email of 18 October 2018 excluding any third party emails.

Charges

In this instance I have waived fees associated with your access application.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published on the CMTEDD disclosure log after 2 November 2018. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

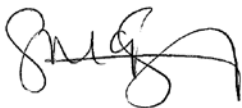
ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Sarah McBurney
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate
30 October 2018



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME		WHAT ARE THE PARAMETERS OF THE REQUEST			Reference NO.
[REDACTED]		All ACT Government staff emails in relation to the procurement of security for Floriade 2018 from February 1 2018 to October 8 2018.			CMTEDDFOI2018-0279

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-590	All Emails	Various	Full Release (3 rd Party out of scope information removed)	N/A	Yes
Total No of Docs						
1						

From: Boyd, Jenny
Sent: Friday, 23 March 2018 9:45 AM
To: Hart, Matthew
Cc: Verden, Jo; vickii@visabel.com.au
Subject: RE: Security Services for Floriade [SEC=UNCLASSIFIED]

Thanks Matt, the previous contract was one where we were included in the Venues contract and the last time that Floriade (then we were Australian Capital Tourism) had a stand-alone contract for security was around 2007 or 2008.

From: Hart, Matthew
Sent: Friday, 23 March 2018 9:34 AM
To: Boyd, Jenny <Jenny.Boyd@act.gov.au>
Cc: Verden, Jo <Jo.Verden@act.gov.au>; vickii@visabel.com.au
Subject: RE: Security Services for Floriade [SEC=UNCLASSIFIED]

Hi Jenny

Unfortunately that document isn't sufficiently comprehensive to cover off the complexities of a project of this risk profile or value, and I believe it would leave you in quite a difficult position trying to manage the contract in the case of a dispute or difficult contractor.

I will have a look through our archive and see if I can track down the documentation from the previous tender process (or a very similar one) and we can have a look at perhaps modifying them or incorporating them into your document.

I'll try get something back to you by lunchtime.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northborne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Boyd, Jenny
Sent: Friday, 23 March 2018 9:27 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Verden, Jo <Jo.Verden@act.gov.au>; vickii@visabel.com.au
Subject: RE: Security Services for Floriade [SEC=UNCLASSIFIED]

Hi Matt,

Could not locate previous documentation so I have drafted the attached Floriade and NightFest Security SOR. Please let me know if further detail is required for a RFT.

Cheers
Jenny

From: Hart, Matthew
Sent: Thursday, 22 March 2018 4:01 PM
To: Boyd, Jenny <Jenny.Boyd@act.gov.au>
Cc: Verden, Jo <Jo.Verden@act.gov.au>; vickii@visabel.com.au
Subject: RE: Security Services for Floriade [SEC=UNCLASSIFIED]

Hi Jenny

I left you a voicemail a short while ago.

Just a quick email to let you know that this project has been allocated to me.

Given the limited timing available on this project, I think you will agree that we probably want to kick this one off ASAP.

Can you please send me all the documentation that you have for this one, you mentioned that you had a close-to-workable SOR already?

If you have any questions please feel free to contact me, looking forward to working with you on this.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northborne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Boyd, Jenny
Sent: Thursday, 22 March 2018 8:26 AM
To: GoodsAndServicesProcurement <GoodsAndServices@act.gov.au>
Cc: Verden, Jo <Jo.Verden@act.gov.au>; vickii@visabel.com.au; Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: Security Services for Floriade [SEC=UNCLASSIFIED]

Please find attached request for RFT for security services for Floriade. As discussed, the services will be required by August 2018 for Floriade bump-in.

Cheers
Jenny

Jenny Boyd | Senior Officer, Operations and Logistics
Phone 02 6205 0204 | Mobile 0403 120 557 | Fax 02 6205 0629
EventsACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

2-18 MAR 2018
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From: Hart, Matthew
Sent: Monday, 2 July 2018 3:35 PM
To: Eldred, Melanie
Cc: Kraljevic, Dom; Triffitt, Ross; Boyd, Sarah; 'Vickii Cotter'
Subject: RE: 30090 - Security and Traffic Management for Floriade 2018
[SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: WIRE - TRSY18-180360 30090.110_Procurement Plan Minute_Attachment C - Te....docx; WIRE - TRSY18-169838 30090.110_Procurement Plan Minute_Attachment B - Ri....docx; WIRE - TRSY18-169835 30090.110_Procurement Plan Minute.docx; WIRE - TRSY18-169825 30090.110_Procurement Plan Minute_Attachment A - St....docx

Hi Melanie

No worries, please find the requested documents attached.

I would draw your attention to a few specific areas, those being:

- PPM
 - Could you please provide the name of the third member of the Tender Evaluation Team?
- SOR
 - There are a couple of questions in here that you were unable to provide an answer at the time when you sent me your review, could you please have a look and advise;
 - I have added a KPI table in line with your previous email, can you please confirm that you are happy with it.
- Tender Evaluation Plan
 - Could you please review the evaluation criteria and confirm that you are happy with the criteria and the relative weightings that I have suggested?

Once we have a copy of a signed Exemption to **Section 9** of the *Government Procurement Regulations 2007* I will be able to have the documents signed off here and sent to you for final signature by your delegate.

These documents will form all the attachments/body of the RFT.

If you have any questions please don't hesitate to ask.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Monday, 2 July 2018 1:25 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; 'Vickii Cotter' <vickii@visabel.com.au>

Subject: HPE CM: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

Thank you for your email. As discussed, we will wait for the exemption to come back to us signed, hopefully today, we will then send a copy over to you.

We will just be running with the process for this year of Floriade as we have advised in the minute we are taking steps to undertake a full procurement process for future events, this allowing it open to the market for the full duration and not limiting our options for the future.

Are you able to send the final draft of the PPM suite so we can just take one last glance over the completed documents before they are released to those companies on the shortlist detailed in the exemption minute.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew

Sent: Monday, 2 July 2018 9:41 AM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; 'Vickii Cotter' <vickii@visabel.com.au>

Subject: FW: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

Thanks for your email, apologies for not being able to respond straight away I have been out sick for a few days.

With regard to the PPM suite, the final draft is essentially ready to go. However, I will need a final outcome of whether an exemption has been granted or if we are proceeding down the open market engagement for 10 day path.

This is because I will need to update the PPM either way before I can finalise it (exemptions have to come first).

Additionally if we go with the select procurement exemption, this will also allow us to engage for a longer term (as we discussed, because we are no longer constrained by Free Trade Agreement thresholds).

This will also need to be reflected in the PPM before I can finalise.

Other than that, everything is essentially ready to go and I can sent it through to you once I get the above info/decision and we can then hopefully release the RFT within 24 hours of the delegate's sign-off of the PPM.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Thursday, 28 June 2018 2:56 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; 'Vickii Cotter' <vickii@visabel.com.au>
Subject: HPE CM: FW: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matt,

I am just wondering how the security tender documentation is coming along?

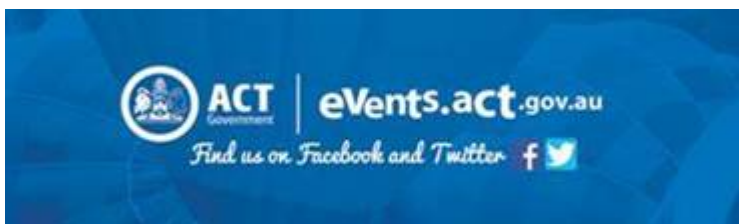
Regarding the exemption, I have received conflicting advice from Dom, who believes we need to get the exemption. He mentioned this in a meeting we had last week. We have an exemption in the pipeline, but we need to know the status of the documentation and when it is likely to be ready.

Are you able to send through or advise when the final draft of the tender documentation will be with us for final approval?

Thanks in advance.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Friday, 22 June 2018 10:02 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>; Kraljevic, Dom

<Dom.Kraljevic@act.gov.au>

Subject: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

This process that we are doing is for Floriade 2018, with a value of \$350,000, the reason that we were going down the one year path is that by doing so the value remains under the \$657,000 Free Trade Agreement threshold which means that we only have to advertise the tender for 10 days, removing the need to seek single select approval and thus saving us some time.

If we were to go for a longer duration, we would be required to advertise to the market for a minimum of 30 days, which probably won't work with our timetable.

If you get an exemption, we can put this process in place for longer, however, I would imagine that the time involved in seeking the exemption could be prohibitive, as such I wouldn't recommend it.

With regard to the Tender Evaluation Team, there is no requirement to have an external member, any three officers from Events ACT can participate (e.g. you, Sarah, and a third), you will have an officer from PPV (myself) assisting you and facilitating the evaluation the whole way through so there is no need to be concerned if you have never done one before.

I would suggest adding the requirement for the control room presence in both the security section at **Section 3.2.3** (if you have any specific wording you would like to use, feel free to insert it and we can review if required), and also in the staffing schedule (**Appendix 1**).

The KPIs you provided look fine and I will incorporate them into the SOR.

Hope this answers any questions you may have, once you have had a chance to fully go through all and get back to me with any amendments/changes I will progress on my end for PPV endorsement and we can look to release to market ASAP.

Feel free to call to discuss.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**

Phone +61 2 6205 2063

Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie

Sent: Wednesday, 20 June 2018 1:19 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>

Subject: HPE CM: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

Thank you for pulling this together. I meet with Dom and Elizabeth today to talk about another process we are processing at the same time and it seems, due to our time frames, we are now trying to get an exemption from the open process so we can do a select tender process – I am sure Dom will fill you in.

So if we get the exemption approved, can you confirm if the process we are undertaking will it be for only Floriade 2018 or can we do it for longer?

Also, the panel, what is the arrangement that is required? Does there have to be an external person on it? As this is the first time Sarah and I would have done it ourselves, would it be possible to have someone from procurement assist? Or do you recommend anyone/someone?

I have also made a few notes from your draft, see below;

- This year at Floriade we are installing a festival control room and we would like to have security to have a presence with the other services (police, event and first aid) for the duration of the festival, opening and closing hours – would this need to be stipulated in the tender or just in the staffing schedule
- I have not added or removed and details at this stage, everyone is out of the office so I have just left it as you have detailed for us to finalise at a later date.

Key Performance Indicators

Not having done this before, I have looked at the Multicultural Festival contract for security and taken their KPI's and amended slightly.

- All personnel at posts/patrolling specified location at all times stipulated in the Floriade security schedule with no interruption of service
- Ensure all personnel are fully inducted in appropriate customer services and crowd management practices, whilst maintaining a high level of customer service
- Ensure all on duty personnel wear clearly identifiable uniforms and carry appropriate radio communication equipment and are able to be contacted at all times
- Ensure all complaints are acknowledged formally within four (4) hours of the complaint from either Territory, performers, stall holders, or a member of the public
- Ensure all complaints are addressed and resolved formally within twelve (12) hours of the complaint from either Territory, performers, stall holders, or a member of the public
- Security to be represented at the festival's daily management briefing and in the festival control room for the duration of the event.

Please let me know if you have any further questions.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Tuesday, 19 June 2018 3:59 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

Also, in addition to my last email, I forgot to ask you to consider what Key Performance Indicators (KPIs) you would like to see applied to this project.

These will allow you measure the Contractor's performance and provide documented feedback to the Contractor.

For a project of this size you only really need/want 2-4 KPIs.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Tuesday, 19 June 2018 3:22 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: HPE CM: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

I have had a go at preparing the first draft of the procurement planning documents for security and traffic management for Floriade 2018, however, the documents will require some input from you.

I have added quite a bit to the SOR draft that you provided, can you please review and adjust as required.

Additionally I have begun a risk assessment for the project, could you please have a look and add to it as required.

Finally, could you please identify the key areas that Events ACT wants to focus in the evaluation of tenderers? (Example areas include proposed methodologies, past experience and performance, WHS planning, communications, nominated personnel, etc.)

Once I have an idea for the direction you want to focus on, I can finish drafting the Tender Evaluation Plan (the final element of the project plan).

Once these documents have all been finalised, and endorsed by both Events ACT and Procurement, Property and Venues we can release the RFT to market.

If you have any questions please feel free to contact me (Note: I am seconded to CIT on Wednesdays).

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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or send us an email at GoodsAndServices@act.gov.au





From: Hart, Matthew

Sent: Tuesday, 19 June 2018 3:22 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: HPE CM: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

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If you have any questions please feel free to contact me (Note: I am seconded to CIT on Wednesdays).

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**

Phone +61 2 6205 2063

Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797

or send us an email at GoodsAndServices@act.gov.au



From: Gaukroger, Rebecca
Sent: Monday, 2 July 2018 10:04 AM
To: Verden, Jo
Subject: Security [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: **Out of Scope** to RFT24483.110 FINAL.pdf

Hi Jo

Last time we went out for Security for Floriade was 2014 and **Out of Scope** was a local company that was approached. They don't seem to have a website so I'm unsure if they still exist.

There is also **Out of Scope** but unsure if they do large scale events.

Let me know if you need anything else.

Cheers

Rebecca Gaukroger | Events Officer

Phone: +61 2 6207 7555 | Mobile: +61 4 81 007 997 | Email: rebecca.gaukroger@act.gov.au

Events ACT | Enterprise Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | www.events.act.gov.au

'EventsACT' now on



From: Verden, Jo
Sent: Tuesday, 3 July 2018 11:30 PM
To: Eldred, Melanie
Subject: RE: Security

Hi Mel

Security to provide traffic management during the event, around the immediate event site. I will read back over the requirements and will cross check with the operations plan for last year.

Let's discuss tomorrow.

Regards

Jo Verden | Acting Director, Events ACT
Phone 02 6205 0554 | Mobile 0403 444 326 | Email: jo.verden@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 4, Canberra Nara Centre | 1 Constitution Avenue, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | www.events.act.gov.au



From: Eldred, Melanie
Sent: Tuesday, 3 July 2018 10:32 PM
To: Verden, Jo <Jo.Verden@act.gov.au>
Subject: Security

Hey Jo,

Just a quick one I hope – do you know if security for Floriade provide the level of Traffic management as stated in the requirements? I have tried to look back at previous contracts/invokes to see if I can figure it out, but I am having no luck.

Any chance you can shed some light on this?

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

From: Eldred, Melanie
Sent: Wednesday, 4 July 2018 1:41 PM
To: Hart, Matthew
Subject: Third Panel member

Hi Matt, I am not sure if I included the third panel member in the paperwork, but it will be Ross Triffitt from Events ACT.

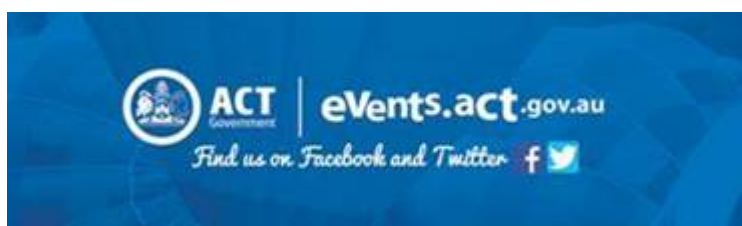
Mel

Melanie Eldred | Event Manager

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Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Eldred, Melanie
Sent: Wednesday, 4 July 2018 1:33 PM
To: Hart, Matthew
Cc: Kraljevic, Dom; Triffitt, Ross; Boyd, Sarah; Vicki Cotter
Subject:

Attachments: WIRE - TRSY18-169825 30090.110_Procurement Plan Minute_Attachment A - St..
_(jv edits 0201718).docx; WIRE - TRSY18-169835 30090.110_Procurement Plan
Minute.DOCX; WIRE - TRSY18-169838 30090.110_Procurement Plan
Minute_Attachment B - Risk Management Plan.DOCX; WIRE - TRSY18-180360
30090.110_Procurement Plan Minute_Attachment C - Te.._(jv edits 0201718).docx;
READ ONLY - TRSY18-181048 Signed copy DDG 2.pdf

Hi Matthew,

Firstly, thank you for your assistance in pulling together this documentation in such a short time frame, we really appreciate your expertise, time and the patience showed, to help us get this over the line.

I have attached the amended draft tender documents with our final amendments mainly to Attachment A and C.

As discussed earlier today, it would be great to get the final documents back from you ASAP so we can get Jo to approve and back to you to go to the contractors by Thursday afternoon.

I have also attached the approved select tender minute from Kareena Arthy.

Please let me know if you require anything further at this stage.

Thanks

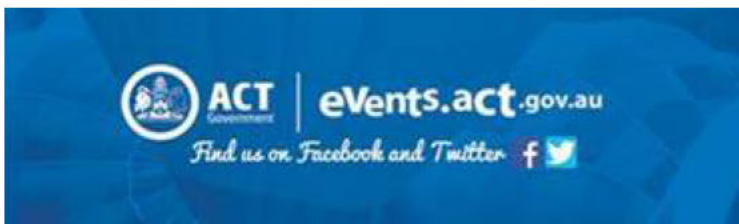
Mel

Melanie Eldred | Event Manager

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From: Hart, Matthew
Sent: Monday, 2 July 2018 3:35 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; 'Vickii Cotter' <vickii@visabel.com.au>
Subject: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

No worries, please find the requested documents attached.

I would draw your attention to a few specific areas, those being:

- PPM
 - Could you please provide the name of the third member of the Tender Evaluation Team?
- SOR
 - There are a couple of questions in here that you were unable to provide an answer at the time when you sent me your review, could you please have a look and advise;
 - I have added a KPI table in line with your previous email, can you please confirm that you are happy with it.
- Tender Evaluation Plan
 - Could you please review the evaluation criteria and confirm that you are happy with the criteria and the relative weightings that I have suggested?

Once we have a copy of a signed Exemption to **Section 9** of the *Government Procurement Regulations 2007* I will be able to have the documents signed off here and sent to you for final signature by your delegate.

These documents will form all the attachments/body of the RFT.

If you have any questions please don't hesitate to ask.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Monday, 2 July 2018 1:25 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; 'Vickii Cotter' <vickii@visabel.com.au>
Subject: HPE CM: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

Thank you for your email. As discussed, we will wait for the exemption to come back to us signed, hopefully today, we will then send a copy over to you.

We will just be running with the process for this year of Floriade as we have advised in the minute we are taking steps to undertake a full procurement process for future events, this allowing it open to the market for the full duration and not limiting our options for the future.

Are you able to send the final draft of the PPM suite so we can just take one last glance over the completed documents before they are released to those companies on the shortlist detailed in the exemption minute.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew

Sent: Monday, 2 July 2018 9:41 AM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; 'Vickii Cotter' <vickii@visabel.com.au>

Subject: FW: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

Thanks for your email, apologies for not being able to respond straight away I have been out sick for a few days.

With regard to the PPM suite, the final draft is essentially ready to go. However, I will need a final outcome of whether an exemption has been granted or if we are proceeding down the open market engagement for 10 day path.

This is because I will need to update the PPM either way before I can finalise it (exemptions have to come first).

Additionally if we go with the select procurement exemption, this will also allow us to engage for a longer term (as we discussed, because we are no longer constrained by Free Trade Agreement thresholds).

This will also need to be reflected in the PPM before I can finalise.

Other than that, everything is essentially ready to go and I can sent it through to you once I get the above info/decision and we can then hopefully release the RFT within 24 hours of the delegate's sign-off of the PPM.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | ACT Government

Phone +61 2 6205 2063

Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Thursday, 28 June 2018 2:56 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; 'Vickii Cotter' <vickii@visabel.com.au>
Subject: HPE CM: FW: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matt,

I am just wondering how the security tender documentation is coming along?

Regarding the exemption, I have received conflicting advice from Dom, who believes we need to get the exemption. He mentioned this in a meeting we had last week. We have an exemption in the pipeline, but we need to know the status of the documentation and when it is likely to be ready.

Are you able to send through or advise when the final draft of the tender documentation will be with us for final approval?

Thanks in advance.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Friday, 22 June 2018 10:02 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

This process that we are doing is for Floriade 2018, with a value of \$350,000, the reason that we were going down the one year path is that by doing so the value remains under the \$657,000 Free Trade Agreement threshold which means that we only have to advertise the tender for 10 days, removing the need to seek single select approval and thus saving us some time.

If we were to go for a longer duration, we would be required to advertise to the market for a minimum of 30 days, which probably won't work with our timetable.

If you get an exemption, we can put this process in place for longer, however, I would imagine that the time involved in seeking the exemption could be prohibitive, as such I wouldn't recommend it.

With regard to the Tender Evaluation Team, there is no requirement to have an external member, any three officers from Events ACT can participate (e.g. you, Sarah, and a third), you will have an officer from PPV (myself) assisting you and facilitating the evaluation the whole way through so there is no need to be concerned if you have never done one before.

I would suggest adding the requirement for the control room presence in both the security section at **Section 3.2.3** (if you have any specific wording you would like to use, feel free to insert it and we can review if required), and also in the staffing schedule (**Appendix 1**).

The KPIs you provided look fine and I will incorporate them into the SOR.

Hope this answers any questions you may have, once you have had a chance to fully go through all and get back to me with any amendments/changes I will progress on my end for PPV endorsement and we can look to release to market ASAP.

Feel free to call to discuss.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Wednesday, 20 June 2018 1:19 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>
Subject: HPE CM: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

Thank you for pulling this together. I meet with Dom and Elizabeth today to talk about another process we are processing at the same time and it seems, due to our time frames, we are now trying to get an exemption from the open process so we can do a select tender process – I am sure Dom will fill you in.

So if we get the exemption approved, can you confirm if the process we are undertaking will it be for only Floriade 2018 or can we do it for longer?

Also, the panel, what is the arrangement that is required? Does there have to be an external person on it? As this is the first time Sarah and I would have done it ourselves, would it be possible to have someone from procurement assist? Or do you recommend anyone/someone?

I have also made a few notes from your draft, see below;

- This year at Floriade we are installing a festival control room and we would like to have security to have a presence with the other services (police, event and first aid) for the duration of the festival, opening and closing hours – would this need to be stipulated in the tender or just in the staffing schedule

- I have not added or removed and details at this stage, everyone is out of the office so I have just left it as you have detailed for us to finalise at a later date.

Key Performance Indicators

Not having done this before, I have looked at the Multicultural Festival contract for security and taken their KPI's and amended slightly.

- All personnel at posts/patrolling specified location at all times stipulated in the Floriade security schedule with no interruption of service
- Ensure all personnel are fully inducted in appropriate customer services and crowd management practices, whilst maintaining a high level of customer service
- Ensure all on duty personnel wear clearly identifiable uniforms and carry appropriate radio communication equipment and are able to be contacted at all times
- Ensure all complaints are acknowledged formally within four (4) hours of the complaint from either Territory, performers, stall holders, or a member of the public
- Ensure all complaints are addressed and resolved formally within twelve (12) hours of the complaint from either Territory, performers, stall holders, or a member of the public
- Security to be represented at the festival's daily management briefing and in the festival control room for the duration of the event.

Please let me know if you have any further questions.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew

Sent: Tuesday, 19 June 2018 3:59 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

Also, in addition to my last email, I forgot to ask you to consider what Key Performance Indicators (KPIs) you would like to see applied to this project.

These will allow you measure the Contractor's performance and provide documented feedback to the Contractor.

For a project of this size you only really need/want 2-4 KPIs.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797
or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Tuesday, 19 June 2018 3:22 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: HPE CM: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

I have had a go at preparing the first draft of the procurement planning documents for security and traffic management for Floriade 2018, however, the documents will require some input from you.

I have added quite a bit to the SOR draft that you provided, can you please review and adjust as required.

Additionally I have begun a risk assessment for the project, could you please have a look and add to it as required.

Finally, could you please identify the key areas that Events ACT wants to focus in the evaluation of tenderers? (Example areas include proposed methodologies, past experience and performance, WHS planning, communications, nominated personnel, etc.)

Once I have an idea for the direction you want to focus on, I can finish drafting the Tender Evaluation Plan (the final element of the project plan).

Once these documents have all been finalised, and endorsed by both Events ACT and Procurement, Property and Venues we can release the RFT to market.

If you have any questions please feel free to contact me (Note: I am seconded to CIT on Wednesdays).

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Monday, 4 June 2018 5:33 PM
To: Hart, Matthew
Cc: vickii@visabel.com.au; Boyd, Sarah
Subject: Security Tender

Hi Matthew,

Further to our brief conversation today regarding the security tender process and where things are at. I have spoken with Vickii (Floriade EP) who was waiting to hear back from the procurement team on the next steps.

Are you able to send over in an email, as a matter of urgency, exactly what you are waiting on from us. We were under the impression procurement had all they required from Jenny before her departure several weeks ago.

Thanks in advance.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



RECONCILIATION IN THE PARK
MONDAY 28 MAY 2018
10AM – 2PM GLEBE PARK, CANBERRA
CELEBRATE & SUPPORT RECONCILIATION DAY
events.act.gov.au/reconciliationday

ACT Government
CANBERRA

National Reconciliation Week 2018 27 May - 9 June #NRW2018

Artwork by Lynette Church (Nganyawall)

From: Hart, Matthew
Sent: Wednesday, 4 July 2018 3:09 PM
To: Eldred, Melanie
Subject: Third Panel member [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Melanie

Thanks for that, I've gone through and finalised the documents.

I will arrange for signatures on this end, however, because of school holidays Dom has left for the day so I won't be able to get it back to you until tomorrow morning.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Wednesday, 4 July 2018 1:41 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: Third Panel member

Hi Matt, I am not sure if I included the third panel member in the paperwork, but it will be Ross Triffitt from Events ACT.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | events.act.gov.au



From: Eldred, Melanie
Sent: Thursday, 5 July 2018 4:23 PM
To: Hart, Matthew
Cc: Kraljevic, Dom; Triffitt, Ross; Verden, Jo; Boyd, Sarah; Vickii Cotter
Subject: Security Procurement minute - signed
Attachments: Procurement Plan Minute - Signed 050718.pdf

Hi Matthew,

Please see attached the signed procurement minute for the Security tender to proceed to the market!

I have reviewed the RFT package with Sarah Boyd and we are both happy with the pricing schedule you have pulled together, it will give us the opportunity to identify the costing impact as we finalise the staffing schedule.

Please let me know if you require anything further.

Kind regards

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Thursday, 5 July 2018 3:55 PM
To: Eldred, Melanie
Subject: Draft Work Order - Panel.doc [SEC=UNCLASSIFIED]
Attachments: Draft Work Order - Panel.doc

Hi Melanie

As discussed, please find attached a draft of our standard panel work order.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
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From: Hart, Matthew
Sent: Thursday, 5 July 2018 4:04 PM
To: Eldred, Melanie
Subject: 30090.110_Procurement Plan Minute.pdf [SEC=UNCLASSIFIED]
Attachments: 30090.110_Procurement Plan Minute.pdf

Hi Mel

Just thought it might be easier if I send the whole PPM again with the Select Process details and Dom and my signatures.

Cheers
Matt

From: Hart, Matthew
Sent: Thursday, 5 July 2018 2:21 PM
To: Kraljevic, Dom
Subject: HPE CM: [URGENT] 30090.110 - Security and Traffic Management Services for Floriade and NightFest 2018 - RFT Package [URGENT] [SEC=UNCLASSIFIED]
Attachments: WIRE - TRSY18-182711 30090.110_RFx Advertising Form.tr5

Dom

Can you please approve the attached release form?

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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or send us an email at GoodsAndServices@act.gov.au



From: Kraljevic, Dom
Sent: Thursday, 5 July 2018 2:25 PM
To: Hart, Matthew
Subject: TRSY18-182711 30090.110_RFx Advertising Form.pdf [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: TRSY18-182711 30090.110_RFx Advertising Form.pdf

Approved

From: Hart, Matthew
Sent: Thursday, 5 July 2018 2:22 PM
To: Eldred, Melanie
Cc: Boyd, Sarah
Subject: FW: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: WIRE - TRSY18-182694 30090.110_Request for Tender_Attachment 3_Schedulexlsx; WIRE - TRSY18-182518 30090.110_Request for Tender_Attachment 3_DRAFT.DOCX; WIRE - TRSY18-182517 30090.110_Request for Tender_Attachment 4_DRAFT.DOCX; WIRE - TRSY18-182516 30090.110_Request for Tender_Attachment 1_DRAFT.DOCX; WIRE - TRSY18-182515 30090.110_Request for Tender_DRAFT.DOCX

Hi Melanie

As mentioned in my last email, here is the draft RFT package for Floriade Security.

Can you please let me know if you are happy with the documents to be released in the current state.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Thursday, 5 July 2018 12:51 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: HPE CM: FW: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Importance: High

Hi Melanie

Please find attached the PPM suite, endorsed by Goods and Services Procurement.

Can you please sign the document on behalf of Events ACT and arrange for it to be formally endorsed by Jo as the financial delegate?

If there are any issues please let me know.

Also FYI, the RFT package is ready to go, I will send it through in a separate email for you to review prior to release.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797
or send us an email at GoodsAndServices@act.gov.au



From: Kraljevic, Dom
Sent: Thursday, 5 July 2018 12:39 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: RE: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Approved

Regards,
Dom Kraljevic | Senior Manager
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Phone +61 2 6207 4415
Level 5, 220 Northbourne Avenue, Braddon ACT 2612 | GPO Box 158, Canberra City ACT 2601 | www.tenders.act.gov.au

From: Hart, Matthew
Sent: Thursday, 5 July 2018 9:23 AM
To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Dom

Can you please sign the attached PPM for the Floriade Security Services project?

You have previously reviewed and approved the documents, they have also now been reviewed by Events ACT and they are happy with the content.

I have also included the Single Select Exemption Minute for your reference.

If there are any issues please let me know.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797
or send us an email at GoodsAndServices@act.gov.au

From: Hart, Matthew
Sent: Thursday, 5 July 2018 1:23 PM
To: Kraljevic, Dom
Subject: [URGENT] 30090.110 - Security and Traffic Management Services for Floriade and NightFest 2018 - RFT Package [URGENT] [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: WIRE - TRSY18-182694 30090.110_Request for Tender_Attachment 3_Schedule 2 _DRAFT.tr5; WIRE - TRSY18-182518 30090.110_Request for Tender_Attachment 3 _DRAFT.tr5; WIRE - TRSY18-182517 30090.110_Request for Tender_Attachment 4 _DRAFT.tr5; WIRE - TRSY18-182516 30090.110_Request for Tender_Attachment 1 _DRAFT.tr5; WIRE - TRSY18-182515 30090.110_Request for Tender_DRAFT.tr5
Importance: High

Dom

Can you please review the attached RFT Package for Floriade ASAP?

The client would love if we could get this one out today.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Kraljevic, Dom
Sent: Thursday, 5 July 2018 12:39 PM
To: Hart, Matthew
Subject: RE: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

approved

Regards,

Dom Kraljevic | Senior Manager

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Phone +61 2 6207 4415

Level 5, 220 Northbourne Avenue, Braddon ACT 2612 | GPO Box 158, Canberra City ACT 2601 | www.tenders.act.gov.au

From: Hart, Matthew

Sent: Thursday, 5 July 2018 9:23 AM

To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Dom

Can you please sign the attached PPM for the Floriade Security Services project?

You have previously reviewed and approved the documents, they have also now been reviewed by Events ACT and they are happy with the content.

I have also included the Single Select Exemption Minute for your reference.

If there are any issues please let me know.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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From: Hart, Matthew
Sent: Thursday, 5 July 2018 12:51 PM
To: Eldred, Melanie
Cc: Kraljevic, Dom
Subject: FW: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: WIRE - TRSY18-181973 30090.110_Procurement Plan Minute_FINAL.PDF; WIRE - TRSY18-181997 30090.110_Procurement Plan Minute_Attachment A - St....pdf; WIRE - TRSY18-182005 30090.110_Procurement Plan Minute_Attachment B - Ri....pdf; WIRE - TRSY18-182006 30090.110_Procurement Plan Minute_Attachment C - Te....pdf
Importance: High

Hi Melanie

Please find attached the PPM suite, endorsed by Goods and Services Procurement.

Can you please sign the document on behalf of Events ACT and arrange for it to be formally endorsed by Jo as the financial delegate?

If there are any issues please let me know.

Also FYI, the RFT package is ready to go, I will send it through in a separate email for you to review prior to release.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Kraljevic, Dom
Sent: Thursday, 5 July 2018 12:39 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: RE: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Approved

Regards,
Dom Kraljevic | Senior Manager
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
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From: Hart, Matthew
Sent: Thursday, 5 July 2018 9:23 AM
To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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If there are any issues please let me know.

Cheers
Matt

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From: Hart, Matthew
Sent: Thursday, 5 July 2018 9:23 AM
To: Kraljevic, Dom
Subject: 30090.110 - Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: WIRE - TRSY18-181973 30090.110_Procurement Plan Minute_FINAL.tr5; WIRE - TRSY2018-6959 PROCUREMENT - Tendering Services - Procurement Planning - 30090 - Security and Traffic Management Services for Floriade and Ni.tr5; READ ONLY - TRSY18-181048 Signed copy DDG 2.pdf

Hi Dom

Can you please sign the attached PPM for the Floriade Security Services project?

You have previously reviewed and approved the documents, they have also now been reviewed by Events ACT and they are happy with the content.

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Cheers
Matt

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From: Eldred, Melanie
Sent: Thursday, 5 July 2018 8:56 AM
To: Hart, Matthew
Subject: RE: Third Panel member [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thanks Matt, so you will send it over tomorrow for Jo's signature once Dom has signed it in the morning. Does this mean once I get it back to you mid-morning, it will go to the 3 suppliers?

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Wednesday, 4 July 2018 3:09 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: Third Panel member [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Melanie

Thanks for that, I've gone through and finalised the documents.

I will arrange for signatures on this end, however, because of school holidays Dom has left for the day so I won't be able to get it back to you until tomorrow morning.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Eldred, Melanie
Sent: Wednesday, 4 July 2018 1:41 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: Third Panel member

Hi Matt, I am not sure if I included the third panel member in the paperwork, but it will be Ross Triffitt from Events ACT.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Eldred, Melanie
Sent: Tuesday, 5 June 2018 2:21 PM
To: Hart, Matthew
Cc: vickii@visabel.com.au; Boyd, Sarah
Subject: Floriade Security Tender
Attachments: FW: Security Services for Floriade [SEC=UNCLASSIFIED]; FW: Security Services for Floriade [SEC=UNCLASSIFIED]

Hi Matt,

Great to meet you this morning at the procurement training, so opportune!

As mentioned, please see the attached emails we have from Jenny regarding the process. We do not have any other information about this other than we are waiting for a response from procurement on the next steps.

As I mentioned this morning, we start bumping in on site in August and will require the security contract in place ASAP. Can you please let us know how to process this as a matter of urgency?

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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RECONCILIATION IN THE PARK
MONDAY 28 MAY 2018
10AM – 2PM GLEBE PARK, CANBERRA

CELEBRATE & SUPPORT RECONCILIATION DAY

events.act.gov.au/reconciliationday

 **ACT** Government  CANBERRA

National Reconciliation Week 2018 27 May - 3 June #NRW2018 

Artwork by Lynne Owen Pngamawit

From: Hart, Matthew
Sent: Friday, 6 July 2018 11:13 AM
To: Kraljevic, Dom; Slater, Phil
Subject: RE: Security Procurement minute - signed [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Nice when a client appreciates your work (re. email below)

From: Eldred, Melanie
Sent: Friday, 6 July 2018 11:02 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: Security Procurement minute - signed [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thank you, thank you, thank you. I hope not to hear from you until after the closing date 😊

Have a great weekend!

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au




From: Hart, Matthew
Sent: Friday, 6 July 2018 11:00 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Verden, Jo <Jo.Verden@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>
Subject: Security Procurement minute - signed [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Melanie

Just a quick update

The RFT went live this morning at 10:20am to the three (3) tenderers: SNP, **Out of Scope** below for confirmation).

30090.110	Security and Traffic Management Services for Floriade and NightFest 2018 
(selective)	Prequalification Category:
Current	Directorate/Agency Chief Minister, Treasury and Economic Development Directorate
Tender	UNSPSC: 46000000 - Defense and Law Enforcement and Security and Safety Equipment and S

As this is a select process I can't send you the link to the tender page (only the invitees have access).

If we receive any questions or a tenderer seeks clarification on any of the points within the RFT I will let you know.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797
or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Thursday, 5 July 2018 4:23 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Verden, Jo <Jo.Verden@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>
Subject: HPE CM: Security Procurement minute - signed

Hi Matthew,

Please see attached the signed procurement minute for the Security tender to proceed to the market!

I have reviewed the RFT package with Sarah Boyd and we are both happy with the pricing schedule you have pulled together, it will give us the opportunity to identify the costing impact as we finalise the staffing schedule.

Please let me know if you require anything further.

Kind regards

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

From: Hart, Matthew
Sent: Friday, 6 July 2018 11:12 AM
To: GoodsAndServicesProcurement
Cc: Slater, Phil
Subject: New Project Allocated - 30090 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi guys

I can't find this project in the WIP, can you please add it in?

I don't think this was added when the project was allocated.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: GoodsAndServicesProcurement
Sent: Thursday, 22 March 2018 1:52 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: HPE CM: New Project Allocated - 30090 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt

Please find attached the information for your newly allocated project. The attached documents are;

the Request for Procurement;
the Allocation Form; and
(any) related documents;

Please also find below the link to the Timeline Scheduling Tool (TST) folder. This project has been added to your TST:

[<file:///act.gov.au/shared_services/Procurement Solutions/Goods & Services/Policy and Capability Development/REPORTING/TST/>](file:///act.gov.au/shared_services/Procurement%20Solutions/Goods%20&%20Services/Policy%20and%20Capability%20Development/REPORTING/TST/)

Kind Regards,

MARS Team
Goods and Services Procurement

Phone +61 2 6205 9797

Fax: +61 2 6207 6500

Email: goodsandservices@act.gov.au

Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate |
ACT Government

Level 5, 220 Northbourne Ave, Braddon, ACT 2612 | GPO Box 158, Canberra City ACT

2601 | www.buying.act.gov.au | www.tenders.act.gov.au

Please consider the environment before printing this email, if printing is necessary, print double sided and black and white.

From: Eldred, Melanie
Sent: Friday, 6 July 2018 11:02 AM
To: Hart, Matthew
Subject: RE: Security Procurement minute - signed [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thank you, thank you, thank you. I hope not to hear from you until after the closing date😊

Have a great weekend!

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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Sent: Friday, 6 July 2018 11:00 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Verden, Jo <Jo.Verden@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>
Subject: Security Procurement minute - signed [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Melanie

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(selective)	Prequalification Category:
Current	Directorate/Agency Chief Minister, Treasury and Economic Development Directorate
Tender	UNSPSC: 46000000 - Defense and Law Enforcement and Security and Safety Equipment and S

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Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Verden, Jo <Jo.Verden@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>
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Please let me know if you require anything further.

Kind regards

Mel

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From: Hart, Matthew
Sent: Friday, 6 July 2018 11:00 AM
To: Eldred, Melanie
Cc: Kraljevic, Dom; Triffitt, Ross; Verden, Jo; Boyd, Sarah; Vickii Cotter
Subject: Security Procurement minute - signed [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew
Sent: Friday, 6 July 2018 9:13 AM
To: tendersACT
Cc: Kraljevic, Dom
Subject: 30090.110 - RFT for Release [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: 30090.110_Request for Tender_Attachment 4.pdf; 30090.110_Request for Tender_Attachment 3_Schedule 2.xlsx; 30090.110_Request for Tender_Attachment 3.docx; 30090.110_Request for Tender_Attachment 1.pdf; WIRE - TRSY18-182711 30090.110_RFX Advertising Form.pdf; 30090.110_Request for Tender.pdf

Hi guys

Could you please release the attached RFT this morning?

It is a select process, all invitees are registered on Tenders ACT.

If there are any issues please let me know.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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Subject: Security Procurement minute - signed [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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(selective)	Prequalification Category:
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Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Verden, Jo <Jo.Verden@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>
Subject: HPE CM: Security Procurement minute - signed

Hi Matthew,

Please see attached the signed procurement minute for the Security tender to proceed to the market!

I have reviewed the RFT package with Sarah Boyd and we are both happy with the pricing schedule you have pulled together, it will give us the opportunity to identify the costing impact as we finalise the staffing schedule.

Please let me know if you require anything further.

Kind regards

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: tendersACT
Sent: Friday, 6 July 2018 10:00 AM
To: Hart, Matthew
Subject: RE: 30090.110 - RFT for Release [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt

The RFT is now uploaded on Tenders ACT due to be release at 10:20 am.

Regards

Tenders ACT Team

Phone: +61 2 6207 7377 | Fax: +61 2 6207 6500

Email: tendersACT@act.gov.au

Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | ACT Government PO Box 818 Dickson ACT 2602 | www.tenders.act.gov.au | www.act.gov.au

Please consider the environment before printing this email. if printing is necessary, print double-sided and black and white

From: Hart, Matthew
Sent: Friday, 6 July 2018 9:13 AM
To: tendersACT <tendersACT@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: 30090.110 - RFT for Release [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi guys

Could you please release the attached RFT this morning?

It is a select process, all invitees are registered on Tenders ACT.

If there are any issues please let me know.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Kraljevic, Dom
Sent: Thursday, 7 June 2018 9:18 AM
To: Eldred, Melanie
Cc: Hart, Matthew; Boyd, Sarah; vickii@visabel.com.au
Subject: RE: Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Melanie,

I checked the relevant legislation and we can go out to Open Tender for a shorter period without the exemption as this project is under the Free Trade Agreement threshold. There will be no requirement for an exemption.

Matt and I will prepare the draft RFT documents ASAP for your review and release as early as possible to achieve the August deadline (can you please confirm what the “drop dead” start date is?).

The Statement of Requirement will need to be amended (we will need to add KPIs and contract management clauses) – we will provide comments and send to you for review and acceptance once finalised.

Please contact Matt in the first instance if you have any further queries.

Regards,

Dom Kraljevic | Senior Manager
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Phone +61 2 6207 4415
Level 5, 220 Northbourne Avenue, Braddon ACT 2612 | GPO Box 158, Canberra City ACT 2601 | www.tenders.act.gov.au

From: Eldred, Melanie
Sent: Wednesday, 6 June 2018 3:40 PM
To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Cc: Hart, Matthew <Matthew.Hart@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; vickii@visabel.com.au
Subject: Security Services for Floriade 2018

Hi Domenic,

Thank you for your time on the phone this afternoon.

As discussed, we are needing to contract a security company to provide their services for Floriade 2018. The event bump in approximately \$350k.

Due to a number of staff changes and miscommunications over the last couple of months, the RFT process has stalled and n

You mentioned approval to obtain an exemption is required from the delegate, can I confirm who the delegate is? Is it the D

Mel

Melanie Eldred | Event Manager
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Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

RECONCILIATION IN THE PARK

MONDAY 28 MAY 2018

10AM – 2PM GLEBE PARK, CANBERRA

CELEBRATE & SUPPORT RECONCILIATION DAY

events.act.gov.au/reconciliationday



ACT
Government



National Reconciliation
Week 2018 27 May - 3 June

#NRW2018



Artwork by Lynette Chubb (Ngurrami)

From: Boyd, Jenny <Jenny.Boyd@act.gov.au>

Sent: Thursday, 22 March 2018 8:26 AM

To: GoodsAndServicesProcurement <GoodsAndServices@act.gov.au>

Cc: Verden, Jo <Jo.Verden@act.gov.au>; vickii@visabel.com.au; Hart, Matthew <Matthew.Hart@act.gov.au>

Subject: Security Services for Floriade [SEC=UNCLASSIFIED]

Please find attached request for RFT for security services for Floriade. As discussed, the services will be required by August 2018 for Floriade bump-in.

Cheers
Jenny

Jenny Boyd | Senior Officer, Operations and Logistics

Phone 02 6205 0204 | Mobile 0403 120 557 | Fax 02 6205 0629

EventsACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601

www.events.act.gov.au



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From: Kraljevic, Dom
Sent: Thursday, 7 June 2018 8:44 AM
To: Hart, Matthew
Subject: FW: Security Services for Floriade 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: Floriade Security Statement of Requirements.docx

FYI

Regards,
Dom Kraljevic | Senior Manager
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Phone +61 2 6207 4415
Level 5, 220 Northbourne Avenue, Braddon ACT 2612 | GPO Box 158, Canberra City ACT 2601 | www.tenders.act.gov.au

From: Eldred, Melanie
Sent: Wednesday, 6 June 2018 3:40 PM
To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Cc: Hart, Matthew <Matthew.Hart@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; vickii@visabel.com.au
Subject: Security Services for Floriade 2018

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Thank you for your time on the phone this afternoon.

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Due to a number of staff changes and miscommunications over the last couple of months, the RFT process has stalled and n

You mentioned approval to obtain an exemption is required from the delegate, can I confirm who the delegate is? Is it the D

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | events.act.gov.au



From: Boyd, Jenny <Jenny.Boyd@act.gov.au>
Sent: Thursday, 22 March 2018 8:26 AM
To: GoodsAndServicesProcurement <GoodsAndServices@act.gov.au>
Cc: Verden, Jo <Jo.Verden@act.gov.au>; vickii@visabel.com.au; Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: Security Services for Floriade [SEC=UNCLASSIFIED]

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Cheers
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Jenny Boyd | Senior Officer, Operations and Logistics
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From: GoodsAndServicesProcurement
Sent: Tuesday, 10 July 2018 4:09 PM
To: Hart, Matthew
Subject: RE: New Project Allocated - 30090 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

This is done Matt.

Regards
Shilpa

From: Hart, Matthew
Sent: Friday, 6 July 2018 11:12 AM
To: GoodsAndServicesProcurement <GoodsAndServices@act.gov.au>
Cc: Slater, Phil <Phil.Slater@act.gov.au>
Subject: New Project Allocated - 30090 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi guys

I can't find this project in the WIP, can you please add it in?

I don't think this was added when the project was allocated.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: GoodsAndServicesProcurement
Sent: Thursday, 22 March 2018 1:52 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: HPE CM: New Project Allocated - 30090 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt

Please find attached the information for your newly allocated project. The attached documents are;
the Request for Procurement;

the Allocation Form; and
(any) related documents;

Please also find below the link to the Timeline Scheduling Tool (TST) folder. This project has been added to your TST:

[<file:///^act.gov.au/shared_services/Procurement Solutions/Goods & Services/Policy and Capability Development/REPORTING/TST/>](file:///^act.gov.au/shared_services/Procurement Solutions/Goods & Services/Policy and Capability Development/REPORTING/TST/)

Kind Regards,

MARS Team

Goods and Services Procurement

Phone +61 2 6205 9797

Fax: +61 2 6207 6500

Email: goodsandservices@act.gov.au

Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate |
ACT Government

Level 5, 220 Northbourne Ave, Braddon, ACT 2612 | GPO Box 158, Canberra City ACT

2601 | www.buying.act.gov.au | www.tenders.act.gov.au

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This is done Matt.

Regards
Shilpa

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I don't think this was added when the project was allocated.

Cheers
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Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

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From: GoodsAndServicesProcurement
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file:///\\act.gov.au\shared_services\Procurement Solutions\Goods & Services\Policy and Capability Development\REPORTING\TST>

Kind Regards,

MARS Team

Goods and Services Procurement

Phone +61 2 6205 9797

Fax: +61 2 6207 6500

Email: goodsandservices@act.gov.au

Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, 220 Northbourne Ave, Braddon, ACT 2612 | GPO Box 158, Canberra City ACT

2601 | www.buying.act.gov.au | www.tenders.act.gov.au

Please consider the environment before printing this email, if printing is necessary, print double sided and black and white.

From: Eldred, Melanie
Sent: Tuesday, 12 June 2018 3:58 PM
To: Hart, Matthew
Subject: RE: Security Tender [SEC=UNCLASSIFIED]

No worries.

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Tuesday, 12 June 2018 3:49 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: RE: Security Tender [SEC=UNCLASSIFIED]

Hi Melanie

Thanks for confirming that.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | ACT Government

Phone +61 2 6205 2063

Level 5, 220 Northborne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Tuesday, 12 June 2018 3:44 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: RE: Security Tender [SEC=UNCLASSIFIED]

The SOR details all key dates and timelines, nothing has changed from this information.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew

Sent: Tuesday, 12 June 2018 3:20 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: RE: Security Tender [SEC=UNCLASSIFIED]

Hi Melanie

I am going through the Statement of Requirements and updating to ensure that it includes additional information that was not necessary the last time it went to tender.

If you are able to provide the bump in and bump out dates, as well as any other critical dates/times, that would be great.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | ACT Government

Phone +61 2 6205 2063

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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797

or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie

Sent: Tuesday, 12 June 2018 3:18 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: Security Tender

Hi Matt and Dom,

I just wanted to touch base to see how you are going with the draft RFT for Security for Floriade?

Do you require any further information from us?

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

RECONCILIATION IN THE PARK
MONDAY 28 MAY 2018
10AM – 2PM GLEBE PARK, CANBERRA
CELEBRATE & SUPPORT RECONCILIATION DAY
events.act.gov.au/reconciliationday

ACT Government
CANBERRA

National Reconciliation Week 2018 27 May - 3 June #NRW2018

Artwork by Lynne O'Connell (Nganjinawil)

From: Hart, Matthew
Sent: Tuesday, 12 June 2018 3:49 PM
To: Eldred, Melanie; Kraljevic, Dom
Subject: RE: Security Tender [SEC=UNCLASSIFIED]

Hi Melanie

Thanks for confirming that.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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Subject: RE: Security Tender [SEC=UNCLASSIFIED]

The SOR details all key dates and timelines, nothing has changed from this information.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

The image is a promotional poster for an event. It has a red-to-orange gradient background. At the top, the text 'RECONCILIATION IN THE PARK' is written in large, white, bold, sans-serif capital letters. Below this, 'MONDAY 28 MAY 2018' is written in a smaller, white, sans-serif font. Underneath that, '10AM - 2PM GLEBE PARK, CANBERRA' is written in a bold, white, sans-serif font. Further down, 'CELEBRATE & SUPPORT RECONCILIATION DAY' is written in a smaller, white, sans-serif font. At the bottom left, the website 'events.act.gov.au/reconciliationday' is listed in white. On the bottom right, there are three logos: the ACT Government logo, the Canberra logo, and a logo for National Reconciliation Week 2018 (27 May - 3 June) with the hashtag #NRW2018 and a search icon. A small vertical text on the far right edge reads 'Artwork by Lynette Church (Nganyawaa)'.

RECONCILIATION IN THE PARK
MONDAY 28 MAY 2018
10AM - 2PM GLEBE PARK, CANBERRA
CELEBRATE & SUPPORT RECONCILIATION DAY
events.act.gov.au/reconciliationday

ACT Government | CANBERRA
National Reconciliation Week 2018 27 May - 3 June #NRW2018

Artwork by Lynette Church (Nganyawaa)

From: Hart, Matthew
Sent: Tuesday, 12 June 2018 3:20 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: RE: Security Tender [SEC=UNCLASSIFIED]

Hi Melanie

I am going through the Statement of Requirements and updating to ensure that it includes additional information that was not necessary the last time it went to tender.

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Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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Do you require any further information from us?

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From: Kraljevic, Dom
Sent: Tuesday, 12 June 2018 10:43 AM
To: Hart, Matthew
Subject: FW: Draft RFT [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Is this 29213?

Regards,

Dom Kraljevic | Senior Manager

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Phone +61 2 6207 4415

Level 5, 220 Northbourne Avenue, Braddon ACT 2612 | GPO Box 158, Canberra City ACT 2601 | www.tenders.act.gov.au

From: Eldred, Melanie
Sent: Friday, 8 June 2018 2:55 PM
To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Cc: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: Draft RFT

Hi Dom,

I have just found out Jo Verdon, who is the delegate to approve the security tender documents, will be away from the office next week but available on email.

Will an electronic signature be enough to approve the paperwork for it to be sent to the market place?

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



RECONCILIATION IN THE PARK
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10AM – 2PM GLEBE PARK, CANBERRA
CELEBRATE & SUPPORT RECONCILIATION DAY
events.act.gov.au/reconciliationday

National Reconciliation Week 2018 27 May - 3 June #NRW2018 

Artwork by Lynette Deakin (Nganmai)

From: Eldred, Melanie
Sent: Tuesday, 17 July 2018 4:20 PM
To: Hart, Matthew
Subject: Quick update

Hey Matt,

Just wondering if you have received anything regarding the security tender? We are all sitting here with baited breath☺

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: tendersACT
Sent: Tuesday, 17 July 2018 2:50 PM
To: Hart, Matthew
Subject: 30090.110 - Closed [SEC=UNCLASSIFIED]

Hello Matt

Your [RFT 30090.110 – Security and Traffic Management Services for Floriade and Nightfest 2018](#) has closed and the responses are located on the [G Drive](#).

As requested in the RFX Advertising Form, restricted access to [W Drive Tender Folder 86](#) is now available for yourself, Melanie Eldred, Sarah Boyd and Ross Triffitt.

To amend/change these please advise the Tenders ACT Team in writing. Access to the folder will be available for from [17/07/2018](#) until [31/08/2018](#).

The [W Drive Tender Folder 86](#) can be accessed using the link reference provided above.

Please note the W Drive folder is provided for the purposes of sharing Tender documents with the evaluation team.

Tender responses have been placed in your G Drive folder only.

The W Drive folder is empty until you transfer Tender documents, as it is necessary, to the W Drive folder for the evaluation team to access.

Once the evaluation of a project has been completed and the W drive is no longer required, it is the responsibility of Procurement Officer to remove any Tender files and folders from the W Drive folder, and advise the Tenders ACT Team that access to the W Drive folder is no longer required.

Should a Tender evaluation process exceed six (6) weeks, Procurement Officers should email the Tenders ACT Team requesting an extension to their access to the W Drive folders.

Please remind the members of your evaluation panel, in accordance with the Deed of Confidentiality and Conflict of Interest Undertaking form, to ensure all documentation made available to them in relation to this procurement process is kept secure and confidential from any person not involved in the evaluation of the submission.

Any copies of the submission, printed or otherwise stored, must be securely disposed of once an Evaluation Report has been completed and endorsed by the Delegate.

Regards

Tenders ACT Team

Phone: +61 2 6207 7377 | Fax: +61 2 6207 6500

Email: tendersACT@act.gov.au

Procurement ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government | GPO Box 158
Canberra City ACT 2601 | www.tenders.act.gov.au | www.act.gov.au

Please consider the environment before printing this email. If printing is necessary, print double-sided and black and white

From: tendersACT
Sent: Tuesday, 17 July 2018 2:50 PM
To: Hart, Matthew
Subject: 30090.110 - Closed [SEC=UNCLASSIFIED]

Hello Matt

Your [RFT 30090.110 – Security and Traffic Management Services for Floriade and Nightfest 2018](#) has closed and the responses are located on the [G Drive](#).

As requested in the RFX Advertising Form, restricted access to [W Drive Tender Folder 86](#) is now available for yourself, Melanie Eldred, Sarah Boyd and Ross Triffitt.

To amend/change these please advise the Tenders ACT Team in writing. Access to the folder will be available for from [17/07/2018](#) until [31/08/2018](#).

The [W Drive Tender Folder 86](#) can be accessed using the link reference provided above.

Please note the W Drive folder is provided for the purposes of sharing Tender documents with the evaluation team.

Tender responses have been placed in your G Drive folder only.

The W Drive folder is empty until you transfer Tender documents, as it is necessary, to the W Drive folder for the evaluation team to access.

Once the evaluation of a project has been completed and the W drive is no longer required, it is the responsibility of Procurement Officer to remove any Tender files and folders from the W Drive folder, and advise the Tenders ACT Team that access to the W Drive folder is no longer required.

Should a Tender evaluation process exceed six (6) weeks, Procurement Officers should email the Tenders ACT Team requesting an extension to their access to the W Drive folders.

Please remind the members of your evaluation panel, in accordance with the Deed of Confidentiality and Conflict of Interest Undertaking form, to ensure all documentation made available to them in relation to this procurement process is kept secure and confidential from any person not involved in the evaluation of the submission.

Any copies of the submission, printed or otherwise stored, must be securely disposed of once an Evaluation Report has been completed and endorsed by the Delegate.

Regards

Tenders ACT Team

Phone: +61 2 6207 7377 | Fax: +61 2 6207 6500

Email: tendersACT@act.gov.au

Procurement ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government | GPO Box 158
Canberra City ACT 2601 | www.tenders.act.gov.au | www.act.gov.au

Please consider the environment before printing this email. If printing is necessary, print double-sided and black and white

From: Hart, Matthew
Sent: Monday, 18 June 2018 3:28 PM
To: Eldred, Melanie; Kraljevic, Dom
Subject: RE: Security Tender Process - Events ACT [SEC=UNCLASSIFIED]

Hi Melanie

Apologies for the delay, we have both been a bit busy for the last few days.

I am aiming to get the full draft of the PPM Suite (Procurement Plan, SOR, Risk Plan, and Evaluation Plan) to you tomorrow afternoon.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Monday, 18 June 2018 12:06 PM
To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: Security Tender Process - Events ACT

Good afternoon to you both,

I just wanted to touch base to talk about the Security tender for Floriade. Are you able to advise when we might see a draft?

Thanks

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | events.act.gov.au

From: Eldred, Melanie
Sent: Wednesday, 18 July 2018 9:41 AM
To: Philpott, Elizabeth; Hart, Matthew
Subject: Works order form

Hello,

Sorry to bother you both, I am sure in the last few weeks I have spoken to one of you about a works order template we can use to provide to our contractors who have only provided a price list of services.

Can either of you help with something we could use?

Thanks

Mel

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From: Eldred, Melanie
Sent: Thursday, 19 July 2018 9:08 PM
To: Hart, Matthew
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matt,

Please see attached my completed form.

I can confirm I have not conflict of interest with either mentioned companies.

Kind regards

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Good afternoon Tender Evaluation Team

As you are all hopefully aware, the Territory has recently conducted an open market Request for Tender (RFT) for the provision of Security and Traffic Management Services for Floriade and NightFest 2018.

For those of you who haven't met me yet, I am the Project Officer assigned to this project and I will be acting as the facilitator of your evaluation process.

Melanie will be leading the Tender Evaluation Team as Chair, if you have any questions about the process please feel free to ask one of us.

The RFT closed on Tuesday and the Territory received two (2) responses, those being from:

- SNP Security; and
- **Out of Scope**

Now that we have a list of Tenderers, can you take this opportunity confirm that you have no conflicts of interest (real or perceived) with any of the organisations listed above?

To assist with this I have attached a template Deed of Confidentiality and Conflict of Interest forms declaring that you are free from any potential conflicts, I would greatly appreciate if you could sign these and send them back to me.

Once I have received confirmation from all of the TET that there are no conflicts I will be allowed to release the tender documents to you for review.

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Cheers
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Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
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From: Eldred, Melanie
Sent: Thursday, 19 July 2018 9:21 AM
To: Hart, Matthew
Subject: RE: Works order form [SEC=UNCLASSIFIED]

No worries Matt, thank you for sending this through.

Any word on respondents to the security tender?

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew
Sent: Thursday, 19 July 2018 9:20 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Philpott, Elizabeth <Elizabeth.Philpott@act.gov.au>
Subject: Works order form [SEC=UNCLASSIFIED]

Hi Melanie

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If you have any questions please feel free to contact me.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

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or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Wednesday, 18 July 2018 9:41 AM

To: Philpott, Elizabeth <Elizabeth.Philpott@act.gov.au>; Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: Works order form

Hello,

Sorry to bother you both, I am sure in the last few weeks I have spoken to one of you about a works order template we can use to provide to our contractors who have only provided a price list of services.

Can either of you help with something we could use?

Thanks

Mel

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From: Eldred, Melanie
Sent: Thursday, 19 July 2018 9:09 PM
To: Hart, Matthew
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: WIRE - TRSY18-198894 30090.110_Deed of Confidentiality and Conflict of I.._docx

Sorry, please see attached now.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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As you are all hopefully aware, the Territory has recently conducted an open market Request for Tender (RFT) for the provision of Security and Traffic Management Services for Floriade and NightFest 2018.

For those of you who haven't met me yet, I am the Project Officer assigned to this project and I will be acting as the facilitator of your evaluation process.

Melanie will be leading the Tender Evaluation Team as Chair, if you have any questions about the process please feel free to ask one of us.

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- SNP Security; and
- **Out of Scope**

Now that we have a list of Tenderers, can you take this opportunity confirm that you have no conflicts of interest (real or perceived) with any of the organisations listed above?

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It is also worth noting that from this point all correspondence and documentation should be treated as confidential, and not shared with anyone outside the TET.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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From: Eldred, Melanie
Sent: Thursday, 19 July 2018 9:49 AM
To: Hart, Matthew
Subject: RE: Works order form [SEC=UNCLASSIFIED]

Phew, at least we got 2 responses, I was starting to think we got none!

Look forward to receiving these. We are booked to evaluate on Monday!

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew
Sent: Thursday, 19 July 2018 9:48 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: RE: Works order form [SEC=UNCLASSIFIED]

Hi Melanie

Yes, I was just typing that one up.

We received two responses, from **Out of Scope** and SNP.

I will be sending them through to the evaluation team shortly.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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From: Eldred, Melanie
Sent: Thursday, 19 July 2018 9:21 AM

To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: Works order form [SEC=UNCLASSIFIED]

No worries Matt, thank you for sending this through.

Any word on respondents to the security tender?

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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Sent: Thursday, 19 July 2018 9:20 AM

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From: Eldred, Melanie

Sent: Wednesday, 18 July 2018 9:41 AM

To: Philpott, Elizabeth <Elizabeth.Philpott@act.gov.au>; Hart, Matthew <Matthew.Hart@act.gov.au>

Subject: HPE CM: Works order form

Hello,

Sorry to bother you both, I am sure in the last few weeks I have spoken to one of you about a works order template we can use to provide to our contractors who have only provided a price list of services.

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To: Philpott, Elizabeth <Elizabeth.Philpott@act.gov.au>; Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: Works order form

Hello,

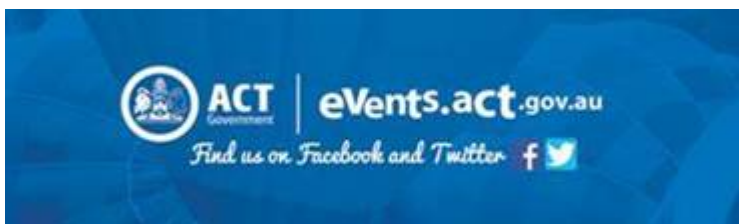
Sorry to bother you both, I am sure in the last few weeks I have spoken to one of you about a works order template we can use to provide to our contractors who have only provided a price list of services.

Can either of you help with something we could use?

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Mel

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Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
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From: Hart, Matthew
Sent: Thursday, 19 July 2018 9:20 AM
To: Eldred, Melanie; Philpott, Elizabeth
Subject: Works order form [SEC=UNCLASSIFIED]
Attachments: Draft Work Order - Panel.doc

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Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

From: Triffitt, Ross
Sent: Thursday, 19 July 2018 4:29 PM
To: Hart, Matthew; Eldred, Melanie; Boyd, Sarah
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: Confidentiality and conflict of interest undertaking - Ross Triffitt 180719.pdf

Hi Matthew,

I can confirm I have no conflict of interest with:

- SNP Security; and
- **Out of Scope**

Please find attached my completed Deed of Confidentiality and Conflict of Interest Form.

Let me know if you need anything else.

Regards,

Ross Triffitt | Group Manager, Event Delivery

Phone (02) 620 71383 | Mobile: 0400 789 921 | Email: ross.triffitt@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

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From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie; Boyd, Sarah; Triffitt, Ross
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: WIRE - TRSY18-198894 30090.110_Deed of Confidentiality and Conflict of I....docx
Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon Tender Evaluation Team

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From: Kraljevic, Dom
Sent: Tuesday, 19 June 2018 4:32 PM
To: Hart, Matthew
Subject: RE: 30090 - Security and Traffic Management for Floriade 2018
[SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: 30090.110_Procurement Plan Minute.docx; 30090.110_Procurement Plan Minute_Attachment A - Statement of Requirements.docx; 30090.110_Procurement Plan Minute_Attachment B - Risk Management Plan.docx

See attached – I did a very brief review.

SOR will require KPIs.....

Regards,

Dom Kraljevic | Senior Manager

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Phone +61 2 6207 4415

Level 5, 220 Northbourne Avenue, Braddon ACT 2612 | GPO Box 158, Canberra City ACT 2601 | www.tenders.act.gov.au

From: Hart, Matthew

Sent: Tuesday, 19 June 2018 3:22 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

I have had a go at preparing the first draft of the procurement planning documents for security and traffic management for Floriade 2018, however, the documents will require some input from you.

I have added quite a bit to the SOR draft that you provided, can you please review and adjust as required.

Additionally I have begun a risk assessment for the project, could you please have a look and add to it as required.

Finally, could you please identify the key areas that Events ACT wants to focus in the evaluation of tenderers? (Example areas include proposed methodologies, past experience and performance, WHS planning, communications, nominated personnel, etc.)

Once I have an idea for the direction you want to focus on, I can finish drafting the Tender Evaluation Plan (the final element of the project plan).

Once these documents have all been finalised, and endorsed by both Events ACT and Procurement, Property and Venues we can release the RFT to market.

If you have any questions please feel free to contact me (Note: I am seconded to CIT on Wednesdays).

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063

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From: Hart, Matthew
Sent: Tuesday, 19 June 2018 3:59 PM
To: Eldred, Melanie
Cc: Kraljevic, Dom
Subject: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

Also, in addition to my last email, I forgot to ask you to consider what Key Performance Indicators (KPIs) you would like to see applied to this project.

These will allow you measure the Contractor's performance and provide documented feedback to the Contractor.

For a project of this size you only really need/want 2-4 KPIs.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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To: Eldred, Melanie
Cc: Kraljevic, Dom
Subject: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: WIRE - TRSY18-169838 30090.110_Procurement Plan Minute_Attachment B - Risk Management Plan.DOCX; WIRE - TRSY18-169835 30090.110_Procurement Plan Minute.DOCX; WIRE - TRSY18-169825 30090.110_Procurement Plan Minute_Attachment A - Statement of Requirements.DOCX

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From: Eldred, Melanie
Sent: Tuesday, 19 June 2018 9:43 AM
To: Hart, Matthew
Subject: RE: Security Tender Process - Events ACT [SEC=UNCLASSIFIED]

Hi Matthew,

Thank you for the update, we look forward to seeing something this afternoon.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Monday, 18 June 2018 3:28 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: RE: Security Tender Process - Events ACT [SEC=UNCLASSIFIED]

Hi Melanie

Apologies for the delay, we have both been a bit busy for the last few days.

I am aiming to get the full draft of the PPM Suite (Procurement Plan, SOR, Risk Plan, and Evaluation Plan) to you tomorrow afternoon.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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From: Eldred, Melanie
Sent: Monday, 18 June 2018 12:06 PM

To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>; Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: Security Tender Process - Events ACT

Good afternoon to you both,

I just wanted to touch base to talk about the Security tender for Floriade. Are you able to advise when we might see a draft?

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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RECONCILIATION IN THE PARK
MONDAY 28 MAY 2018
10AM – 2PM GLEBE PARK, CANBERRA
CELEBRATE & SUPPORT RECONCILIATION DAY
events.act.gov.au/reconciliationday

ACT Government
CANBERRA

National Reconciliation Week 2018 27 May - 3 June #NRW2018

Artwork by Lynette Dwyer (Ngurraawil)

From: Eldred, Melanie
Sent: Thursday, 19 July 2018 9:08 PM
To: Hart, Matthew
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matt,

Please see attached my completed form.

I can confirm I have not conflict of interest with either mentioned companies.

Kind regards

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Good afternoon Tender Evaluation Team

As you are all hopefully aware, the Territory has recently conducted an open market Request for Tender (RFT) for the provision of Security and Traffic Management Services for Floriade and NightFest 2018.

For those of you who haven't met me yet, I am the Project Officer assigned to this project and I will be acting as the facilitator of your evaluation process.

Melanie will be leading the Tender Evaluation Team as Chair, if you have any questions about the process please feel free to ask one of us.

The RFT closed on Tuesday and the Territory received two (2) responses, those being from:

- SNP Security; and
- **Out of Scope**

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If you have any questions regarding conflicts, or you are not sure if you have one, please feel free to ask me.

It is also worth noting that from this point all correspondence and documentation should be treated as confidential, and not shared with anyone outside the TET.

Cheers
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From: Hart, Matthew
Sent: Friday, 20 July 2018 9:11 AM
To: Eldred, Melanie
Subject: FW: Your scan (Scan to My Email) [SEC=UNCLASSIFIED]

Awesome, thanks for that 😊

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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From: Eldred, Melanie
Sent: Friday, 20 July 2018 9:07 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: FW: Your scan (Scan to My Email)

No worries, please see attached.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | events.act.gov.au



From: Eldred, Melanie [<mailto:melanie.eldred@act.gov.au>]
Sent: Friday, 20 July 2018 9:06 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: Your scan (Scan to My Email)

From: Eldred, Melanie
Sent: Friday, 20 July 2018 9:07 AM
To: Hart, Matthew
Subject: FW: Your scan (Scan to My Email)
Attachments: scan_melanie_eldred_2018-07-20-09-05-47.pdf

No worries, please see attached.

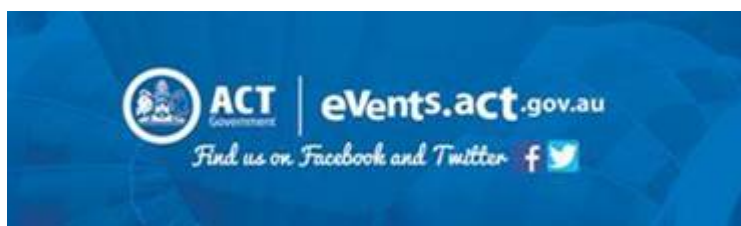
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Sent: Friday, 20 July 2018 9:06 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: Your scan (Scan to My Email)

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Attachments: scan_melanie_eldred_2018-07-20-09-05-47.pdf

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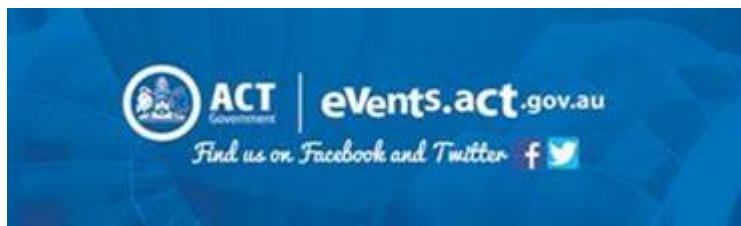
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Sent: Friday, 20 July 2018 9:06 AM

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Attachments: scan_melanie_eldred_2018-07-20-09-05-47.pdf

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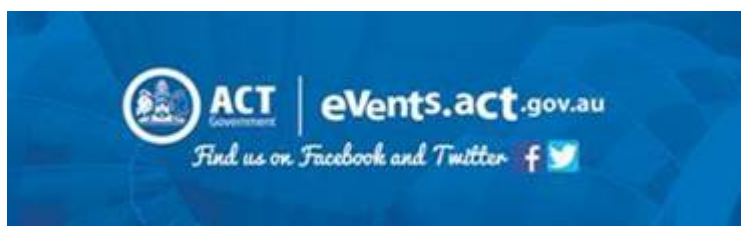
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Sent: Friday, 20 July 2018 9:06 AM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Subject: Your scan (Scan to My Email)

From: Eldred, Melanie
Sent: Friday, 20 July 2018 9:04 AM
To: Hart, Matthew
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

No worries.

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Sent: Friday, 20 July 2018 9:03 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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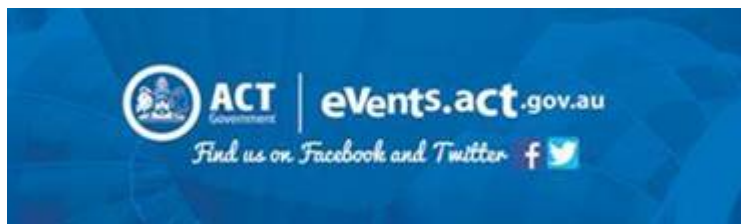


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Sorry, please see attached now.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>

Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Good afternoon Tender Evaluation Team

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Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Hart, Matthew
Sent: Friday, 20 July 2018 9:03 AM
To: Eldred, Melanie
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

Sorry to be a pain, but I need a physical signature, or alternatively a verifiable digital signature, on the form as this is technically a legally binding deed.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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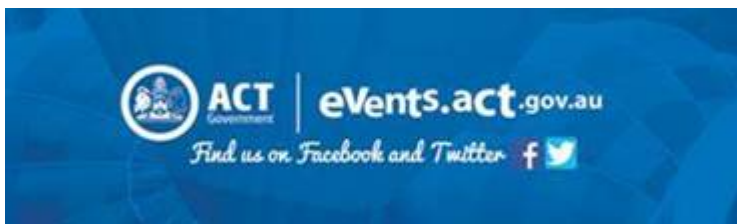


From: Eldred, Melanie
Sent: Thursday, 19 July 2018 9:09 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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From: Eldred, Melanie
Sent: Wednesday, 20 June 2018 1:19 PM
To: Hart, Matthew
Cc: Boyd, Sarah; Vickii Cotter
Subject: RE: 30090 - Security and Traffic Management for Floriade 2018
[SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

Thank you for pulling this together. I meet with Dom and Elizabeth today to talk about another process we are processing at the same time and it seems, due to our time frames, we are now trying to get an exemption from the open process so we can do a select tender process – I am sure Dom will fill you in.

So if we get the exemption approved, can you confirm if the process we are undertaking will it be for only Floriade 2018 or can we do it for longer?

Also, the panel, what is the arrangement that is required? Does there have to be an external person on it? As this is the first time Sarah and I would have done it ourselves, would it be possible to have someone from procurement assist? Or do you recommend anyone/someone?

I have also made a few notes from your draft, see below;

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Key Performance Indicators

Not having done this before, I have looked at the Multicultural Festival contract for security and taken their KPI's and amended slightly.

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- Ensure all complaints are acknowledged formally within four (4) hours of the complaint from either Territory, performers, stall holders, or a member of the public
- Ensure all complaints are addressed and resolved formally within twelve (12) hours of the complaint from either Territory, performers, stall holders, or a member of the public
- Security to be represented at the festival's daily management briefing and in the festival control room for the duration of the event.

Please let me know if you have any further questions.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew

Sent: Tuesday, 19 June 2018 3:59 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

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These will allow you measure the Contractor's performance and provide documented feedback to the Contractor.

For a project of this size you only really need/want 2-4 KPIs.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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From: Hart, Matthew

Sent: Tuesday, 19 June 2018 3:22 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: HPE CM: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

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I have added quite a bit to the SOR draft that you provided, can you please review and adjust as required.

Additionally I have begun a risk assessment for the project, could you please have a look and add to it as required.

Finally, could you please identify the key areas that Events ACT wants to focus in the evaluation of tenderers? (Example areas include proposed methodologies, past experience and performance, WHS planning, communications, nominated personnel, etc.)

Once I have an idea for the direction you want to focus on, I can finish drafting the Tender Evaluation Plan (the final element of the project plan).

Once these documents have all been finalised, and endorsed by both Events ACT and Procurement, Property and Venues we can release the RFT to market.

If you have any questions please feel free to contact me (Note: I am seconded to CIT on Wednesdays).

Cheers
Matt

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From: Hart, Matthew
Sent: Friday, 20 July 2018 10:58 AM
To: Boyd, Sarah
Cc: Eldred, Melanie
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Sarah

Just a quick follow up re. the conflict of interest declaration in my previous email.

Would you be able to complete and send through the declaration?

Unfortunately I cannot release the tender documents to the evaluation team until I have this.

If you have any questions or there are any issues please don't hesitate to contact me.

Cheers
Matt

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Subject: HPE CM: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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From: Hart, Matthew
Sent: Friday, 22 June 2018 10:02 AM
To: Eldred, Melanie
Cc: Boyd, Sarah; Vickii Cotter; Kraljevic, Dom
Subject: RE: 30090 - Security and Traffic Management for Floriade 2018
[SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

This process that we are doing is for Floriade 2018, with a value of \$350,000, the reason that we were going down the one year path is that by doing so the value remains under the \$657,000 Free Trade Agreement threshold which means that we only have to advertise the tender for 10 days, removing the need to seek single select approval and thus saving us some time.

If we were to go for a longer duration, we would be required to advertise to the market for a minimum of 30 days, which probably won't work with our timetable.

If you get an exemption, we can put this process in place for longer, however, I would imagine that the time involved in seeking the exemption could be prohibitive, as such I wouldn't recommend it.

With regard to the Tender Evaluation Team, there is no requirement to have an external member, any three officers from Events ACT can participate (e.g. you, Sarah, and a third), you will have an officer from PPV (myself) assisting you and facilitating the evaluation the whole way through so there is no need to be concerned if you have never done one before.

I would suggest adding the requirement for the control room presence in both the security section at **Section 3.2.3** (if you have any specific wording you would like to use, feel free to insert it and we can review if required), and also in the staffing schedule (**Appendix 1**).

The KPIs you provided look fine and I will incorporate them into the SOR.

Hope this answers any questions you may have, once you have had a chance to fully go through all and get back to me with any amendments/changes I will progress on my end for PPV endorsement and we can look to release to market ASAP.

Feel free to call to discuss.

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From: Eldred, Melanie
Sent: Friday, 22 June 2018 11:34 AM
To: Hart, Matthew
Cc: Boyd, Sarah; Vickii Cotter; Kraljevic, Dom
Subject: RE: 30090 - Security and Traffic Management for Floriade 2018
[SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: WIRE - TRSY18-169825 30090.110_Procurement Plan Minute_Attachment A - Statement of Requirements.DOCX

Hi Matt,

Thank you for the clarification.

I believe Jo Verdon is currently meeting with Kareena about the exemption so I will keep you posted about this. I think if we have had no progress by mid week we will just have to proceed and have the tender out for 10 days only.

I have included detail about the Control and attached the amended Statement of Requirements for you.

Thank you for your assistance.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Triffitt, Ross
Sent: Monday, 23 July 2018 2:50 PM
To: Hart, Matthew; Eldred, Melanie; Boyd, Sarah
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

No problems here. I can access the folder fine.

Thanks,

Ross Triffitt | Group Manager, Event Delivery

Phone (02) 620 71383 | Mobile: 0400 789 921 | Email: ross.triffitt@act.gov.au

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From: Hart, Matthew

Sent: Monday, 23 July 2018 2:01 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>

Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Mel

No worries, I'll have my access team look into it.

Sarah / Ross, are either of you experiencing difficulties accessing the tender folder?

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

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From: Eldred, Melanie
Sent: Monday, 23 July 2018 1:46 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew, I can't open this link you have sent through.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



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Sent: Monday, 23 July 2018 10:32 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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Sarah / Ross, are either of you experiencing difficulties accessing the tender folder?

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Sarah / Ross, are either of you experiencing difficulties accessing the tender folder?

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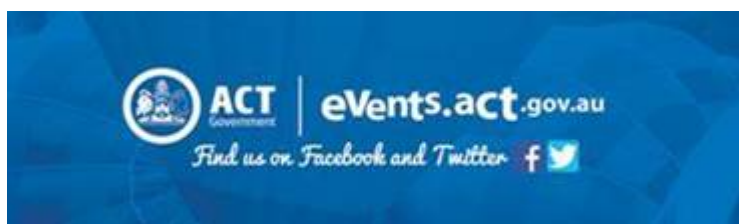


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Cheers
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Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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From: Hart, Matthew
Sent: Monday, 23 July 2018 2:01 PM
To: Eldred, Melanie; Boyd, Sarah; Triffitt, Ross
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Mel

No worries, I'll have my access team look into it.

Sarah / Ross, are either of you experiencing difficulties accessing the tender folder?

Cheers
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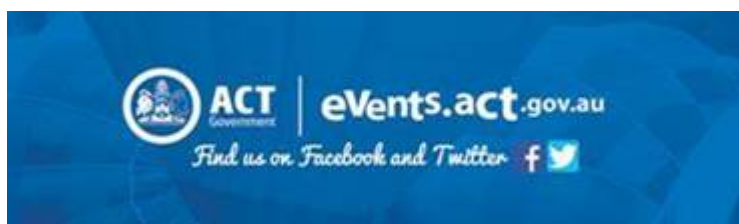


From: Eldred, Melanie
Sent: Monday, 23 July 2018 1:46 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross

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[<Ross.Triffitt@act.gov.au>](mailto:Ross.Triffitt@act.gov.au)

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Sent: Monday, 23 July 2018 2:00 PM
To: Eldred, Melanie
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Mel

Thursday is a bit booked for me but I am free most of Friday at this point.

Cheers
Matt

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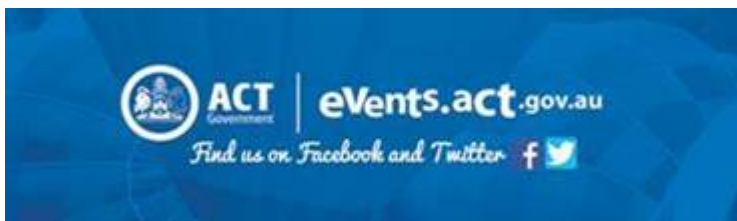
From: Eldred, Melanie
Sent: Monday, 23 July 2018 1:42 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Sure no worries, I will discuss a time suitable to us in the meeting this afternoon.

Is there a time this week which works for you? Thursday or Friday?

Mel

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Sent: Monday, 23 July 2018 1:09 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018
[SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

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Once that is done a team meeting can be held, at which I must be present to ensure the probity of the process.

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Sent: Monday, 23 July 2018 12:24 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018
[SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matt,

Thank you for the email. We are meeting this afternoon to start the evaluation.

Once we have the outcome, do we all need to meet with you or just the chair?

Thanks

Mel

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Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | ACT Government

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Sent: Monday, 23 July 2018 12:24 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>

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Sure no worries, I will discuss a time suitable to us in the meeting this afternoon.

Is there a time this week which works for you? Thursday or Friday?

Mel

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Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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Sent: Monday, 23 July 2018 12:24 PM
To: Hart, Matthew; Boyd, Sarah; Triffitt, Ross
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matt,

Thank you for the email. We are meeting this afternoon to start the evaluation.

Once we have the outcome, do we all need to meet with you or just the chair?

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



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or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Boyd, Sarah
Sent: Monday, 23 July 2018 7:31 AM
To: Hart, Matthew; Eldred, Melanie; Triffitt, Ross
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: EPSON015.PDF

Thanks Matthew,
Please find attached the completed Confidentiality and Conflict of Interest undertaking.
Sarah

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From: Triffitt, Ross
Sent: Monday, 23 July 2018 2:50 PM
To: Hart, Matthew; Eldred, Melanie; Boyd, Sarah
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

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Thanks,

Ross Triffitt | Group Manager, Event Delivery

Phone (02) 620 71383 | Mobile: 0400 789 921 | Email: ross.triffitt@act.gov.au

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From: Hart, Matthew

Sent: Monday, 23 July 2018 2:01 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>

Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Mel

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To: Hart, Matthew <Matthew.Hart@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
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From: Hart, Matthew
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To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
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From: Hart, Matthew
Sent: Monday, 23 July 2018 1:09 PM
To: Eldred, Melanie; Boyd, Sarah; Triffitt, Ross
Cc: Kraljevic, Dom
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

With regard to the meeting, you should undertake your initial evaluations yourselves individually (and come up with individual scoring).

Once that is done a team meeting can be held, at which I must be present to ensure the probity of the process.

I hope this works for you guys.

Cheers
Matt

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From: Eldred, Melanie
Sent: Monday, 23 July 2018 12:24 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matt,

Thank you for the email. We are meeting this afternoon to start the evaluation.

Once we have the outcome, do we all need to meet with you or just the chair?

Thanks

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
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From: Eldred, Melanie
Sent: Tuesday, 24 July 2018 9:35 AM
To: Hart, Matthew
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

We have now read and evaluated the tenders. DO the 3 of us meet to bring our notes/scores together or do we bring this to the meeting with yourself and present it all there?

Mel

Melanie Eldred | Event Manager

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From: Hart, Matthew
Sent: Monday, 23 July 2018 10:32 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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Matthew Hart | A/g Senior Procurement Officer
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From: Eldred, Melanie
Sent: Wednesday, 25 July 2018 11:16 AM
To: Hart, Matthew
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

See you Friday.

Mel

Melanie Eldred | Event Manager

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From: Hart, Matthew
Sent: Wednesday, 25 July 2018 10:29 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Mel

Friday morning is fine with me, preferably after 9:30 am if possible.

Cheers

Matt

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Sent: Wednesday, 25 July 2018 10:14 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>

Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018
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Thanks for confirming Matt.

Just wondering if you have any time on Friday morning available? Sarah and I are free, I just need to check with Ross.

If not Friday, can you do Tuesday morning next week?

Mel

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Hi Mel

All three evaluation team members will need to meet and bring their individual scoring and commentary.

In that meeting the TET will reach consensus scoring and commentary on each of the tenders.

My role at that meeting is to ensure that we have enough information for the report and that all commentary is defensible.

I would anticipate that for a project of this scope/value the meeting will take about two hours.

I hope this works for you.

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Cc: Boyd, Sarah; Triffitt, Ross
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<\\nas327s2\CMTEDDTendersACT\Tender 86>

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- the **Tender Evaluation Plan (Attachment C** to the Procurement Plan Minute);
- a template **Tender Evaluation Report** (just for reference, it doesn't need to be filled out yet); and
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If you have any questions please don't hesitate to contact me and I will do what I can to assist.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Good afternoon Tender Evaluation Team

As you are all hopefully aware, the Territory has recently conducted an open market Request for Tender (RFT) for the provision of Security and Traffic Management Services for Floriade and NightFest 2018.

For those of you who haven't met me yet, I am the Project Officer assigned to this project and I will be acting as the facilitator of your evaluation process.

Melanie will be leading the Tender Evaluation Team as Chair, if you have any questions about the process please feel free to ask one of us.

The RFT closed on Tuesday and the Territory received two (2) responses, those being from:

- SNP Security; and
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Now that we have a list of Tenderers, can you take this opportunity confirm that you have no conflicts of interest (real or perceived) with any of the organisations listed above?

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It is also worth noting that from this point all correspondence and documentation should be treated as confidential, and not shared with anyone outside the TET.

Cheers
Matt

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From: Hart, Matthew
Sent: Friday, 27 July 2018 12:32 PM
To: Eldred, Melanie; Triffitt, Ross; Boyd, Sarah
Cc: Kraljevic, Dom
Subject: 30090.110 - Security and Traffic Management Services for Floriade and Nightfest 2018 - Tender Evaluation [SEC=UNCLASSIFIED]

Hi guys

I have cleaned up the notes that I took in the meeting and placed them in the W Drive (Folder 86). Hopefully these are useful in assisting you with the first cut of the Tender Evaluation Report (TER).

I have also included a copy of our TER template, as mentioned at the evaluation meeting, if there are any sections that you don't feel comfortable completing, just leave them and I will do them.

I will prepare the formal commentary on the Local Industry Participation Policy criterion for you over the next day or so (hopefully it can just plug into the report).

Also just as a quick note, in the interests of ensuring the best possible service to Events ACT I have passed on some of the information and discussions that we had today about procurement resourcing (you mentioned Glenn Wolski) to my Senior Manager, Dom Kraljevic (CC'd). He is the Senior Manager within Procurement ACT responsible for Events ACT.

He just had a few quick questions surrounding your discussions with Michael Gurney, specifically what resourcing was offered and in what capacity? (as our team will be responsible for procurement activities arising from Events ACT); as well as how these discussions got started? (did we (Michael) contact you or vice versa?).

I hope this covers off everything we discussed today, if you have any questions please feel free to contact me.

Cheers
Matt

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From: Triffitt, Ross
Sent: Friday, 27 July 2018 9:54 AM
To: Boyd, Sarah
Subject: FW: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Ross Triffitt | Group Manager, Event Delivery

Phone (02) 620 71383 | Mobile: 0400 789 921 | Email: ross.triffitt@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

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From: Hart, Matthew
Sent: Wednesday, 25 July 2018 10:29 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Mel

Friday morning is fine with me, preferably after 9:30 am if possible.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | ACT Government

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From: Eldred, Melanie
Sent: Wednesday, 25 July 2018 10:14 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Thanks for confirming Matt.

Just wondering if you have any time on Friday morning available? Sarah and I are free, I just need to check with Ross.

If not Friday, can you do Tuesday morning next week?

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew

Sent: Wednesday, 25 July 2018 8:49 AM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>

Subject: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Mel

All three evaluation team members will need to meet and bring their individual scoring and commentary.

In that meeting the TET will reach consensus scoring and commentary on each of the tenders.

My role at that meeting is to ensure that we have enough information for the report and that all commentary is defensible.

I would anticipate that for a project of this scope/value the meeting will take about two hours.

I hope this works for you.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

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From: Eldred, Melanie
Sent: Tuesday, 24 July 2018 9:35 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

We have now read and evaluated the tenders. DO the 3 of us meet to bring our notes/scores together or do we bring this to the meeting with yourself and present it all there?

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew
Sent: Monday, 23 July 2018 10:32 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Good morning TET

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Cheers
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From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Good afternoon Tender Evaluation Team

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For those of you who haven't met me yet, I am the Project Officer assigned to this project and I will be acting as the facilitator of your evaluation process.

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Sent: Friday, 27 July 2018 12:32 PM
To: Eldred, Melanie; Triffitt, Ross; Boyd, Sarah
Cc: Kraljevic, Dom
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From: Eldred, Melanie
Sent: Thursday, 28 June 2018 2:56 PM
To: Hart, Matthew
Cc: Kraljevic, Dom; Triffitt, Ross; Boyd, Sarah; 'Vickii Cotter'
Subject: FW: 30090 - Security and Traffic Management for Floriade 2018
[SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matt,

I am just wondering how the security tender documentation is coming along?

Regarding the exemption, I have received conflicting advice from Dom, who believes we need to get the exemption. He mentioned this in a meeting we had last week. We have an exemption in the pipeline, but we need to know the status of the documentation and when it is likely to be ready.

Are you able to send through or advise when the final draft of the tender documentation will be with us for final approval?

Thanks in advance.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Friday, 22 June 2018 10:02 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

This process that we are doing is for Floriade 2018, with a value of \$350,000, the reason that we were going down the one year path is that by doing so the value remains under the \$657,000 Free Trade Agreement threshold which means that we only have to advertise the tender for 10 days, removing the need to seek single select approval and thus saving us some time.

If we were to go for a longer duration, we would be required to advertise to the market for a minimum of 30 days, which probably won't work with our timetable.

If you get an exemption, we can put this process in place for longer, however, I would imagine that the time involved in seeking the exemption could be prohibitive, as such I wouldn't recommend it.

With regard to the Tender Evaluation Team, there is no requirement to have an external member, any three officers from Events ACT can participate (e.g. you, Sarah, and a third), you will have an officer from PPV (myself) assisting you and facilitating the evaluation the whole way through so there is no need to be concerned if you have never done one before.

I would suggest adding the requirement for the control room presence in both the security section at **Section 3.2.3** (if you have any specific wording you would like to use, feel free to insert it and we can review if required), and also in the staffing schedule (**Appendix 1**).

The KPIs you provided look fine and I will incorporate them into the SOR.

Hope this answers any questions you may have, once you have had a chance to fully go through all and get back to me with any amendments/changes I will progress on my end for PPV endorsement and we can look to release to market ASAP.

Feel free to call to discuss.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Eldred, Melanie
Sent: Wednesday, 20 June 2018 1:19 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Boyd, Sarah <Sarah.Boyd@act.gov.au>; Vickii Cotter <vickii@visabel.com.au>
Subject: HPE CM: RE: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Matthew,

Thank you for pulling this together. I meet with Dom and Elizabeth today to talk about another process we are processing at the same time and it seems, due to our time frames, we are now trying to get an exemption from the open process so we can do a select tender process – I am sure Dom will fill you in.

So if we get the exemption approved, can you confirm if the process we are undertaking will it be for only Floriade 2018 or can we do it for longer?

Also, the panel, what is the arrangement that is required? Does there have to be an external person on it? As this is the first time Sarah and I would have done it ourselves, would it be possible to have someone from procurement assist? Or do you recommend anyone/someone?

I have also made a few notes from your draft, see below;

- This year at Floriade we are installing a festival control room and we would like to have security to have a presence with the other services (police, event and first aid) for the duration of the festival, opening and closing hours – would this need to be stipulated in the tender or just in the staffing schedule
- I have not added or removed and details at this stage, everyone is out of the office so I have just left it as you have detailed for us to finalise at a later date.

Key Performance Indicators

Not having done this before, I have looked at the Multicultural Festival contract for security and taken their KPI's and amended slightly.

- All personnel at posts/patrolling specified location at all times stipulated in the Floriade security schedule with no interruption of service
- Ensure all personnel are fully inducted in appropriate customer services and crowd management practices, whilst maintaining a high level of customer service
- Ensure all on duty personnel wear clearly identifiable uniforms and carry appropriate radio communication equipment and are able to be contacted at all times
- Ensure all complaints are acknowledged formally within four (4) hours of the complaint from either Territory, performers, stall holders, or a member of the public
- Ensure all complaints are addressed and resolved formally within twelve (12) hours of the complaint from either Territory, performers, stall holders, or a member of the public
- Security to be represented at the festival's daily management briefing and in the festival control room for the duration of the event.

Please let me know if you have any further questions.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew

Sent: Tuesday, 19 June 2018 3:59 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

Subject: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

Also, in addition to my last email, I forgot to ask you to consider what Key Performance Indicators (KPIs) you would like to see applied to this project.

These will allow you measure the Contractor's performance and provide documented feedback to the Contractor.

For a project of this size you only really need/want 2-4 KPIs.

Cheers
Matt

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Sent: Tuesday, 19 June 2018 3:22 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: HPE CM: 30090 - Security and Traffic Management for Floriade 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Melanie

I have had a go at preparing the first draft of the procurement planning documents for security and traffic management for Floriade 2018, however, the documents will require some input from you.

I have added quite a bit to the SOR draft that you provided, can you please review and adjust as required.

Additionally I have begun a risk assessment for the project, could you please have a look and add to it as required.

Finally, could you please identify the key areas that Events ACT wants to focus in the evaluation of tenderers? (Example areas include proposed methodologies, past experience and performance, WHS planning, communications, nominated personnel, etc.)

Once I have an idea for the direction you want to focus on, I can finish drafting the Tender Evaluation Plan (the final element of the project plan).

Once these documents have all been finalised, and endorsed by both Events ACT and Procurement, Property and Venues we can release the RFT to market.

If you have any questions please feel free to contact me (Note: I am seconded to CIT on Wednesdays).

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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From: Triffitt, Ross
Sent: Sunday, 29 July 2018 8:48 PM
To: Hart, Matthew; Eldred, Melanie; Boyd, Sarah
Cc: Kraljevic, Dom
Subject: RE: 30090.110 - Security and Traffic Management Services for Floriade and Nightfest 2018 - Tender Evaluation [SEC=UNCLASSIFIED]

Hi Matt,

Thanks so much for all your help and thanks for following up so quickly.

In relation to your questions about our discussions with Michael Gurney, I can summarise them as follows:

- Michael reached out to my Director, Jo Verden when issues with the procurement for Floriade 2017 were published in the Canberra Times.
- Michael offered to base Glenn Wolski in our office once a week (Wednesday) for the next five weeks. Glenn would continue to do his normal work remotely, but would be available to assist us with our procurement processes, check everything was in order with our current processes and assist with future procurement requirements.

As we mentioned on Friday, we have a lot of procurement coming up just to try and get things back on track, so if you can provide any additional assistance or perhaps the type of assistance that better meets our needs, we would be very grateful.

Let me know if you have any more questions.

Thanks again,

Ross Triffitt | Group Manager, Event Delivery

Phone (02) 620 71383 | Mobile: 0400 789 921 | Email: ross.triffitt@act.gov.au

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Sent: Sunday, 29 July 2018 8:48 PM
To: Hart, Matthew; Eldred, Melanie; Boyd, Sarah
Cc: Kraljevic, Dom
Subject: RE: 30090.110 - Security and Traffic Management Services for Floriade and Nightfest 2018 - Tender Evaluation [SEC=UNCLASSIFIED]

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Subject: 30090.110 - Security for Floriade TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: WIRE - TRSY18-241949 30090.110_Tender Evaluation Report_DRAFT.TR5

Hi Dom

I'm pre-emptively sending you this TER for Floriade, it will need to be returned to the team tomorrow.

I don't anticipate they will have any further changes (re. below email).

Just thought this might expedite the process for our clients.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Tuesday, 31 July 2018 3:48 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: HPE CM: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

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From: Eldred, Melanie
Sent: Tuesday, 31 July 2018 12:41 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: Security TET report

Hi Matt,

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From: Hart, Matthew
Sent: Tuesday, 31 July 2018 3:52 PM
To: Kraljevic, Dom
Subject: 30090.110 - Security for Floriade TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: WIRE - TRSY18-241949 30090.110_Tender Evaluation Report_DRAFT.TR5

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From: Eldred, Melanie
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Subject: HPE CM: Security TET report

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From: Hart, Matthew
Sent: Tuesday, 31 July 2018 3:48 PM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah
Subject: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: WIRE - TRSY18-128978 Tender Evaluation Report (TER)_V4.docx

Hi Mel

I have completed my initial review (acknowledging that the document still needs to be reviewed by my Senior Manager) and placed it in the W: drive as version 0.4.

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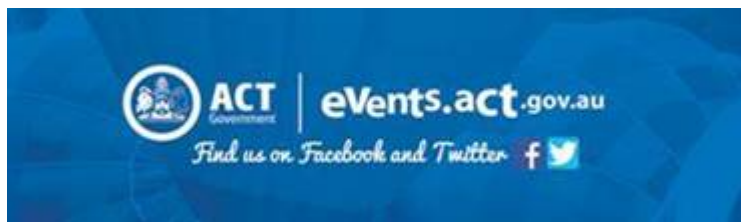
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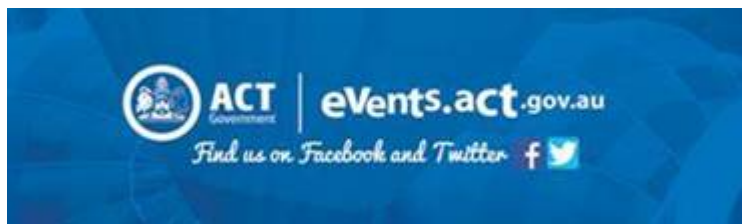
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From: Eldred, Melanie
Sent: Tuesday, 31 July 2018 4:14 PM
To: Hart, Matthew
Cc: Triffitt, Ross; Boyd, Sarah
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

Thank you, I have reviewed the report and it looks great. Thank you for your professional tweaking of the document.

There was one thing I wanted to confirm, which is the on site WHS as mentioned by SNP. I just want to clarify this in their response.

Fingers crossed Dom approves.

Mel

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Sent: Tuesday, 31 July 2018 3:48 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
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From: Eldred, Melanie
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To: Hart, Matthew
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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From: Hart, Matthew
Sent: Wednesday, 1 August 2018 4:02 PM
To: Kraljevic, Dom
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: 30090.110_Tender Evaluation Report_FINAL.pdf; TRSY18-183253 30090.110_Procurement Plan Minute_FINAL SIGNED BY DELEGATE.PDF; TRSY18-182006 30090.110_Procurement Plan Minute_Attachment C - Tender Evaluation Plan_FINAL.PDF; 30090.110_Tender Compliance Check.xls; LIPP Evaluation Worksheet.xlsm; 30090.110_Evaluation Worksheets_Consensus Commentary.xlsm

FYI below.

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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From: Hart, Matthew
Sent: Wednesday, 1 August 2018 4:01 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Please find attached the finalised TER for the TET's signature and the delegate's approval.

I have embedded the attachments, and also attached them to this email.

If you require anything further please let me know.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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From: Eldred, Melanie
Sent: Wednesday, 1 August 2018 3:36 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

Thank you, again, I have read through and I am happy with the changes made. Please proceed to the next steps.

Thanks

Mel

Melanie Eldred | Event Manager

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From: Hart, Matthew
Sent: Wednesday, 1 August 2018 11:04 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Further to my last email, Dom has completed his review of the TER, he just had a few very minor tweaks (highlighted in the document).

I have placed the latest version in W: drive folder 86, can you please review and confirm that you are happy with the contents (and advise if you wish to remove/keep the reference to SNP on-site WHS management).

Once I have that confirmation I will finalise the document and add in all the attachments for you to provide to the rest of the TET and your financial delegate for signatures.

Cheers
Matt

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Sent: Wednesday, 1 August 2018 9:40 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

No worries,.

The point about the on-site WHS was from a note that I took during the consensus meeting.

I did try to confirm and double check all of the points that the TET made before inserting them into the TER, I took the reference on page 22, referring to the onsite Project Manager stating:

“Our WHS team will work collaboratively with Events ACT and our Project Manager to update and implement effective safety arrangements including the provision of training delivery, appropriate PPE and management reporting, ensuring safe work practices for SNP staff”

as clarification of the point, assuming the PM would be the on-site WHS contact, but I am happy to take it out.

Let me know how you would like to proceed.

Cheers
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Sent: Wednesday, 1 August 2018 8:33 AM
To: Hart, Matthew
Subject: READ ONLY - TRSY18-241949 30090.110_Tender Evaluation Report_DRAFT
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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Tuesday, 31 July 2018 12:41 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: Security TET report

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From: Hart, Matthew
Sent: Wednesday, 1 August 2018 9:40 AM
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Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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From: Eldred, Melanie
Sent: Wednesday, 1 August 2018 4:13 PM
To: Verden, Jo
Cc: Triffitt, Ross; Boyd, Sarah
Subject: FW: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: 30090.110_Tender Evaluation Report_FINAL.pdf; TRSY18-183253 30090.110_Procurement Plan Minute_FINAL SIGNED BY DELEGATE.PDF; TRSY18-182006 30090.110_Procurement Plan Minute_Attachment C - Tender Evaluation Plan_FINAL.PDF; 30090.110_Tender Compliance Check.xls; LIPP Evaluation Worksheet.xlsm; 30090.110_Evaluation Worksheets_Consensus Commentary.xlsm

Jo,

Please see attached the security tender evaluation report for your approval.

Thanks

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To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
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Attachments: 30090.110_Tender Evaluation Report_FINAL.pdf; TRSY18-183253 30090.110_Procurement Plan Minute_FINAL SIGNED BY DELEGATE.PDF; TRSY18-182006 30090.110_Procurement Plan Minute_Attachment C - Tender Evaluation Plan_FINAL.PDF; 30090.110_Tender Compliance Check.xls; LIPP Evaluation Worksheet.xlsm; 30090.110_Evaluation Worksheets_Consensus Commentary.xlsm

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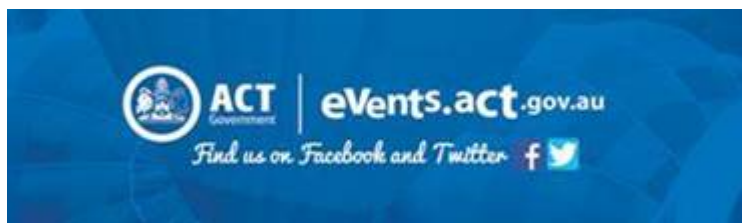
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From: Hart, Matthew
Sent: Thursday, 2 August 2018 3:34 PM
To: Philpott, Elizabeth
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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Sent: Monday, 23 July 2018 10:32 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Good morning TET

Thank you for all getting back to me so quickly regarding the conflict of interest declarations.

Please find below a link to the W: Drive folder allocated to this project:

<\\nas327s2\CMTEDDTendersACT\Tender 86>

You can use this folder to store all evaluation documentation, it is locked down so that only the four of us have access.

In the folder you will find:

- the **Tender Responses**;
- the **Tender Evaluation Plan (Attachment C** to the Procurement Plan Minute);
- a template **Tender Evaluation Report** (just for reference, it doesn't need to be filled out yet); and
- template **Evaluation Worksheets** (please each save a copy for yourselves for the purposes of your individual evaluations).

Going forward, you will all need to read through the responses and conduct an individual assessment of the responses; once this is completed the TET will meet and agree on consensus scoring as a group.

When undertaking your individual assessments, please try to identify **STRENGTHS, WEAKNESSES, and POTENTIAL RISKS** in each of the Tenderer's responses, keeping in mind the descriptors included in the scoring rubric at the back of the Tender Evaluation Plan.

All commentary must be supported by evidence (or lack thereof) in the tender submissions and must be defensible and justifiable.

As has been mentioned previously, all documents contained within this folder should be treated as confidential. Any copies that you make must be secured when not in use and deleted/destroyed once you have finished with them.

If you have any questions please don't hesitate to contact me and I will do what I can to assist.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Thursday, 19 July 2018 3:39 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: HPE CM: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Good afternoon Tender Evaluation Team

As you are all hopefully aware, the Territory has recently conducted an open market Request for Tender (RFT) for the provision of Security and Traffic Management Services for Floriade and NightFest 2018.

For those of you who haven't met me yet, I am the Project Officer assigned to this project and I will be acting as the facilitator of your evaluation process.

Melanie will be leading the Tender Evaluation Team as Chair, if you have any questions about the process please feel free to ask one of us.

The RFT closed on Tuesday and the Territory received two (2) responses, those being from:

- SNP Security; and
- **Out of Scope**

Now that we have a list of Tenderers, can you take this opportunity confirm that you have no conflicts of interest (real or perceived) with any of the organisations listed above?

To assist with this I have attached a template Deed of Confidentiality and Conflict of Interest forms declaring that you are free from any potential conflicts, I would greatly appreciate if you could sign these and send them back to me.

Once I have received confirmation from all of the TET that there are no conflicts I will be allowed to release the tender documents to you for review.

If you have any questions regarding conflicts, or you are not sure if you have one, please feel free to ask me.

It is also worth noting that from this point all correspondence and documentation should be treated as confidential, and not shared with anyone outside the TET.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement, Property and Venues | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Hart, Matthew
Sent: Thursday, 2 August 2018 3:34 PM
To: Philpott, Elizabeth
Subject: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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Subject: HPE CM: RFT 30090 - Security and Traffic Management Services for Floriade and NightFest 2018 [SEC=UNCLASSIFIED, DLM=Sensitive]

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From: Eldred, Melanie
Sent: Friday, 3 August 2018 3:49 PM
To: Hart, Matthew
Subject: RE: Missed call from Hart, Matthew

Hi Matt,

Can you call me on my mobile, my phone is not working.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Microsoft Outlook **On Behalf Of** Hart, Matthew
Sent: Friday, 3 August 2018 3:44 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: Missed call from Hart, Matthew

You missed a call from Hart, Matthew at 52063

Caller-Id: [52063](tel:52063)
Job Title: A/g Senior Procurement Officer
Company: ACT Government
Work: [\(02\) 6205 2063](tel:(02)62052063)
E-mail: Matthew.Hart@act.gov.au
IM Address: Matthew.Hart@act.gov.au

From: Hart, Matthew
Sent: Friday, 3 August 2018 3:36 PM
To: Eldred, Melanie
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

It means we can't sign the contract, so we can still proceed to issue the letters of intent and commence contract negotiations.

We just can't sign off the contract with the confidential text until we get DD-G.

Assuming that it takes less than a week for DDG sign off, I don't anticipate that this will slow the process too much.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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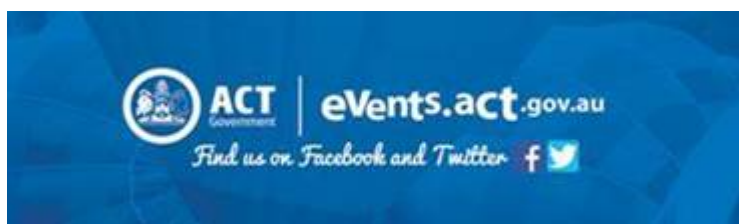


From: Eldred, Melanie
Sent: Friday, 3 August 2018 3:18 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

So does that mean we can't proceed until the DDG signs it off.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Friday, 3 August 2018 3:15 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Yes, my understanding is that within CMTEDD the DDG/DUT have delegation for confidential text and need to sign that page.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie

Sent: Friday, 3 August 2018 2:56 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

I have managed to get the signatures of people who are running in and out of meetings. However, I have noticed that the DDG needs to sign the confidential text part, is this correct?

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew

Sent: Friday, 3 August 2018 1:47 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Subject: FW: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

I'll need a signed copy of the TER to proceed, can't just use an email in this situation unfortunately.

Also, with regard to the confidential text component of the TER, that needs DDG approval (this also needs to be signed).

Let me know if there's anything I can do to assist.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Friday, 3 August 2018 1:10 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: FW: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Importance: High

Please see below the approved security tender report.

Do we need to sign to progress?

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Verden, Jo
Sent: Friday, 3 August 2018 11:55 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Importance: High

Hi Mel

Thank for you're the detailed evaluation of this procurement.

I am comfortable with the recommendation, therefore approved to proceed for Floriade and NightFest 2018.

Regards

Jo Verden | Acting Director, Events ACT
Phone 02 6205 0554 | Mobile 0403 444 326 | Email: jo.verden@act.gov.au



From: Eldred, Melanie
Sent: Wednesday, 1 August 2018 4:13 PM
To: Verden, Jo <Jo.Verden@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: FW: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Jo,

Please see attached the security tender evaluation report for your approval.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

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From: Hart, Matthew
Sent: Wednesday, 1 August 2018 4:01 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Please find attached the finalised TER for the TET's signature and the delegate's approval.

I have embedded the attachments, and also attached them to this email.

If you require anything further please let me know.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Eldred, Melanie
Sent: Wednesday, 1 August 2018 3:36 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

Thank you, again, I have read through and I am happy with the changes made. Please proceed to the next steps.

Thanks

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
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From: Hart, Matthew
Sent: Wednesday, 1 August 2018 11:04 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Further to my last email, Dom has completed his review of the TER, he just had a few very minor tweaks (highlighted in the document).

I have placed the latest version in W: drive folder 86, can you please review and confirm that you are happy with the contents (and advise if you wish to remove/keep the reference to SNP on-site WHS management).

Once I have that confirmation I will finalise the document and add in all the attachments for you to provide to the rest of the TET and your financial delegate for signatures.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
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From: Hart, Matthew
Sent: Wednesday, 1 August 2018 9:40 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

No worries,.

The point about the on-site WHS was from a note that I took during the consensus meeting.

I did try to confirm and double check all of the points that the TET made before inserting them into the TER, I took the reference on page 22, referring to the onsite Project Manager stating:

“Our WHS team will work collaboratively with Events ACT and our Project Manager to update and implement effective safety arrangements including the provision of training delivery, appropriate PPE and management reporting, ensuring safe work practices for SNP staff”

as clarification of the point, assuming the PM would be the on-site WHS contact, but I am happy to take it out.

Let me know how you would like to proceed.

Cheers
Matt

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From: Eldred, Melanie
Sent: Tuesday, 31 July 2018 4:21 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Regarding the on site WHS, I could not find where it was specifically worded like that in their response, so best to take it out.

Thanks

Mel

Melanie Eldred | Event Manager

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From: Hart, Matthew

Sent: Tuesday, 31 July 2018 3:48 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>

Subject: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

I have completed my initial review (acknowledging that the document still needs to be reviewed by my Senior Manager) and placed it in the W: drive as version 0.4.

Apologies, I got about 70% of the way through before realising I had forgot to turn on tracked changes, in the interests of saving time I thought it more prudent to just continue than go back and remake all the changes with tracking on.

I have made a few changes to the commentary on the scoring, primarily to justify and evidence statements, as well as ensure consistency of commentary.

I have also completed all the other elements of the report and formatted it.

Can you please review and confirm that it accurately reflects the views of the TET? After which I will provide it to my Senior Manager for final review.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

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From: Eldred, Melanie

Sent: Tuesday, 31 July 2018 12:41 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Subject: HPE CM: Security TET report

Hi Matt,

Your comments made sense yesterday, so I have now changed the report to reflect them.

Please let me know if it needs more work. It is V3 in the folder.

I have not changed some of the template and have left a few things blank as I was not sure what to put in there.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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Hi Mel

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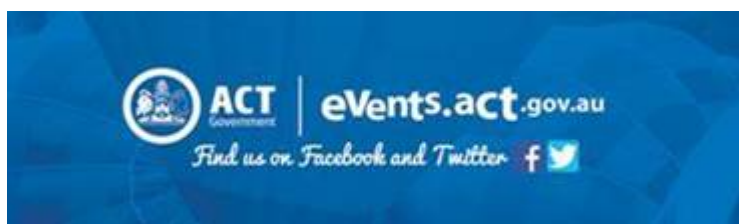


From: Eldred, Melanie
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Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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Matt

Matthew Hart | A/g Senior Procurement Officer

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Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

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Sent: Friday, 3 August 2018 1:47 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Subject: FW: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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Cheers
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Do we need to sign to progress?

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I am comfortable with the recommendation, therefore approved to proceed for Floriade and NightFest 2018.

Regards

Jo Verden | Acting Director, Events ACT

Phone 02 6205 0554 | Mobile 0403 444 326 | Email: jo.verden@act.gov.au

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Importance: High

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Do we need to sign to progress?

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Regards

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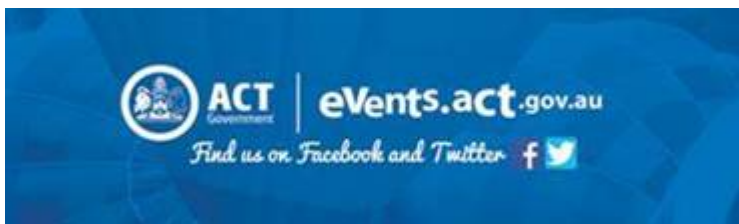
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Importance: High

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Do we need to sign to progress?

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Hi Mel

I'll need a signed copy of the TER to proceed, can't just use an email in this situation unfortunately.

Also, with regard to the confidential text component of the TER, that needs DDG approval (this also needs to be signed).

Let me know if there's anything I can do to assist.

Cheers
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Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>

Subject: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

I have completed my initial review (acknowledging that the document still needs to be reviewed by my Senior Manager) and placed it in the W: drive as version 0.4.

Apologies, I got about 70% of the way through before realising I had forgot to turn on tracked changes, in the interests of saving time I thought it more prudent to just continue than go back and remake all the changes with tracking on.

I have made a few changes to the commentary on the scoring, primarily to justify and evidence statements, as well as ensure consistency of commentary.

I have also completed all the other elements of the report and formatted it.

Can you please review and confirm that it accurately reflects the views of the TET? After which I will provide it to my Senior Manager for final review.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | ACT Government

Phone +61 2 6205 2063

Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797

or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie

Sent: Tuesday, 31 July 2018 12:41 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Subject: HPE CM: Security TET report

Hi Matt,

Your comments made sense yesterday, so I have now changed the report to reflect them.

Please let me know if it needs more work. It is V3 in the folder.

I have not changed some of the template and have left a few things blank as I was not sure what to put in there.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Eldred, Melanie
Sent: Friday, 3 August 2018 1:10 PM
To: Hart, Matthew
Subject: FW: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Importance: High

Please see below the approved security tender report.

Do we need to sign to progress?

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Verden, Jo
Sent: Friday, 3 August 2018 11:55 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Importance: High

Hi Mel

Thank you're the detailed evaluation of this procurement.

I am comfortable with the recommendation, therefore approved to proceed for Floriade and NightFest 2018.

Regards

Jo Verden | Acting Director, Events ACT

Phone 02 6205 0554 | Mobile 0403 444 326 | Email: jo.verden@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre | 1 Constitution Avenue, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 |

www.events.act.gov.au



From: Eldred, Melanie

Sent: Wednesday, 1 August 2018 4:13 PM

To: Verden, Jo <Jo.Verden@act.gov.au>

Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>

Subject: FW: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Jo,

Please see attached the security tender evaluation report for your approval.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew

Sent: Wednesday, 1 August 2018 4:01 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>

Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Please find attached the finalised TER for the TET's signature and the delegate's approval.

I have embedded the attachments, and also attached them to this email.

If you require anything further please let me know.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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From: Eldred, Melanie
Sent: Wednesday, 1 August 2018 3:36 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

Thank you, again, I have read through and I am happy with the changes made. Please proceed to the next steps.

Thanks

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
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Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Wednesday, 1 August 2018 11:04 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Further to my last email, Dom has completed his review of the TER, he just had a few very minor tweaks (highlighted in the document).

I have placed the latest version in W: drive folder 86, can you please review and confirm that you are happy with the contents (and advise if you wish to remove/keep the reference to SNP on-site WHS management).

Once I have that confirmation I will finalise the document and add in all the attachments for you to provide to the rest of the TET and your financial delegate for signatures.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | ACT Government

Phone +61 2 6205 2063

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From: Hart, Matthew

Sent: Wednesday, 1 August 2018 9:40 AM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

No worries,.

The point about the on-site WHS was from a note that I took during the consensus meeting.

I did try to confirm and double check all of the points that the TET made before inserting them into the TER, I took the reference on page 22, referring to the onsite Project Manager stating:

“Our WHS team will work collaboratively with Events ACT and our Project Manager to update and implement effective safety arrangements including the provision of training delivery, appropriate PPE and management reporting, ensuring safe work practices for SNP staff”

as clarification of the point, assuming the PM would be the on-site WHS contact, but I am happy to take it out.

Let me know how you would like to proceed.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer

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From: Eldred, Melanie

Sent: Tuesday, 31 July 2018 4:21 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Subject: HPE CM: RE: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Regarding the on site WHS, I could not find where it was specifically worded like that in their response, so best to take it out.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew

Sent: Tuesday, 31 July 2018 3:48 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>

Subject: Security TET report [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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Matthew Hart | A/g Senior Procurement Officer

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From: Eldred, Melanie

Sent: Tuesday, 31 July 2018 12:41 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Subject: HPE CM: Security TET report

Hi Matt,

Your comments made sense yesterday, so I have now changed the report to reflect them.

Please let me know if it needs more work. It is V3 in the folder.

I have not changed some of the template and have left a few things blank as I was not sure what to put in there.

Thanks

Mel

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From: Eldred, Melanie
Sent: Friday, 3 August 2018 3:49 PM
To: Hart, Matthew
Subject: RE: Missed call from Hart, Matthew

Hi Matt,

Can you call me on my mobile, my phone is not working.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Microsoft Outlook **On Behalf Of** Hart, Matthew
Sent: Friday, 3 August 2018 3:44 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: Missed call from Hart, Matthew

You missed a call from Hart, Matthew at 52063

Caller-Id: [52063](tel:52063)
Job Title: A/g Senior Procurement Officer
Company: ACT Government
Work: [\(02\) 6205 2063](tel:(02)62052063)
E-mail: Matthew.Hart@act.gov.au
IM Address: Matthew.Hart@act.gov.au

From: 220NBAB01L05P01@act.gov.au
Sent: Monday, 6 August 2018 2:35 PM
To: Hart, Matthew
Subject: Message from "220NBAB01L05P01"
Attachments: 201808061434.pdf

This E-mail was sent from "220NBAB01L05P01" (Aficio MP C5502A).

Scan Date: 06.08.2018 14:34:56 (+1000)
Queries to: 220NBAB01L05P01@act.gov.au

From: Hart, Matthew
Sent: Monday, 6 August 2018 11:47 AM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah
Subject: 30090 - Security and Traffic Management Services for Floriade
[SEC=UNCLASSIFIED, DLM=Sensitive: Legal]
Attachments: WIRE - TRSY18-246933 30090.110_Letter of Intent_DRAFT.DOCX; WIRE - TRSY18-246210 2018.30090.210_Services Agreement_DRAFT.DOCX

Hi Mel

As discussed this morning, I have prepared the draft agreement and letter of intent for the Floriade security RFT.

They have been approved by my manager, however, I still need that second signature from Jo to finalise them.

In the interest of saving time, I thought it may be better to just send you the draft documents now, can you please review them and let me know if you (Events ACT) are happy with them?

If you have any questions please let me know.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Monday, 6 August 2018 2:46 PM
To: Out of Scope
Subject: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018
[SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: 2018.30090.110_Letter of Intent_FINAL.pdf; 2018.30090.210_Services Agreement_DRAFT.pdf
Importance: High

Good afternoon Out of Scope

RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018

With regard to the above mentioned RFT, I am writing to inform you that your organisation has been identified as the preferred Tenderer.

Please see the attached letter for full details.

The Territory requests that that you keep this information confidential until we provide you with further notice.

Also attached is the Territory's proposed Agreement, in draft form, for your review.

There are no substantive changes from the draft Agreement included in the original RFT.

If you have any questions, either in regard to the process from here or the draft Agreement, please feel free to contact me.

Kind regards

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

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From: Hart, Matthew
Sent: Monday, 6 August 2018 2:46 PM
To: Sch 2.2(a)(ii)
Subject: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018
[SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: 2018.30090.110_Letter of Intent_FINAL.pdf; 2018.30090.210_Services Agreement_DRAFT.pdf
Importance: High

Good afternoon Sch 2.2(a)(ii)

RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018

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Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Monday, 6 August 2018 2:06 PM
To: Hart, Matthew
Cc: White, Saskia
Subject: Signed Report
Attachments: Tender Evalutaion Report (Signed) - Floriade Security 2018 - 30090.110.pdf

Hi Matt,

Report is now completely signed.

I will get it to the DDG for her signature ASAP.

Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Monday, 6 August 2018 2:20 PM
To: Eldred, Melanie
Subject: RE: Signed Report [SEC=UNCLASSIFIED]

Hi Mel

Thanks for that.

Were you happy with the documents I sent through earlier (Letter of Intent and Draft Agreement), and do you (Events ACT) consent to them being issued on your behalf?

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Monday, 6 August 2018 2:06 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: White, Saskia <Saskia.White@act.gov.au>
Subject: Signed Report

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Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | events.act.gov.au

From: Hart, Matthew
Sent: Monday, 6 August 2018 11:47 AM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah
Subject: 30090 - Security and Traffic Management Services for Floriade
[SEC=UNCLASSIFIED, DLM=Sensitive: Legal]
Attachments: WIRE - TRSY18-246933 30090.110_Letter of Intent_DRAFT.DOCX; WIRE - TRSY18-246210 2018.30090.210_Services Agreement_DRAFT.DOCX

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Matt

Matthew Hart | A/g Senior Procurement Officer
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From: Eldred, Melanie
Sent: Monday, 6 August 2018 2:25 PM
To: Hart, Matthew
Cc: Triffitt, Ross; Boyd, Sarah
Subject: RE: 30090 - Security and Traffic Management Services for Floriade [SEC=UNCLASSIFIED, DLM=Sensitive: Legal]

Happy to go with attached.

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
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From: Hart, Matthew
Sent: Monday, 6 August 2018 2:25 PM
To: Eldred, Melanie
Subject: Security Floriade [SEC=UNCLASSIFIED]

<http://intranet-cmtedd/governance/procurement#>

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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Cc: White, Saskia <Saskia.White@act.gov.au>
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Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
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Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Out of Scope
To: Hart, Matthew
Sent: Monday, 6 August 2018 3:20 PM
Subject: Read: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Your message

To:
Subject: Read: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Sent: Monday, 6 August 2018 3:20:23 PM (UTC+10:00) Canberra, Melbourne, Sydney

was read on Monday, 6 August 2018 3:20:18 PM (UTC+10:00) Canberra, Melbourne, Sydney.

From: Out of Scope
To: Hart, Matthew
Sent: Monday, 6 August 2018 3:20 PM
Subject: Read: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Your message

To:
Subject: Read: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Sent: Monday, 6 August 2018 3:20:23 PM (UTC+10:00) Canberra, Melbourne, Sydney

was read on Monday, 6 August 2018 3:20:18 PM (UTC+10:00) Canberra, Melbourne, Sydney.

From: Eldred, Melanie
Sent: Monday, 6 August 2018 2:25 PM
To: Hart, Matthew
Cc: Triffitt, Ross; Boyd, Sarah
Subject: RE: 30090 - Security and Traffic Management Services for Floriade [SEC=UNCLASSIFIED, DLM=Sensitive: Legal]

Happy to go with attached.

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Monday, 6 August 2018 11:47 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: 30090 - Security and Traffic Management Services for Floriade [SEC=UNCLASSIFIED, DLM=Sensitive: Legal]

Hi Mel

As discussed this morning, I have prepared the draft agreement and letter of intent for the Floriade security RFT.

They have been approved by my manager, however, I still need that second signature from Jo to finalise them.

In the interest of saving time, I thought it may be better to just send you the draft documents now, can you please review them and let me know if you (Events ACT) are happy with them?

If you have any questions please let me know.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**

Phone +61 2 6205 2063

Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Monday, 6 August 2018 8:19 AM
To: Hart, Matthew
Cc: Triffitt, Ross; Boyd, Sarah; Verden, Jo
Subject: Signed documents
Attachments: Tender Evalutaion Report (Signed) - Floriade Security 2018 - 30090.110.pdf; Tender Evalutaion Plan (Signed) - Floriade Security 2018 - 30090.110.pdf

Hi Matt,

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From: Hart, Matthew
Sent: Monday, 6 August 2018 11:24 AM
To: Hart, Matthew
Subject: RE: 30090.110 - Security Services for Floriade - Contract for Review [SEC=UNCLASSIFIED]

Matthew Hart | A/g Senior Procurement Officer
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From: Hart, Matthew
Sent: Monday, 6 August 2018 11:23 AM
To: Slater, Phil <Phil.Slater@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: HPE CM: 30090.110 - Security Services for Floriade - Contract for Review [SEC=UNCLASSIFIED]

Hi Phil

In addition to my email below regarding the draft agreement, could you please review the attached letter of intent?

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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Subject: 30090.110 - Security Services for Floriade - Contract for Review [SEC=UNCLASSIFIED]
Attachments: WIRE - TRSY18-246933 30090.110_Letter of Intent_DRAFT.TR5

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Subject: 30090.110 - Security Services for Floriade - Contract for Review
[SEC=UNCLASSIFIED]
Attachments: WIRE - TRSY18-246210 2018.30090.210_Services Agreement_DRAFT.tr5

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From: Eldred, Melanie
Sent: Tuesday, 7 August 2018 1:36 PM
To: Hart, Matthew
Subject: RE: Securty [SEC=UNCLASSIFIED]

Ok perfect, just so I can update our exec meeting this afternoon.

Thank you.

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Hi Mel

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They are in the process of reviewing the draft contract that we provided them, hopefully we will hear back from them soon.

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From: Hart, Matthew
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Hi Mel

No worries.

I'll let you know if there are any updates.

Cheers
Matt

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Good afternoon **Out of Scope**

RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018

With regard to the above mentioned RFT, I am writing to inform you that your organisation has been identified as the preferred Tenderer.

Please see the attached letter for full details.

The Territory requests that that you keep this information confidential until we provide you with further notice.

Also attached is the Territory's proposed Agreement, in draft form, for your review.

There are no substantive changes from the draft Agreement included in the original RFT.

If you have any questions, either in regard to the process from here or the draft Agreement, please feel free to contact me.

Kind regards

Matthew Hart | A/g Senior Procurement Officer

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From: Eldred, Melanie
Sent: Tuesday, 7 August 2018 1:36 PM
To: Hart, Matthew
Subject: RE: Securty [SEC=UNCLASSIFIED]

Ok perfect, just so I can update our exec meeting this afternoon.

Thank you.

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Tuesday, 7 August 2018 1:35 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: RE: Securty [SEC=UNCLASSIFIED]

Hi Mel

Me in the first instance, which they already have.

They are in the process of reviewing the draft contract that we provided them, hopefully we will hear back from them soon.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | ACT Government

Phone +61 2 6205 2063

Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Wednesday, 8 August 2018 3:39 PM
To: Eldred, Melanie
Cc: Kraljevic, Dom
Subject: RE: Any contact as yet [SEC=UNCLASSIFIED]

Hi Mel

Not yet, the time will depend on how in depth the vendor's solicitors are looking into the contract.

Hopefully we hear something soon and I will let you know when we do.

Cheers

Matt

Matthew Hart | A/g Senior Procurement Officer
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From: Eldred, Melanie
Sent: Wednesday, 8 August 2018 3:36 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: Any contact as yet

Hey, just wondering if you have heard back from SNP yet?

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
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Thanks Matt, sorry to be a pest, we are just very keen to get this moving as you can imagine.

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From: Eldred, Melanie
Sent: Thursday, 9 August 2018 2:06 PM
To: Hart, Matthew
Subject: Approval-of-confidential-text - SNP_V1
Attachments: Approval-of-confidential-text - SNP_V1.doc

Hi Matt,

I need help with this. Can you have a look and review the yellow part and give me a call to make sure I have done this correctly.

Thanks

Mel

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Thanks

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From: Hart, Matthew
Sent: Friday, 10 August 2018 1:41 PM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah
Subject: FW: RE: Re: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

I've been in contact with SNP this morning to try and organise a preliminary meeting between them and yourselves.

SNP seems quite happy to commence discussions before the contract is signed (please see emails below).

Can you let me know what works best for you?

Alternatively you can contact Nick directly if that works for you (if you do, just be mindful that we still need a signed contract before anything is final).

Let me know how you would like to proceed.

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From: Hart, Matthew
Sent: Friday, 10 August 2018 1:37 PM
To: **Out of Scope**
Subject: HPE CM: RE: Re: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Nick

Thanks you very much for getting in contact so quickly.

I am trying to coordinate with Events ACT the best possible time to meet/arrange a teleconference to go over the details for the Festival.

Once I have some timing options I will let you know and see what works best for you.

Cheers

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Out of Scope

On 10 August 2018 at 10:18, Hart, Matthew <Matthew.Hart@act.gov.au> wrote:

Good morning 

Just a quick email to follow up on the status of your legal team's review of the Territory's proposed agreement.

Also I just wanted to check to see if your proposed Project Manager, Mr **Out of Scope**, would be willing to engage in preliminary discussions with Events ACT, in anticipation of a signed agreement.

Given the short timeframe before the Festival is due to commence I believe this would be beneficial for both parties, just to finalise staffing numbers and scheduling.

I'd greatly appreciate if you could let me know if you are willing to do so.

If you have any questions about the agreement, or need anything from me, please feel free to contact me.

Kind regards

Matthew Hart | A/g Senior Procurement Officer

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or send us an email at GoodsAndServices@act.gov.au



Out of Scope

Sent: Tuesday, 7 August 2018 9:38 AM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Out of Scope

Subject: HPE CM: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matthew

On 6 August 2018 at 14:45, Hart, Matthew <Matthew.Hart@act.gov.au> wrote:

Good afternoon **Out of Scope**

RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018

With regard to the above mentioned RFT, I am writing to inform you that your organisation has been identified as the preferred Tenderer.

Please see the attached letter for full details.

The Territory requests that that you keep this information confidential until we provide you with further notice.

Also attached is the Territory's proposed Agreement, in draft form, for your review.

There are no substantive changes from the draft Agreement included in the original RFT.

If you have any questions, either in regard to the process from here or the draft Agreement, please feel free to contact me.

Kind regards

Matthew Hart | A/g Senior Procurement Officer

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Hi Nick

Thanks you very much for getting in contact so quickly.

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Once I have some timing options I will let you know and see what works best for you.

Cheers
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Out of Scope

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Importance: High

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Out of Scope

From: Hart, Matthew
Sent: Monday, 13 August 2018 2:41 PM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah
Subject: RE: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thanks Mel.

The agreement has now been sent to SNP, hopefully we will get the signed document back in the next day or so.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Eldred, Melanie
Sent: Monday, 13 August 2018 2:23 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: HPE CM: RE: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matthew,

I can confirm we are happy with all the details in the contract. Happy for it to be sent to SNP.

Thanks

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
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Hi Mel

No worries, Out of Scope details are:

Out of Scope

I have also heard back from Out of Scope, the bid manager for SNP, and their lawyers have completed their review of the proposed agreement.

The lawyers have only raised one issue that they would like to change, that being:

Schedule 1, Item 5(1) - in line 2 substitute the word "claim" with the word "occurrence".

In my opinion, I have no issue with this, and we tend to use both these words interchangeably in our documents.

If you are happy to agree to this change, can you please let me know?

I have also attached a final version of the agreement (incorporating this change), can you please review and advise if you are happy for it to be sent to SNP for signature today?

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Hi Matt,

Thank you for following this up. I think we will call Nick directly today. Are you able to send through his number please. I will follow up with you afterwards.

We have a mountain of work we need to get through this week for them to start on site next Monday!
Thanks

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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Attachments: 2018.30090.210_Services Agreement_FINAL.pdf
Importance: High

Hi 

Thank you for getting back to me and providing your solicitor's commentary on the proposed agreement.

In this instance I can advise that the Territory agrees to your requested change, regarding Schedule 1, Item 5(1).

I have attached a final version of the agreement, incorporating the change (refer page 17 of the attached document), to this email.

If you are happy with the contents, could you please arrange for signature by the appropriate parties within your organisation and return a scanned copy of the signature page to me via email?

Once I have the signed page I will arrange for signature from the Territory delegate and promptly return a copy of the fully executed agreement to you.

If you have any questions, or there are any issues, please feel free to contact me.

Kind regards

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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Subject: HPE CM: RE: RE: Re: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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We have a mountain of work we need to get through this week for them to start on site next Monday!
Thanks

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Friday, 10 August 2018 1:41 PM

From: Hart, Matthew
Sent: Monday, 13 August 2018 12:04 PM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah
Subject: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Thanks for that.

Sorry to be a stickler, but can you confirm that you are happy with the contract as it stands and consent for it to be released to SNP for signature?

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



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Sent: Monday, 13 August 2018 12:02 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: HPE CM: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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Sent from my iPhone

On 13 Aug 2018, at 9:40 am, Hart, Matthew <Matthew.Hart@act.gov.au> wrote:

Hi Mel

No worries,  details are:

Out of Scope

I have also heard back from **Out of Scope**, the bid manager for SNP, and their lawyers have completed their review of the proposed agreement.

The lawyers have only raised one issue that they would like to change, that being:

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<image001.jpg>

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Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
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Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

<image002.jpg>

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Sent: Friday, 10 August 2018 1:41 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: FW: RE: Re: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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<image001.jpg>

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Sent: Friday, 10 August 2018 1:37 PM
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<image002.jpg>

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Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
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Out of Scope

Subject: HPE CM: RE: Re: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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
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<image001.jpg>

Out of Scope

Out of Scope

On 10 August 2018 at 10:18, Hart, Matthew <Matthew.Hart@act.gov.au> wrote:

Good morning 

Just a quick email to follow up on the status of your legal team's review of the Territory's proposed agreement.

Also I just wanted to check to see if your proposed Project Manager, Mr Papanicolaou, would be willing to engage in preliminary discussions with Events ACT, in anticipation of a signed agreement.

Given the short timeframe before the Festival is due to commence I believe this would be beneficial for both parties, just to finalise staffing numbers and scheduling.

I'd greatly appreciate if you could let me know if you are willing to do so.

If you have any questions about the agreement, or need anything from me, please feel free to contact me.

Kind regards

Matthew Hart | A/g Senior Procurement Officer

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<image001.jpg>

Out of Scope

Sent: Tuesday, 7 August 2018 9:38 AM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Out of Scope

Out of Scope

Subject: HPE CM: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Out of Scope

Out of Scope

On 6 August 2018 at 14:45, Hart, Matthew <Matthew.Hart@act.gov.au> wrote:

Good afternoon **Out of Scope**

RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018

With regard to the above mentioned RFT, I am writing to inform you that your organisation has been identified as the preferred Tenderer.

Please see the attached letter for full details.

The Territory requests that that you keep this information confidential until we provide you with further notice.

Also attached is the Territory's proposed Agreement, in draft form, for your review.

There are no substantive changes from the draft Agreement included in the original RFT.

If you have any questions, either in regard to the process from here or the draft Agreement, please feel free to contact me.

Kind regards

Matthew Hart | A/g Senior Procurement Officer

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<image001.jpg>

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<WIRE - TRSY18-252221 2018.30090.210_Services Agreement_FINAL.DOCX>

From: Eldred, Melanie
Sent: Monday, 13 August 2018 6:35 AM
To: Hart, Matthew
Cc: Triffitt, Ross; Boyd, Sarah
Subject: RE: RE: Re: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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Thanks

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Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

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Sent: Friday, 10 August 2018 1:41 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>

Subject: FW: RE: RE: Re: Re: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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To: Hart, Matthew
Cc: Triffitt, Ross; Boyd, Sarah
Subject: RE: ACT GOVERNMENT RFT 30090.110 – PROVISION OF SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIAD E AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thanks Matt, we will be meeting with them tomorrow.

Thanks again for all your assistance.

Kind regards

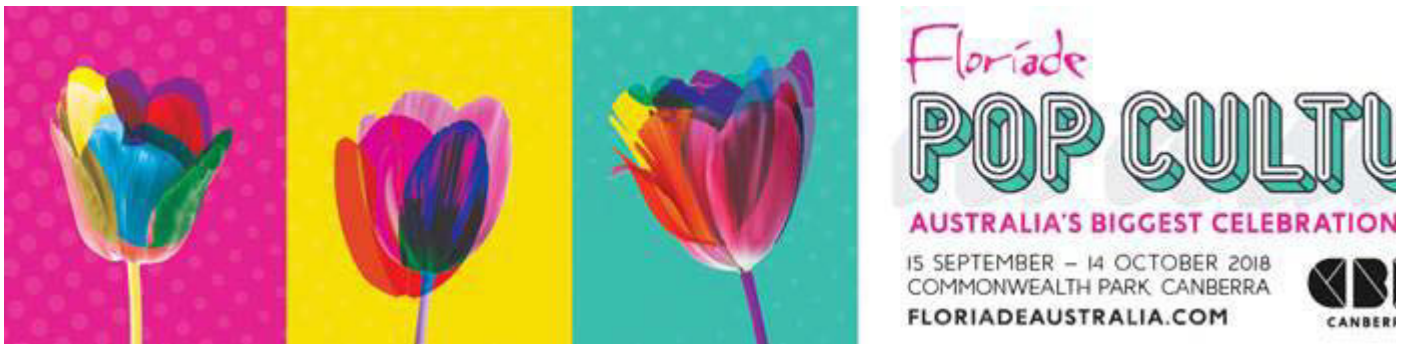
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Thanks Mel.

The agreement has now been sent to SNP, hopefully we will get the signed document back in the next day or so.

Cheers
Matt

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On 13 August 2018 at 14:40, Hart, Matthew <Matthew.Hart@act.gov.au> wrote:

Hi 

Thank you for getting back to me and providing your solicitor's commentary on the proposed agreement.

In this instance I can advise that the Territory agrees to your requested change, regarding Schedule 1, Item 5(1).

I have attached a final version of the agreement, incorporating the change (refer page 17 of the attached document), to this email.

If you are happy with the contents, could you please arrange for signature by the appropriate parties within your organisation and return a scanned copy of the signature page to me via email?

Once I have the signed page I will arrange for signature from the Territory delegate and promptly return a copy of the fully executed agreement to you.

If you have any questions, or there are any issues, please feel free to contact me.

Kind regards

Matthew Hart | A/g Senior Procurement Officer

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Out of Scope

Sent: Sunday, 12 August 2018 4:19 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Out of Scope

From: Eldred, Melanie
Sent: Tuesday, 14 August 2018 7:29 PM
To: Verden, Jo
Cc: Likidis, Charmaine
Subject: Security Contract

Hi Jo,

Sorry to bother you about this, however, I am wondering if you are able to sign the Security Tender first thing tomorrow. The unsuccessful applicant is chasing procurement (as well as John) to see if they can find out more information.

Procurement are not able to confirm anything to the unsuccessful until they have a fully executed contract from us. Something I have just remembered is the minute for Kareena's approval to sign the confidential text component. I will complete this tonight to see if we can get it up to her in the next day or so.

Thanks

Mel

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Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Hart, Matthew
Sent: Tuesday, 14 August 2018 2:15 PM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah
Subject: 30090 - Security for Floriade [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: 2018.30090.210_Services Agreement_SIGNED.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Mel

SNP have provided me back the signed agreement.

Can you please arrange for signature by your financial delegate?

As soon as the delegate countersigns the document you will have a formal contract in place.

If you could send me a scanned copy of this once signed it would be greatly appreciated.

I will also facilitate the letter of decline for **Out of Scope** once I have the signed agreement.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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From: tendersACT
Sent: Tuesday, 14 August 2018 1:58 PM
To: Hart, Matthew
Subject: FW: Urgent Request [SEC=UNCLASSIFIED]

Matt

The Tenders ACT Team have received the following enquiry in relation to RFT 30090.110 (Security and Traffic Management Services for Floriade and Nightfest 2018).

Can you please advise how you wish the Tenders ACT Team to respond?

Regards

Glenn

Tenders ACT Team

Phone: +61 2 6207 7377 | Fax: +61 2 6207 6500

Email: tendersACT@act.gov.au

Procurement ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government | GPO Box 158
Canberra City ACT 2601 | www.tenders.act.gov.au | www.act.gov.au

Please consider the environment before printing this email. If printing is necessary, print double-sided and black and white

Out of Scope

From: tendersACT
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To: Hart, Matthew
Subject: RE: Urgent Request [SEC=UNCLASSIFIED]

Thanks Matt

Cheers

From: Hart, Matthew
Sent: Tuesday, 14 August 2018 3:39 PM
To: tendersACT <tendersACT@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: RE: Urgent Request [SEC=UNCLASSIFIED]

Hi guys

I am anticipating having the contract with the successful tenderer executed this afternoon, after which I will send out the letter of decline to the unsuccessful tenderers such as **Out of Scope**

Can you please take no action on this one, as there will be a formal letter sent to them shortly.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: tendersACT
Sent: Tuesday, 14 August 2018 1:58 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: FW: Urgent Request [SEC=UNCLASSIFIED]

Matt

The Tenders ACT Team have received the following enquiry in relation to RFT 30090.110 (Security and Traffic Management Services for Floriade and Nightfest 2018).

Can you please advise how you wish the Tenders ACT Team to respond?

Regards

Glenn

From: Hart, Matthew
Sent: Tuesday, 14 August 2018 2:15 PM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah
Subject: 30090 - Security for Floriade [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: 2018.30090.210_Services Agreement_SIGNED.pdf

Hi Mel

SNP have provided me back the signed agreement.

Can you please arrange for signature by your financial delegate?

As soon as the delegate countersigns the document you will have a formal contract in place.

If you could send me a scanned copy of this once signed it would be greatly appreciated.

I will also facilitate the letter of decline for **Out of Scope** once I have the signed agreement.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Wednesday, 15 August 2018 5:30 AM
To: White, Saskia
Cc: Verden, Jo; Triffitt, Ross
Subject: Approval-of-confidential-text - SNP_V1 - minute to Kareena
Attachments: Approval-of-confidential-text - SNP_V1.doc; Tender Evalutaion Report (Signed) - Floriade Security 2018 - 30090.110 - all signatures.pdf; 2018.30090.210_Services Agreement_SIGNED.PDF

Hi Saskia,

Help needed please..... Kareena is required to sign the paperwork to confirm the confidential text. I have confirmed with procurement, in CMTEDD, she has the delegation from/for the Director General.

I have attached the Tender Evaluation Form she needs to sign, but I can't see any reference to this in the minute, also attached, i only that she approves the request – I didn't just want to add words/requirements to the template, are you able to confirm with her office how this is best done? Does signing the minute trump the form?

Sorry, this fell off my radar after we spoke about it last week, but like everything it is now super urgent. Sorry, again☺

I have attached the contract (SNP have already signed and is with Jo for her signature) and also the document (Tender Evaluation Report) where Kareena needs to sign the confidential text component.

Thinking out loudI suppose we need to have this minute signed before Jo executes the contract, which I have requested her do urgently so procurement can advise the unsuccessful..... Argh.....

Mel

From: Eldred, Melanie
Sent: Wednesday, 15 August 2018 4:48 PM
To: Hart, Matthew
Cc: Verden, Jo; Triffitt, Ross; Boyd, Sarah
Subject: Signed Contract
Attachments: Security Contract _Executed by Events ACT 15082018.pdf

Hi Matt,

Please see attached the signed contract for Security.

We are still in the process of getting the confidential text signed off by the DDG, hopefully we will have this completed tomorrow or Friday.

Thanks

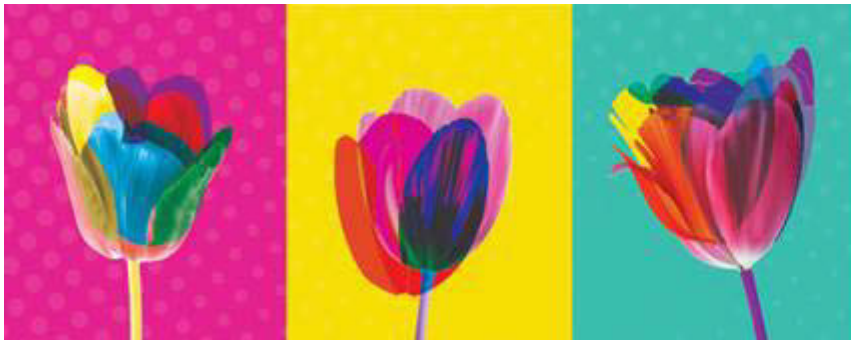
Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Hart, Matthew
Sent: Thursday, 16 August 2018 6:15 PM
To: Eldred, Melanie
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

No worries, I'll draft something up first thing tomorrow.

The quotation reference is just a wrong tick box being selected when the contract was published, I'll have it fixed tomorrow.

The exemption refers to the fact that this was a select process, which **Out of Scope** was a part of, so there is nothing going on there to be concerned with.

I think this is just a misinterpretation of the details listed on the contracts register by **Out of Scope** and should be fairly easy to straighten out.

Cheers
Matt

From: Eldred, Melanie
Sent: Thursday 16 August 2018 17:21
To: Hart, Matthew
Subject: Fwd: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hey Matt,

You might be better placed to answer this than me.

Mel

Out of Scope

From: Kraljevic, Dom
Sent: Thursday, 16 August 2018 11:06 AM
To: Hart, Matthew
Subject: RE: 30090.110 - Security for Floriade - Letter of Decline [SEC=UNCLASSIFIED]
Attachments: 30090.110_Letter of Decline **Out of Scope**

done

Regards,
Dom Kraljevic | Senior Manager
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Phone +61 2 6207 4415
Level 5, 220 Northbourne Avenue, Braddon ACT 2612 | GPO Box 158, Canberra City ACT 2601 | www.tenders.act.gov.au

From: Hart, Matthew
Sent: Thursday, 16 August 2018 11:03 AM
To: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: 30090.110 - Security for Floriade - Letter of Decline [SEC=UNCLASSIFIED]

Hi Dom

Can you please review, approve, and sign the attached letter of decline for the Floriade Security tender?

Given the condensed timeline on this timeline and the number of enquiries from the unsuccessful tenderer, I'd like to get this out ASAP (today if possible).

If there are any issues please let me know.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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From: Triffitt, Ross
Sent: Thursday, 16 August 2018 9:02 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Verden, Jo <Jo.Verden@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: HPE CM: Re: Signed Contract [SEC=UNCLASSIFIED]

Thanks Matt.

Cheers

Ross

Sent from my iPhone

On 16 Aug 2018, at 8:56 am, Hart, Matthew <Matthew.Hart@act.gov.au> wrote:

Hi Mel

Thanks for sending that through, great to have it all sorted.

Just a quick point, as mentioned in my email of 3/8/18, technically the contract shouldn't have been executed before the DDG granted the confidential text approval (I thought we already had this).

However, the contract has been executed now so we won't make a big deal about it, just more an FYI for next time.

I'll send the contract back to SNP this morning, as well as the letter of decline to **Out of Scope** notifying them of the outcome and thanking them for their participation.

I will also arrange for the contract to be published on the ACT Government Contracts Register.

We (or you directly) may receive a request for debrief from **Out of Scope** once the letter of decline has been issued, if you do receive one, please let me know and I will sit in and facilitate the debrief.

Other than that, there isn't much left to do from a procurement perspective, I have copies of all the documents associated with the process archived in line with the *Territory Records ACT 2002* so you don't need to worry about that.

It is often a good idea though to keep a copy of everything for your own records. I will be clearing out the W: Drive folder that we used in the next few days, so if you wish to keep a copy of anything please let me know.

If I hear anything from **Out of Scope** I will pass it along to you 😊

Cheers

Matt

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<image002.jpg>

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Sent: Wednesday, 15 August 2018 4:48 PM

To: Hart, Matthew <Matthew.Hart@act.gov.au>

Cc: Verden, Jo <Jo.Verden@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>

Subject: HPE CM: Signed Contract

Hi Matt,

Please see attached the signed contract for Security.

We are still in the process of getting the confidential text signed off by the DDG, hopefully we will have this completed tomorrow or Friday.

Thanks

Mel

Melanie Eldred | Event Manager

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events.act.gov.au

<image003.jpg>

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<image003.jpg>

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Cc: Verden, Jo; Triffitt, Ross; Boyd, Sarah
Subject: Signed Contract [SEC=UNCLASSIFIED]

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Melanie Eldred | Event Manager

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From: Eldred, Melanie
Sent: Thursday, 16 August 2018 9:05 AM
To: Verden, Jo
Cc: Triffitt, Ross
Subject: FW: Signed Contract [SEC=UNCLASSIFIED]

Any chance we can get that minute for the Confidential text approval signed ASAP today☺

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: Eldred, Melanie
Sent: Friday, 17 August 2018 6:41 AM
To: Hart, Matthew
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thanks Matt,

Any communication they send to me, I will just keep sending it back to you for your advice before I respond.

In relation to the feedback, lets try and lock it in for early October, if not, it will have to be November after we complete Nara.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

-----Original Message-----

From: Hart, Matthew
Sent: Thursday, 16 August 2018 6:15 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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Hey Matt,

You might be better placed to answer this than me.

Mel

Begin forwarded message:

Out of Scope

From: Eldred, Melanie
Sent: Friday, 17 August 2018 1:23 PM
To: Hart, Matthew
Cc: Kraljevic, Dom
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

Thank you for drafting the response, I have just sent it now. Sorry I should have cced you into it.

After sharing the emails with Jo Verdon, she has suggested maybe 1 other panel member attend the debrief with us. Would this be possible?

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

In response to Mr Tranda's email, I would respond with this:

Good morning Dean

Thanks for your email.

With regard to the concerns you raised, I believe this may just be a simple misunderstanding.

The exemption from the *Quotation and Tender Thresholds* that you refer to in your email is a description on our Contracts Register about the procurement process used to engage the supplier. As such, SNP was not granted an exemption, nor given preferential treatment.

Rather than a full open market tender process being called, a number of suppliers (including your organisation) were invited directly to provide a response to the RFT. You may recall that your organisation received an email from Tenders ACT inviting you to respond.

The reason the process was conducted this way was due to the short timeframe available to engage a provider and is in accordance with the processes outlined in the Government Procurement Act and Regulations, this is why the process was marked on the register as "*Urgent*".

All tenders received (including your organisation's) were then assessed as per standard tender processes in line with the Territory's procurement guidelines. No additional consideration or exemptions were granted to any individual Tenderer.

I hope this clears up any confusion that may have arisen, further detail regarding the evaluation process and your organisation's submission can of course be provided at the debriefing session.

Kind regards

That should hopefully clear up any confusion.

Let me know if they come back to you with anything further.

If we can bring the debrief forward, preferably as soon as possible, it would be better and we can quickly nip this in the bud.

The debrief will only take half an hour at most, if we leave it too long it may fester

Give me a call if you want to discuss

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

If you are unable to contact me using the above details, please call Goods & Services Procurement on +61 2 6205 9797 or send us an email at GoodsAndServices@act.gov.au



From: Eldred, Melanie
Sent: Thursday, 16 August 2018 5:22 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Subject: Fwd: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

From: Hart, Matthew
Sent: Friday, 17 August 2018 1:37 PM
To: Eldred, Melanie
Cc: Kraljevic, Dom
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

Yes that is perfectly fine, perhaps Ross and yourself?

There is no fixed number for how many people can attend a debrief, we just generally try not to have too many on either side (us or the vendor) as it can become difficult to manage if there are too many people in the room.

We will see what **Out of Scope** come back with.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Eldred, Melanie
Sent: Friday, 17 August 2018 1:23 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

Thank you for drafting the response, I have just sent it now. Sorry I should have cced you into it.

After sharing the emails with Jo Verdon, she has suggested maybe 1 other panel member attend the debrief with us. Would this be possible?

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

From: tendersACT
Sent: Friday, 17 August 2018 2:39 PM
To: Hart, Matthew
Subject: FW: (SENDER COPY) Invitation to Respond to Request: Security and Traffic Management Services for Floriade and NightFest 2018 (30090.110) [SEC=UNCLASSIFIED]

Matt

As discussed

Regards

Glenn

Tenders ACT Team

Phone: +61 2 6207 7377 | Fax: +61 2 6207 6500

Email: tendersACT@act.gov.au

Procurement ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government | GPO Box 158
Canberra City ACT 2601 | www.tenders.act.gov.au | www.act.gov.au

Please consider the environment before printing this email. If printing is necessary, print double-sided and black and white

From: Tenders ACT [mailto:TendersACT@tenders.act.gov.au]
Sent: Friday, 6 July 2018 10:21 AM
To: tendersACT <tendersACT@act.gov.au>
Subject: (SENDER COPY) Invitation to Respond to Request: Security and Traffic Management Services for Floriade and NightFest 2018 (30090.110)

Your company ACT Government has been invited to respond to:

RFx Number: 30090.110

Title: Security and Traffic Management Services for Floriade and NightFest 2018

UNSPSC: Defense and Law Enforcement and Security and Safety Equipment and Supplies - (100%)

Directorate/Agency: Chief Minister, Treasury and Economic Development Directorate

Click on the following link to access this RFx:

<http://tenders.act.gov.au/ets//tender/display/tender-details.do?id=91591&action=display-tender-details>

Please login to view the RFx details.

Any enquiries related to this request should be directed to the nominated contact officer.

Thank you.

Out of Scope

Please do not reply to this email. If you have any questions or require further information about the operation of this site, please contact:

Tenders ACT Team

Ph: +61 2 6207 7377

Email: tendersACT@act.gov.au

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From: Hart, Matthew
Sent: Friday, 17 August 2018 3:13 PM
To: Kraljevic, Dom
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110
- SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND
NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Dom

As discussed, should we simply respond with something to the effect of:

Hi Dean

We would be happy to cover all of your questions at the debrief.

If you would prefer, you can send through a list of questions and we will provide a response at the debriefing session.

Kind regards

Given the situation, if you and Ross have a spare hour next week, I would suggest that you propose a time next week to meet with **Out of Scope**

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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or send us an email at GoodsAndServices@act.gov.au



Out of Scope

From: Hart, Matthew
Sent: Friday, 17 August 2018 3:21 PM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah; Kraljevic, Dom
Subject: FW: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

I have had a chat to Dom about this one, he agrees that we should we simply respond with something to the effect of:

Hi Dean

Thanks for your email

There are a number of matters you have raised and we believe it would be much easier and practicable to answer these at a debrief to ensure there is no misunderstanding.

We would be happy to answer these and any other questions you may have at the debriefing session.

Kind regards

Given the situation, if you have a spare hour next week, I would suggest that you propose a time next week to meet with **Out of Scope**

Dom has also advised that he will attend the debrief in support (in which case we may not need two members of the TET).

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Eldred, Melanie
Sent: Friday, 17 August 2018 2:33 PM
To: Hart, Matthew <Matthew.Hart@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: Fwd: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND

From: Verden, Jo
Sent: Monday, 20 August 2018 9:19 AM
To: Eldred, Melanie
Cc: Triffitt, Ross; Boyd, Sarah; Barges, Joanne
Subject: Re: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thanks Mel

Regards

Jo Verden

Acting Director
Events ACT
M: 0403 444 326

Sent from my iPhone

On 20 Aug 2018, at 9:16 am, Eldred, Melanie <Melanie.Eldred@act.gov.au> wrote:

Hi Jo,

I have been working with Matt and Dom in procurement to provide responses. They have advised we arrange the debrief this week. Pending Matt and Dom's availability, we hope to meet with **Out of Scope** on Wednesday.

Matt, Dom, Ross and myself will attend the debrief.

I will keep you up-to-date as and when I know more information.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

<image001.jpg>

From: Verden, Jo
Sent: Saturday, 18 August 2018 12:00 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Barges, Joanne <Joanne.Barges@act.gov.au>
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thanks Mel

This now needs Procurement Goods and Services to assist and take over communications with **Out of Scope** Logistics. Please let me know if you need me to make a call.

When other priorities are dealt with, it would be worth taking some time to prepare some dot points outlining the approach (noting that procurement have been involved throughout the whole process) to have this documented and ready in the event that we need to respond to either media, a Ministerial or questions at annual report hearings later this year.

Regards

Jo Verden | Acting Director, Events ACT
Phone 02 6205 0554 | Mobile 0403 444 326 | Email: jo.verden@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 4, Canberra Nara Centre | 1 Constitution Avenue, Canberra City 2601 | GPO Box 158 Canberra ACT 2601
| www.events.act.gov.au
<image002.jpg>

From: Eldred, Melanie
Sent: Friday, 17 August 2018 2:57 PM
To: Verden, Jo <Jo.Verden@act.gov.au>; Barges, Joanne <Joanne.Barges@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>
Subject: FW: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Ladies,

Sarah B thought I should share the below emails I have been receiving from **Out of Scope** in relation to them being advised as not successful in the recent tender process run for Floriade Security.

I am working with Matt from procurement who is providing official responses on my behalf.

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
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Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au

<image003.jpg>

From: Boyd, Sarah
Sent: Friday, 17 August 2018 2:52 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Suggest you loop Jo V and Jo B into this as this sounds like the sort of thing that could end up with the Chief – be good to give them a briefing note.

S

From: Eldred, Melanie
Sent: Monday, 20 August 2018 7:47 PM
To: Kraljevic, Dom
Cc: Triffitt, Ross
Subject: RE: Debrief - **Out of Scope** [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Dom,

Thank you for confirming, I will wait to hear from Matt tomorrow if he returns from sick leave. If not, we will arrange for Friday.

We have not heard from Phil, I think both Ross and I were waiting to hear from either yourself or Phil regarding the next steps.

Shall we call Phil to follow up?

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Kraljevic, Dom
Sent: Monday, 20 August 2018 2:47 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: RE: Debrief - Blackhawk [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel,

I am free on Wednesday.

Matt is away sick today. Hopefully he will be in tomorrow and provide you with a response.

Also, have you been in touch with Phil Slater regarding the meeting we had a few weeks ago – Events procurement plan going forward, previous contracts, etc?

Regards,

Dom Kraljevic | Senior Manager

From: Eldred, Melanie
Sent: Monday, 20 August 2018 8:54 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: Debrief - **Out of Scope**

Hi Matt and Dom,

I hope you had a great weekend.

I am just wondering if you are both available on Wednesday at 12:30pm? This is the first availability Ross and I have in our diaries this week to meet with **Out of Scope**

If you aren't able to make this time, the next day would be Friday.

Please let me know and I will email **Out of Scope**

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
Events ACT | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 4, Canberra Nara Centre, 1 Constitution Ave, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | events.act.gov.au



From: Eldred, Melanie
Sent: Monday, 20 August 2018 9:16 AM
To: Verden, Jo
Cc: Triffitt, Ross; Boyd, Sarah; Barges, Joanne
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Jo,

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Matt, Dom, Ross and myself will attend the debrief.

I will keep you up-to-date as and when I know more information.

Mel

Melanie Eldred | Event Manager

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Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>; Barges, Joanne <Joanne.Barges@act.gov.au>
Subject: RE: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIADE AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thanks Mel

This now needs Procurement Goods and Services to assist and take over communications with **Out of Scope**. **Out of Scope** Please let me know if you need me to make a call.

When other priorities are dealt with, it would be worth taking some time to prepare some dot points outlining the approach (noting that procurement have been involved throughout the whole process) to have this documented and ready in the event that we need to respond to either media, a Ministerial or questions at annual report hearings later this year.

Regards

Jo Verden | Acting Director, Events ACT

Phone 02 6205 0554 | Mobile 0403 444 326 | Email: jo.verden@act.gov.au

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www.events.act.gov.au



From: Eldred, Melanie

Sent: Friday, 17 August 2018 2:57 PM

To: Verden, Jo <Jo.Verden@act.gov.au>; Barges, Joanne <Joanne.Barges@act.gov.au>

Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>; Boyd, Sarah <Sarah.Boyd@act.gov.au>

Subject: FW: Attn: Dean Tranda - ACT GOVERNMENT REQUEST FOR TENDER NO. 30090.110 - SECURITY AND TRAFFIC MANAGEMENT SERVICES FOR FLORIAD AND NIGHTFEST 2018 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Ladies,

Sarah B thought I should share the below emails I have been receiving from **Out of Scope** in relation to them being advised as not successful in the recent tender process run for Floriade Security.

I am working with Matt from procurement who is providing official responses on my behalf.

Mel

Melanie Eldred | Event Manager

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From: Boyd, Sarah

Sent: Friday, 17 August 2018 2:52 PM

To: Eldred, Melanie <Melanie.Eldred@act.gov.au>

Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>

From: Eldred, Melanie
Sent: Monday, 20 August 2018 8:54 AM
To: Hart, Matthew; Kraljevic, Dom
Cc: Triffitt, Ross
Subject: Debrief [Out of Scope]

Hi Matt and Dom,

I hope you had a great weekend.

I am just wondering if you are both available on Wednesday at 12:30pm? This is the first availability Ross and I have in our diaries this week to meet with [Out of Scope]

If you aren't able to make this time, the next day would be Friday.

Please let me know and I will email [Out of Scope]

Mel

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From: Eldred, Melanie
Sent: Monday, 20 August 2018 8:54 AM
To: Hart, Matthew; Kraljevic, Dom
Cc: Triffitt, Ross
Subject: Debrief - Out of Scope

Hi Matt and Dom,

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Mel

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From: Hart, Matthew
Sent: Tuesday, 21 August 2018 11:46 AM
To: Eldred, Melanie; Triffitt, Ross
Cc: Kraljevic, Dom
Subject: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: WIRE - TRSY18-289171 30090.110_Debriefing Notes_ **Out of Scope** .DOCX

Hi Mel and Ross

I've attached some notes to assist with the debriefing session, please have a read through and add any additional commentary as required (noting that any comment must be evidenced in the TER or the Evaluation Worksheets).

The first page should give you a bit of an idea of the format, Dom and I will arrive at least 30 min before the debriefing to talk you through it all.

If you have any questions please feel free to ask.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
Phone +61 2 6205 2063
Level 5, 220 Northbourne Avenue BRADDON ACT 2612 | GPO Box 158 CANBERRA ACT 2601 | www.tenders.act.gov.au

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From: Hart, Matthew
Sent: Tuesday, 21 August 2018 8:58 AM
To: Eldred, Melanie; Kraljevic, Dom
Cc: Triffitt, Ross
Subject: RE: Debrief - [Out of Scope] [SEC=UNCLASSIFIED]

Hi Mel

I am fine for Wednesday, I'll just have to confirm Dom's availability.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Eldred, Melanie
Sent: Monday, 20 August 2018 8:54 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: Debrief - [Out of Scope]

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If you aren't able to make this time, the next day would be Friday.

Please let me know and I will email [Out of Scope]

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
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From: Eldred, Melanie
Sent: Tuesday, 21 August 2018 11:52 AM
To: Hart, Matthew; Triffitt, Ross
Cc: Kraljevic, Dom
Subject: RE: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

Stand down, I have heard back from **Out of Scope** and their management team are now flying out of the country until September 10. So we will arrange it when they are back.

I will speak to Ross about fitting it in close to the 10th, but with Floriade starting 5 days after, it may be a stretch, but I will see what I can do.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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If you have any questions please feel free to ask.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer

Sourcing, Advice and Supply | Goods and Services Procurement

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or send us an email at GoodsAndServices@act.gov.au



From: Hart, Matthew
Sent: Tuesday, 21 August 2018 8:58 AM
To: Eldred, Melanie; Kraljevic, Dom
Cc: Triffitt, Ross
Subject: RE: Debrief - [Out of Scope] [SEC=UNCLASSIFIED]

Hi Mel

I am fine for Wednesday, I'll just have to confirm Dom's availability.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
Sourcing, Advice and Supply | Goods and Services Procurement
Procurement ACT | Chief Minister, Treasury, and Economic Development Directorate | **ACT Government**
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From: Eldred, Melanie
Sent: Monday, 20 August 2018 8:54 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Cc: Triffitt, Ross <Ross.Triffitt@act.gov.au>
Subject: Debrief - [Out of Scope]

Hi Matt and Dom,

I hope you had a great weekend.

I am just wondering if you are both available on Wednesday at 12:30pm? This is the first availability Ross and I have in our diaries this week to meet with [Out of Scope]

If you aren't able to make this time, the next day would be Friday.

Please let me know and I will email [Out of Scope].

Mel

Melanie Eldred | Event Manager
Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au
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From: Triffitt, Ross
Sent: Tuesday, 21 August 2018 5:15 PM
To: Leahy, John
Cc: Boyd, Sarah; vickii@visabel.com.au; Eldred, Melanie
Subject: Potential Risk Onsite [SEC=UNCLASSIFIED]

Hi John,

I have been made aware there is a potential risk of the unsuccessful security tenderer, **Out of Scope** coming onsite to complain about being unsuccessful and causing a disturbance onsite.

If they come onsite and are causing disturbance or being a nuisance, please ask them to leave. If they don't leave please call the police. Don't take any action or put yourself or anyone else at risk, simply turn the matter over to the police if they don't leave when requested.

Regards,

Ross Triffitt | Group Manager, Event Delivery

Phone (02) 620 71383 | Mobile: 0400 789 921 | Email: ross.triffitt@act.gov.au

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From: Eldred, Melanie
Sent: Tuesday, 21 August 2018 11:52 AM
To: Hart, Matthew; Triffitt, Ross
Cc: Kraljevic, Dom
Subject: RE: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

Stand down, I have heard back from **Out of Scope** and their management team are now flying out of the country until September 10. So we will arrange it when they are back.

I will speak to Ross about fitting it in close to the 10th, but with Floriade starting 5 days after, it may be a stretch, but I will see what I can do.

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From: Hart, Matthew
Sent: Tuesday, 21 August 2018 11:46 AM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel and Ross

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The first page should give you a bit of an idea of the format, Dom and I will arrive at least 30 min before the debriefing to talk you through it all.

If you have any questions please feel free to ask.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer

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From: Eldred, Melanie
Sent: Tuesday, 21 August 2018 1:36 PM
To: Hart, Matthew
Cc: Kraljevic, Dom
Subject: FW: CM18 78462 DDG Approved Confidential Text(2).PDF [SEC=UNCLASSIFIED]
Attachments: CM18 78462 DDG Approved Confidential Text(2).PDF

Hi Matt,

Please see attached the signed confidential text approved by the DDG.

Did you get my message about the debrief? **Out of Scope** are not able to make tomorrow, their management team are away until 10 September.

Mel

Melanie Eldred | Event Manager

Phone: +61 2 6207 4302 | Mobile: 0466 801 190 | Email: melanie.eldred@act.gov.au

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From: White, Saskia
Sent: Tuesday, 21 August 2018 1:28 PM
To: Eldred, Melanie <Melanie.Eldred@act.gov.au>
Subject: CM18 78462 DDG Approved Confidential Text(2).PDF [SEC=UNCLASSIFIED]

From: Hart, Matthew
Sent: Friday, 14 September 2018 12:51 PM
To: Eldred, Melanie; Triffitt, Ross
Cc: Kraljevic, Dom
Subject: RE: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

I know you are all probably tied up with Floriade at the moment so no stress/rush in getting back to me about this one, I just thought I'd ask while I remember it.

Did we ever hear anything back from **Out of Scope** regarding their debrief?

Cheers
Matt

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Sent: Tuesday, 21 August 2018 11:52 AM
To: Hart, Matthew <Matthew.Hart@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
Subject: HPE CM: RE: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

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Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>

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From: Eldred, Melanie
Sent: Monday, 17 September 2018 11:28 AM
To: Hart, Matthew
Subject: RE: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Matt,

No I have not heard from **Out of Scope** Should we chase up or wait for them to come back to us?

Mel

Melanie Eldred | Event Manager

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To: Hart, Matthew <Matthew.Hart@act.gov.au>; Triffitt, Ross <Ross.Triffitt@act.gov.au>
Cc: Kraljevic, Dom <Dom.Kraljevic@act.gov.au>
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Sent: Monday, 17 September 2018 11:30 AM
To: Eldred, Melanie
Subject: RE: 30090.110 - Security for Floriade - Debriefing Notes [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel

No we don't need to chase them up.

They may have cooled down by now and perhaps don't want a debrief.

For now we will park this project and see if we hear anything from them, if we don't hear anything by the end of the month we will officially close the procurement process.

Cheers
Matt

Matthew Hart | A/g Senior Procurement Officer
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