

A			
Aboriginal & Torres Strait Islander Employment	3.10.4	introduction	4.15.1
Accountability & Transparency	1.2.5	CTD program background	4.15.1
Accountability	3.10.1	CTD project governance structure	4.15.2
Advertising Business Opportunities	5.4.9	CTD program lifecycle	4.15.3
Agents		Capability Life Cycle	
resident GST agents	3.7.4	Definitions and phases	5.0.1
use of Australian based agents when purchasing from overseas	4.2.4	First and Second Pass	5.0.2
service contracts	4.10.3	Chief Executive's Instructions	
ANAO	4.11.5	Insurance and Indemnities	3.15.3
ASDEFCON Templates	2.3.1	place in legislative hierarchy	1.1.3
ASDEFCON (Strategic Materiel)	2.3.3	role/purpose of	1.1.3
ASDEFCON (Complex Materiel)	2.3.3	Spending Public Money	1.4.1
ASDEFCON (Request for Proposal)	2.3.5	Code of Conduct	
ASDEFCON (Support)	2.3.4	APS code of conduct	3.13.1
ASDEFCON (Sole Source)	2.3.4	Defence code of conduct	3.13.2
ASDEFCON (Services)	2.3.4	Commercial-in-Confidence Information	
ASDEFCON (Standing Offer for Goods)	2.3.4	deeds of confidentiality & fidelity	3.11.6
ASDEFCON (Standing Offer for Services)	2.3.5	disclosure of	3.11.5
ASDEFCON (Invitation to Register)	2.3.5	disclosure to parliament	3.11.6
Audit trail		identification of	3.11.1
See Record Keeping		information in tenders & contracts	3.11.3
AusTender	5.8.1	public interest	3.11.4
Australian Business Number		Senate order	3.11.6
Contract law	2.1.3	to be negotiated	3.11.3
to be included on invoice	3.7.2	IDCR	5.8.7
Defence has	3.7.2	Commonwealth Foreign Exchange Policy	3.3.1
Taxation	3.14.4	Commonwealth Policy	
Gazettal on Roman	5.8.3	Quality Assurance	3.5.1
Australian Industry Capability Program		security	3.9.1
Defence Policy	3.12.1	Commonwealth State cooperation	3.10.4
AIC Plan	3.12.2	Interacting policies	3.10
Waiver from AIC Plan	3.12.3	Commonwealth Procurement Guidelines (see also Mandatory Procurement Procedures)	
New Zealand Industry	3.12.4	Accountability & Transparency	1.2.2
Bank Accounts		Complying with relevant Government policies	1.2.5
contractor use of bank accounts	4.11.3	finance circulars and guidance	1.2.5
Brokers		officers must have regard to	1.2.1
Use of Australian based brokers when purchasing from overseas	4.2.4	place in legislative hierarchy	1.1.3
B		Value for money	1.2.1
Bank Accounts		Complex Procurement	
contractor use of bank accounts	4.11.3	definition	1.3.2
Brokers		Conditions for Participation	5.4.4
Use of Australian based brokers when purchasing from overseas	4.2.4	CONDMAT	
C		purchasing from overseas	4.2.1
Cancelling a procurement	5.4.10	role	4.2.1
Reimbursement for re-tendering costs	5.4.11	assistance	4.2.1
Capability and Technology Demonstrator		gazettal of FMS	5.8.2
		Conflict of Interest	3.13.2
		Ethics & fair dealing	3.13.1
		Contract provisions	3.13.3
		Information Technology procurement	3.13.3
		External contractor	3.13.3
		Construction	3.10.2

disposals	5.10.1		
Defence policy	3.10.4		
Government policy	3.10.4		
Hughes Case	2.1.5		
I		L	
Incentive Contracts		Land acquisition	3.10.3
share formula	2.2.4		
target costs	2.2.4	Legal Advice	
target fee	2.2.4	how to request services	2.1.7
		when to seek	2.1.7
Indemnities	See Insurance & Indemnities	Legal Cases	
Industrial relations	3.10.2	Corrections Corporation	2.1.5
Industry briefings	5.4.9	Hughes	2.1.5
Industry Development	3.12.1	Marconi	2.1.5
Industry assistance	3.12.4	MBA Land Holdings	2.1.5
Recording and reporting of overseas purchases valued at \$100,00 or above	3.12.5	McMillan	2.1.5
ICT Multi – Use List	5.3.10	Legal Services	
In-Service Support		Intellectual property	3.10.3
considerations	5.9.1	Legal Terms	
template	5.9.3	escrow	3.6.3
procurement of in-service support	5.9.3	estoppel	6.6.2
		privity	2.1.5
Insurance & Indemnities		Legislation	
Chief Executive's Instructions	3.15.3	A New Taxation System (Pay As You Go)	3.14.4
Defence indemnities	3.15.2	applicability of state legislation on	
Defence insurance office	3.15.3	Defence contracts	3.14.1
double insurance	3.15.6	Archives Act	4.6.2
indemnities	3.15.1	consumer protection legislation	3.14.1
limitation of liability –		Corporations Act	4.11.1
Commonwealth policy	3.15.10	Disability Discrimination Act	3.14.8
limitation of liability – Defence policy	3.15.10	Environment Protection & Biodiversity Conservation Act	3.14.9
reporting of indemnities & contingent liabilities	3.15.2	Equal Opportunity For Women In Evidence Act	4.6.2
		Financial Management & Accountability Act	1.1.2
Intellectual Property		Freedom of Information Act	1.1.2
contractual provisions	3.6.4	Freedom of Information Act	3.11.5
Defence policy	3.6.2	Hazardous substances policy	3.10.4
Methods of protecting ownership of	3.6.4	Human Rights and Equal Opportunity Commission Act	3.14.8
ownership of	3.6.3	Occupational Health & Safety (Commonwealth Employment) Act	3.14.8
types of	3.6.1	Privacy Act	3.14.5
what is	3.6.1	Racial Discrimination Act	3.14.7
		Racial Hatred Act	3.14.7
Interim Defence Contact Register	5.8.5	Safety Rehabilitation And Compensation Act	3.14.5
Data entry requirements	5.8.6	Sale of Goods & Fair Trading Acts	3.14.1
Update of	5.8.7	Sex Discrimination Act	3.14.8
International policy	3.10.2	Superannuation (Productivity Benefit Act)	3.14.3
Invitation to Register	4.9.3	Superannuation Guarantee (Administration) Act	3.14.3
Internet		Trade Practices Act	2.1.5
use of Defence Purchasing Card on the internet	4.6.6	Trade Practices Act	3.14.2
		Workers Compensation Acts	3.14.4
		Workplace Relations Act	3.10.2

K

R		S	
Re-tendering	5.4.10	ScoreCard	
		assessment ratings	3.8.3
Record Keeping		performance parameters	3.8.2
audit trails	5.4.9	Use of	3.8.4
audit requirements	4.12.5	Security	
complex & strategic procurements	5.1.3	Defence Industrial Security Program	3.9.1
importance in CCP	6.7.1	Defence Industrial Security Program	3.9.6
importance in dispute resolution	6.8.3	Defence policy	3.9.1
importance in negotiation	5.7.3	facility clearances	3.9.3
importance in tender evaluation	5.6.13	personnel facility clearances	3.9.3
maintaining and audit trail	5.6.2	security classification grading	
request documentation	5.4.8	documents	3.9.2
Sole Sourcing	4.7.3	policy	3.10.3
Reporting		Senate Order	3.11.7
Contracts of \$100,000 and over	5.8.4	Services Contracts	
contracts of \$5,000,000 and over	5.8.5	conflicts of interest	4.10.8
exemption from	5.8.4	contractor access to Defence	
of contract amendments	5.8.4	employee/employer relationships	4.10.2
what must be reported on Austender	5.8.1	employee/employer tests	4.10.2
what not to gazette	5.8.3	natural persons and service contracts	4.10.3
Reporting Threshold	5.8.1	negation of employment	4.10.9
Request Documentation		security passes for contracted	
Advertising business opportunities	5.4.9	personnel	3.9.2
amendments to request documentation	5.4.10	superannuation in	4.10.3
conditions for participation	5.4.4	taxation in	4.10.4
content	5.4.3	templates to be used (Facilities)	2.3.6
Covered procurement	5.4.3	templates to be used (General)	2.3.1
evaluation criteria (Complex & Strategic)	5.4.6	types of services	4.10.1
evaluation criteria (Simple)	5.4.5	workers compensation in service	
general conditions of contract for the		contracts	4.10.4
industry briefings	5.4.9	Share Formula	
reimbursement of re-tendering costs	5.4.11	in incentive contracts	2.2.4
re-tendering	5.4.10	Simple Procurement	
Simple procurement	5.4.1	definition of	SP.1
tender evaluation plans	5.4.6	Small & Medium Enterprises	3.12.4
tender presentations	5.4.9	policy considerations	3.10.3
weighting of evaluation criteria	5.4.6	Sole Sourcing	
Complex and strategic procurement	5.4.2	audit trail	4.7.3
Request for Tender		definition of sole source	4.7.1
conditions of tender – what & why	2.4.1	determining value for money	4.7.4
draft conditions of contract	2.4.2	financial investigation of sole sourcing	4.7.5
draft statement of work	2.4.3	sole source template	4.7.2
Reporting		sole sourcing Complex & Strategic	
Standing Offers must be gazetted	4.8.2	procurements	4.7.4
Risk Management		sole sourcing Simple procurements	4.7.3
ANZ standard	3.2.7	when to use sole sourcing	4.7.1
establish the context	3.2.3	Specifications	
identification of risk (or risk		form part of draft statement of work	5.2.4
identification)	3.2.3	types of specifications	5.2.5
managing risk	3.2.1	Spending public money	
policy	3.2.1	Chief Executive's Instruction	1.4.2
risk analysis	3.2.4	Chief Executive's Instruction	1.4.3
risk issues	3.2.1		
risk sharing	3.2.6		
the contract	3.2.6		

Sponsorships		ASDEFCON(Strategic Materiel)	2.3.3
by suppliers	3.13.5	ASDEFCON (Complex Materiel)	2.3.3
Staged Procurement		ASDEFCON (Services)	2.3.4
evaluation criteria for Invitation to Register Interest	4.9.4	Draft Statement Of Work (Complex)	2.4.3
for Complex & Strategic procurement	4.9.1	Draft Statement Of Work (Strategic)	2.3.3
Invitation to Register Interest	4.9.3	Draft Statement Of Work (Strategic)	2.4.3
procurement approval for each stage	4.9.2	Request for Information	4.9.3
Project Definition Study	4.9.7	Sole Source	2.3.4
prospective teaming	4.9.5	SP20 –“Purchase Order & Contract”	2.3.5
prototypes or pre-production development	4.9.7	Standing Offer for Goods	4.8.5
Request for Information	4.9.3	Standing Offer for Services	4.8.6
Request for Proposal	4.9.5	updates & amendments to ASDEFCON templates	2.3.6
Request for Proposal – content	4.9.6	Templates (Facilities)	
Request for Proposal – when not to use Request for Proposal	4.9.6	Head Contract	2.3.7
Request for Proposal – when to use Invitation to Register Interest	4.9.3	Managing Contractor	2.3.7
when to use Request for Information	4.9.3	Medium Works	2.3.7
when to use Request for Proposal	4.9.5		
Stakeholders		Tender Advertising, Submission & Receipt	
identification of	5.2.2	advertising tenders	5.5.2
why consult with	5.2.1	advice to tenderers	5.5.3
Standing Offers		Defence policy	5.5.1
business case	4.8.6	extension of closing date	5.5.6
delegations to be exercised	4.8.3	late tenders	5.5.7
determining period of standing offer	4.8.1	open tenders	5.3.5
legal nature of a standing offer	4.8.5	recording	5.5.3
must be gazetted	4.6.3	tender closing date	5.5.3
not a contract	6.7.3	tender room	5.5.4
orders under standing offers must be published on Austender	4.8.4	time limits for covered procurements	5.5.1
standing offer for goods template	4.8.5	treated as Commercial-in-Confidence	5.5.8
standing offer for services template	4.8.6		
standing offer panels	4.8.4	Tender Evaluation	
standing offers are Complex procurement	4.8.2	assessing risk	5.6.8
use of existing standing offers	4.8.4	audit trail	5.6.13, 5.4.9
when not to establish	4.8.1	comparative assessment	5.6.6
when to establish	4.8.1	comparative evaluation stage	5.6.10
Statement of Funds availability	1.4.4	evaluation methodologies	5.6.5
Statement of Work		evaluation report	5.6.13
Draft SOW	5.2.2	initial screening	5.6.10
Strategic Procurement		least cost method	5.6.6
definition	1.3.2	normalising	5.6.7
		notifying unsuccessful tenderers	5.6.14
		objectives	5.6.1
		offer definition – a definition	5.6.11
		offer definition activities	5.6.11
		plans	5.4.6
		preparing for negotiations	5.6.14
		principles	5.6.1
		process	5.6.2
		qualitative method	5.6.5
		quantitative method	5.6.7
		ranking method	5.6.6
		revision of tendered pricing (offer definition)	5.6.12
		shortlisting	5.6.7
		source evaluation report	5.6.13
		use of offer definition	5.6.11
		use of weightings	5.6.7
		value for money	5.6.8
		visits to tenderer’s premises	5.6.7
		whole of life costing	5.6.9
		Tender Records	
		disposal of	6.9.1

T

Termination	
by mutual agreement	6.9.1
for convenience	6.9.2
for default	6.9.2
for frustration	6.9.2
The Contract	
consequences of invalid contract	2.1.4
entire agreement clause	2.1.4
express or implied terms	2.1.4
interpreting	2.1.5
privity	2.1.5
Third Party Certification	3.5.5
Trade Practices Act	2.1.5

U

Unsolicited proposals	
Capability and technology	4.12.1
Demonstrator	4.12.1
Guidelines for proposers	4.12.2
Procurement of	4.12.4

V

Value for Money	
checklist	1.2.2

Variations	
price variation formulae	2.2.3
contract variations	6.2.1

W

Whole of Government Procurement	
Coordinated Procurement Arrangements	3.10.5