

## TAP3 – INFORMATION REQUEST 05/11/21

Focus Area	Canley Vale	Banksia	Birrong	Roseville	Wollstonecraft	Paxon Comment	Information provider
<b>Focus Area 1 - Resourcing</b>							
• Project contracts	Yes	Yes	Yes	Yes	Yes		Received
• Histograms	Yes	Yes	Yes	Yes	Yes	Refers to Canley Vale, Mascot and 4 stations (assumed the 4 are the 4 in scope)	Received
• Organisation Charts and Listing of staff/grade utilized for each project and hours or other supporting information e.g. timesheets	TBC	TBC	TBC	TBC	TBC	<p>We have received Chart 5 v14 and Chart 6 v11 of the Organisation Chart.</p> <p>We require all charts through the project history and all of the requested changes to personnel in order to perform testing.</p>	Org chart by end of this week, we don't do the timesheet as the nominated staff works on the project.
<b>Focus Area 2 - Subcontractor &amp; Consultant Engagement</b>							
• Procurement process guidance	No	Yes	Yes	Yes	Yes	Letter referenced opposite provided by Lynn. Are the documents within this letter the same as the procedures referenced on P5 of the PMP?	Procurement Management Plan
• Subcontractor/contract management plan and processes	No	Yes	Yes	Yes	Yes	No Procurement Management Plan or Contract Management Plan for Canley Vale have been received. Can it be assumed they are the same as the other 4.	We use the same procurement management plan for all projects (making project specific changes) as all projects fall under same Framework Agreement and MCC. Please refer to letter 150118-DEDI-TFNSW-LETTER-00029 includes the PMP submitted for above stations. We can provide the register (including suppliers by package) by end of this week..

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<ul style="list-style-type: none"> <li>Any other processes related to engaging subcontractors and design consultants</li> </ul>	No	No	No	No	No	Can DEDI please confirm if any more information will be provided?	Design Consultant engagement is done prior to TBE phase and prior to award of the MCC, Downer engages the consultants considering suitability, experience and availability.
<ul style="list-style-type: none"> <li>List of contracts between DEDI and subcontractors for each station. This will result in a further request for supporting information for a sample of contracts.</li> </ul>	Yes	Yes	Yes	Yes	Yes		Received
<b>Focus Area 3 – Invoicing &amp; Payments</b>							
<ul style="list-style-type: none"> <li>Contract cost invoiced for the period of review for each contract</li> </ul>	Yes	Yes	Yes	Yes	Yes		Received.
<ul style="list-style-type: none"> <li>Documented review and payment processes for subcontractor invoices</li> </ul>	No	No	No	No	No	To be reviewed	As per the procurement management plan and relevant subcontract
<ul style="list-style-type: none"> <li>Processes for raising and approving invoices</li> </ul>	No	No	No	No	No	To be reviewed	As per the procurement management plan and relevant subcontract
<ul style="list-style-type: none"> <li>Listing of invoices and copies of invoices, including variations and contingency risk. This will result in a further request for supporting information to a sample of invoices.</li> </ul>	Detail (Feb 21 - Sep 21) High level Spreadsheet (Sep 20-Jan 21)	Detail (Feb 21 - Sep 21) High level Spreadsheet (Jun 20-Jan 21)	Detail (June 21 - Sep 21) High level spreadsheet (Jul 20 – May 21)	Detail (Feb 21 - Sep 21) High level Spreadsheet (Jun 20-Jan 21)	Detail (Mar 21 - Sep 21) High level Spreadsheet (Aug 20-Jan 21)		Received
<ul style="list-style-type: none"> <li>Listing of invoices from subcontractors. This will result in a further request for supporting information to a sample of invoices.</li> </ul>	Yes	Yes	Yes	Yes	Yes		Received
<ul style="list-style-type: none"> <li>Delegated authority listing</li> </ul>	No	No	No	No	No	To be reviewed	Listed in the procurement management plan

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<b>Other Documents Received</b>							
• TAP 3 Estimate Summary	No	Yes	Yes	Yes	Yes	Not received for Canley Vale. Received for 1/5/20.	TBE summary can be provided by end of this week. Actual cost has been claimed in Aug payment claim
• Organisational chart	Yes	Yes	Yes	Yes	Yes		Received
• Subcontractor Approval Register						Contains list of approved and not permitted contractors. Proposed to be used for selecting a sample of Sub-contractors for testing.	Received
• Master Spreadsheet Invoices						List of all invoices from sub-contractors.	Received
• Variation Register						Summary of variations	Received