



Australian Government
Attorney-General's Department

LEGAL SERVICES MULTI-USE LIST

APPLICATION FOR INCLUSION

ADDENDUM NUMBER 1

This addendum has been compiled to clarify aspects of the Legal Services Multi-Use List Application for Inclusion documentation.

Applicants should also refer to the Frequently Asked Questions available on the LSMUL website: www.ag.gov.au/lsmul or email lsmul@ag.gov.au.

As at 25 January 2012

1. Clarification: Application of page limits described in Part 3 of the AFI.

- 1.1. Applicants are asked to provide details on the practice area(s) for each category of legal work (Section 3, Part 3 of the AFI) against which they submit an AFI.
 - a) In addressing Section 3, Applicants should limit responses to 10 pages, per category of legal work.
 - b) The 10 page limit applies to the overall category of legal work, not the practice areas under a category. *For example, details of the property law and contract law expertise of an Applicant would need to be provided within the 10 page limit for the 'Corporate and Commercial Law' category.*

- 1.2. Applicants should provide other supporting information, which may include CVs for key personnel for each category of legal work (Section 5, Part 3 of the AFI). In addressing Section 5, Applicants should limit their response to 10 pages per category of legal work.
 - a) *For example, if an Applicant is seeking to be appointed to the LSMUL to provide services in the category of 'Government and Administrative Law', the Applicant may provide:*
 - i. *up to 10 pages detailing the relevant practice area expertise (refer to Section 3, Part 3 of the AFI); and*
 - ii. *up to 10 pages of other supporting information, including CVs (refer to Section 5, Part 3 of the AFI).*



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2. Clarification: Submitting CVs and use of the CV template at Section 5, Part 3 of the AFI.

- 2.1. Applicants may decide how many CVs, if any, to include in their AFI. Supporting information in response to Section 5, Part 3 of the AFI must not exceed 10 pages for each overall category of law, inclusive of any CV's supplied.
- a) *For example, if an Applicant is seeking to provide legal services in the categories of 'Corporate and Commercial Law' and 'Dispute Resolution and Litigation', the Applicant may provide up to 10 pages of supporting information, including CVs, in response to Section 5, Part 3 of the AFI for each category.*
- 2.2. Individual CVs may exceed one page. If an individual lawyer practices across more than one category of law, it is not necessary to duplicate their CV. Their CV should reference all their relevant practice areas.
- 2.3. Applicants are asked to use the CV template provided in Section 5, Part 3 of the AFI:
- a) The template may be modified to include a Service Provider's logo, photographs of key personnel, preferred fonts and other branding elements.
- b) The layout of the CV should be maintained.
- c) Headings in the CV template may be deleted if they are not relevant to an individual's CV's. *For example, the heading 'Agency secondments' may be deleted if the individual does not have experience as an Agency secondee.*
- 2.4. The security clearance item in the CV template refers to an Australian Government security clearance. If the key personnel completing the CV have an Australian Government security clearance, the CV should be marked 'yes'; if they do not, the CV should be marked 'no'. Key personnel may also indicate the level of clearance they have been granted.

3. Clarification: Use of Application for Inclusion form at Part 3 of the AFI.

- 3.1. Applicants must complete the sections of the Application for Inclusion Form as they appear at Part 3 of the AFI. An Application for Inclusion Form that does not contain each complete section in Part 3 of the AFI will be an incomplete application. Incomplete applications will not be considered (see clause 13 of Part 1 of the AFI).



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- 3.2. Applicants may choose to modify the documentation to incorporate their preferred font style or size, colour schemes and other branding elements. However, the layout of the documentation must be maintained.

4. Clarification: List Rates

- 4.1. Applicants must provide List Rates in the table provided in Section 2, Part 3 of the AFI. A List Rate is a cap or a maximum hourly rate that cannot normally be exceeded when an Agency is purchasing legal services through the LSMUL. Applicants must not provide ranges of rates in the List Rate table.
- 4.2. If the List Rates provided do not apply nationally, Applicants may duplicate the table to provide maximum List Rates for each location by State/Territory/region.
- 4.3. Subject to paragraph 4.4 below, the List Rates submitted in Section 2 of Part 3 of the AFI will apply across all categories of law. An Applicant must not submit different List Rates for different categories of law.
- 4.4. An Applicant may provide a different List Rate for a specific area of legal work if there are exceptional circumstances. Those circumstances include:
- a) List Rates for a specific area of legal work, such as taxation services, that are in excess of the general list rates.
 - b) List Rates for a specific area of legal work that is below the general List Rates.
- 4.5. Applicants may add explanatory notes to the List Rates table provided in Section 2, Part 3 of the AFI. *For example, below the text 'Lawyer (over 5 years working experience as a legal practitioner)' an Applicant can insert text explaining that the equivalent position in the Applicant's organisation is a Senior Lawyer with over 10 years post-admission experience.*

5. Clarification: Value add services

- 5.1. Applicants must determine what value add services they will offer in their AFI, and on what basis they are offered.
- a) An Applicant may offer different value add services for different categories of law or value add services that will apply regardless of the category of law.