GENERAL INFORMATION for users

PURPOSE OF ASDEFCON (SUPPORT)

1. *ASDEFCON (Complex Services)* is intended for contracts with a broad range of on-going services. Unlike other templates, this template is not intended for a specific purpose, instead it includes a management framework that drafters can apply to the provision of services that are defined by the drafter. Applicable non-materiel services may include the provision of training programs, garrison support, ICT and professional services, and other services where there are no suitable panel arrangements or other ASDEFCON services templates.
2. For further information on selecting and tailoring *ASDEFCON (Complex Services),* template users should refer to the *Contract Template Selection and Tailoring Guide* which can be accessed via the intranet, and the internet site listed in paragraph 10.
3. *ASDEFCON (Complex Services)* is designed for procurements that are both subject to and not subject to the additional rules as detailed in Division 2 of the *Commonwealth Procurement Rules.*

STRUCTURE OF ASDEFCON (SUPPORT)

1. *ASDEFCON* (*Complex Services*) contains the following sections:
   1. Preliminary pages – including the covering letter with Matrix of Changes attachment;
   2. Part 1: Conditions of Tender – including annexes;
   3. Part 2: Draft Conditions of Contract – including attachments; and
   4. Part 3: Draft Statement of Work – including annexes, a Contract Service Requirements List and a Contract Data Requirements List.

AMENDMENTS TO ASDEFCON (Complex Services)

1. *ASDEFCON (Complex Services)* is a dynamic document that will be amended on an “as required” basis to reflect changes in legislation, policy and procurement practices. Amendments to *ASDEFCON* (*Complex Services)* will be released through updates to the current version or the issue of a new version of the template. All updated and new versions will be issued on the intranet, and the internet site listed in paragraph 10.
2. Template users are also welcome to suggest changes to the template by emailing: [procurement.ASDEFCON@defence.gov.au](mailto:procurement.ASDEFCON@defence.gov.au)

CONTRACTING ASSISTANCE AND HELP DESK

1. Drafters requiring contracting advice or assistance should approach their Group or Divisional contracting support areas in the first instance. If the relevant support officer is not known, drafters should contact the relevant Executive Director Contracting (EDCON) in their respective Contracting Services area.
2. For ASDEFCON advice, including proposed updates to or advice regarding the ASDEFCON templates, please email: [procurement.ASDEFCON@defence.gov.au](mailto:procurement.ASDEFCON@defence.gov.au)
3. The Statement of Work and DIDs are managed by ASDEFCON SOW Policy. If you have any queries relating to this area please email: [ASDEFCONSOW.Support@defence.gov.au](mailto:ASDEFCONSOW.Support@defence.gov.au)

DISSEMINATION OF ASDEFCON (SUPPORT)

1. *ASDEFCON (Complex Services)* can be downloaded from the CASG Intranet via the ‘ASDEFCON Suite of Tendering and Contracting Templates’ webpage or from the CASG internet site by following the ‘Procurement in Defence’ link to the following address:

<https://www.defence.gov.au/business-industry/procurement/contracting-templates/asdefcon-suite>

