DEFENCE INFORMATION System use

1. General Use of DEFENCE INFORMATION SYSTEMS

Note to drafters: This annex addresses the use of Defence information management systems, by the Contractor, in order to perform the Services required by the draft Contract. The example clause below is for the use of MILIS for Supply Services and stocktaking of CMCA; however, this is primarily included to demonstrate an approach that may be taken to define the use for any system. If MILIS use is applicable, refer to DSD-SUP-MILIS of the ASDEFCON (Support) template for additional clauses and guidance.

Depending on the date of RFT release, some functions of the Defence ERP systems may have been deployed, or otherwise adequately defined, to be included in this Annex. In this case, drafters will need to modify the following note to tenderers as appropriate. The Defence information system being provided should be included as GFS (ICT) or GFE depending on whether system access, hardware or other equipment is provided.

Note to tenderers: The Defence Enterprise Resource Planning (ERP) System will replace existing Defence information systems over a number of years, with inventory management and stock control functions scheduled in the initial tranche of replacement systems. References to MILIS and other Defence information systems should be considered as references to the Defence ERP Systems, used to perform relevant functions.

Changes to the draft Contract, for the introduction of the Defence ERP System, will be included in negotiations for any resultant Contract. If the Defence ERP System, for the relevant functions, has not been implemented by the Effective Date, then one or more CCPs will be required once the relevant functions in the Defence ERP System become available.

Refer to clause 2.2 (below) for training in the use of Defence information systems.

* 1. Identified Defence Information Systems

The Contractor shall provide the required Services using the following Defence information systems in accordance with the requirements of the SOW and this Annex:

Note to drafters: Edit the list of Defence information systems to be used.

Military Integrated Logistics Information System (MILIS), and

**[INSERT OTHER INFORMATION SYSTEMS AS APPLICABLE]**.

* 1. Use of Defence Information Systems for Supply Services

Note to drafters: The use of MILIS by the Contractor requires a financial delegation (eg, to place demands as procurements) and DEFLOGMAN Part 3 (ESCM) Volume 2 Section 3 Chapter 1 Annex A, ‘MILIS Security’, must be consulted (<http://escmweb/2139.htm>).

Edit the following subclauses according to Contract needs.

The Contractor shall use MILIS to provide Supply Services for the following types of Stock Items:

Commonwealth-owned Stock Items, including GFE; and

Commonwealth Software, for Software that is managed as a Stock Item.

The Contractor shall use MILIS in accordance with the applicable Electronic Supply Chain Manual (ESCM) sections relevant to the scope of the required Services.

The Contractor shall, for each Contractor and Approved Subcontractor employee who is proposed for being provided with access to MILIS, prepare and submit to the Commonwealth Representative for Approval a form AC847, *Application for Contractor Access to MILIS*, in accordance with the ESCM Volume 2 Section 3 Chapter 1 Annex A.

The Contractor shall use MILIS for the Stock Items listed in clause 1.2.1 to provide the following Supply Services:

accounting for Stock Items;

tracking of Stock Items;

receiving and processing Demands for Stock Items;

issue and receipt of Stock Items; and

[DRAFTER TO INSERT OTHER ACTIVITIES AS APPLICABLE].

Except where otherwise agreed in writing by the Commonwealth Representative, the Contractor shall not use MILIS to undertake the procurement of Stock Items.

Note to drafters: Times in the following clause may be adjusted to meet specific requirements of the Contract. Drafters should note that the clause provides flexibility for certain data, such as progress updates during a Maintenance activity, which may exceed the timeframe specified.

Unless otherwise allowed for in the Contract, the Contractor shall ensure that the information on MILIS for the Stock Items listed in clause 1.2.1 is never more than 24 hours out-of-date.

Note to drafters: The following clause helps to ensure that the use of MILIS does not impact upon the Contractor’s ability to meet any Contract performance measures (eg, demand satisfaction). Requirements Determination is listed below, but drafters may amend the following clause for other MILIS functions applicable to the Contract.

The Contractor may use MILIS to undertake the following Supply Services if required by the Contract; however, the use of MILIS for these Services shall not relieve the Contractor from satisfying the Contract performance measures (if applicable):

Requirements Determination for RIs; and

Requirements Determination for Non‑RIs.

The Contractor shall inform the Commonwealth:

if MILIS is/was not available for use;

how long it was not available; and

if known, the reason why it was not available.

* 1. Use of Defence Information Systems for Maintenance Services

Note to Drafters: Where MILIS or another system is to be used for Maintenance Services, use clause 1.2 as a template for clauses to insert below. Refer to the SOW Tailoring Guide for further information. If additional Defence Information Systems are not required, then retain clause 1.3.1 as ‘Not used’.

Not used.

1. Access and Training
   1. Access to Defence Information Systems

Note to drafters: This clause includes reference to what the Commonwealth will provide to the Contractor to allow the use of Defence information systems. If different Defence information systems have different arrangements, drafters should amend the clauses accordingly. Caution needs to be used in this clause as any offer to provide GFS(ICT) or GFM must be implemented on time, or the Contractor may claim an act of Postponement or Performance Relief.

Subject to clause 3.10 of the COC, the Commonwealth shall provide the Contractor with access to Defence information systems, for the purposes of undertaking the requirements of the Contract.

Note to drafters: Select from the following optional clauses based on the access to be provided. Drafters must ensure that Attachment G is updated to capture the associated GFS(ICT) or GFM.

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| Option A: For when the Contractor will be provided with hardware and software for access to the Defence information systems.  The Commonwealth shall provide the Contractor with terminals and/or interfaces, to enable use of the Defence information systems, as detailed in Attachment G. |

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| Option B: For when the Contractor will be provided with DREAMS tokens for access to MILIS.  The Commonwealth shall provide the Contractor with tokens for the Defence Remote Electronic Access Mobility Service, as detailed in Attachment G, in order to access the Defence information systems via remote logon. |

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| Option C: For when access to terminals located on Commonwealth Premises will be provided. Drafters should insert the number of terminals available and conditions of use.  The Commonwealth shall provide access to [INSERT NUMBER] of terminals for the Defence information systems at [INSERT LOCATION/TIME DETAILS]. |

The Commonwealth shall be responsible for maintaining the Defence information system equipment provided as GFE to the Contractor.

* 1. Training in Defence Information Systems

The Contractor shall ensure that all relevant Contractor Personnel (including Subcontractor Personnel) are trained in the operation of Defence information systems.

Note to drafters: Amend the following clause based on the expected start-up time period for the Contract and the expected availability of information system training.

Within [INSERT NUMBER OF DAYS, EG, 15] Working Days after the Effective Date, the Commonwealth shall provide the requisite training to allow the Contractor to conduct activities relating to Defence information systems in the performance of the Services.

Subsequent to the initial training provided under clause 2.2.2, the Commonwealth shall provide appropriate initial training for any new or upgraded Defence information system that provided to the Contractor by the Commonwealth. The Commonwealth shall provide such appropriate training to the Contractor in advance of the introduction of the new or upgraded Defence information system s.

Note to drafters: Insert the number of Contractor Personnel to be allowed access to training on an annual basis. The clause should be restructured if multiple systems and courses apply.

Note to drafters: Insert systems, roles and numbers of personnel for training in various Defence information systems/applications on an annual basis. For example, “for the X maintenance management system, training for maintenance co-ordinators, up to two persons per year”.

In addition to the initial training and any training for new or upgraded Defence information systems, the Commonwealth will make training available for Contractor Personnel who are replacing existing staff, and who will be directly engaged in Services for the Contract, as follows:

for the [INSERT SYSTEM NAME], training for [INSERT USER / ROLE NAME], up to [INSERT NUMBER OF PERSONS, EG, TWO] persons per year; and

for the [INSERT SYSTEM NAME], training for [INSERT USER / ROLE NAME], up to [INSERT NUMBER OF PERSONS, EG, TWO] persons per year.

Training provided by the Commonwealth to Contractor Personnel under clauses 2.2.2 to 2.2.4 shall be provided free of charge by the Commonwealth, after which the Commonwealth may recover costs from the Contractor for any additional training.

For the training to be provided under this clause 2.2, the Contractor shall:

nominate the personnel requiring training and provide sufficient personal details to the Commonwealth to enable training coordination (eg, for when access controls to information systems and facilities apply);

ensure that the personnel nominated for training meet any applicable Defence requirements (eg, personnel security clearances) and have a suitable level of general competence in the use of electronic information systems; and

ensure that it and its Subcontractors meet all employer responsibilities, including all salaries, travel, accommodation and allowances for employees during the training.