FrontlineApps & RosterCoster

Orientation pack for Jandapac suppliers

Last updated: 23 July 2012 11:40

Lisa's O-Pack Log

Thank you for your involvement with us. Our currently active team of suppliers (including useful contact details!) is as follows:

Supplier	Email	Phone	e	
<u>Claude</u>	claude.staub@shiftingnirvana.com	0433	888	889
<u>Damien</u>	rostercoster@gmail.com	0438	388	922
<u>Kylie</u>	kjanddamian@yahoo.com.au	0409	806	084
<u>Lisa</u>	lfischer1@optusnet.com.au	0422	001	179
<u>Steve</u>	steve.bergen@gmail.com	0416	177	052
<u>Tony</u>	hawk.computing@gmail.com	0407	139	796

We work for highly sensitive (in terms of confidentiality) government and government-funded agencies.

These agencies require us to be aware of, and keep on file a signed copy of, information and confidentiality agreements such as is contained in this document or screen.

Please fee free to contact me to have a chat about the content (especially if you want to recommend that we add / edit / remove any content) and return to me a signed copy of this screen (and also please print <u>'PSI Item 1'</u> and <u>'PSI Item 2'</u> for your accountant).

The easiest way to do this is to print and sign, then take a photo with your phone, and then send the pics to either <u>lfischer1@optusnet.com.au</u> or to 0422 001 179.

Kind regards

Lisa

Want to know more about our products, and what we do?

First and foremost, you'll need our <u>FrontlineDYD</u> App. Ask Lisa how to use this! And then, check out these, for info:

- Billing process
- <u>Sample Documentation</u>

A Default Memo of Understanding (MOU)

If we do NOT already have an "Individual MOU" or "Licence Agreement" with you, the following **Generic MOU** applies as a default:

- This Generic MOU is typically used when we first establish an alliance, as we each try each other out. You and we can supersede it at any time by an Individual MOU (or Licence Agreement).
- Our focus is on selling 'supplies delivered', rather than 'inputs'. That is, what we've achieved, rather than how hard we've worked. We're not staff, and usually, our customers won't be all that interested in how hard we've worked. Having said that, inevitably our 'hours worked' tends to end up one of the factors, among many, that help us to build up a quotation.
- Please do not create any supplies that have not been budgeted for in your <u>FrontlineDYD</u> App, and for which you and we have not yet risk managed together with respect to the risk of 'customer no pay'. (Having said that, in over a decade of operations, we have never had a customer default on a payment - usually, we work for government and government-funded - so we suggest that this risk as "very low likelihood"; but of course you need to make that assessment yourself, in conversations with us.)
- In certain <u>Out of Scope Product / Market Segment Combos</u>, Jandapac agrees to NOT COMPETE with its allies, and our allies do work / sales independently of Jandapac. But in Jandapac's product / market segment combos, which have been funding and developing full time since 1999, we request that our allies don't compete with Jandapac.
- Beyond that, for now, let's cover all other typical MOU headings by saying that we all agree to work together in good faith.

Signature

I confirm that I have read the above

Your name	Signed	// Date	
Who will be invoicing	Jandapac P/L?	ABN (if N/A, type "N/A")	Yes / No GST reg'd? (circle)

Special comment: DHS is our biggest customer, and we are heavily integrated with DHS. So please note (optional) the following links. DHS has put a lot of thought into these, so we tend to use them as a guide for our own activities: <u>DHS Business Rules for Sending Emails</u>, <u>DHS Privacy</u> <u>Statement</u> and <u>DHS Code of Conduct</u>.

Confidentiality Undertaking (Non-DHS)

This Deed is made on the day of 20

I, _____, am an employee, agent or contractor of Jandapac Pty Ltd T/A RosterCoster ("Contractor").

I have been engaged by the Contractor to perform services ("Services") in relation to projects defined in agreements between organisations ("The Organisation") and the Contractor, where I have agreed to perform those services.

I agree with the Contractor that I will not communicate, publish or release any Confidential Information, as defined in the Agreement, except as directed by the Organisation, as required by law, or for the purpose of the Contractor's performance of the Project.

I irrevocably authorise the Department to enforce this undertaking and I acknowledge that the Organisation is entitled (in addition to any entitlement to damages) to seek an injunction or other equitable relief for any actual or threatened breach by me of this Deed:

(a) without the need for the Organisation to prove any special damage; and

(b) the Organisation need not provide any security in respect of any damages that I or anyone else might incur as a result of an injunction being granted.

Executed as a deed on the date set out at the commencement of this Deed.

SIGNED SEALED AND DELIVERED in the presence of witness (see below):	 Our employee/agent/contractor sign here
Signature of witness	
Name of witness (block letters)	

Schedule A

Confidentiality Undertaking

This Deed is made on the day of

I, _____ contractor of [Jandapac Pty Ltd T/A RosterCoster

I have been engaged by the Contractor to perform services ("**Services**") in relation to the Project defined in the agreement between the Secretary to the Department of Human Services ("**Department**") and the Contractor dated [______] ("the Agreement").

I agree with the Contractor that I will not communicate, publish or release any Confidential Information, as defined in the Agreement, except as directed by the Department, as required by law, or for the purpose of the Contractor's performance of the Project.

I **irrevocably authorise** the Department to enforce this undertaking and I **acknowledge** that the Department is entitled (in addition to any entitlement to damages) to seek an injunction or other equitable relief for any actual or threatened breach by me of this Deed:

- (a) without the need for the Department to prove any special damage; and
- (b) the Department need not provide any security in respect of any damages that I or anyone else might incur as a result of an injunction being granted.

Executed as a deed on the date set out at the commencement of this Deed.

+		
SIGNED SEALED AND DELIVERE in the presence of:	D)	Sign here
Signature of witness		
Name of witness (block letters)		

[INSTRUCTION: TO BE SIGNED BY THE CONTRACTOR'S EMPLOYEE OR AGENT (not to be signed by the Contractor)

In accordance with clause 7.6, if requested by the Department, the Contractor must procure from each person employed or engaged by it in provision of the Services a Confidentiality <u>Undertaking</u> in the form set out above. A copy of each Confidentiality Undertaking must be delivered to the Supervising Officer.]

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] ("Contractor").

, am an employee, agent or