



GIPA Form for Contracts over \$150,000 (Including GST)

1. Document TRIM Container and Tender Number	
A25/0990	
2. Project Name	
RFQ 2539 – TechOne Technical Services	
3. Name (including T/As) and Address of the contractor	
Xaana Pty Ltd 7 Mort St, Canberra, ACT 2601	
4. Particulars of any related body corporate (within the meaning of the Corporations Act 2001 of the Commonwealth) in respect of the contractor, or any other private sector entity in which the contractor has an interest, that will be involved in carrying out any of the contractor's obligations under the contract or will receive a benefit under the contract	
Nil	
5. The date on which the contract became effective and the duration of the contract	
25 August 2025 – Sept 2026	13 months
6. Particulars of the project to be undertaken, the goods or services to be provided or the real property to be leased or transferred under the contract	
Professional Services – TechOne Technical Services delivering: Test Team Management - Lead and coordinate the test team, including internal testers, SMEs, vendors, and third parties. - Allocate testing tasks and ensure resource availability. - Provide leadership, mentoring, and support for team development. Test Types Management Manage planning and execution of: - System Integration Testing (SIT) - User Acceptance Testing (UAT) - Regression Testing - Performance/Load Testing - Data Migration Testing - Cutover and Post-Go-Live Validation Stakeholder Engagement	

- Liaise with Project Manager, Business Analysts, Functional Leads, Technical Leads, and Vendors.
- Facilitate UAT coordination with business stakeholders.
- Communicate testing progress, risks, and issues to steering committee and other stakeholders.

Test Tools and Environments

- Recommend and implement appropriate test tools (Council has used DevOps but open to alternatives)
- Coordinate with infrastructure teams to ensure readiness of test environments and data.

Defect Management

- Establish and enforce a defect triage process.
- Track and report on defect trends and closure rates.
- Work with developers and vendors to ensure timely resolution.

Reporting and Documentation

- Maintain comprehensive testing documentation: test plans, test cases, traceability matrices, test summary reports, and lessons learned.
- Provide regular progress reports and dashboards on testing status, coverage, and risk.

Optional Testing and Technical Services Subject to project needs, you may provide additional testing or technical resources and services in accordance with the agreed Schedule of Rates (see below). These services may be engaged on a time and materials basis to support test execution or address specific project demands.

7. The estimated amount payable to the contractor under the contract

\$384,000

8. A description of any provisions under which the amount payable to the contractor may be varied

Nil

9. A description of any provisions with respect to the renegotiation of the contract

Nil

10. In the case of a contract arising from a tendering process, the method of tendering (RFT/RFQ/EOI) and a summary of the criteria against which the various tenders were assessed

Price
Understanding of Requirements
Experience and Reference

11. A description of any provisions under which it is agreed that the contractor is to receive payment for providing operational or maintenance services

Nil

12. Class of Contract (e.g. 1, 2 or 3)

1