



**How to Respond to the
Request for Proposals
Airborne Remote Sensing Services
for
Strategic Intelligence & Reconnaissance 2015+**

(RFP ASIR 2015+)

CONTENTS

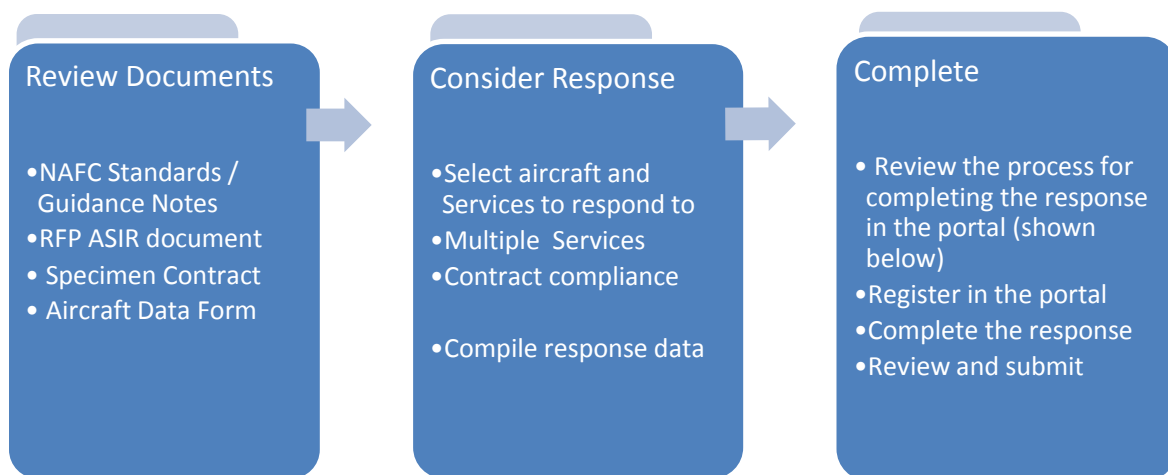
HIGH LEVEL PROCESS	4
Recommended Tasks.....	4
REVIEW DOCUMENTS.....	4
How to Respond to RFP ASIR 2015+	4
NAFC Standards & Guidance Notes	4
REQUEST FOR PROPOSALS ASIR 2015+.....	5
PART A - Invitation	5
Part B – Terms and Conditions of Proposals	5
Part C – Service Requirements	5
Part D – RFP Response	5
NAFC Specimen Contract	6
Aircraft - Data Form	6
PREPARE TO RESPOND	6
Select Aircraft & Services	6
Multiple Services	6
RFP & Contract Compliance	7
Compile Response Data.....	7
HOW TO USE THE PORTAL	7
How the Portal works.....	7
Portal Issues and Contacts.....	7
Logging into The Portal	8
Recommended Procedure for Completion	10
Important Additional Notes	11
Downloading and Uploading.....	12
COMPLETE THE RESPONSE	15
TAB: Job Info	15

TAB: Responder Information	16
TAB: Declarations	17
TAB: Proposal Summary	18
TAB: Organisation	19
TAB: Management Systems	20
TAB: Infrastructure and Maintenance	21
TAB: Aircraft, Systems and Services	22
TAB: Proposed Pricing	26
TAB: RFP & Contract Compliance	27
TAB: Certifications	31
Completion	33
Re-opening and Re-submitting a Response	36

HIGH LEVEL PROCESS

RECOMMENDED TASKS

It is recommended that Proposers apply the process noted below. The key documents are available on the NAFC website (www.nafc.org.au). All of the documents are available in NAFC's Electronic Tender Portal (**NETP**).



REVIEW DOCUMENTS

Proposers are expected to have thoroughly reviewed all of the documents below prior to commencing a response.

HOW TO RESPOND TO RFP ASIR 2015+

Read this guide through before preparing to respond.

NAFC STANDARDS & GUIDANCE NOTES

Proposers are expected to have reviewed and understood the NAFC Standards and Guidance Notes which are available and updated from time to time on the NAFC website: <http://www.nafc.org.au>

REQUEST FOR PROPOSALS ASIR 2015+

The Request for Proposals document is referred to here as the RFP.

PART A - INVITATION

The invitation of the RFP presents contextual statements for Proposers. This section also contains the definitions of common terms used throughout the RFP. These definitions are consistent with those defined terms used in the Specimen Contract.

PART B – TERMS AND CONDITIONS OF PROPOSALS

Part B of the RFP describes the plan for the stages of the proposal, the conditions for participation and the method of lodgement.

PART C – SERVICE REQUIREMENTS

Part C of the RFP describes the Services required, availability levels, the contracting conditions and options and a range of requirements around delivery of the Services including specialist tasks.

PART D – RFP RESPONSE

Part D of the RFP describes the response, comprising ten sections:

Proposer Information – Details of the organisation.

Declarations – Acceptance of the terms of the RFP and other items.

Proposal Summary - A summary of the response.

Organisation – Details of the organisation structure, ownership, history and experience. The section also requires details of the skills and experience of the management and operations staff. This section includes financial information, incidents and current references.

Management Systems – Details of the systems used to manage the organisation, such as Quality Management, Safety Management, Workplace Health and Safety, Subcontractor and Partner Management, Flight Crew and Crewperson Management, etc..

Infrastructure and Maintenance – Details of the facilities and maintenance support proposed for the Services.

Aircraft, Systems & Services – Details relating to the proposed aircraft, aircraft specifications, systems and Services submitting for. Detail of technical information is requested along with separate narrative documentation to support the technical data.

Proposed Pricing – Details pertaining to the aircraft, systems and Services being submitted.

Compliance – Confirmation of compliance to the RFP ASIR 2015+ document and the NAFC Specimen Contract and Schedules and to the Preferred, Strongly Preferred and Optional sections/clauses.

Certifications – Available certification such as Air Operator's Certificate and others.

NAFC SPECIMEN CONTRACT

The Services to be provided by the successful Proposer will be in accordance with a contract based on the Specimen Contract. The Specimen Contract is available at the NAFC website 'Tenders' page and on the NETP.

AIRCRAFT - DATA FORM

The information required to be compiled on each aircraft submitted is defined in the Aircraft - Data Form (an MS Excel template) available on the Job Info tab of the portal.

PREPARE TO RESPOND

Proposers may submit for one or more of the individual Services. A single response should include all of the Services being proposed and all of the options offered for each Service. Only one proposer response is permitted for each Proposer.

Noted below are suggested subjects for consideration by Proposers. These are not directions and should not be interpreted as the entire task of preparation. Refer to the Part B of the RFP (Terms and Conditions of Proposals).

SELECT AIRCRAFT & SERVICES

Determine the specific Services to submit for. Refer to the RFP Table of Services (Section 2.1 of Part C of the RFP).

MULTIPLE SERVICES

Perform analysis to determine the organisational capacity to perform the Services and to deliver additional capability. Refer to the RFP Table of Services (Section 2.1 of Part C of the RFP) and the NAFC Specimen Contract.

RFP & CONTRACT COMPLIANCE

Consider the Service delivery, contractual commercial and financial risk in contract departures. Refer to the RFP and the NAFC Specimen Contract. Consider the 'Preferred', 'Strongly Preferred' and 'Optional' sections and clauses and complete a compliance form in the portal.

COMPILE RESPONSE DATA

Proposers will note, from the RFP response section, Part D, that there are 10 major response sections. Of these one is most significant in scope and complexity (Section 7: Aircraft, Systems & Services).

HOW TO USE THE PORTAL

HOW THE PORTAL WORKS

The NAFC Electronic Tender Portal (NETP) is a secure system with features that enable online tender/proposal submissions. The portal manages the documents and workflow of a proposal. The major benefits are:

- Secure storage of data and immediate availability of proposal documents and responses;
- No need for paper submissions or collation of a wide variety of data from dispersed sources;
- Consistent use of format and presentation of data to eliminate non-comparable submissions;
- Proposers can re-open, amend and re-submit the response until the closing date, and;
- The system enables a range of reporting tools.

Proposers do not have to re-create RFP ASIR 2015+ documents or format and do not need to present their own form of response documents.

All the templates for completion are provided in each tab in the portal.

It is mostly a document download, complete, save and upload process.

Some users may need to activate an 'Enable Edit' function in MS Word and/or MS Excel, when downloading files from the internet.

PORTAL ISSUES AND CONTACTS

For issues regarding the content of the RFP, any issue related to the Services, the NAFC Specimen Contract, and interpretation, direct enquires to tenders@nafc.org.au. No phone contact is permitted in relation to this RFP. Proposers can also contact NAFC using the 'Contact Job Manager' button on the top right-hand of every portal screen.

In most circumstances, answers to any questions submitted regarding the RFP ASIR 2015+ will be provided via email and/or as Addenda in the NAFC Electronic Tender Portal and/or on the NAFC website. These Addenda will be available to all organisations who have registered in the portal for this RFP.

For issues related to access to the portal or the functions of the portal, direct these queries to support@langeconsulting.com.au.

LOGGING INTO THE PORTAL

EXISTING USERS:

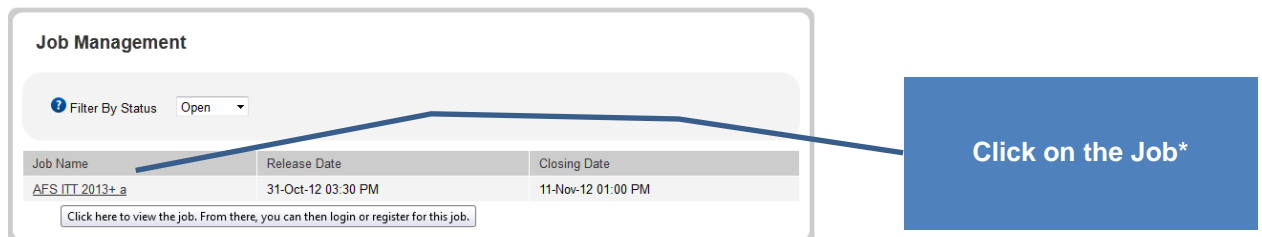
Users with an existing account can simply 'Login' at <https://360users.apetsoftware.com.au/Jobs.aspx>

NEW USERS:

New Proposers can 'Register' an account and then login (this includes those who have registered previously for other NAFC tender procurement processes through this system). There is no other formal registration process. Use the following URL link to the tender portal:

<http://360providers.apetsoftware.com.au/Public/PublicJobs.aspx?Code=nafcatm>

The portal terminology for a Proposal is a 'Job'. Jobs appear when they have been released by NAFC. Proceed through the screens as follows:



Job Management

Filter By Status: Open

Job Name	Release Date	Closing Date
AFS ITT 2013+ a	31-Oct-12 03:30 PM	11-Nov-12 01:00 PM

Click here to view the job. From there, you can then login or register for this job.

Click on the Job*

* Note that the Job name will read: 'RFP ASIR 2015+'

[Register](#) or [Login](#) to complete this job

Job Information

Job Name: AFS ITT 2013+ a

Job Details: The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of tenders for the provision of aerial firefighting services as detailed in the attached tender documents and Specimen Contract. This tender process is known as the Invitation to Tender for Aerial Firefighting Services 2013 Onwards (ITT AFS 2013+). This stage of the tender process is the Qualification Stage, to establish the capability and capacity of potential suppliers. No pricing is required for the Qualification Stage. Qualification Stage tender submissions will be evaluated and potential suppliers shortlisted. Only shortlisted suppliers will be invited to participate in the following Offer Stage. Please download and review all of the documents on this page. Use the How to Complete the ITT AFS 2013+ document as a guide throughout completion of the response.

Date Released: 31-Oct-2012 03:30 PM

Date Closing: 11-Nov-2012 01:00 PM

[Cancel](#)

Click 'Login' or
'Register'

If registering for the first time, complete the following steps.

User Registration

Entity Name *
ABN
ACN
ARBN
Address Line 1
Address Line 2
Suburb
State
PostCode
Country <Select Country>
Phone *
Fax
Email *
Website
User Name *
Password *

[Cancel](#) [Register](#)

Add a unique Entity
(Company) Name - not a
person

Asterisk fields are
mandatory

A valid email address is
essential

A unique User Name is
required

RECOMMENDED PROCEDURE FOR COMPLETION

■ Create three subdirectories on your local hard drive:

1. **Job Info:**

For the supporting documents which make up the Proposal. These are the files downloaded from the Job Info tab only;

2. **Other Documents:**

For the support information and other data compiled by the Proposer, and;

3. **Response:**

For the documents that are to be downloaded from the 10 other response tabs, completed, saved and uploaded back to the portal.

In total, there are **11 tabs**, or sections, in the portal (see below). The first section, '**Job Info**', is a short definition of the RFP and provides copies of the major supporting documents.

Following 'Job Info' are **10 tabs**, each of which requires completion of one or more response forms/documents. As you go through the tabs each document must be downloaded, completed, saved and uploaded. These 10 tabs correspond to each section of Part D of the RFP.

Following Registration, always use the following link to log on and complete further work on the response. <http://360providers.apetsoftware.com.au>

■ Download all of the Job Info tab Supporting Documents to the Job Info subdirectory you created on your local drive. These are the reference documents for the RFP. Review all of the documents before you begin preparing a response.

■ Go back into the portal and complete the download files in 10 tabs, one by one. Save to your local drive and then upload them into the portal as you complete them.

■ Review and then submit the response in the portal. Whilst completing tabs, keep the Job Info Supporting Documents and Part D of the RFP nearby for reference.

Guide notes are provided below for completion of each tab in the portal.

IMPORTANT ADDITIONAL NOTES

Following Registration, always use the following link to log on and complete further work on the response.

<https://360providers.apetsoftware.com.au>

The format and order of the response forms downloaded from the portal must not be amended or reorganised. Please do not change any file names.

In the response forms from the Executive Summary tab through to Proposed Pricing tab, Proposers are able to provide answers to questions in 'free-form', that is the forms allow a response that is as extensive as Proposers determine is appropriate. While NAFC encourages thorough responses, please attempt to be concise.

Proposers are invited to attach additional visual material (graphical, narrative or pictorial) at particular points in the response. Only materials relevant to the tab subject should be uploaded. Tabs where additional uploads are not permitted are the Executive Summary, Contract Compliance and Completion tabs. Please use the following naming convention when attaching additional files: Company Name_File Name, e.g.: Aeroworld_AOC.doc. To upload additional files, simply press the 'Upload File' button on the relevant tab.

If you would like to move ahead to a tab or simply download all of the response forms, use the tabs to navigate directly.

Proposers can re-open, amend and re-submit the response until the closing time/date.

Before submitting a response, Proposers should:

- a. take all steps to ensure that the proposal is free from anything that might reasonably affect useability or the security or operations of NAFC's Electronic Tender Portal and/or NAFC's computing environment;
- b. ensure that proposal files do not contain macros, script or executable code of any kind unless that specific material has previously been supplied and approved in writing by NAFC; and
- c. ensure that the proposal complies with all file type, format, naming conventions, or other requirements advised by NAFC.

Proposers must allow sufficient time for proposal lodgement, including time that may be required for any problem analysis and resolution with NAFC's Electronic Tender Portal prior to the closing date.

Please ensure you make yourself aware of NAFC's Electronic Tender Portal process if you are not familiar with it.

Proposers should lodge their submission in accordance with the requirements set out in Part B of the RFP. Failure to comply with any or all of these requirements may result in the proposal not uploading successfully or may eliminate the Proposer from consideration.

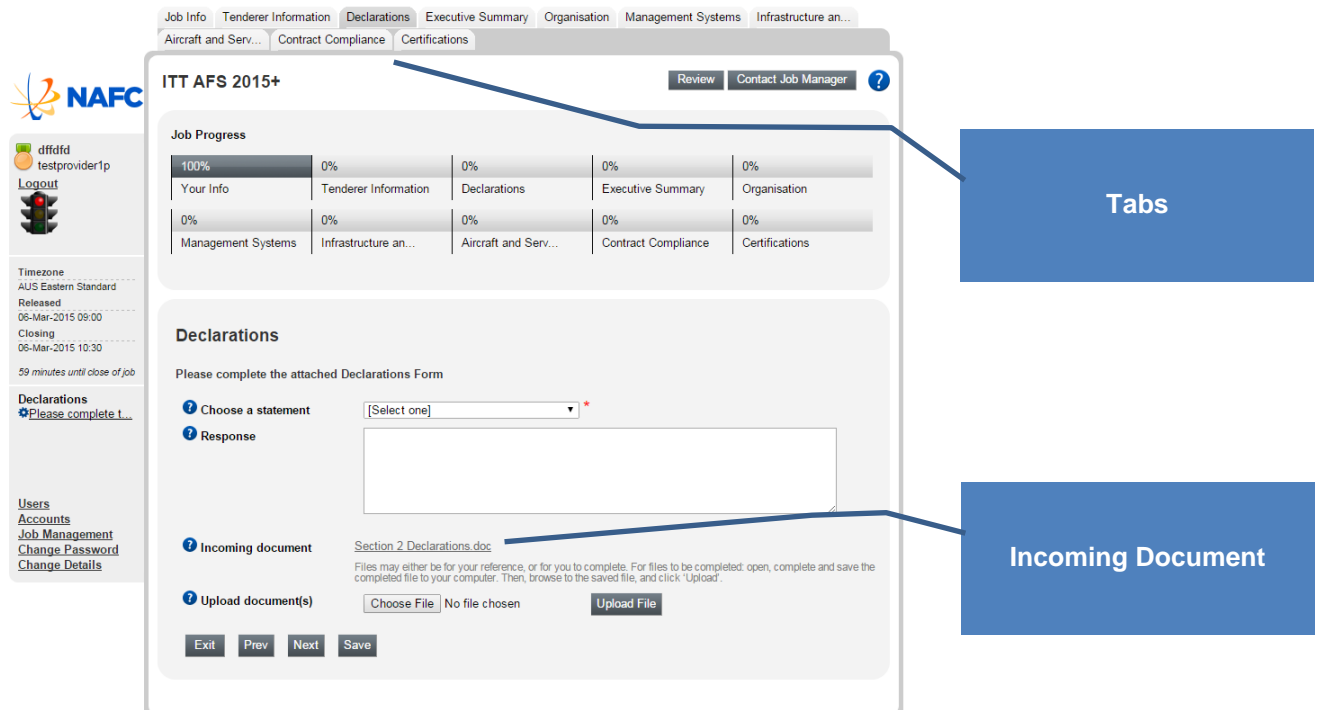
DOWNLOADING AND UPLOADING

The simplest way to remember the process for the 10 tabs is:



There is only one exception to this process. The 'Aircraft - Data' form (an MS Excel workbook) where the data about the aircraft being submitted is input for the response. This form is provided in the Job Info tab (the first tab). However, it will be requested to be uploaded at response tab 'Aircraft, Systems & Services' (the eighth tab).

All the download documents in the 10 response tabs are situated in the same position on each portal tab, called **Incoming Document**:

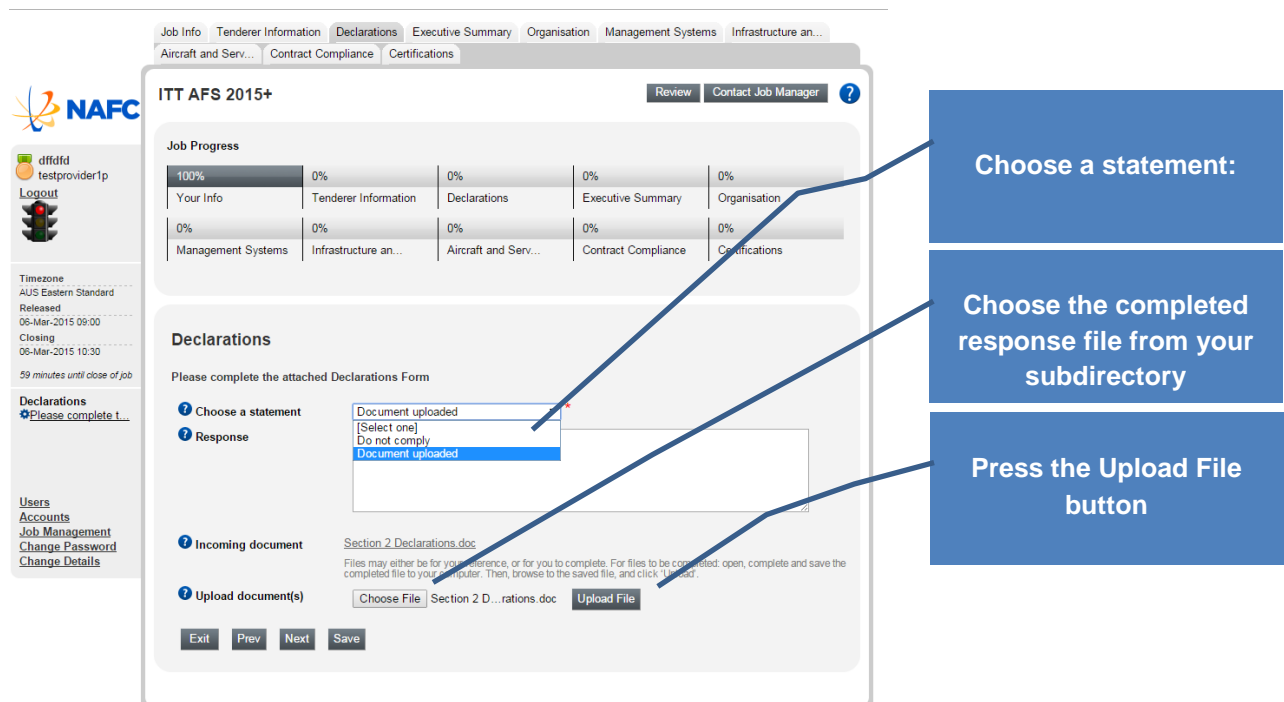


The screenshot shows the ITT AFS 2015+ portal interface. The top navigation bar includes tabs: Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, and Infrastructure an... Below this, a sub-navigation bar shows: Aircraft and Serv..., Contract Compliance, and Certifications. The main content area is titled 'ITT AFS 2015+' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows completion percentages for various sections. The 'Declarations' section is active, showing a form to complete the attached Declarations Form. A blue box labeled 'Tabs' points to the top navigation bar. Another blue box labeled 'Incoming Document' points to the 'Incoming document' section in the Declarations area, which includes a link to 'Section 2 Declarations.doc' and an 'Upload document(s)' button.

100%	0%	0%	0%	0%
Your Info	Tenderer Information	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications

At each tab, where a response is required to be completed, follow the following steps

Step	In the Portal	On your Local Drive
1	Click on the Incoming Document . This will open a file or your system will request where you want to save it.	
2		Save the file to your Response subdirectory and do not change the name of the file. Your response will be completed in each of these files.
3		Complete the file content as requested.
4		Save and close the file in your subdirectory
5	Return to the portal and upload the document by pressing 1. Choose a statement 'Document Uploaded' 2. Choose File . Retrieve the document from the Response subdirectory. When selected, press Upload File . The portal will show the message: 'Document successfully uploaded'	
6	Press the Save button and proceed by pressing the Next button.	



Choose a statement:

Choose the completed response file from your subdirectory

Press the Upload File button

Job Info Tenderer Information **Declarations** Executive Summary Organisation Management Systems Infrastructure an...

Aircraft and Serv... Contract Compliance Certifications

ITT AFS 2015+ Review Contact Job Manager ?

Job Progress

100%	0%	100%	0%	0%
Your Info	Tenderer Information	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications

Declarations

Please complete the attached Declarations Form

Choose a statement Document uploaded *

Response

Incoming document [Section 2 Declarations.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s) Choose File No file chosen Upload File

Document successfully uploaded.

10260 Section 2 Declarations.doc (43 KB) Remove

Exit Prev Next Save Remove

Ignore this Response box throughout the completion

Ignore this 'No file chosen' throughout the completion

Note the message block close to the bottom of the left column. This shows the questions in the tab that the Proposer is responding to. Users can click between the questions if they want to check their response in progress.

Job Info Tenderer Information **Declarations** Executive Summary Organisation Management Systems Infrastructure an...

Aircraft and Serv... Contract Compliance Certifications

ITT AFS 2015+ Review Contact Job Manager ?

Job Progress

100%	0%	0%	0%	0%
Your Info	Tenderer Information	Declarations	Executive Summary	Organisation
0%	0%	33%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications

Aircraft and Services

Provide narrative on the Nominated Operating base or bases described in the Service Summary (Mandatory)

Response

Incoming document [Section 7b - Aircraft and Services - Narrative.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s) Choose File No file chosen Upload File

Exit Prev Next Save

Shows questions in the Tab

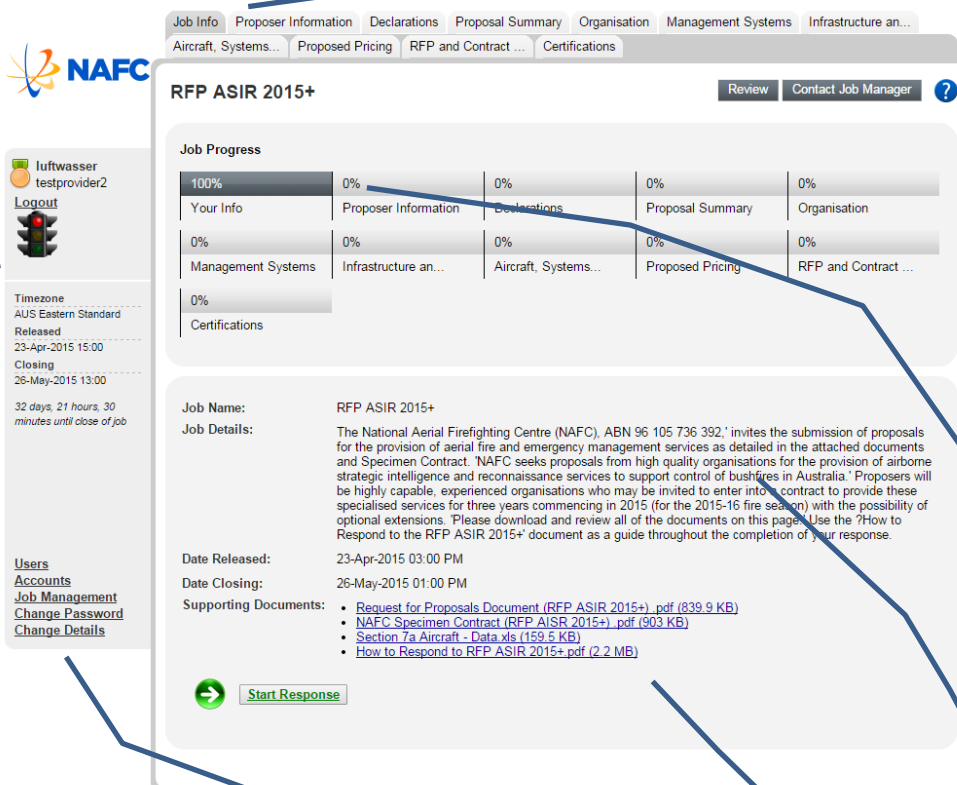
COMPLETE THE RESPONSE

TAB: JOB INFO

Number of Files to Download

4

Once the Job is selected, the Job Info screen will show. The tabs, Job Progress and left sidebar sections will be the same throughout on every tab.



The screenshot shows the 'RFP ASIR 2015+' job information page. It features a top navigation bar with tabs: Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, Infrastructure an..., Aircraft, Systems..., Proposed Pricing, RFP and Contract..., and Certifications. The 'Job Info' tab is active. On the left is a sidebar with a 'Progress Traffic Light' (a traffic light icon showing red, yellow, and green lights) and a 'User Maintenance' section with links for Users, Accounts, Job Management, Change Password, and Change Details. The main content area includes a 'Job Progress' table with columns for 'Your Info', 'Proposer Information', 'Declarations', 'Proposal Summary', 'Organisation', 'Management Systems', 'Infrastructure an...', 'Aircraft, Systems...', 'Proposed Pricing', and 'RFP and Contract...'. Below this is a 'Job Details' section with the job name 'RFP ASIR 2015+', a description of the service, and a list of supporting documents to download. A 'Start Response' button is at the bottom.

100%	0%	0%	0%	0%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Job Details:

Job Name: RFP ASIR 2015+

The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of proposals for the provision of aerial fire and emergency management services as detailed in the attached documents and Specimen Contract. NAFC seeks proposals from high quality organisations for the provision of airborne strategic intelligence and reconnaissance services to support control of bushfires in Australia. Proposers will be highly capable, experienced organisations who may be invited to enter into a contract to provide these specialised services for three years commencing in 2015 (for the 2015-16 fire season) with the possibility of optional extensions. Please download and review all of the documents on this page. Use the 'How to Respond to the RFP ASIR 2015+' document as a guide throughout the completion of your response.

Date Released: 23-Apr-2015 03:00 PM

Date Closing: 26-May-2015 01:00 PM

Supporting Documents:

- [Request for Proposals Document \(RFP ASIR 2015+\) pdf \(839.9 KB\)](#)
- [NAFC Specimen Contract \(RFP ASIR 2015+\) pdf \(903 KB\)](#)
- [Section 7a Aircraft - Data.xls \(159.5 KB\)](#)
- [How to Respond to RFP ASIR 2015+ pdf \(2.2 MB\)](#)

[Start Response](#)

Tabs You can navigate through the proposal using the Tabs. Mostly you will move through the Tabs when prompted at the bottom of pages. You can see eleven Tabs here. The Job Info tab is used as an introduction.

Response Completion Progress.

This progress bar will remain in place in all Tabs showing your completion progress

Job Details Information and Instructions

Progress Traffic Light

User Maintenance Maintain your user details and preferences

Supporting Documents to Download

There are four reference documents which need to be downloaded. This is done by clicking the document name

Download all of the Supporting Documents to the Job Info subdirectory you created

Review all of the documents before you begin preparing a response.

TAB: RESPONDER INFORMATION

Number of Files to Complete

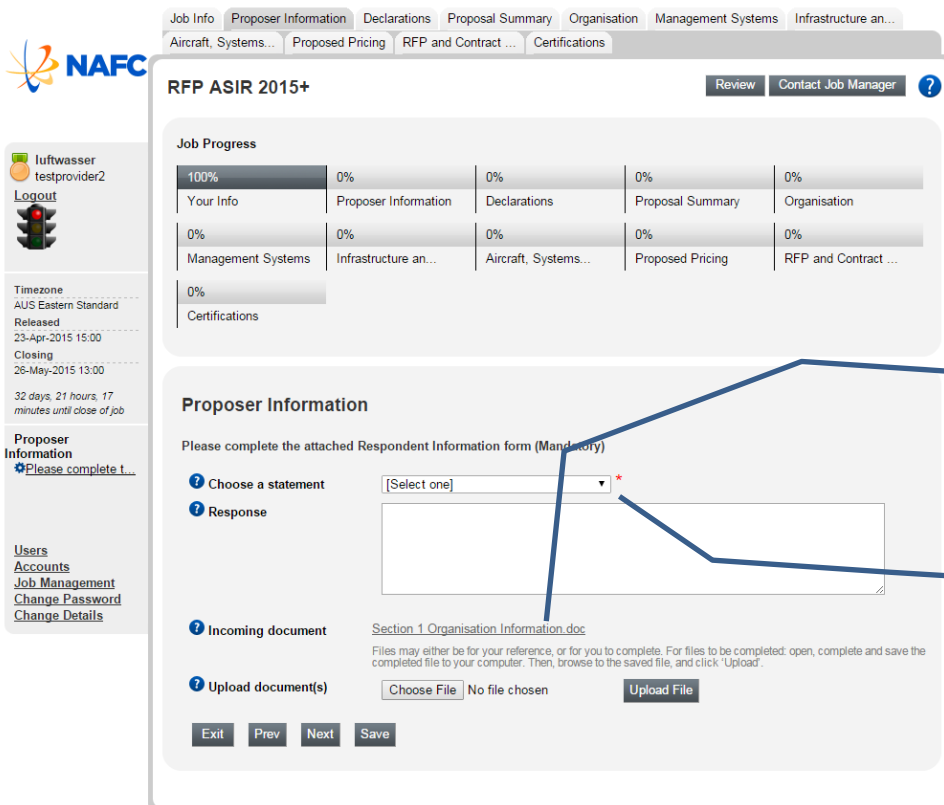
1

This is a 'Download / Complete & Save / Upload' tab.

The download response form requires information on the proposing entity and related entities.

The questions in this form can also be viewed in Section 1 of Part D of the RFP.

Your completed response should look like this:



The screenshot shows the NAFC RFP ASIR 2015+ web application. The top navigation bar includes tabs for Job Info, Proposer Information (selected), Declarations, Proposal Summary, Organisation, Management Systems, Infrastructure an..., Aircraft, Systems..., Proposed Pricing, RFP and Contract ..., and Certifications. The main content area is titled 'RFP ASIR 2015+' and features a 'Job Progress' table and a 'Proposer Information' section.

Job Progress				
100%	0%	0%	0%	0%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Proposer Information

Please complete the attached Respondent Information form (Mandatory)

Choose a statement: [Select one] *

Response: [Text area]

Incoming document: [Section 1 Organisation Information.doc](#)

Upload document(s): Choose File No file chosen Upload File

Exit Prev Next Save

Click to download and save the response form then complete the form

Choose a statement: 'Document uploaded'

TAB: DECLARATIONS

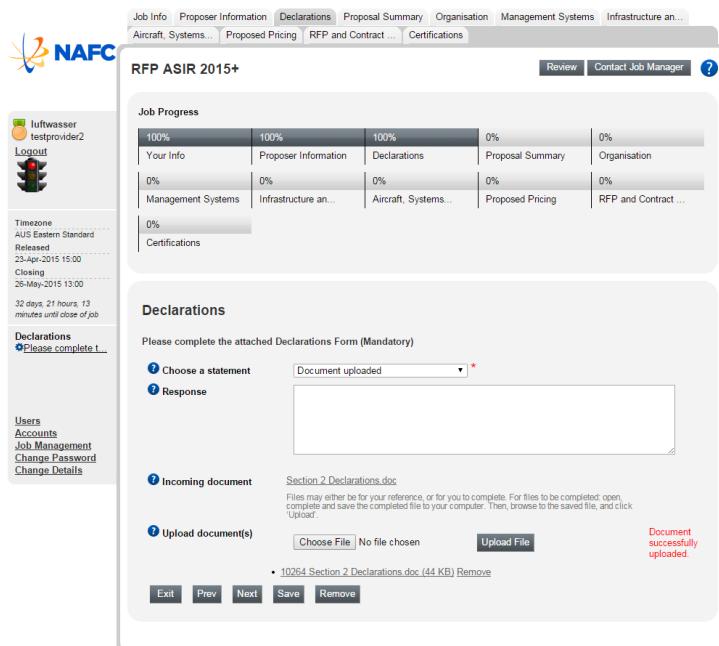
Number of Files to Complete

1

This tab is a 'Download / Complete & Save / Upload' tab. The download response form requires:

1. In submitting this proposal, pursuant to the *Electronic Transactions Act 1999 (Cth)*, the person identified by the user registration is duly authorised by the responding organisation to submit this proposal. If this is the case then enter your name and the word "Agree" e.g. "Mary Smith - Agree". If this is not the case, write the reason why you do not agree with the statement;
2. The Proposer to confirm that they have read and understood the Request For Proposals, Part B, Terms and Conditions of Proposals and confirm the Proposer will comply with the RFP Part B. If this is the case then enter the word "Agree". If this is not the case, write the reason why you do not agree with the statement. Proposers risk having their response set aside if NAFC considers any qualification or reservation of rights in relation to the standards or terms of proposals to be unacceptable or unmanageable;
3. The Proposer to confirm that in submitting this proposal the organisation has identified that no conflict of interest or perceived conflict of interest could arise if their proposal is accepted. If this is the case then enter the word "Agree". If this is not the case, write the reason why you do not agree with the statement;
4. Where a Proposer is a subsidiary company or proposes to contract as a trustee, the Proposer will ensure a guarantee or indemnity is given by the parent company in respect of Proposer's obligations. If this is the case then enter the word "Agree" or "Not applicable". If this is not the case, write the reason why you do not agree with the statement.

The questions in this form can also be viewed in Section 2 of Part D of the RFP. Your completed response should look like this:



TAB: PROPOSAL SUMMARY

Number of Files to Complete

1

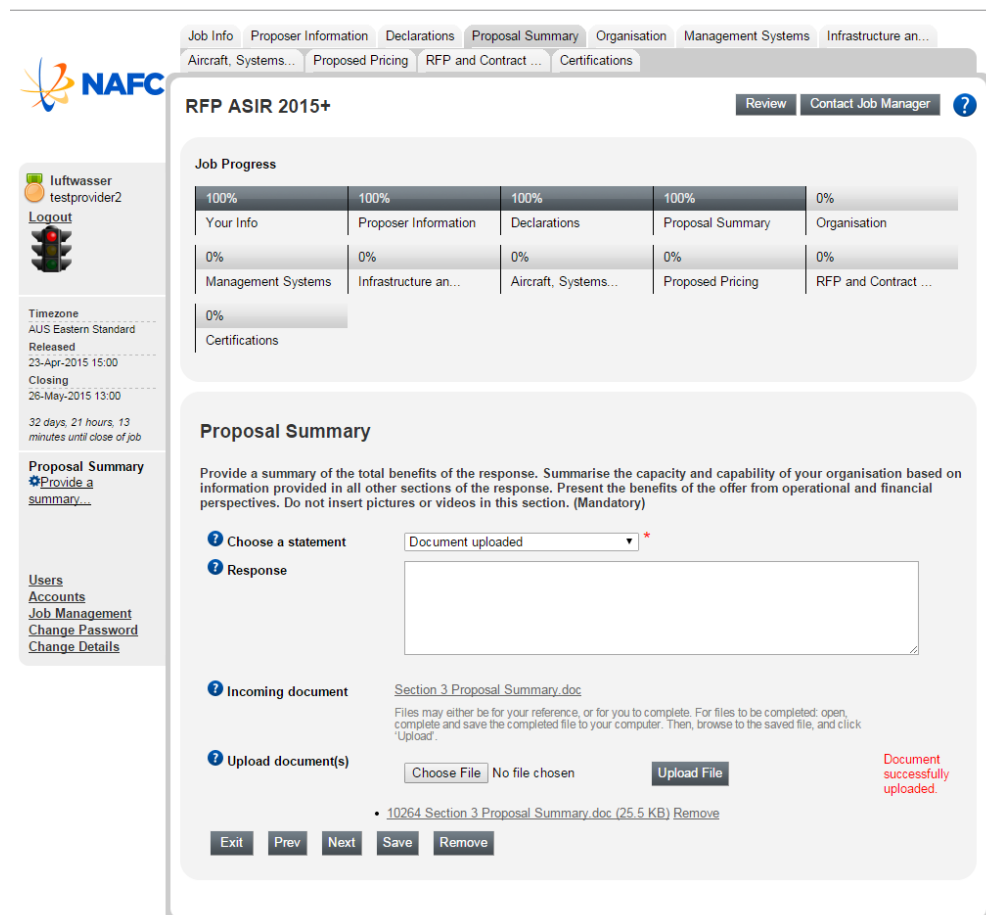
This is a 'Download / Complete & Save / Upload' tab.

The download response form requires a summary of the Services proposed by the Proposer.

Only text content should be used with no visual material.

The question in this form can also be viewed in Section 3 of Part D of the RFP.

Your completed response should look like this:



The screenshot shows the NAFC RFP ASIR 2015+ web application. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary (active), Organisation, Management Systems, and Infrastructure an... Below this, a sub-navigation bar shows Aircraft, Systems..., Proposed Pricing, RFP and Contract ..., and Certifications. The main content area is titled 'RFP ASIR 2015+' and features a 'Job Progress' table and a 'Proposal Summary' form.

100%	100%	100%	100%	0%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Proposal Summary

Provide a summary of the total benefits of the response. Summarise the capacity and capability of your organisation based on information provided in all other sections of the response. Present the benefits of the offer from operational and financial perspectives. Do not insert pictures or videos in this section. (Mandatory)

1 Choose a statement *

2 Response

3 Incoming document [Section 3 Proposal Summary.doc](#)
Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

4 Upload document(s) No file chosen

• [10264 Section 3 Proposal Summary.doc \(25.5 KB\)](#)

Document successfully uploaded.

TAB: ORGANISATION

Number of Files to Complete

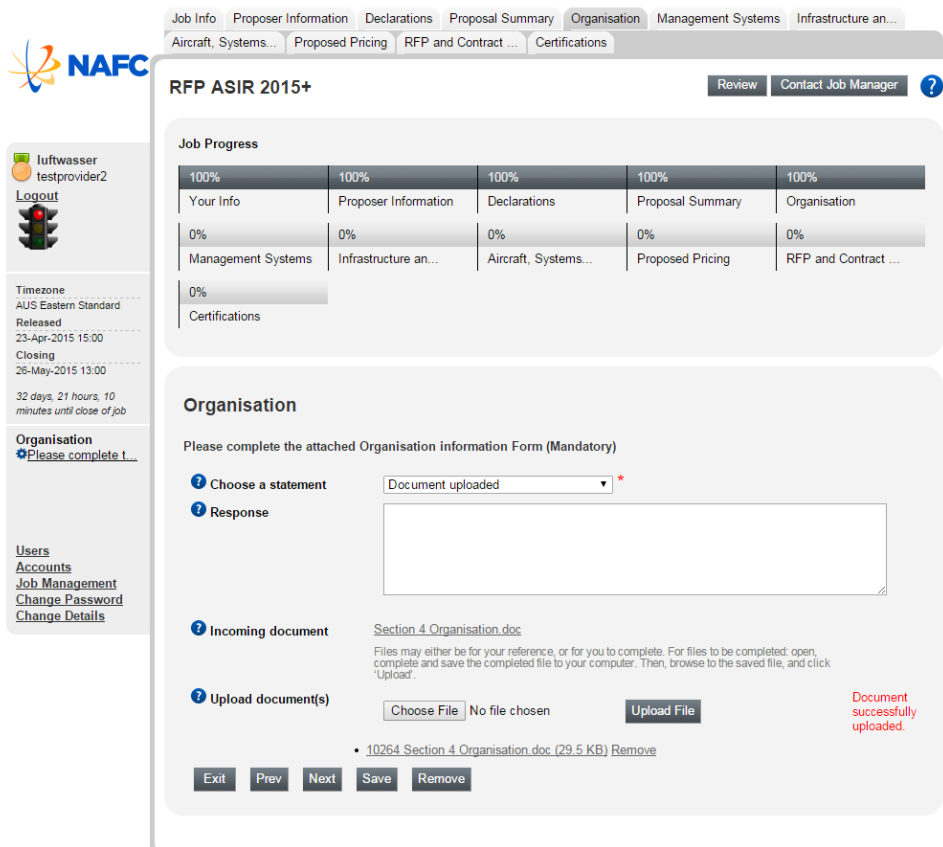
1

This is a 'Download / Complete & Save / Upload' tab.

The download response form requires a range of information about the Proposer's organisation.

Relevant diagrams and tables may be included in the response. The questions in this form can also be viewed in Part D of the RFP.

Your completed response should look like this:



The screenshot shows the 'Organisation' tab of the RFP ASIR 2015+ portal. The left sidebar contains the NAFC logo, user information (Luftwasser testprovider2), a traffic light icon, and a countdown timer (32 days, 21 hours, 10 minutes until close of job). The main content area shows the 'Job Progress' table and the 'Organisation' form.

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Organisation

Please complete the attached Organisation information Form (Mandatory)

Choose a statement Document uploaded *

Response

Incoming document Section 4 Organisation.doc

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s) Choose File No file chosen Upload File

Document successfully uploaded.

• 10264 Section 4 Organisation.doc (29.5 KB) Remove

Exit Prev Next Save Remove

TAB: MANAGEMENT SYSTEMS

Number of Files to Complete

1

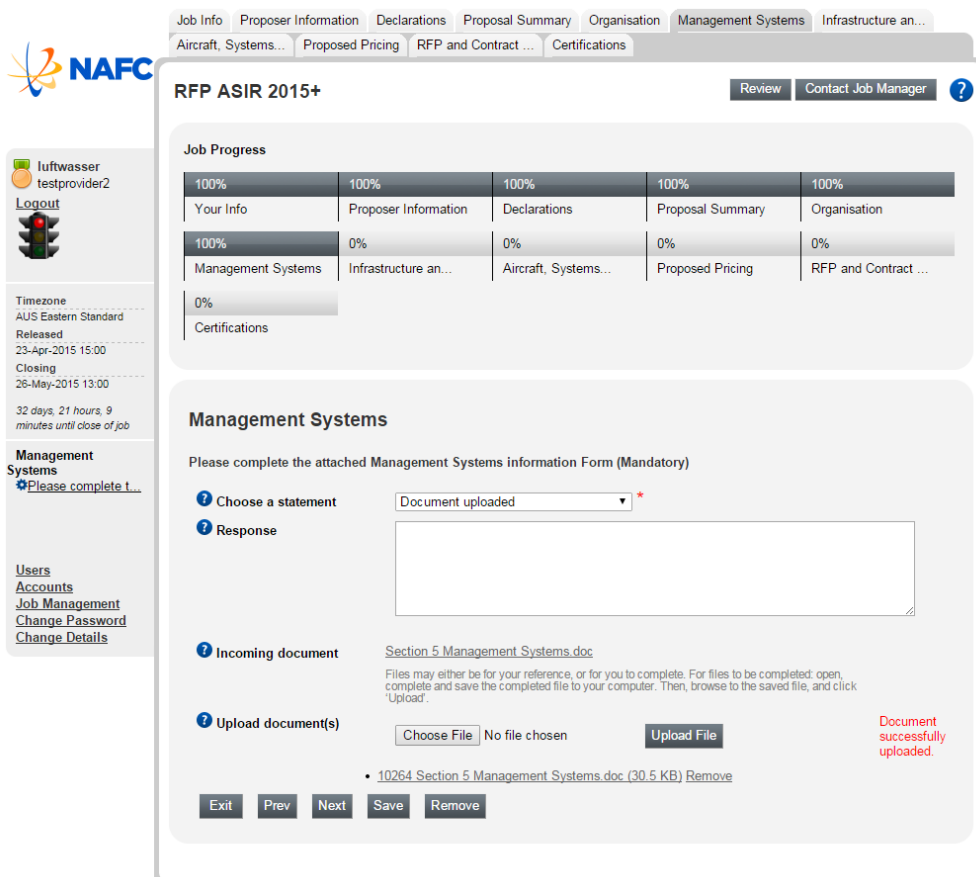
This is a 'Download / Complete & Save / Upload' tab.

The download response form requires a range of information about the Proposer's management systems.

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Section 5 of Part D of the RFP.

Your completed response should look like this:



The screenshot shows the 'RFP ASIR 2015+' interface. At the top, there are tabs for 'Job Info', 'Proposer Information', 'Declarations', 'Proposal Summary', 'Organisation', 'Management Systems' (selected), and 'Infrastructure an...'. Below the tabs, there are buttons for 'Review' and 'Contact Job Manager'. The 'Job Progress' section shows a table with progress percentages for various sections. The 'Management Systems' section is active, displaying a form titled 'Please complete the attached Management Systems information Form (Mandatory)'. The form includes sections for 'Choose a statement', 'Response', 'Incoming document', and 'Upload document(s)'. The 'Upload document(s)' section shows a file named '10264 Section 5 Management Systems.doc (30.5 KB)' has been successfully uploaded.

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Management Systems

Please complete the attached Management Systems information Form (Mandatory)

Choose a statement: Document uploaded

Response: [Text Area]

Incoming document: Section 5 Management Systems.doc

Upload document(s): Choose File No file chosen Upload File

Document successfully uploaded.

10264 Section 5 Management Systems.doc (30.5 KB) Remove

Exit Prev Next Save Remove

TAB: INFRASTRUCTURE AND MAINTENANCE

Number of Files to Complete

1

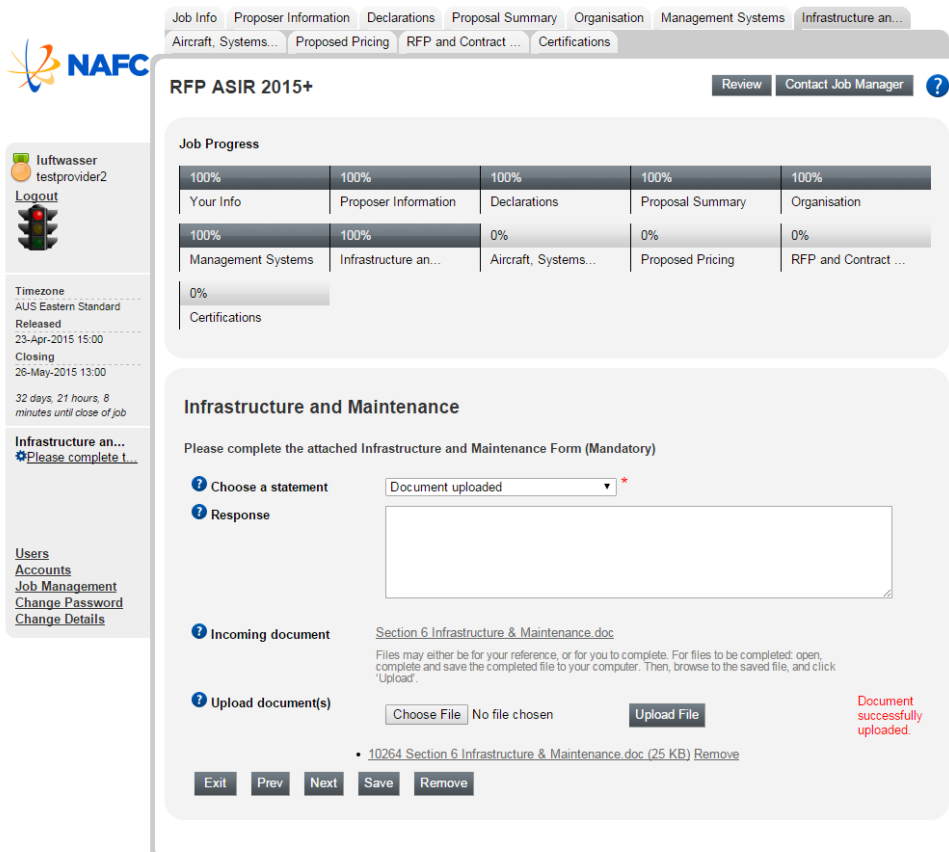
This is a 'Download / Complete & Save / Upload' tab.

The download response form requires a range of information about the Proposer's infrastructure and maintenance.

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Section 6 of Part D of the RFP.

Your completed response should look like this:



The screenshot displays the NAFC RFP ASIR 2015+ web application. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, and Infrastructure and Maintenance. The left sidebar shows the user's profile (luftwasser testprovider2) and a list of links: Users, Accounts, Job Management, Change Password, and Change Details. The main content area is titled 'RFP ASIR 2015+' and features a 'Job Progress' table. The table shows the completion status of various sections: Your Info (100%), Proposer Information (100%), Declarations (100%), Proposal Summary (100%), Organisation (100%), Management Systems (100%), Infrastructure and Maintenance (100%), Aircraft, Systems... (0%), Proposed Pricing (0%), and RFP and Contract ... (0%). The 'Infrastructure and Maintenance' section is currently selected and shows a 'Choose a statement' dropdown menu with 'Document uploaded' selected. Below this is a 'Response' text area. The 'Incoming document' section shows a link to 'Section 6 Infrastructure & Maintenance.doc' and a message: 'Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click "Upload".' The 'Upload document(s)' section shows a 'Choose File' button, a 'No file chosen' message, and an 'Upload File' button. A red message 'Document successfully uploaded.' is displayed on the right. At the bottom, there is a list of uploaded files: '10264 Section 6 Infrastructure & Maintenance.doc (25 KB)' with a 'Remove' button. The bottom navigation bar includes buttons for Exit, Prev, Next, Save, and Remove.

TAB: AIRCRAFT, SYSTEMS AND SERVICES

Number of Files to Complete

4

This is a 'Download / Complete & Save / Upload' tab. Note that there are 4 download files in this tab, as shown below.

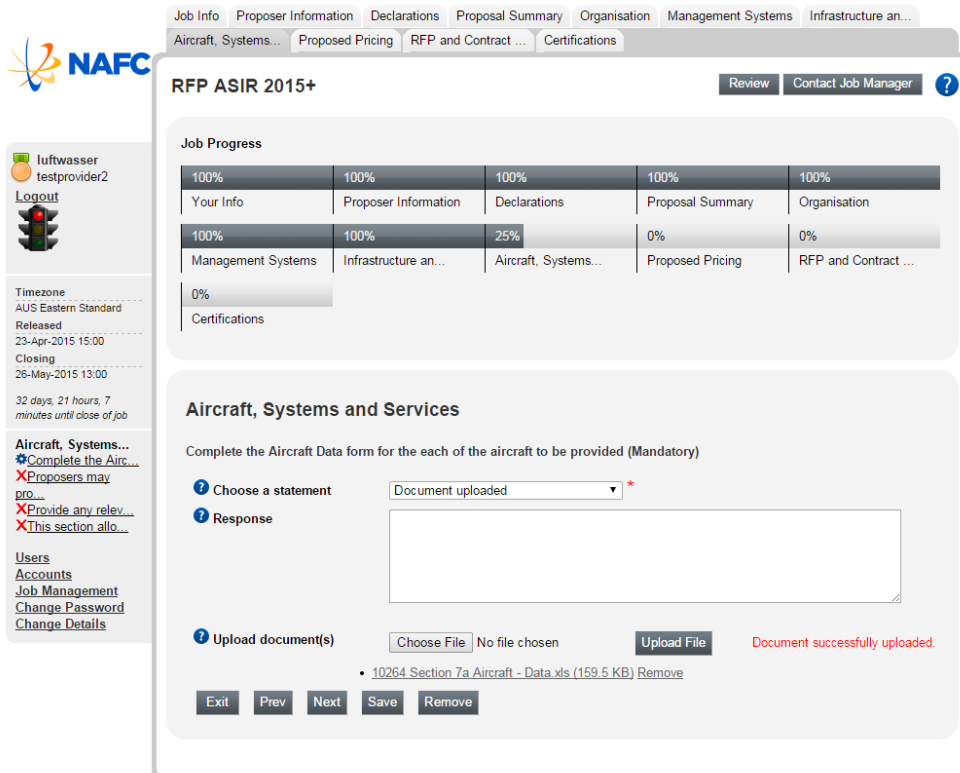
Form	Source of form
Aircraft - Data	from the Job Info tab
Aircraft - Narrative	in this tab
Systems - Narrative	in this tab
Services - Narrative	in this tab

The first download file, the 'Section 7a Aircraft – Data' form is only available for download at the Job Info tab. This form (an MS Excel workbook) requires a range of information about the Proposer's aircraft. Instructions on how to complete the form appear on the first page of the workbook.

The instructions and questions in the 'Section 7a Aircraft – Data' form are not shown in Part D of the RFP.

The completed 'Section 7a Aircraft – Data' form should be uploaded to this tab. After uploading,

Your completed response should look like this:



The screenshot displays the 'RFP ASIR 2015+' web application. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, Infrastructure and Services, Aircraft, Systems..., Proposed Pricing, RFP and Contract..., and Certifications. The 'Aircraft, Systems...' tab is active.

On the left sidebar, there is a user profile for 'luftwasser testprovider2' with a 'Logout' button. Below this, a 'Timezone' section shows 'AUS Eastern Standard' and a 'Released' date of '23-Apr-2015 15:00'. A 'Closing' date of '26-May-2015 13:00' is also shown, with a countdown of '32 days, 21 hours, 7 minutes until close of job'. A list of tasks includes 'Aircraft, Systems...' (marked with a blue star), 'Complete the Aircraft Data form', 'Proposers may provide any relevant information', and 'This section allows you to upload documents'. Below these are links for 'Users', 'Accounts', 'Job Management', 'Change Password', and 'Change Details'.

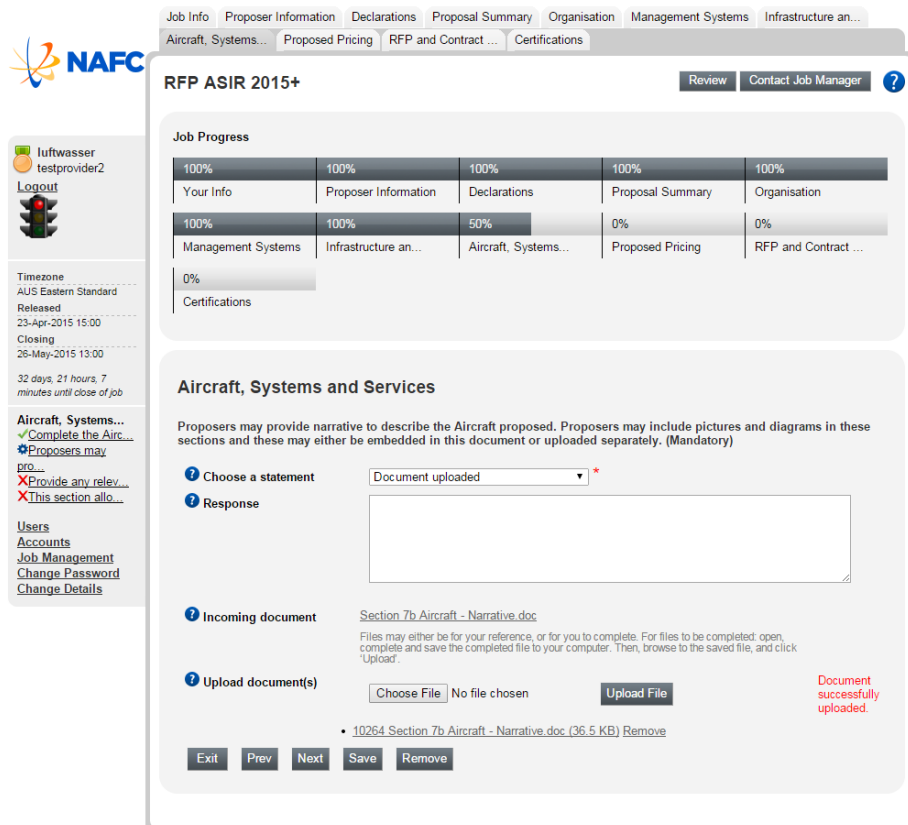
The main content area is titled 'RFP ASIR 2015+' and has 'Review' and 'Contact Job Manager' buttons. Under 'Job Progress', a table shows completion percentages for various sections: 'Your Info' (100%), 'Proposer Information' (100%), 'Declarations' (100%), 'Proposal Summary' (100%), 'Organisation' (100%), 'Management Systems' (100%), 'Infrastructure and Services' (100%), 'Aircraft, Systems...' (25%), 'Proposed Pricing' (0%), 'RFP and Contract...' (0%), and 'Certifications' (0%).

The 'Aircraft, Systems and Services' section is highlighted. It contains the instruction: 'Complete the Aircraft Data form for the each of the aircraft to be provided (Mandatory)'. There are two main input areas: 'Choose a statement' with a dropdown menu showing 'Document uploaded' and a red asterisk, and 'Response' with a large text area. Below these is an 'Upload document(s)' section with a 'Choose File' button, 'No file chosen' text, and an 'Upload File' button. A red message states 'Document successfully uploaded.' Below this, a list of uploaded files shows '10264 Section 7a Aircraft - Data.xls (159.5 KB)' with a 'Remove' link. At the bottom are buttons for 'Exit', 'Prev', 'Next', 'Save', and 'Remove'.

The second download file, called 'Section 7b Aircraft - Narrative', requires a range of narrative information to support the data provided in the 'Section 7a Aircraft – Data' form. Relevant diagrams and tables may be included in this response.

The questions in this form can also be viewed in Section 7 of Part D of the RFP.

After uploading the 'Section 7b Aircraft – Narrative' response form, the completed response should look like this:



The screenshot displays the RFP ASIR 2015+ web application. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, and Infrastructure an... Below this, a sub-navigation bar shows Aircraft, Systems..., Proposed Pricing, RFP and Contract..., and Certifications. The main content area is titled 'RFP ASIR 2015+' and features a 'Job Progress' section with a table showing completion percentages for various sections. The 'Aircraft, Systems and Services' section is currently active, displaying a form for providing narrative information. The form includes a 'Choose a statement' dropdown menu, a 'Response' text area, an 'Incoming document' section showing 'Section 7b Aircraft - Narrative.doc', and an 'Upload document(s)' section with a 'Choose File' button and an 'Upload File' button. A red message indicates 'Document successfully uploaded.' The bottom of the form has buttons for Exit, Prev, Next, Save, and Remove.

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	50%	0%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Aircraft, Systems and Services

Proposers may provide narrative to describe the Aircraft proposed. Proposers may include pictures and diagrams in these sections and these may either be embedded in this document or uploaded separately. (Mandatory)

Choose a statement Document uploaded *

Response

Incoming document Section 7b Aircraft - Narrative.doc
Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s) Choose File No file chosen Upload File

Document successfully uploaded.

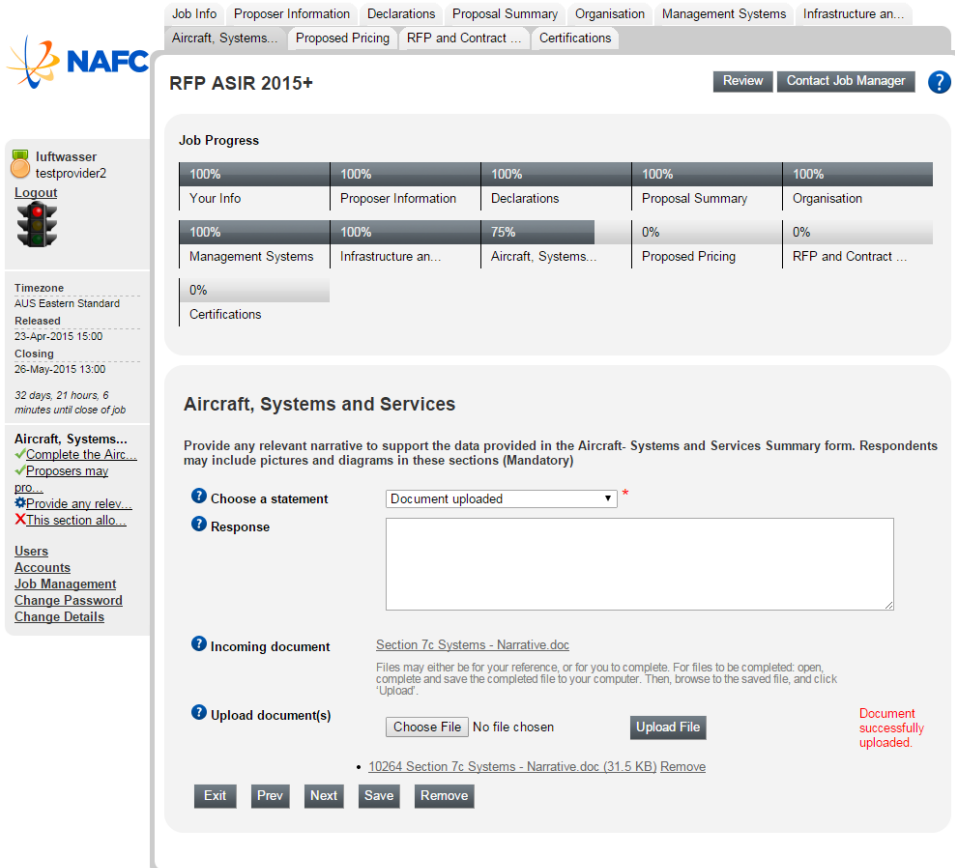
• 10264 Section 7b Aircraft - Narrative.doc (36.5 KB) Remove

Exit Prev Next Save Remove

The third download file, called 'Section 7c Systems - Narrative', requires a range of narrative information regarding the sensors, processing, data communications and other systems/sub-systems being proposed. Relevant diagrams and tables may be included in this response.

The questions in this response form can also be viewed in Section 7 of Part D of the RFP.

After uploading the 'Section 7c Systems – Narrative' response form, the completed response should look like this:



The screenshot shows the RFP ASIR 2015+ web application interface. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, and Infrastructure an... Below this, a sub-navigation bar shows Aircraft, Systems..., Proposed Pricing, RFP and Contract ..., and Certifications. The main content area is titled 'RFP ASIR 2015+' and features a 'Job Progress' table and a 'Aircraft, Systems and Services' section.

Job Progress

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	75%	0%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Aircraft, Systems and Services

Provide any relevant narrative to support the data provided in the Aircraft- Systems and Services Summary form. Respondents may include pictures and diagrams in these sections (Mandatory)

Choose a statement Document uploaded

Response

Incoming document Section 7c Systems - Narrative.doc
Files may either be for your reference, or for you to complete. For files to be completed, open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s) Choose File No file chosen Upload File

Document successfully uploaded.


10264 Section 7c Systems - Narrative.doc (31.5 KB) Remove

Exit Prev Next Save Remove



The fourth download file, called 'Section 7d Services - Narrative', requires a range of narrative information regarding the combination of aircraft, sensors and other systems being proposed. Relevant diagrams and tables may be included in this response.

The questions in this response form can also be viewed in Section 7 of Part D of the RFP.

After uploading the 'Section 7d Services – Narrative' response form, the completed response should look like this:



Job Info | Proposer Information | Declarations | Proposal Summary | Organisation | Management Systems | Infrastructure an...
 Aircraft, Systems... | Proposed Pricing | RFP and Contract ... | Certifications


 luftwasser
testprovider2
[Logout](#)

 Timezone
AUS Eastern Standard
 Released
23-Apr-2015 15:00
 Closing
26-May-2015 13:00
 32 days, 21 hours, 5 minutes until close of job
 Aircraft, Systems...
 ✓ Complete the Airc...
 ✓ Proposers may
pro...
 ✓ Provide any relev...
 ⚙ This section allo...
 Users
 Accounts
 Job Management
 Change Password
 Change Details

RFP ASIR 2015+

[Review](#)
[Contact Job Manager](#)
?

Job Progress

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	100%	0%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Aircraft, Systems and Services

This section allows Proposers to provide narrative to describe the Systems proposed. Proposers may include pictures and diagrams in these sections and these may either be embedded in the document or uploaded separately. (Mandatory)

? Choose a statement Document uploaded ▼ *

? Response

? Incoming document [Section 7d Services - Narrative.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

? Upload document(s)

Choose File

No file chosen

Upload File

• 10264 Section 7c Systems - Narrative.doc (31.5 KB) [Remove](#)

Document successfully uploaded.

Exit
Prev
Next
Save
Remove

TAB: PROPOSED PRICING

Number of Files to Complete

1

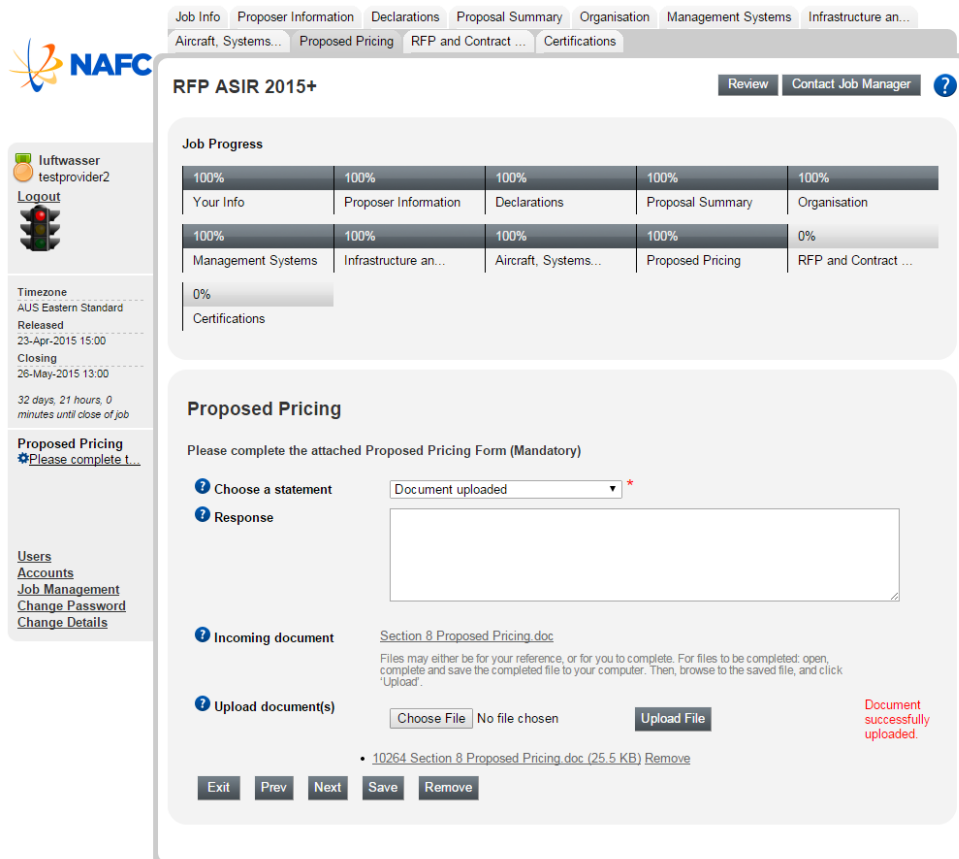
This is a 'Download / Complete & Save / Upload' tab.

The download response form requires a range of information about the proposed pricing including alternative pricing scenarios in relation aircraft, systems and services being proposed.

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Section 8 of Part D of the RFP.

Your completed response should look like this:



The screenshot displays the NAFC RFP ASIR 2015+ web application. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, Infrastructure an..., Aircraft, Systems..., Proposed Pricing (selected), RFP and Contract ..., and Certifications. The main content area is titled 'RFP ASIR 2015+' and features a 'Job Progress' table and a 'Proposed Pricing' section.

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	0%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

Proposed Pricing

Please complete the attached Proposed Pricing Form (Mandatory)

1 Choose a statement Document uploaded *

2 Response

3 Incoming document Section 8 Proposed Pricing.doc

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

4 Upload document(s) Choose File No file chosen Upload File

Document successfully uploaded.

• 10264 Section 8 Proposed Pricing.doc (25.5 KB) Remove

Exit Prev Next Save Remove

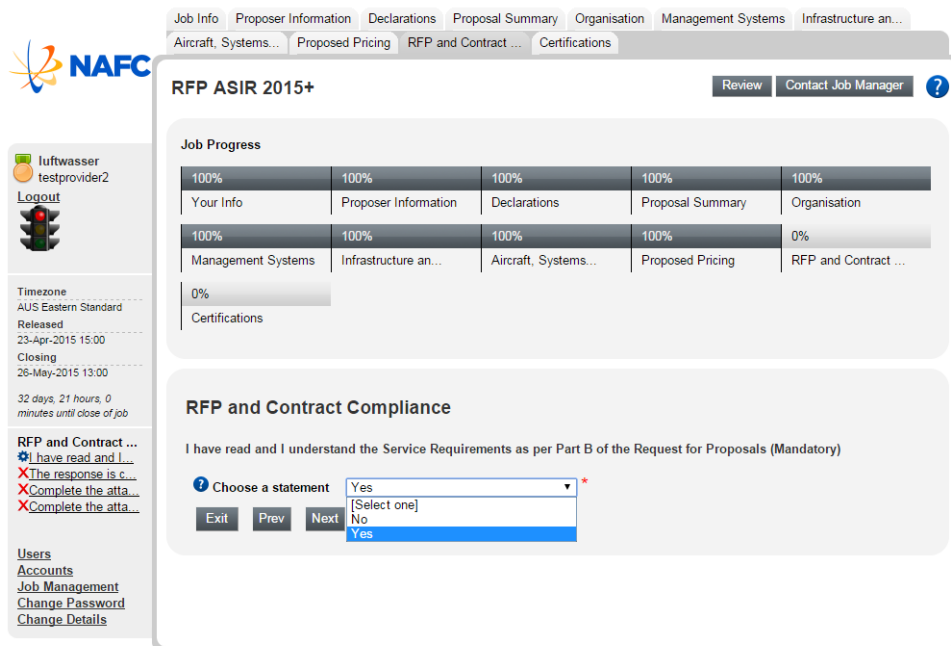
TAB: RFP & CONTRACT COMPLIANCE

Number of Files to Complete

2

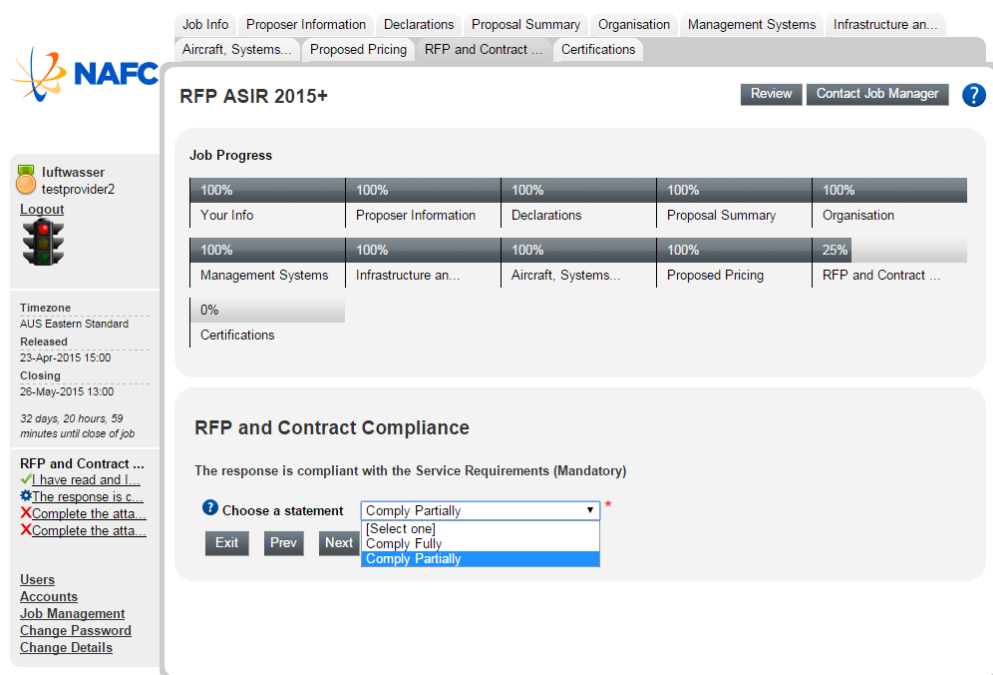
This tab contains two pages where questions are answered by selection from a dropdown box. These are followed by two 'Download / Complete & Save / Upload' pages.

First, did you read and understand all of the requirements of the RFP?



The screenshot shows the NAFC RFP ASIR 2015+ web application. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, Infrastructure an..., Aircraft, Systems..., Proposed Pricing, RFP and Contract ..., and Certifications. The left sidebar shows the user 'luftwasser testprovider2' with a Logout button and a traffic light icon. Below this, it displays the Timezone (AUS Eastern Standard), Release date (23-Apr-2015 15:00), Closing date (26-May-2015 13:00), and a countdown timer (32 days, 21 hours, 0 minutes until close of job). The main content area is titled 'RFP ASIR 2015+' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows completion percentages for various sections: Your Info (100%), Proposer Information (100%), Declarations (100%), Proposal Summary (100%), Organisation (100%), Management Systems (100%), Infrastructure an... (100%), Aircraft, Systems... (100%), Proposed Pricing (100%), and RFP and Contract ... (0%). Below the table, the 'RFP and Contract Compliance' section contains a mandatory statement: 'I have read and I understand the Service Requirements as per Part B of the Request for Proposals (Mandatory)'. A dropdown menu is open, showing options 'Yes', '[Select one]', 'No', and 'Yes' (highlighted). Navigation buttons 'Exit', 'Prev', and 'Next' are also visible.

Second, does your response fully comply with the requirements?



Job Info Proposer Information Declarations Proposal Summary Organisation Management Systems Infrastructure an... Aircraft, Systems... Proposed Pricing RFP and Contract ... Certifications

RFP ASIR 2015+ Review Contact Job Manager ?

Job Progress

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	25%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

RFP and Contract Compliance

The response is compliant with the Service Requirements (Mandatory)

Choose a statement *

Exit Prev Next

Comply Partially
[Select one]
Comply Fully
Comply Partially

Logout

Timezone
AUS Eastern Standard
Released
23-Apr-2015 15:00
Closing
26-May-2015 13:00
32 days, 20 hours, 59 minutes until close of job

RFP and Contract ...
✓ I have read and I...
✗ The response is c...
✗ Complete the atta...
✗ Complete the atta...

Users
Accounts
Job Management
Change Password
Change Details

Now, there are 2 files in this tab to download / complete and save and then upload.

The first download response form 'Section 9a Compliance – Departures' requires, if applicable, information regarding the Proposer's compliance to the Specimen Contract clauses including Schedules.


NAFC does not require a complete Compliance Statement, where Proposers are required to state the extent of their compliance with every individual clause of the Specimen Contract. Instead, a Contract Departures statement must be completed, along with a single statement that all other relevant clauses are complied with.

In order to prepare the Contract Departures form, the Proposer should:

- Carefully examine each clause of the Specimen Contract, including the Schedules;
- Complete the downloaded 'Section 9a Contract – Departures' form, identifying only those clauses and Schedules of the Specimen Contract where the Proposer either 'partially complies' or 'cannot comply' and, if appropriate, propose an alternate drafting of the particular clause(s).
- Make a statement (the next question in the portal) that all other applicable clauses, excepting those noted in the 'Section 9a Contract – Departures' form, are complied with.

The requirements for this form can also be viewed in Section 9 of Part D of the RFP.

After uploading the 'Section 9a Compliance – Departures' response form, the completed response should look like this:



Job Info Proposer Information Declarations Proposal Summary Organisation Management Systems Infrastructure an...
Aircraft, Systems... Proposed Pricing RFP and Contract ... Certifications

RFP ASIR 2015+ [Review](#) [Contact Job Manager](#) ?

Job Progress

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	75%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

RFP and Contract Compliance

Complete the attached form for Contract Departures . Respondents, if they have identified an issue with the Service Requirements can note the Issue and a Proposed Alternative. Respondents should note that significant Service Requirement departures may negatively effect the evaluation of the Tender response. (Mandatory)

1 Choose a statement Document uploaded *

2 Response

3 Incoming document [Section 9a Compliance - departures.doc](#)
Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

4 Upload document(s) Choose File No file chosen Upload File


• 10264 Section 9a Compliance - departures.doc (61.5 KB) Remove

Document successfully uploaded.

[Exit](#) [Prev](#) [Next](#) [Save](#) [Remove](#)

Users
[Accounts](#)
[Job Management](#)
[Change Password](#)
[Change Details](#)

RFP and Contract ...
✓I have read and L...
✓The response is e...
✗Complete the atta...
✗Complete the atta...


Logout


Timezone
AUS Eastern Standard
Released
23-Apr-2015 15:00
Closing
26-May-2015 13:00
32 days, 20 hours, 58 minutes until close of job

The second download file, called 'Section 9b Compliance – Preferred and Optional', requires Proposers to provide a response regarding specific sections of the Request for Proposals document and clauses of the Specimen Contract including applicable Schedules as outlined in the '9b Compliance – Preferred and Optional' response form.

The requirements for this form can also be viewed in Section 9 of Part D of the RFP.

After uploading the 'Section 9b Compliance – Preferred and Optional' response form, the completed response should look like this:



Job Info Proposer Information Declarations Proposal Summary Organisation Management Systems Infrastructure an...
 Aircraft, Systems... Proposed Pricing RFP and Contract ... Certifications

RFP ASIR 2015+

[Review](#) [Contact Job Manager](#) ?

Job Progress

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
0%				
Certifications				

RFP and Contract Compliance

Complete the attached form for Preferred and Optional Clauses. (Mandatory)

Choose a statement

Document uploaded

Response

Incoming document

[Section 9b Compliance - preferred and optional.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

Choose File


No file chosen

Upload File

Document successfully uploaded.

• [10264 Section 9b Compliance - preferred and optional.doc \(67 KB\)](#) Remove

[Exit](#) [Prev](#) [Next](#) [Save](#) [Remove](#)

 luftwasser
 testprovider2
[Logout](#)

Timezone
 AUS Eastern Standard
 Released
 23-Apr-2015 15:00
 Closing
 26-May-2015 13:00
 32 days, 20 hours, 58
 minutes until close of job

RFP and Contract ...
 ✓ I have read and I...
 ✓ The response is c...
 ✓ Complete the atta...
 ✗ Complete the atta...

[Users](#)
[Accounts](#)
[Job Management](#)
[Change Password](#)
[Change Details](#)

TAB: CERTIFICATIONS

Number of Files to Complete

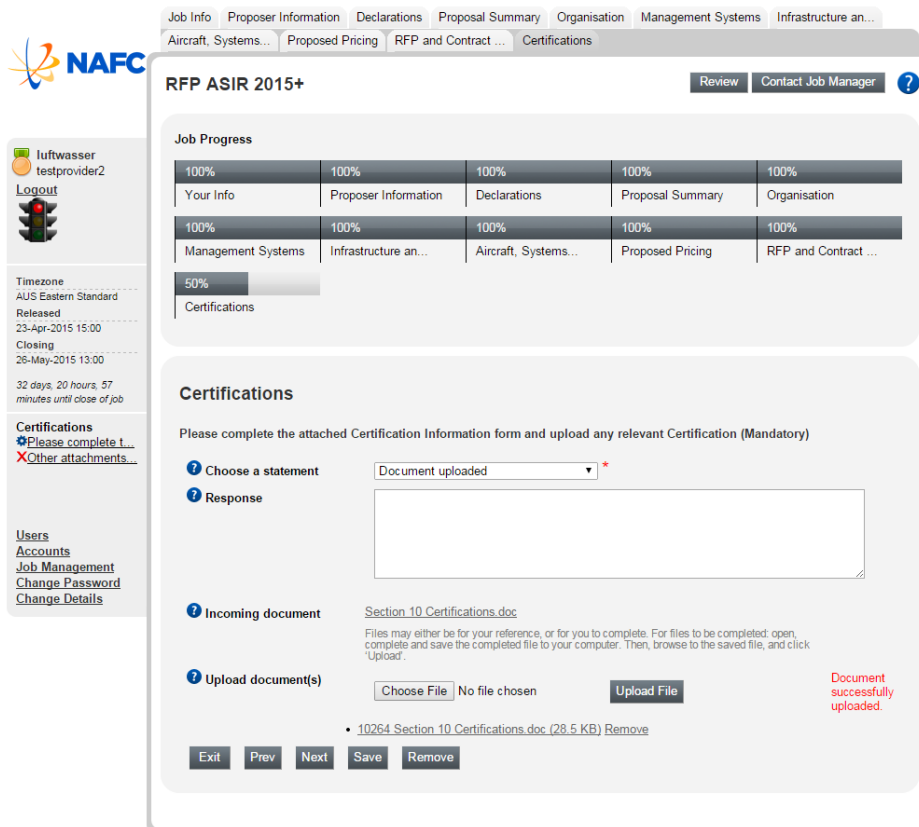
1

This is a 'Download / Complete & Save / Upload' tab. The response form requests any supporting Certification that can be provided by Proposers.

Relevant scanned material may be included in the response.

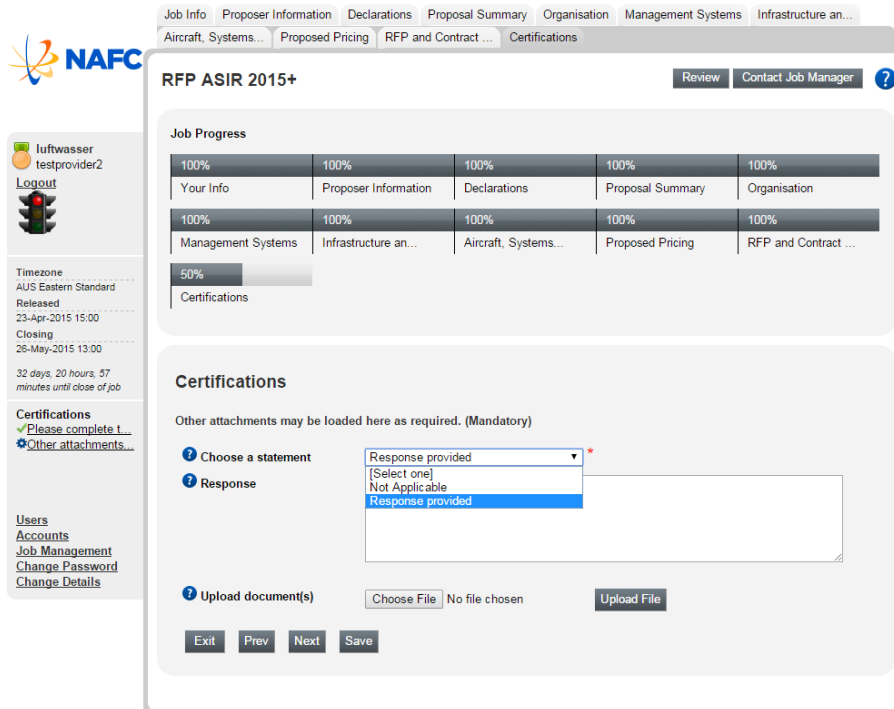
The requirements for this form can also be viewed in Section 10 of Part D of the RFP.

After uploading, your response should look like this:



The screenshot shows the 'RFP ASIR 2015+' portal with the 'Certifications' tab selected. The left sidebar contains the NAFC logo, a user profile for 'luftwasser testprovider2', a traffic light icon, and a countdown timer showing 32 days, 20 hours, and 57 minutes until the job closes. The main content area displays a 'Job Progress' table with 100% completion for all sections except 'Certifications' at 50%. Below the table, the 'Certifications' section prompts the user to complete the attached 'Section 10 Certifications.doc' form and upload any relevant certification. It includes a 'Choose a statement' dropdown menu, a 'Response' text area, and an 'Upload document(s)' section with a 'Choose File' button and an 'Upload File' button. A red message on the right states 'Document successfully uploaded.' At the bottom, there is a list of uploaded files: '10264 Section 10 Certifications.doc (28.5 KB)' with a 'Remove' link. Navigation buttons at the bottom include 'Exit', 'Prev', 'Next', 'Save', and 'Remove'.

The final part of Certification is a space where Proposers can attach any further documents that may be relevant to the response. In the 'Choose a statement' dropdown box, you can decide whether to attach any further documents, or not.



The screenshot shows the 'RFP ASIR 2015+' web application. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, Infrastructure an..., Aircraft, Systems..., Proposed Pricing, RFP and Contract..., and Certifications. The 'Certifications' tab is active.

On the left sidebar, there is a user profile for 'luftwasser testprovider2' with a 'Logout' button. Below this, the 'Timezone' is set to 'AUS Eastern Standard', and the 'Closing' date is '26-May-2015 13:00'. The 'Certifications' section shows a progress bar at 50% and a link to 'Please complete t...'. The 'Users' section includes links for 'Accounts', 'Job Management', 'Change Password', and 'Change Details'.

The main content area is titled 'RFP ASIR 2015+' and includes a 'Review' button and a 'Contact Job Manager' button. Below this is a 'Job Progress' table showing the completion status of various sections:

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...

Below the table, there is a 'Certifications' section with the text 'Other attachments may be loaded here as required. (Mandatory)'. It includes a 'Choose a statement' dropdown menu with options: 'Response provided', '[Select one]', 'Not Applicable', and 'Response provided'. There is also an 'Upload document(s)' section with a 'Choose File' button, a 'No file chosen' status, and an 'Upload File' button. At the bottom, there are 'Exit', 'Prev', 'Next', and 'Save' buttons.

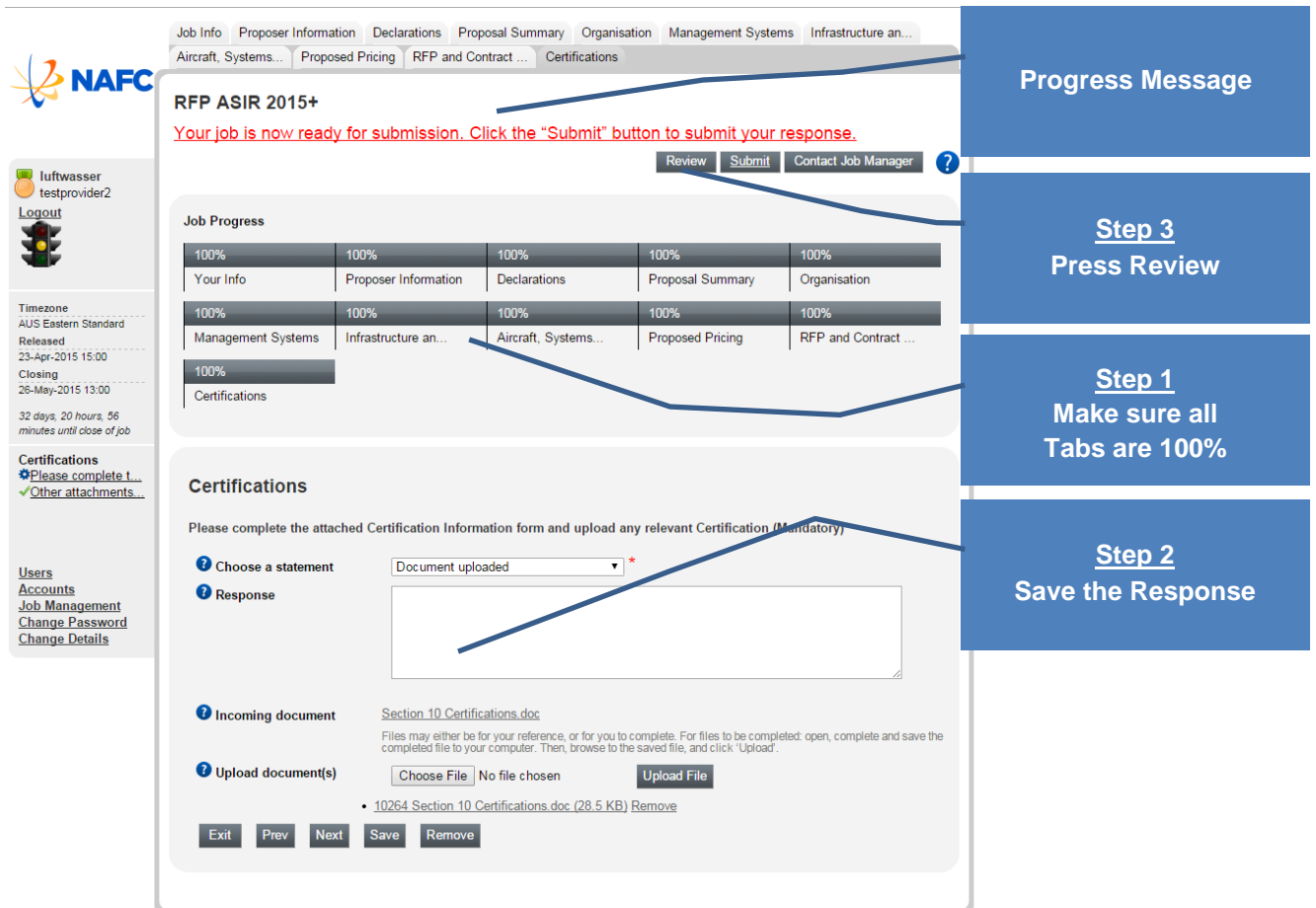
Now, follow the guide to completion and submission of the response.

COMPLETION

Number of Files to Complete

0

This screen simply notes the completion of the tabs and prompts to 'Save' before proceeding.



The screenshot shows the NAFC RFP ASIR 2015+ completion screen. The top navigation bar includes tabs for Job Info, Proposer Information, Declarations, Proposal Summary, Organisation, Management Systems, Infrastructure an..., Aircraft, Systems..., Proposed Pricing, RFP and Contract ..., and Certifications. The main content area displays the 'Job Progress' table, which shows 100% completion for all tabs. The 'Certifications' section prompts the user to complete the attached Certification Information form and upload any relevant Certification (Mandatory). The 'Choose a statement' dropdown is set to 'Document uploaded'. The 'Response' text area is empty. The 'Incoming document' section shows 'Section 10 Certifications.doc'. The 'Upload document(s)' section shows 'Choose File' and 'Upload File' buttons. The 'Exit', 'Prev', 'Next', 'Save', and 'Remove' buttons are at the bottom.

Progress Message

Step 3
Press Review

Step 1
Make sure all
Tabs are 100%

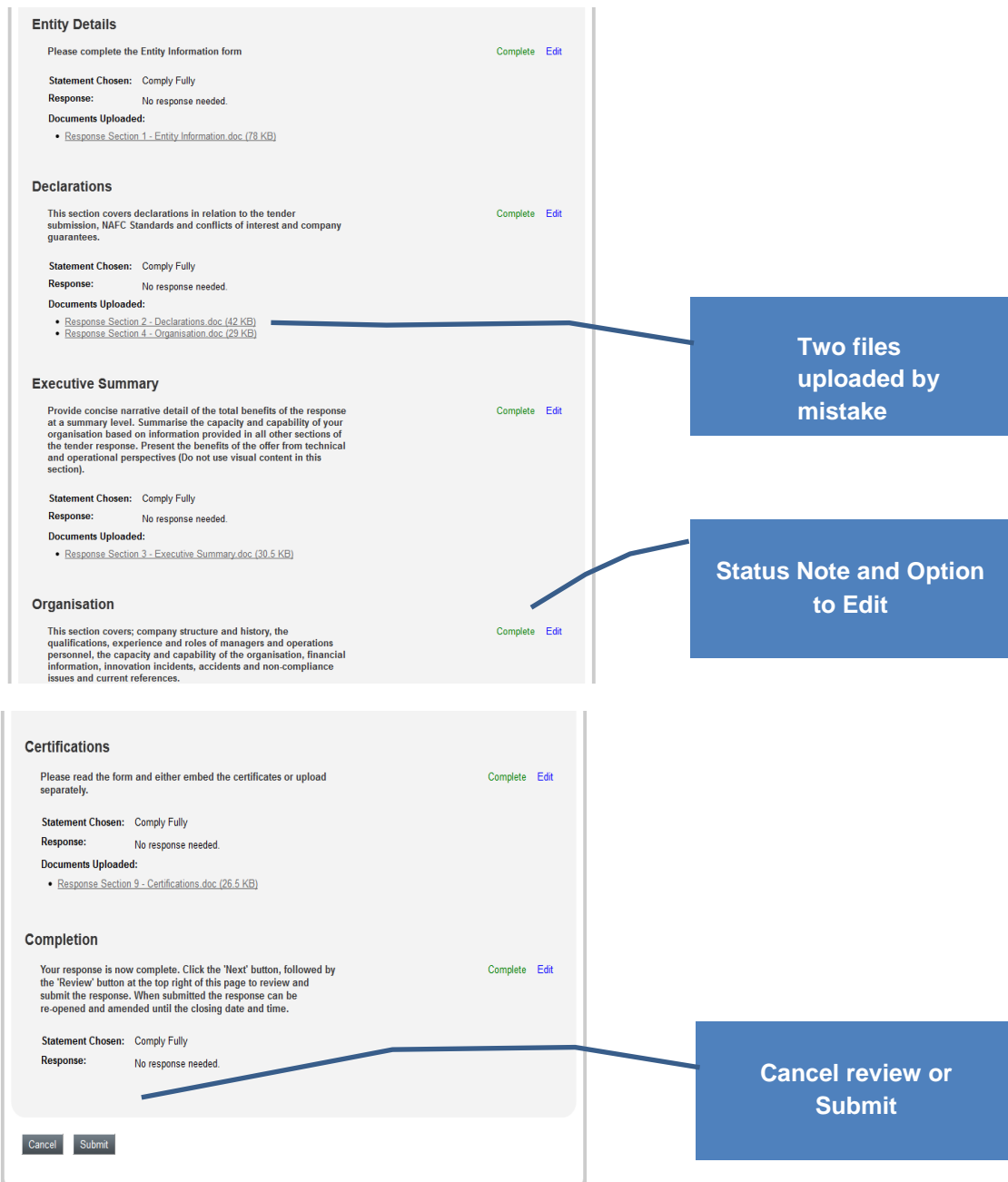
Step 2
Save the Response

A response is not submitted until all tabs in the response are 100% and the traffic light is green. NAFC recommends you review before pressing 'Submit'.

If you pressed the 'Review' button please note the following;

- A long page shows with a report on every tab.
- On the left hand side are the response tab questions and a status note.
- Ignore the 'Statement Chosen' and 'Response' notes.
- Check that the correct 'response document' has been uploaded.

In the example below two files have been uploaded. To correct the error, click the 'Edit' button on the right hand side of the page and the 'Remove' button on the tab.



Entity Details

Please complete the Entity Information form Complete Edit

Statement Chosen: Comply Fully
 Response: No response needed.

Documents Uploaded:

- Response Section 1 - Entity Information.doc (78 KB)

Declarations

This section covers declarations in relation to the tender submission, NAFC Standards and conflicts of interest and company guarantees. Complete Edit

Statement Chosen: Comply Fully
 Response: No response needed.

Documents Uploaded:

- Response Section 2 - Declarations.doc (42 KB)
- Response Section 4 - Organisation.doc (29 KB)

Executive Summary

Provide concise narrative detail of the total benefits of the response at a summary level. Summarise the capacity and capability of your organisation based on information provided in all other sections of the tender response. Present the benefits of the offer from technical and operational perspectives (Do not use visual content in this section). Complete Edit

Statement Chosen: Comply Fully
 Response: No response needed.

Documents Uploaded:

- Response Section 3 - Executive Summary.doc (30.5 KB)

Organisation

This section covers: company structure and history, the qualifications, experience and roles of managers and operations personnel, the capacity and capability of the organisation, financial information, innovation incidents, accidents and non-compliance issues and current references. Complete Edit

Certifications

Please read the form and either embed the certificates or upload separately. Complete Edit

Statement Chosen: Comply Fully
 Response: No response needed.

Documents Uploaded:

- Response Section 9 - Certifications.doc (26.5 KB)

Completion

Your response is now complete. Click the 'Next' button, followed by the 'Review' button at the top right of this page to review and submit the response. When submitted the response can be re-opened and amended until the closing date and time. Complete Edit

Statement Chosen: Comply Fully
 Response: No response needed.

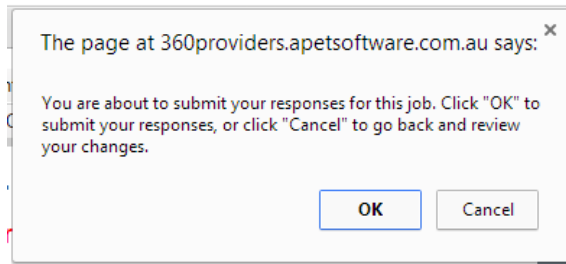
Cancel Submit

Two files uploaded by mistake

Status Note and Option to Edit

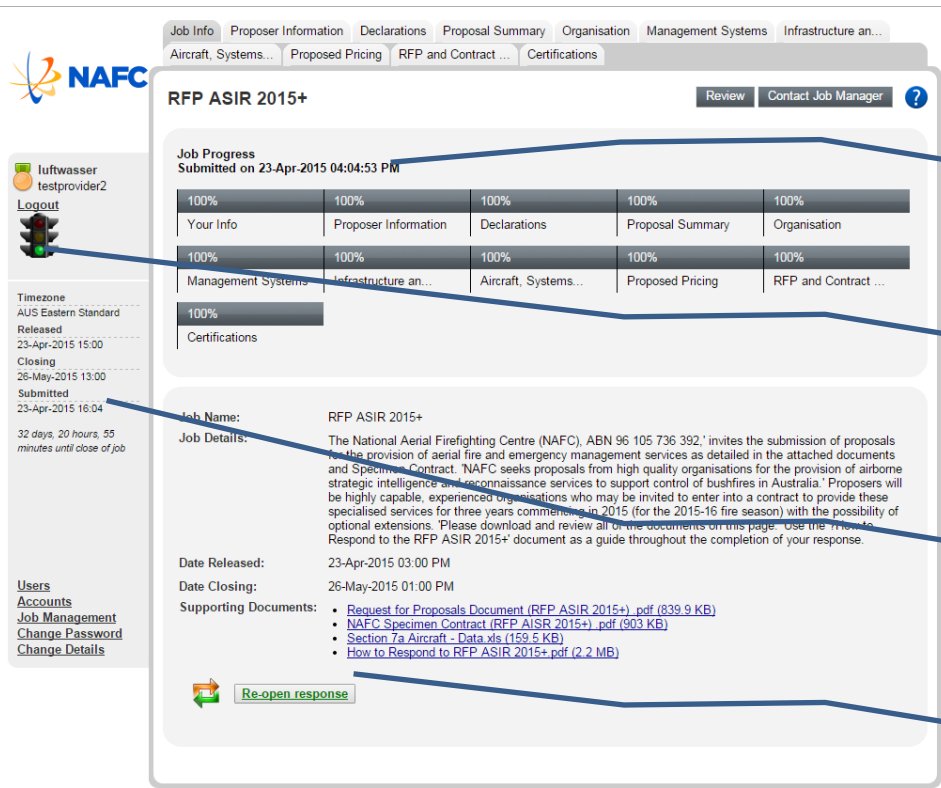
Cancel review or Submit

After checking all the sections, press the 'Submit' button (the following statement box will appear).



If you press 'OK' the response is now complete.

Once submitted, the following page will now appear and you will get a confirmation email.



Job Progress
Submitted on 23-Apr-2015 04:04:53 PM

100%	100%	100%	100%	100%
Your Info	Proposer Information	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Infrastructure an...	Aircraft, Systems...	Proposed Pricing	RFP and Contract ...
100%				
Certifications				

Job Name: RFP ASIR 2015+
Job Details: The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of proposals for the provision of aerial fire and emergency management services as detailed in the attached documents and Specimen Contract. NAFC seeks proposals from high quality organisations for the provision of airborne strategic intelligence and reconnaissance services to support control of bushfires in Australia. Proposers will be highly capable, experienced organisations who may be invited to enter into a contract to provide these specialised services for three years commencing in 2015 (for the 2015-16 fire season) with the possibility of optional extensions. Please download and review all of the documents on this page. Use the 'How to Respond to the RFP ASIR 2015+' document as a guide throughout the completion of your response.

Date Released: 23-Apr-2015 03:00 PM
Date Closing: 26-May-2015 01:00 PM

Supporting Documents:

- [Request for Proposals Document \(RFP ASIR 2015+\) .pdf \(839.9 KB\)](#)
- [NAFC Specimen Contract \(RFP ASIR 2015+\) .pdf \(903 KB\)](#)
- [Section 7a Aircraft - Data.xls \(159.5 KB\)](#)
- [How to Respond to RFP ASIR 2015+ .pdf \(2.2 MB\)](#)

Re-open response

The 'Job Progress' is submitted

The 'traffic light' is green

The 'status' is submitted

...but can be re-opened and edited up until Proposals close time

The response is now complete and submitted.

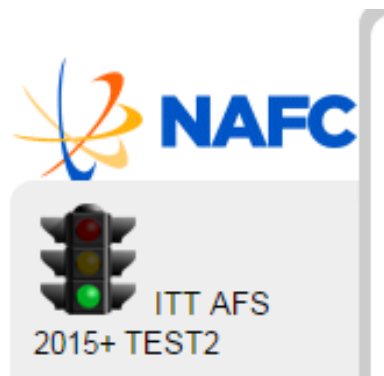
Proposers may re-open, amend and re-submit the response right up to closing time/date. If the 'Submit' button is not visible, it means that you have not completed the response or have not viewed all of the messages on the 'Job Info' tab.

RE-OPENING AND RE-SUBMITTING A RESPONSE

If you select the 'Re-open Response' button, the following message will appear.

Note that clicking OK to the above message will re-open your response. This is like pulling your response back out of the tender box. You will need to once again 'Review' and 'Submit' your response via the 'Completion' tab. You must follow the procedure to review and re-submit your response even if you make no amendments to your submission. If you do not resubmit your response, it will not be registered and evaluated.

..... and one final check.....



HAVE YOU GOT A GREEN TRAFFIC LIGHT?

If 'Yes' then your response is submitted

**If you have a 'Red' or 'Amber' then your response is not submitted
(hold the mouse over the traffic light to see a message indicating what needs to be completed)**