



# **How to Respond to the Request for Proposals**

## **Data Handling Service**

**Initial Proposals Stage**

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## REVIEW DOCUMENTS

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

## HOW TO RESPOND TO RFP DATA HANDLING

Read this guide through before preparing to respond.

## NAFC STANDARDS

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

## INVITATION TO RFP DATA HANDLING

This document is referred to as the RFP.

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## INTRODUCTION

The introduction presents contextual statements for the RFP. 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.

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## PART A – TERMS AND CONDITIONS OF THE RFP

Part A describes the plan for the stages of the RFP, the conditions for participation, the method of lodgement and the evaluation criteria. A summary of the proposed Specimen Contract terms is shown in Part A.

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## PART B – SERVICE REQUIREMENTS

Part B, Section 1, describes:

- the Context of the Service required;
- an overview of the requirements;
- AFAMS functionality;
- The Service Delivery Model and Business Model;
- The NAFC ARENA national information system;
- Legacy Systems;
- Automated Flight Following, and;
- Aerial Firefighting Services

Part B, Section 2, describes:

- The Scope of Services
- Service Specifications
- Sponsorship
- Additional Services
- Utilisation
- Business Model pricing

Sections 1 and 2 are followed by Appendices, including the:

- 1) Current specification for AFAMs tracking component;
- 2) Current Specimen Contract requirements for tracking;
- 3) Current specifications for AFAMS event logging component;
- 4) Current Specimen Contract requirements for event logging, and;
- 5) Current Specimen Contract requirements for messaging.

**IMPORTANT NOTE:** The 'current' Specification and Specimen Contract noted above and shown in Part B Appendices are extracts from existing Aerial Firefighting Services contracts.

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## PART C – RFP RESPONSE

Part C describes the response, comprising ten sections:

Organisation Information – Details of the organisation;

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

Proposal Summary - a summary of the RFP 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.

Management Systems – Details of the systems used to manage the organisation, such as Quality Management, Workplace Health and Safety, Risk Management systems and financial management systems. Details of Subcontractor management are required.

Services – 6 subsections for details of Service requirements delivery, 2 subsections for Additional Capabilities and 1 subsection on Trials and Demonstrations;

Business Arrangements – 4 subsections require information regarding the Business Model, Pricing, Contract details and Sponsorship.

Compliance – Confirmation of compliance to the requirements and specifications in the RFP are detailed in a template form;

Other – A section for any other information relevant to the response.

Certification – Available certification.

Proposers may begin compiling information based on the RFP and the documents available on [www.nafc.org.au](http://www.nafc.org.au) prior to the opening of the RFP in the portal.

## HOW TO USE THE PORTAL

### HOW THE PORTAL WORKS

The portal is a secure system with features that enable online RFP submission and evaluation. The portal manages the documents and workflow of the RFP. The major benefits are:

- Secure storage of data and immediate availability of RFP documents and responses
- No 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 remote evaluation and a range of reporting tools.

**Proposers do not have to re-create the RFP document 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's simply a document download, complete, save and upload process.**

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

### PORTAL ISSUES AND CONTACTS

For issues regarding the content of the RFP (any issue related to the Service and interpretation of information provided) direct enquires to [tenders@nafc.org.au](mailto: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 will be provided as Addenda to RFP in the NAFC Electronic RFP Portal or via email. These Addenda will be available to all organisations who have registered in the portal for the RFP.

For issues related to access to the portal or the functions of the portal, direct these queries to [support@langeconsulting.com.au](mailto:support@langeconsulting.com.au).

### LOGGING INTO THE PORTAL

Registration in the RFP is achieved by using the URL link to the tender portal

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

Proposers with an existing account can simply 'Login'. New Proposers can 'Register' an account and then login. There is no other formal registration process. The portal terminology for a response is a 'Job'. Jobs appear when they have been released by NAFC. Proceed through three 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



### AFS ITT 2013+ a

[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'



### 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](#)

Complete the 'User Registration' information

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 Tender. 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 9 other response tabs, completed, saved and uploaded back to the portal.

In total, there are 12 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. The final tab, 'Completion', is instructions only.

In between there are 10 tabs to complete, each of which include one or more response documents. As you go through the tabs each document must be downloaded, completed, saved and uploaded. These 10 sections correspond to each section of Part C 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 portal Job Info tab Supporting Documents to the Job Info subdirectory you created on your local drive. These are the reference documents for the DATA HANDLING RFP. Review all of the documents before you begin preparing a response.
- Go back into the portal and complete the download files in 9 tabs, one by one. Save to your local drive and then upload them into the portal as you complete them.
- Review and submit the response in the portal. Whilst completing tabs, keep the Job Info Supporting Documents 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.

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

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

The response tabs flow in this order and with the following tab type:

Tab	Name	Tab Type
1	Job Info	Job Documents
2	Organisation Information	Form
3	Declarations	Form
4	Proposal Summary	Specific questions with 'free form' answers
5	Organisation	Specific questions with 'free form' answers
6	Management Systems	Specific questions with 'free form' answers
7	Services	Specific questions with 'free form' answers
8	Business Arrangements	Specific questions with 'free form' answers
9	Compliance	Form
10	Other	'free form' answers
11	Certifications	'free form' answers
12	Completion	Response completion tab

Proposers are able to provide answers to questions in 'free-form' in tabs 4-8 and 10-11 using the response template provided. These tabs 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 (prompted by the questions or the tab introduction). Only materials relevant to the tab subject should be uploaded. Tabs where additional uploads are not permitted are the Organisation Information (tab 2), Declarations (3), Compliance (9) and Completion (12).

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 files button on the relevant tab.

During completion of the portal response tabs, you can move ahead to a tab or simply download all of the response documents, use the tabs to navigate directly.

**Proposers can re-open, amend and re-submit the response until the closing date.** Instructions are shown at the

Before submitting a response, Proposers should:

- a. Take all steps to ensure that the RFP is free from anything that might reasonably affect useability or the security or operations of NAFC's electronic portal and/or NAFC's computing environment;

- b. Ensure that RFP 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 RFP complies with all file type, format, naming conventions, or other requirements advised by NAFC.

**Proposers must allow sufficient time for RFP lodgement, including time that may be required for any problem analysis and resolution with NAFC's electronic tendering portal prior to the closing date.**

Please ensure you make yourself aware of NAFC's electronic tendering portal process if you are not familiar with it.

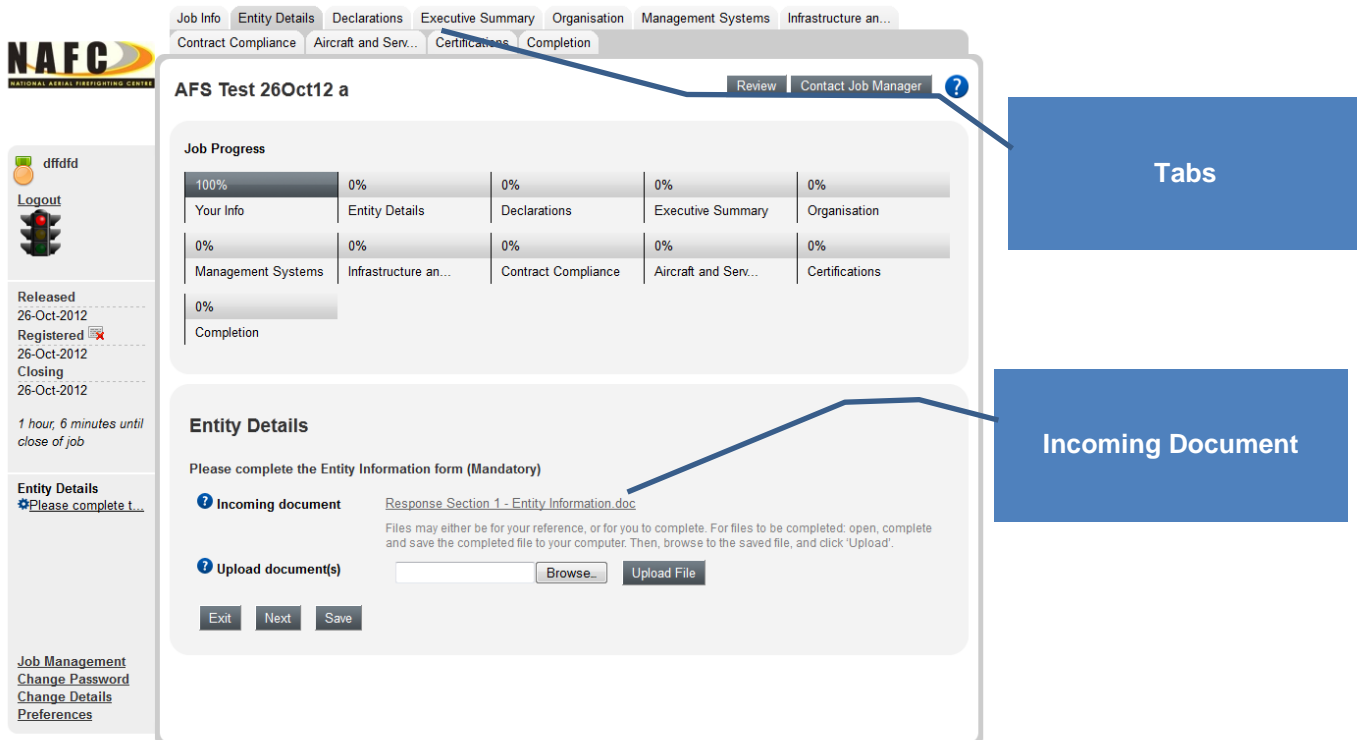
Proposers should lodge their RFP in accordance with the requirements set out in Part A of the RFP. Failure to comply with any or all of these requirements may result in the RFP not uploading successfully or may eliminate the response from consideration.

## DOWNLOADING AND UPLOADING

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

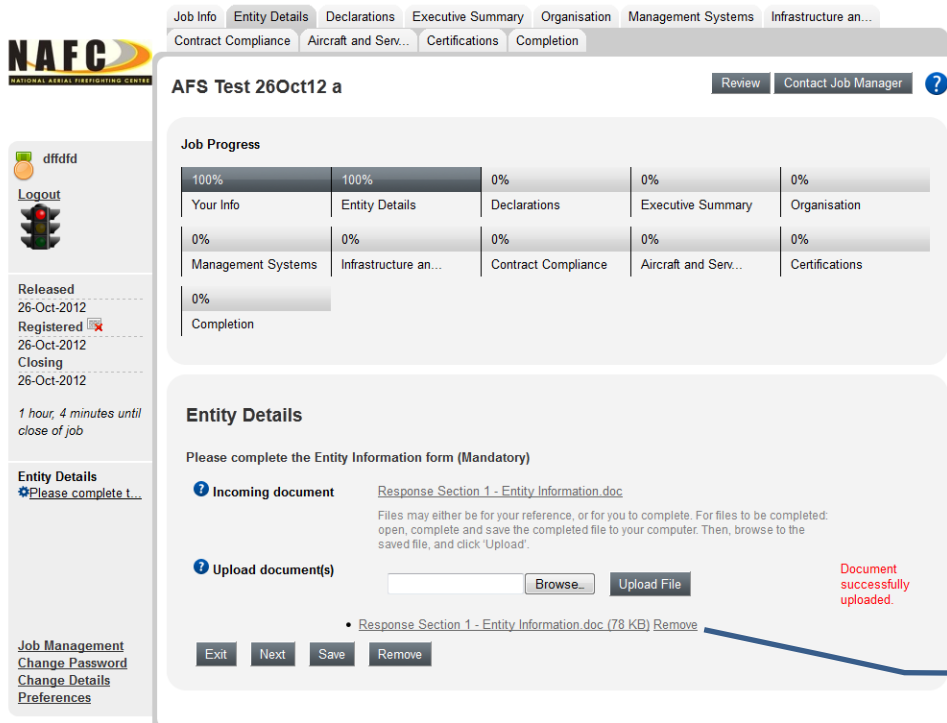


All the download documents in the 10 response tabs are situated in the same position on each portal tab, called **Incoming Document**:



The screenshot shows the NAFC portal interface for 'AFS Test 26Oct12 a'. The top navigation bar contains tabs: Job Info, Entity Details, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Contract Compliance, Aircraft and Serv..., Certifications, and Completion. A blue box labeled 'Tabs' points to this navigation bar. The main content area is divided into sections. The 'Job Progress' section shows a table with progress percentages for various tabs. The 'Entity Details' section contains a mandatory form. A blue box labeled 'Incoming Document' points to the 'Incoming document' link within the 'Entity Details' section. Below this link, there is a description of the document and an 'Upload document(s)' section with a 'Browse...' button and an 'Upload File' button. The left sidebar contains user information, a traffic light icon, and a list of links including 'Job Management', 'Change Password', 'Change Details', and 'Preferences'.

Step	In the Portal	On your Local Drive
1	Click on the <b>Incoming Document</b> . 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 <b>Browse</b> . Retrieve the document from the Response subdirectory. When selected, press <b>Upload File</b> . The portal will show the message: <b>Document successfully uploaded</b>	
6	Press the <b>Save</b> button and proceed by pressing the <b>Next</b> button.	



Job Info Entity Details Declarations Executive Summary Organisation Management Systems Infrastructure an...

Contract Compliance Aircraft and Serv... Certifications Completion

AFS Test 26Oct12 a Review Contact Job Manager ?

Job Progress

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

Entity Details

Please complete the Entity Information form (Mandatory)

**Incoming document** [Response Section 1 - Entity Information.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)**

**Document successfully uploaded.**

• [Response Section 1 - Entity Information.doc \(78 KB\)](#)

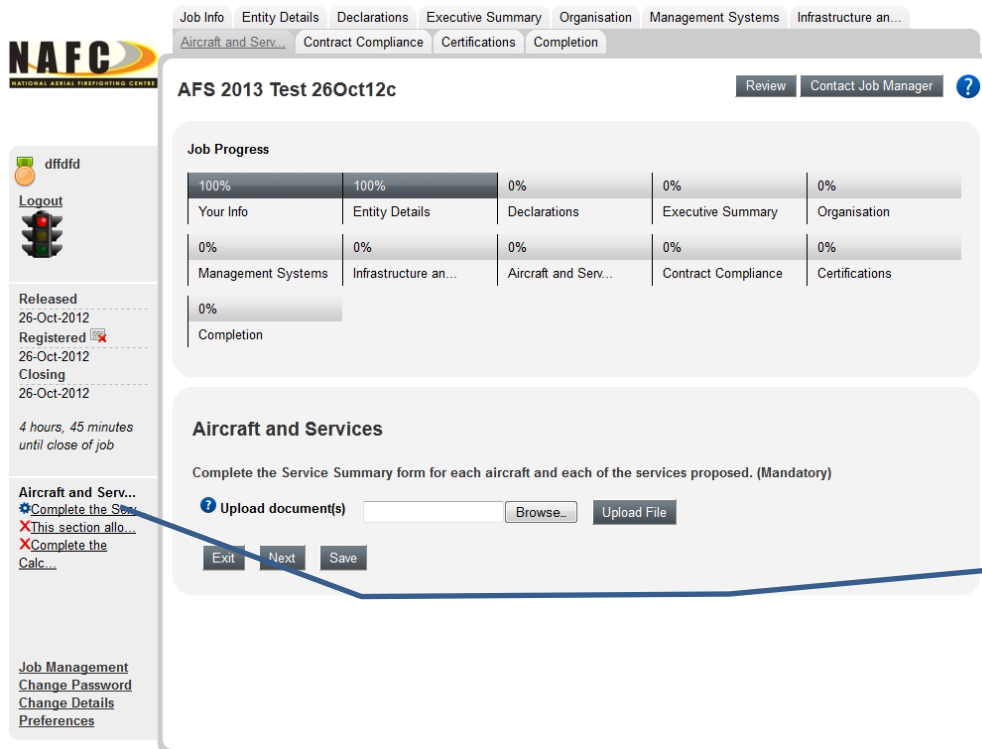
Released 26-Oct-2012  
Registered 26-Oct-2012  
Closing 26-Oct-2012  
1 hour, 4 minutes until close of job

Entity Details  
Please complete t...

Job Management  
Change Password  
Change Details  
Preferences

The uploaded file

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 them if they want to check their response in progress.



**NAFC**  
NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Entity Details Declarations Executive Summary Organisation Management Systems Infrastructure an...

Aircraft and Serv... Contract Compliance Certifications Completion

**AFS 2013 Test 26Oct12c** Review Contact Job Manager ?

**Job Progress**

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

**Aircraft and Services**

Complete the Service Summary form for each aircraft and each of the services proposed. (Mandatory)

Upload document(s)  Browse... Upload File

Exit Next Save

Shows questions in the Tab

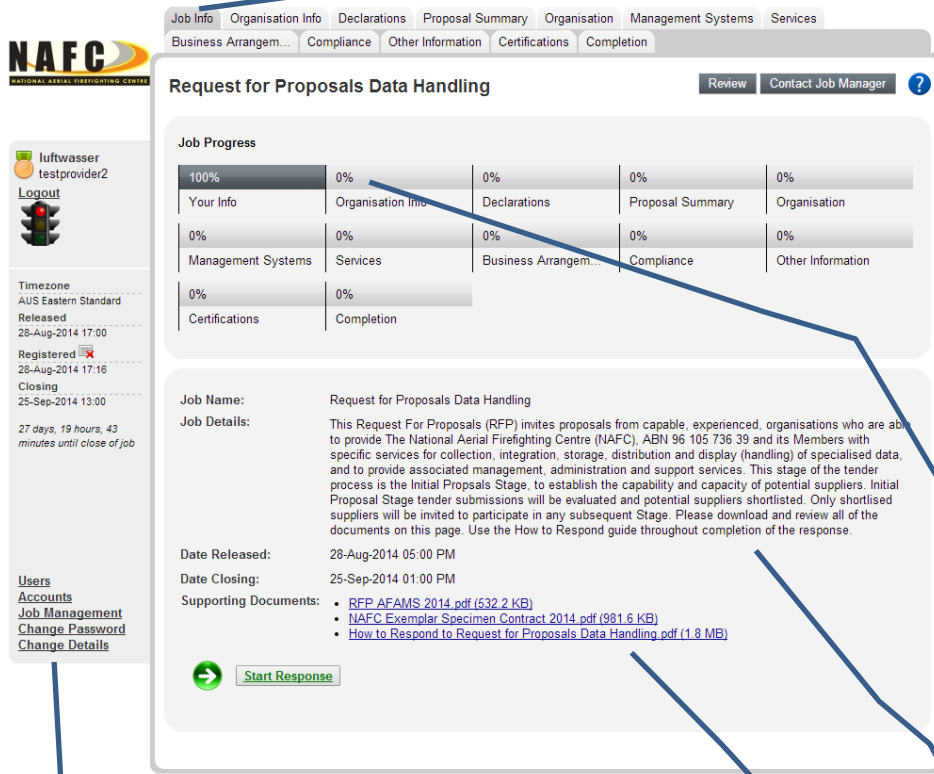
## COMPLETE THE RESPONSE

### TAB 1: 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.



**NAFC**  
NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info | Organisation Info | Declarations | Proposal Summary | Organisation | Management Systems | Services  
Business Arrangem... | Compliance | Other Information | Certifications | Completion

**Request for Proposals Data Handling** [Review] [Contact Job Manager] [?]

**Job Progress**

100%	0%	0%	0%	0%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Job Name:** Request for Proposals Data Handling


**Job Details:** This Request For Proposals (RFP) invites proposals from capable, experienced, organisations who are able to provide The National Aerial Firefighting Centre (NAFC), ABN 95 105 736 39 and its Members with specific services for collection, integration, storage, distribution and display (handling) of specialised data, and to provide associated management, administration and support services. This stage of the tender process is the Initial Proposals Stage, to establish the capability and capacity of potential suppliers. Initial Proposal Stage tender submissions will be evaluated and potential suppliers shortlisted. Only shortlisted suppliers will be invited to participate in any subsequent Stage. Please download and review all of the documents on this page. Use the How to Respond guide throughout completion of the response.

**Date Released:** 28-Aug-2014 05:00 PM

**Date Closing:** 25-Sep-2014 01:00 PM

**Supporting Documents:**

- [RFP AFAMS 2014.pdf \(532.2 KB\)](#)
- [NAFC Exemplar Specimen Contract 2014.pdf \(981.6 KB\)](#)
- [How to Respond to Request for Proposals Data Handling.pdf \(1.8 MB\)](#)

 **Start Response**

**Left Sidebar:**

luftwasser  
testprovider2  
Logout

Timezone  
AUS Eastern Standard  
Released  
28-Aug-2014 17:00  
Registered  
28-Aug-2014 17:16  
Closing  
25-Sep-2014 13:00  
27 days, 19 hours, 43 minutes until close of job

**Users**  
Accounts  
Job Management  
Change Password  
Change Details

**Callout Boxes:**

- Progress Traffic Light:** (Points to the traffic light icon in the sidebar)
- User Maintenance:** Maintain your user details and preferences (Points to the 'Users' section in the sidebar)
- Reference Documents to Download:** There are several reference documents which need to be downloaded. This is done by clicking the document name (Points to the 'Supporting Documents' list)
- Response Completion Progress:** This progress bar will remain in place in all Tabs showing your completion progress (Points to the 'Job Progress' table)
- Job Details Information and Instructions:** (Points to the 'Job Details' section)
- Tabs:** You can navigate through the RFP 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. (Points to the top navigation tabs)

- 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 2: ORGANISATION INFORMATION

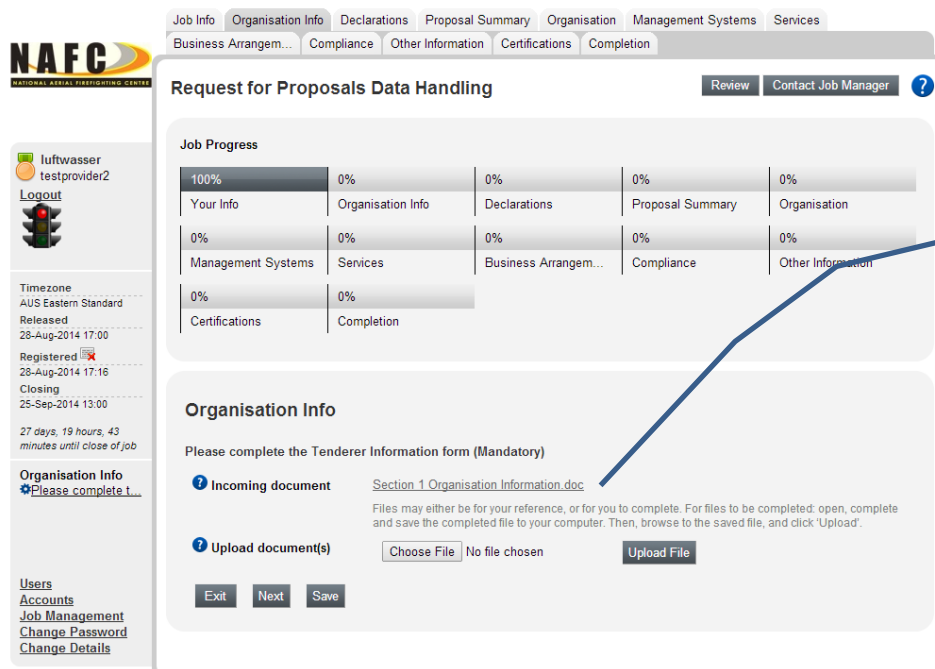
Number of Files to Complete

1

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

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

The questions in this form can also be viewed in Part C of the RFP.



**Request for Proposals Data Handling**

Review Contact Job Manager ?

**Job Progress**

100%	0%	0%	0%	0%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Organisation Info**

Please complete the Tenderer Information form (Mandatory)

**Incoming document** [Section 1 Organisation Information.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)**  No file chosen

Click to Download this form



## TAB 3: DECLARATIONS

### Number of Files to Complete

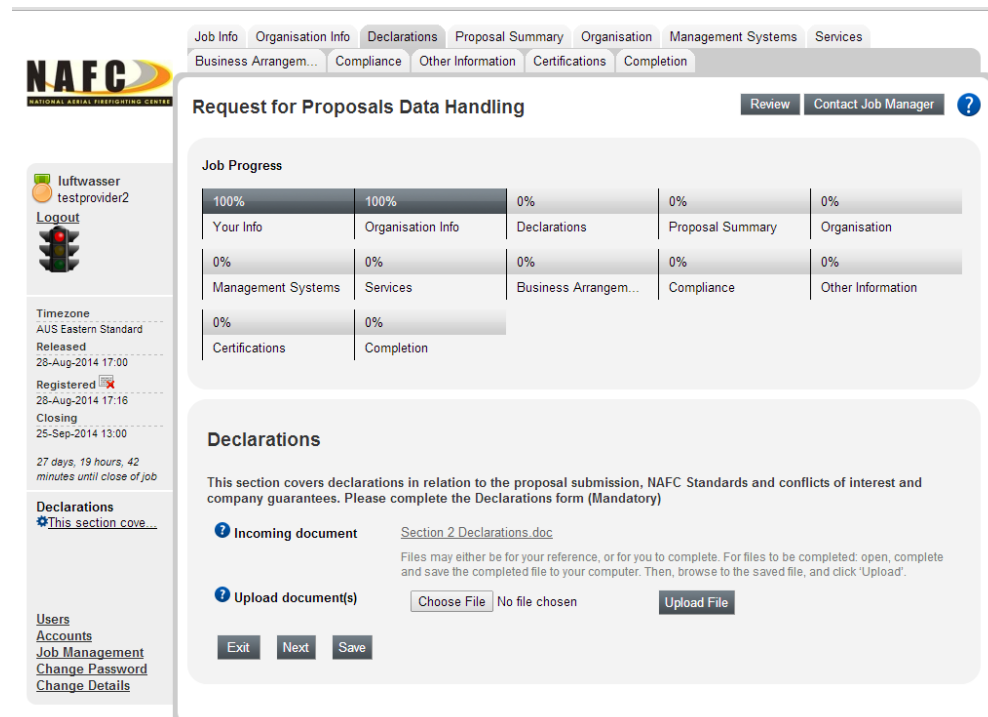
1

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

The download form requires response to 3 questions:

1. In submitting this proposal, pursuant to the Electronic Transactions Act 1999 (Cth), the person identified by the user registration logon is duly authorised by the responding Organisation to submit this proposal. If this is the case then enter your name and the word "Agree". eg "Mary Smith - Agree". If this is not the case, write the reason why you do not agree with the statement;
2. I have read and understood the Request for Proposals, Part A, Terms and Conditions of Proposals and confirm the Organisation will comply with Part A. 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. Organisations risk having their proposals 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. In submitting this proposal the Organisation has identified no conflict of interest or perceived conflict of interest could arise with regard to this proposal. 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.

The questions in this form can also be viewed in Part C of the RFP.



The screenshot shows the NAFC web portal interface. The top navigation bar includes tabs for Job Info, Organisation Info, **Declarations**, Proposal Summary, Organisation, Management Systems, and Services. Below this, a secondary bar shows Business Arrangem..., Compliance, Other Information, Certifications, and Completion. The main header reads "Request for Proposals Data Handling" with buttons for "Review" and "Contact Job Manager".

On the left sidebar, the user is logged in as "luftwasser testprovider2" with a "Logout" button. Below this, a traffic light icon indicates the status. Further down, the "Timezone" is set to "AUS Eastern Standard", and the "Released" date is "28-Aug-2014 17:00". The "Registered" status is marked with a red 'X' and the date "28-Aug-2014 17:16". The "Closing" date is "25-Sep-2014 13:00". A countdown timer shows "27 days, 19 hours, 42 minutes until close of job". Under the "Declarations" section, there is a link "This section cove...". At the bottom of the sidebar, there are links for "Users", "Accounts", "Job Management", "Change Password", and "Change Details".

The main content area is titled "Job Progress" and contains a table showing the completion status of various sections:

100%	100%	0%	0%	0%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

Below the table, the "Declarations" section is highlighted. It contains the text: "This section covers declarations in relation to the proposal submission, NAFC Standards and conflicts of interest and company guarantees. Please complete the Declarations form (Mandatory)".

There are two main sections for declarations:

- Incoming document**: A link to "Section 2 Declarations.doc". Below this, it states: "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)**: A "Choose File" button, the text "No file chosen", and an "Upload File" button.

At the bottom of the declarations section, there are three buttons: "Exit", "Next", and "Save".

## TAB 4: PROPOSAL SUMMARY

### Number of Files to Complete

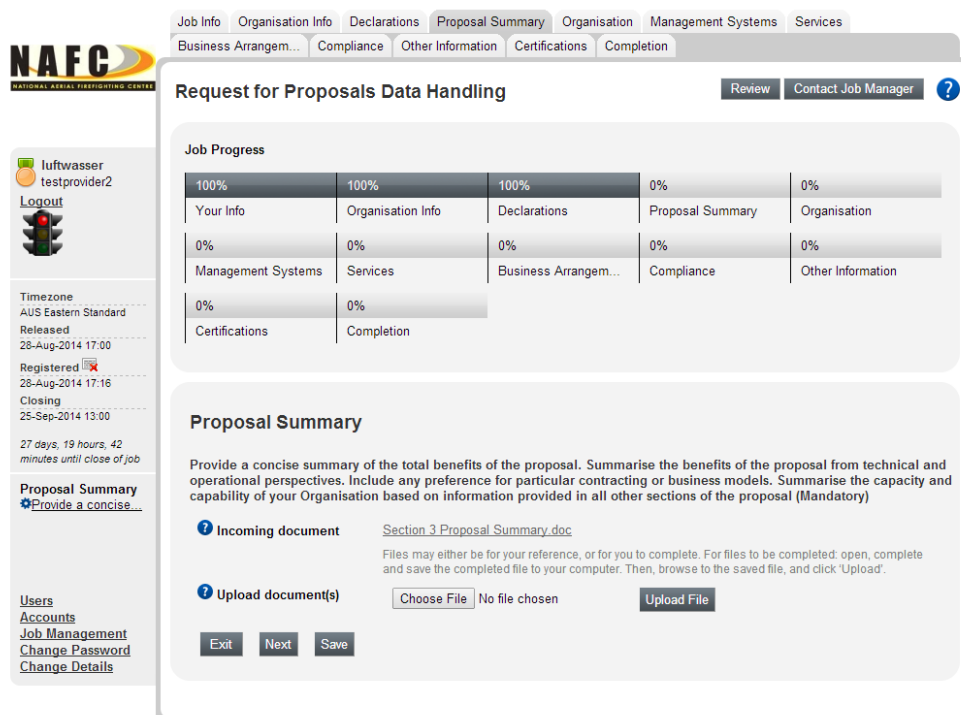
1

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

The download form requires a concise summary of the Service proposed.

Only text content should be used with no visual material.

The question in this form can also be viewed in Part C of the RFP.



The screenshot shows the NAFC web portal interface. The top navigation bar includes tabs for Job Info, Organisation Info, Declarations, Proposal Summary (selected), Organisation, Management Systems, Services, Business Arrangem..., Compliance, Other Information, Certifications, and Completion. The main content area is titled 'Request for Proposals Data Handling' and features a 'Job Progress' table and a 'Proposal Summary' section.

100%	100%	100%	0%	0%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Proposal Summary**

Provide a concise summary of the total benefits of the proposal. Summarise the benefits of the proposal from technical and operational perspectives. Include any preference for particular contracting or business models. Summarise the capacity and capability of your Organisation based on information provided in all other sections of the proposal (Mandatory)

**1 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'.

**1 Upload document(s)**  No file chosen

## TAB 5: ORGANISATION

### Number of Files to Complete

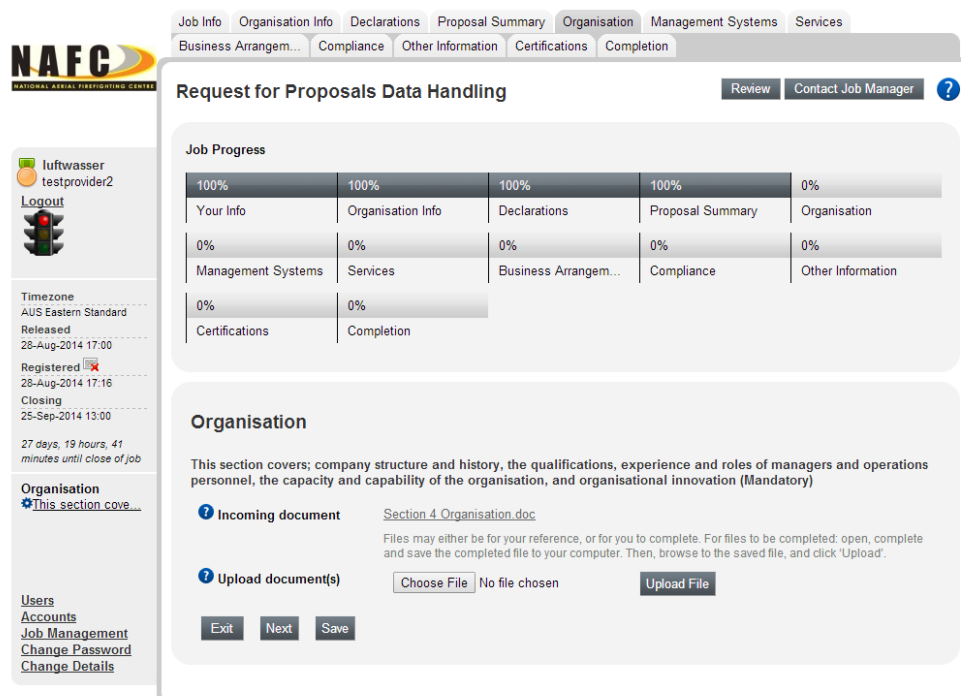
1

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

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

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Part C of the RFP.



The screenshot shows the NAFC Request for Proposals Data Handling interface. The top navigation bar includes tabs for Job Info, Organisation Info, Declarations, Proposal Summary, Organisation (selected), Management Systems, Services, Business Arrangem..., Compliance, Other Information, Certifications, and Completion. The main content area is titled 'Request for Proposals Data Handling' and includes a 'Review' button and a 'Contact Job Manager' button. Below this is a 'Job Progress' section with a table showing completion percentages for various sections. The 'Organisation' section is currently active, displaying instructions and an upload area for documents.

100%	100%	100%	100%	0%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**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, and organisational innovation (Mandatory)

**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)**  No file chosen

## TAB 6: MANAGEMENT SYSTEMS

### Number of Files to Complete

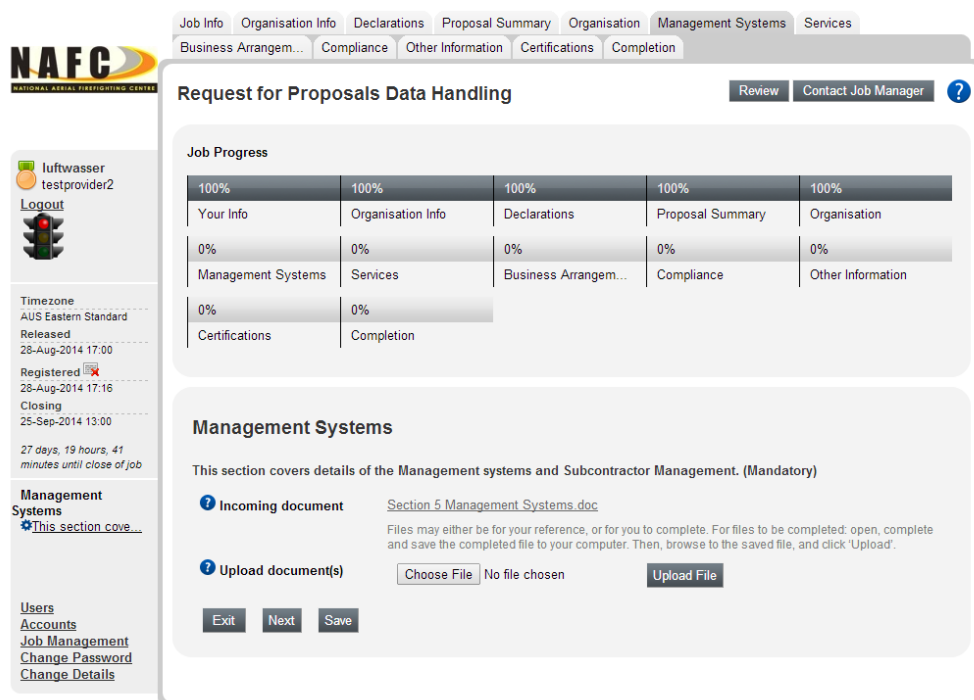
1

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

The download 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 Part C of the RFP.



The screenshot shows the NAFC Request for Proposals Data Handling interface. The top navigation bar includes tabs for Job Info, Organisation Info, Declarations, Proposal Summary, Organisation, Management Systems, and Services. Below this, a secondary bar contains Business Arrangem..., Compliance, Other Information, Certifications, and Completion. The main content area is titled 'Request for Proposals Data Handling' and includes a 'Review' button and a 'Contact Job Manager' button with a help icon.

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Management Systems**

This section covers details of the Management systems and Subcontractor Management. (Mandatory)

**Incoming document** [Section 5 Management Systems.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)**  
 No file chosen

**Left Sidebar:**

- NAFC NATIONAL AERIAL FIREFIGHTING CENTRE
- luftwasser testprovider2
- Logout
- Timezone: AUS Eastern Standard
- Released: 28-Aug-2014 17:00
- Registered: 28-Aug-2014 17:16
- Closing: 25-Sep-2014 13:00
- 27 days, 19 hours, 41 minutes until close of job
- Management Systems
- This section cove...
- Users
- Accounts
- Job Management
- Change Password
- Change Details

## TAB 7: SERVICES

### Number of Files to Complete

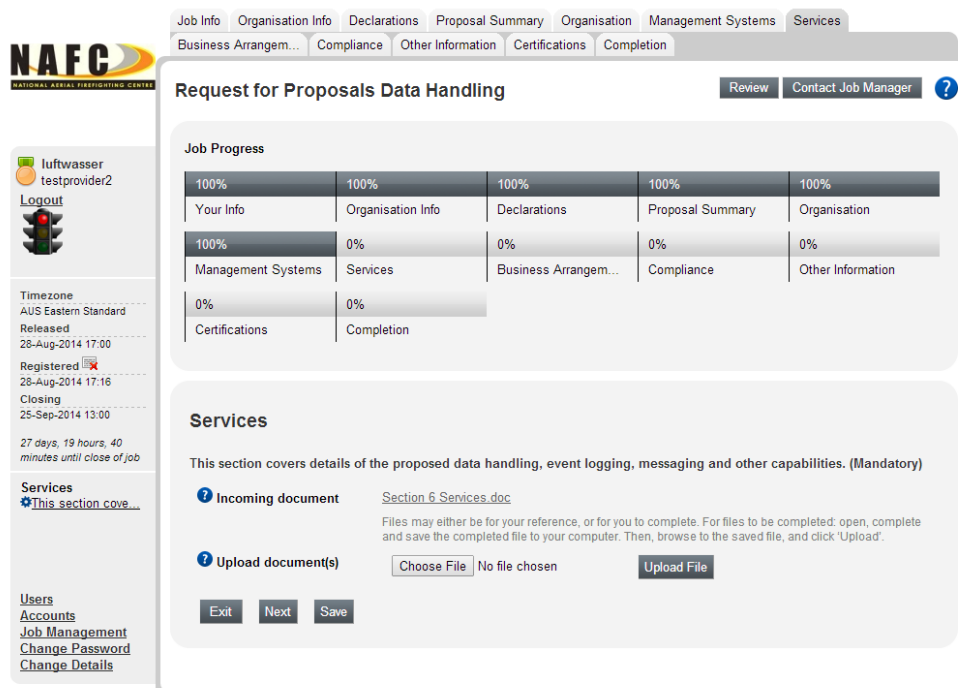
1

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

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

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Part C of the RFP.



The screenshot shows the NAFC Request for Proposals Data Handling form. The top navigation bar includes tabs for Job Info, Organisation Info, Declarations, Proposal Summary, Organisation, Management Systems, and Services. The Services tab is currently selected. Below the navigation bar, there are buttons for Review and Contact Job Manager, and a help icon. The main content area is titled 'Request for Proposals Data Handling' and contains a 'Job Progress' section with a table showing completion percentages for various sections. The 'Services' section is highlighted, showing a description of the data handling requirements and a file upload interface.

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
100%	0%	0%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Services**

This section covers details of the proposed data handling, event logging, messaging and other capabilities. (Mandatory)

**Incoming document** [Section 6 Services.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)**  No file chosen

## TAB 8: BUSINESS ARRANGEMENTS

### Number of Files to Complete

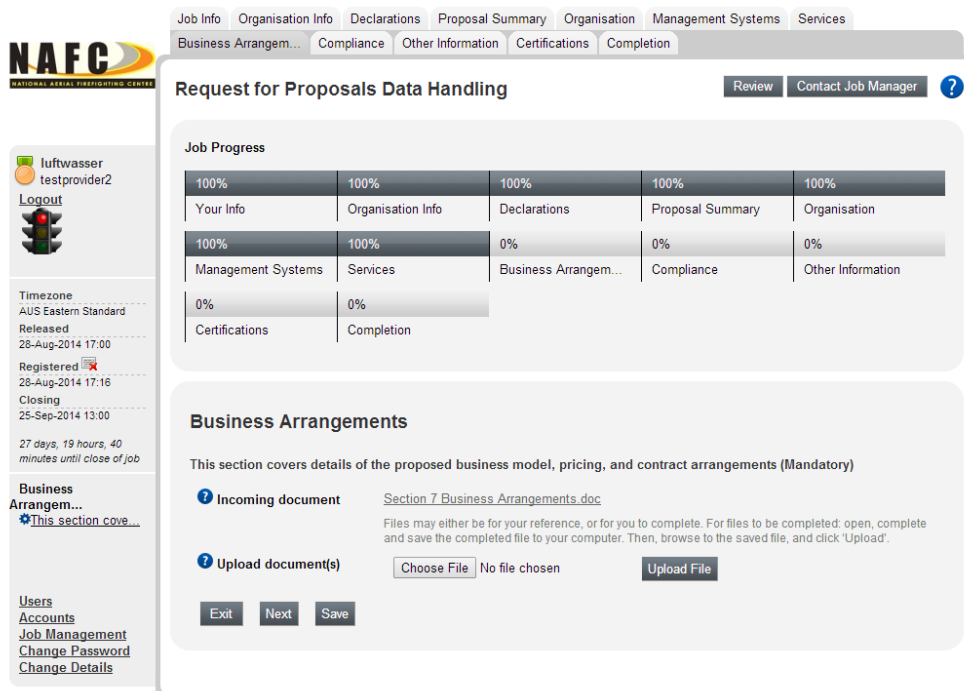
1

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

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

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Part C of the RFP.



The screenshot shows the NAFC Request for Proposals Data Handling form. The top navigation bar includes tabs for Job Info, Organisation Info, Declarations, Proposal Summary, Organisation, Management Systems, Services, Business Arrangem..., Compliance, Other Information, Certifications, and Completion. The left sidebar shows the user's name (luftwasser testprovider2), a Logout button, and a traffic light icon. Below this, it displays the Timezone (AUS Eastern Standard), Release date (28-Aug-2014 17:00), Registered date (28-Aug-2014 17:16), Closing date (25-Sep-2014 13:00), and a countdown timer (27 days, 19 hours, 40 minutes until close of job). The main content area is titled 'Request for Proposals Data Handling' and includes a 'Review' button and a 'Contact Job Manager' button. Below this is a 'Job Progress' table showing completion percentages for various sections. The 'Business Arrangements' section is highlighted, showing a progress bar at 100% and a link to 'Section 7 Business Arrangements.doc'. The 'Incoming document' section shows a link to 'Section 7 Business Arrangements.doc' and a note that files may be for reference or for completion. The 'Upload document(s)' section has a 'Choose File' button, a 'No file chosen' status, and an 'Upload File' button. At the bottom of the form are 'Exit', 'Next', and 'Save' buttons.

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
100%	100%	0%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Business Arrangements**

This section covers details of the proposed business model, pricing, and contract arrangements (Mandatory)

**Incoming document** [Section 7 Business Arrangements.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)**  No file chosen

## TAB 9: COMPLIANCE

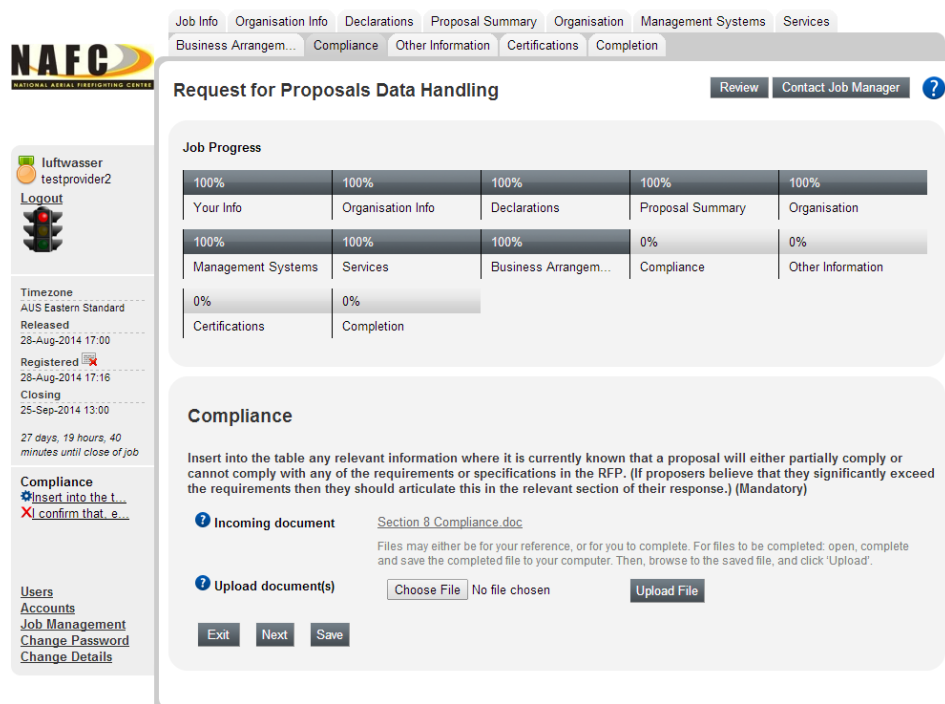
### Number of Files to Complete

1

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

In order to prepare the Compliance form, the Proposer should:

- Carefully examine each clause of the Requirements and Specification in Part B of the RFP;
- Complete the downloaded Departures form, identifying only those clauses and Schedules of the Requirements and Specification which are of concern 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 Departures form, are complied with.



**NAFC**  
NATIONAL AERIAL FIREFIGHTING CENTRE

luftwasser  
testprovider2  
Logout

Timezone  
AUS Eastern Standard  
Released  
28-Aug-2014 17:00  
Registered  
28-Aug-2014 17:16  
Closing  
25-Sep-2014 13:00  
27 days, 19 hours, 40 minutes until close of job

Compliance  
Insert into the t...  
X! confirm that e...

Users  
Accounts  
Job Management  
Change Password  
Change Details

Job Info Organisation Info Declarations Proposal Summary Organisation Management Systems Services  
Business Arrangem... Compliance Other Information Certifications Completion

**Request for Proposals Data Handling** Review Contact Job Manager ?

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
100%	100%	100%	0%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Compliance**

Insert into the table any relevant information where it is currently known that a proposal will either partially comply or cannot comply with any of the requirements or specifications in the RFP. (If proposers believe that they significantly exceed the requirements then they should articulate this in the relevant section of their response.) (Mandatory)

**Incoming document** [Section 8 Compliance.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)**  No file chosen

## TAB 10: OTHER

### Number of Files to Complete

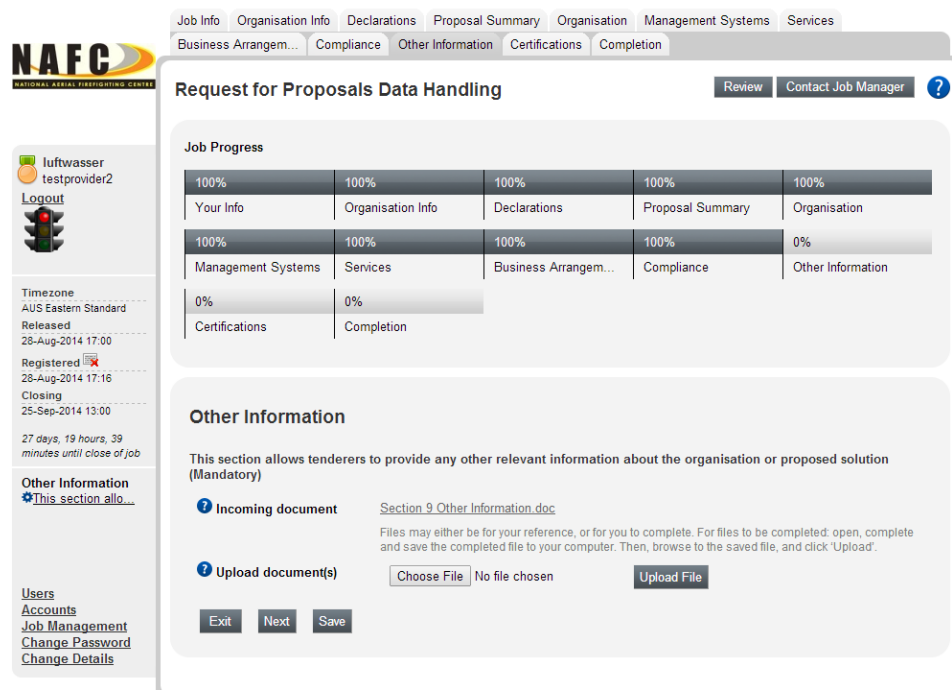
1

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

This section allows Proposers to provide any other relevant information about the organisation or proposed solution.

Relevant diagrams and tables may be included in the response. Additional documents may also be uploaded here.

The form can also be viewed in Part C of the RFP.



**NAFC** NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Organisation Info Declarations Proposal Summary Organisation Management Systems Services  
 Business Arrangem... Compliance Other Information Certifications Completion

**Request for Proposals Data Handling** Review Contact Job Manager ?

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	0%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Other Information**

This section allows tenderers to provide any other relevant information about the organisation or proposed solution (Mandatory)

**Incoming document** [Section 9 Other Information.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)**  No file chosen

**Luftwasser testprovider2**  
 Logout

Timezone  
 AUS Eastern Standard  
 Released  
 26-Aug-2014 17:00  
 Registered  
 28-Aug-2014 17:16  
 Closing  
 25-Sep-2014 13:00  
 27 days, 19 hours, 39 minutes until close of job

**Other Information**  
 This section allo...

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



## TAB 11: CERTIFICATIONS

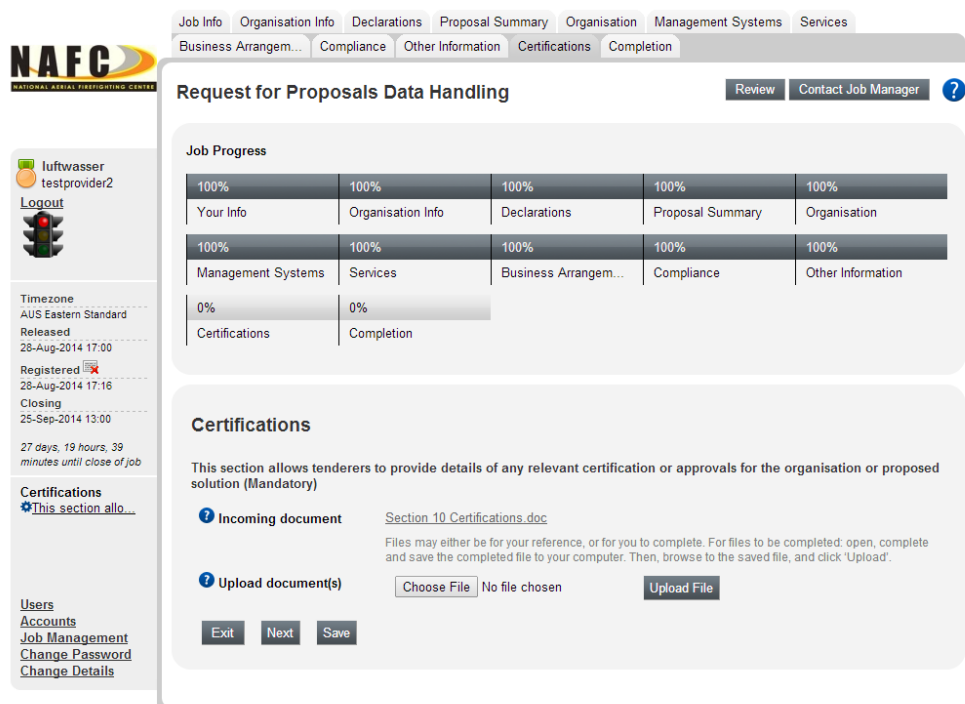
### Number of Files to Complete

1

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

The form requests any supporting Certification that can be provided.

Relevant scanned material may be included in the response.



**NAFC** NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Organisation Info Declarations Proposal Summary Organisation Management Systems Services  
 Business Arrangem... Compliance Other Information Certifications Completion

**Request for Proposals Data Handling** [Review](#) [Contact Job Manager](#) ?

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
0%	0%			
Certifications	Completion			

**Certifications**

This section allows tenderers to provide details of any relevant certification or approvals for the organisation or proposed solution (Mandatory)

**Incoming document** [Section 10 Certifications.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)**  No file chosen

**Users**  
 Accounts  
 Job Management  
 Change Password  
 Change Details

Luftwasser testprovider2  
 Logout

Timezone  
 AUS Eastern Standard  
 Released  
 28-Aug-2014 17:00  
 Registered  
 28-Aug-2014 17:16  
 Closing  
 25-Sep-2014 13:00  
 27 days, 19 hours, 39 minutes until close of job

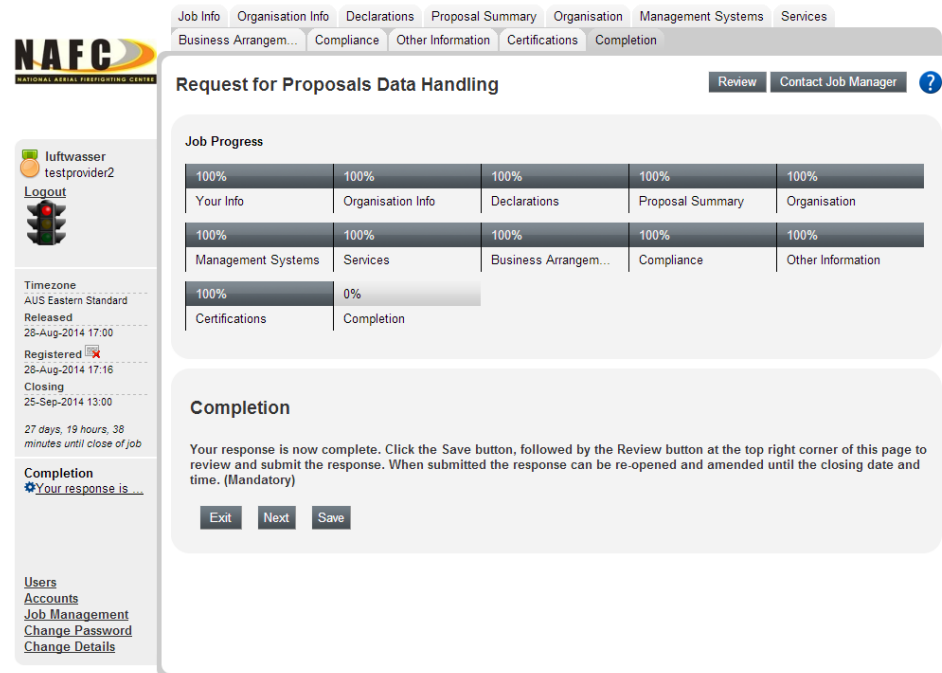
**Certifications**  
 This section allows...

## TAB 12: COMPLETION

### Number of Files to Complete

0

This screen simply notes the completion of the tabs and prompts to Save before proceeding. A response is not fully conforming until all tabs in the response are complete and reviewed.



NAFC NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Organisation Info Declarations Proposal Summary Organisation Management Systems Services  
 Business Arrangem... Compliance Other Information Certifications Completion

**Request for Proposals Data Handling** [Review](#) [Contact Job Manager](#) ?

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
100%	0%			
Certifications	Completion			

**Completion**

Your response is now complete. Click the Save button, followed by the Review button at the top right corner 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. (Mandatory)

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

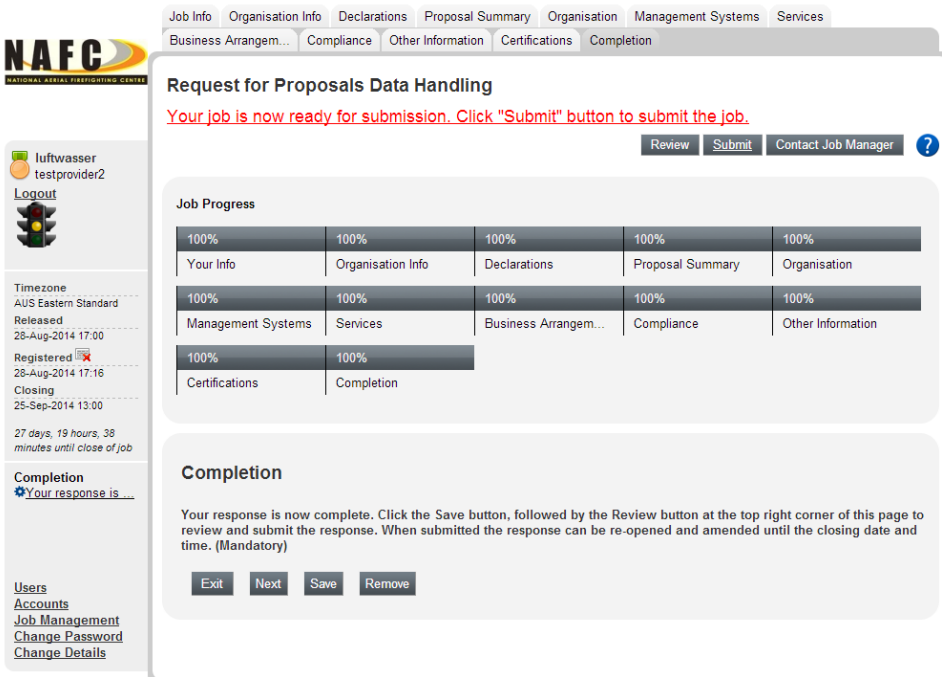
**Left Sidebar:**

luftwasser testprovider2  
 Logout

Timezone  
 AUS Eastern Standard  
 Released  
 28-Aug-2014 17:00  
 Registered  
 28-Aug-2014 17:16  
 Closing  
 25-Sep-2014 13:00  
 27 days, 19 hours, 38 minutes until close of job

**Completion**  
 Your response is ...

**Users**  
 Accounts  
 Job Management  
 Change Password  
 Change Details



NAFC NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Organisation Info Declarations Proposal Summary Organisation Management Systems Services  
 Business Arrangem... Compliance Other Information Certifications Completion

**Request for Proposals Data Handling** [Review](#) [Submit](#) [Contact Job Manager](#) ?

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
100%	100%			
Certifications	Completion			

**Completion**

Your response is now complete. Click the Save button, followed by the Review button at the top right corner 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. (Mandatory)

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

**Left Sidebar:**

luftwasser testprovider2  
 Logout

Timezone  
 AUS Eastern Standard  
 Released  
 28-Aug-2014 17:00  
 Registered  
 28-Aug-2014 17:16  
 Closing  
 25-Sep-2014 13:00  
 27 days, 19 hours, 38 minutes until close of job

**Completion**  
 Your response is ...

**Users**  
 Accounts  
 Job Management  
 Change Password  
 Change Details

If you chose to review, a long page appears 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' note. 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.

dfdfdf

Logout

Released  
26-Oct-2012

Registered  
26-Oct-2012

Closing  
26-Oct-2012

4 hours, 32 minutes  
until close of job

Job Management  
Change Password  
Change Details  
Preferences

Contact Job Manager ?

### Job Progress

100%	100%	100%	100%	100%
Your Info	Entity Details	Declarations	Executive Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications
100%				
Completion				

### Job Information

**Job Name:** AFS 2013 Test 26Oct12c

**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:** 26-Oct-2012 10:00 AM

**Date Closing:** 26-Oct-2012 03:00 PM

**Supporting Documents:**

- [How to Respond to Invitation to Tender AFS 2013+.docx \(59.3 KB\)](#)
- [Invitation to Tender Request Document \(ITT AFS 2013+\) v15a.docx \(136.6 KB\)](#)
- [ITT AFS 2013+ Proposed Aerial Firefighting Fleet Composition Table v8.docx \(99 KB\)](#)
- [Specimen Contract Draft 26 as of 10 October 2012.docx \(193.3 KB\)](#)

### 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

Status Note and Option to Edit

Two files uploaded

### Certifications

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

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.

Statement Chosen: **Comply Fully**


Response: **No response needed**

[Complete](#) [Edit](#)

[Cancel](#) [Submit](#)

Cancel review or Submit

**After checking all the sections, press the Submit button.** The response is now complete. However, Proposers may re-open, amend and re-submit the response right up to closing date. The following page will now appear:



luftwasser  
testprovider2

Logout

Timezone  
AUS Eastern Standard  
Released  
28-Aug-2014 17:00  
Closing  
25-Sep-2014 13:00  
Submitted  
28-Aug-2014 17:21

27 days, 19 hours, 37 minutes until close of job

Users  
Accounts  
Job Management  
Change Password  
Change Details

[Job Info](#) [Organisation Info](#) [Declarations](#) [Proposal Summary](#) [Organisation](#) [Management Systems](#) [Services](#) [Business Arrangem...](#) [Compliance](#) [Other Information](#) [Certifications](#) [Completion](#)

### Request for Proposals Data Handling

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

**Job Progress**  
Submitted on 28-Aug-2014 05:21:40 PM

100%	100%	100%	100%	100%
Your Info	Organisation Info	Declarations	Proposal Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Services	Business Arrangem...	Compliance	Other Information
100%	100%			
Certifications	Completion			

**Job Name:** Request for Proposals Data Handling


**Job Details:** This Request For Proposals (RFP) invites proposals from capable, experienced, organisations who are able to provide The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 39 and its Members with specific services for collection, integration, storage, distribution and display (handling) of specialised data, and to provide associated management, administration and support services. This stage of the tender process is the Initial Proposals Stage, to establish the capability and capacity of potential suppliers. Initial Proposal Stage tender submissions will be evaluated and potential suppliers shortlisted. Only shortlisted suppliers will be invited to participate in any subsequent Stage. Please download and review all of the documents on this page. Use the How to Respond guide throughout completion of the response.

**Date Released:** 28-Aug-2014 05:00 PM

**Date Closing:** 25-Sep-2014 01:00 PM

**Supporting Documents:**

- [RFP AFAMS 2014.pdf \(532.2 KB\)](#)
- [NAFC Exemplar Specimen Contract 2014.pdf \(981.6 KB\)](#)
- [How to Respond to Request for Proposals Data Handling.pdf \(1.8 MB\)](#)

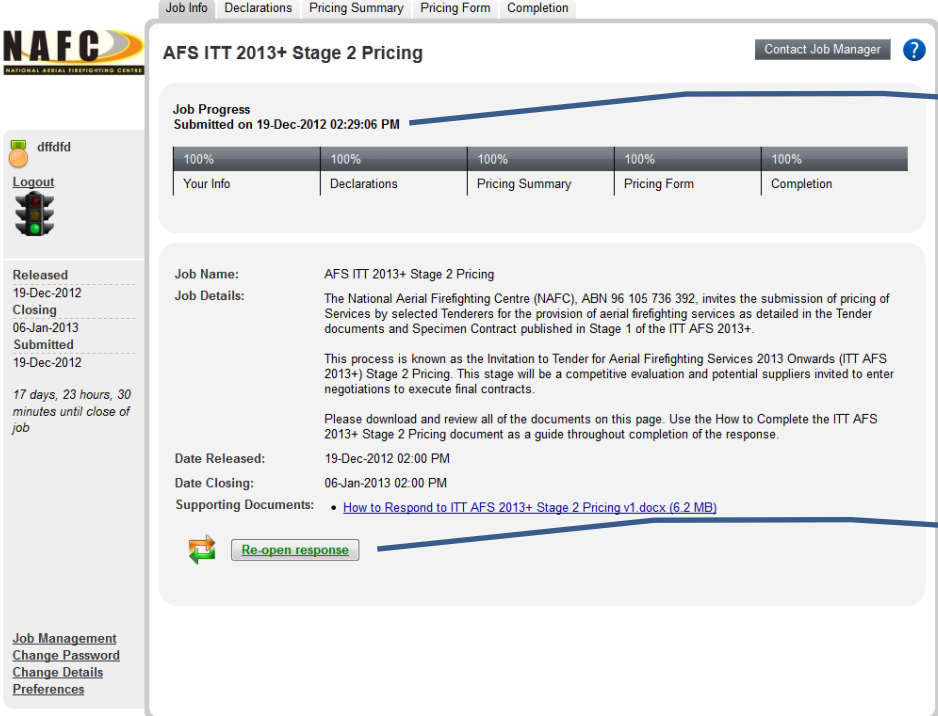

[Re-open response](#)

The 'job' is submitted

...but can be re-opened and edited until RFP close date

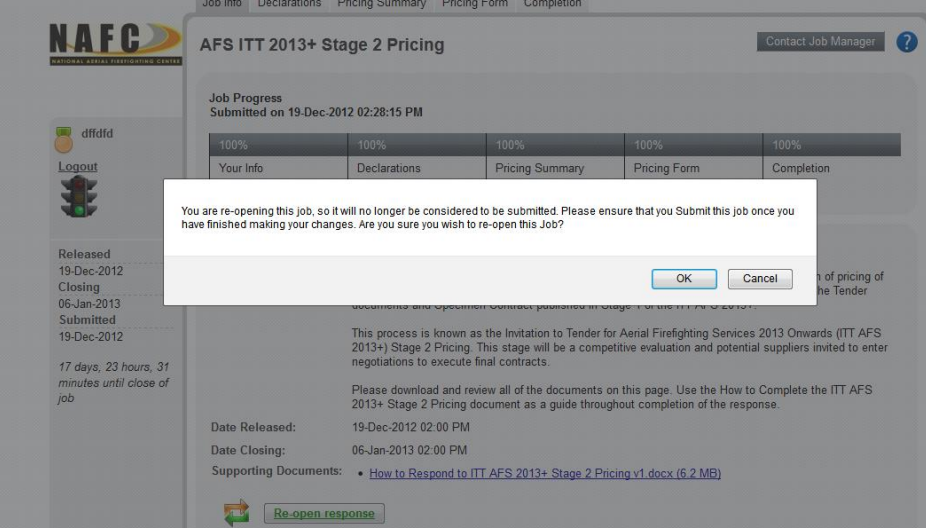
The response is complete.

## RE-OPENING AND RE-SUBMITTING A RESPONSE



The screenshot shows the NAFC AFS ITT 2013+ Stage 2 Pricing page. The page includes a sidebar with the NAFC logo, a user profile (dffd), a Logout button, and a traffic light icon. The main content area shows the job progress, a table of completion percentages (100% for all sections), and job details. A blue callout box points to the 'Contact Job Manager' button, stating: "The 'job' is submitted". Another blue callout box points to the 'Re-open response' button, stating: "Users can re-open the response using this button".

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



The screenshot shows the same NAFC AFS ITT 2013+ Stage 2 Pricing page, but with a confirmation dialog box displayed. The dialog box contains the text: "You are re-opening this job, so it will no longer be considered to be submitted. Please ensure that you Submit this job once you have finished making your changes. Are you sure you wish to re-open this Job?". There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. A blue callout box points to the 'Re-open response' button, stating: "Users can re-open the response using this button".

**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.**