

# **How to Respond to the Request for Proposals Large Airtanker Services 2013**

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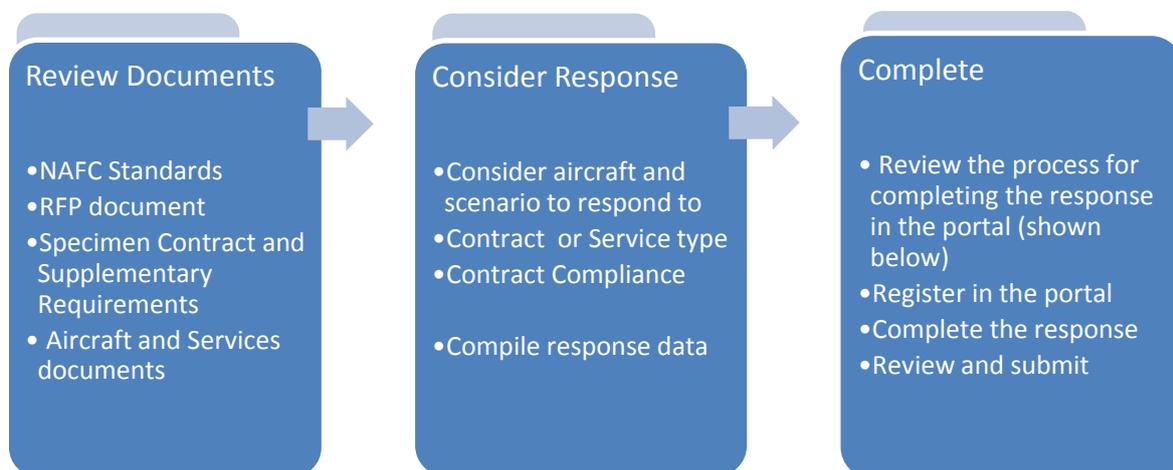
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## HIGH LEVEL PROCESS

### RECOMMENDED ORGANISATION TASKS

It is recommended that Organisations apply the suggested process noted below. All documents are available on the [www.nafc.org.au](http://www.nafc.org.au) website. All of the documents are also available in the portal.



## REVIEW DOCUMENTS

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

### HOW TO RESPOND TO RFP LAS 2013

Read this guide through before preparing to respond.

### NAFC STANDARDS

Organisations 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>

### REQUEST FOR PROPOSALS LAS 2013

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 and Supplementary Requirements.

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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 and the method of lodgement.

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## PART B – SERVICE REQUIREMENTS

Part B describes the Services required, availability and the contracting conditions and options and a range of requirements around delivery of the Services.

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## PART C – RFP RESPONSE

Part C describes the response, comprising eight sections:

- Organisation 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.

Management Systems – Details of the systems used to manage the organisation, such as Quality Management, Workplace Health and Safety, Emergency Response Plans, Flight Crew, etc.;

Aircraft and Services – Proposed aircraft, aircraft specifications. Details of firebombing delivery systems and other technical information are requested along with separate narrative documentation to support the technical data;

Contract Compliance – Confirmation of compliance to the Specimen Contract, Schedules, the Supplementary Requirements and, separately, to the Preferred and Optional clauses;

Certification – Available certification such as Air Operators Certificate and others.

## SPECIMEN CONTRACT AND SUPPLEMENTARY REQUIREMENTS

The Services to be provided by the Organisations will be in accordance with a contract based on the NAFC Specimen Contract and Supplementary Requirements. These documents are available at the NAFC website Tenders page and on the portal.

## AIRCRAFT AND SERVICES DATA

The data required to be compiled on each aircraft and Service is defined in the following documents available on the Job Info tab of the portal:

- 'Aircraft and Services – Aircraft Data' form (an MS Excel workbook);
- 'Aircraft and Services – Large Airtanker Scenario' (an MS Word document)
- 'Aircraft and Services – Services and Pricing' form (an MS Excel workbook).

Organisations 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.

## PREPARE TO RESPOND

Only one RFP response is allowed for each Organisation.

Noted below are suggested subjects for consideration by Organisations. These are not directions and should not be construed as the entire task of preparation. Refer to Section 5.1 of the RFP, Terms of Participation.

## SELECT AIRCRAFT & SERVICES

Consider the requirements of RFP Part B and refer to the RFP LAS 2013 Part A, Section 1.2, Clause e) and the RFP Aircraft and Services documents in the Job Info tab.

## CONTRACT OR SERVICE TYPE

Determine whether to propose Services for each contract type. Refer to the RFP LAS 2013 Part B Section 1.4 and the Specimen Contract and the Large Airtanker Services Supplementary Contract Requirements.

## CONTRACT COMPLIANCE

Consider the Service delivery, contractual commercial and financial risk in contract departures. Refer to Part A, Section 4 and Part B of the RFP, the Specimen Contract and Large Airtanker Services Supplementary Contract Requirements. Consider the Preferred and Optional clauses and complete a compliance form in the portal.

## COMPILE RESPONSE DATA

Organisations will note, from the RFP response section, Part C, that there are 8 major response subjects. Of these one is most significant in scope and complexity: 'Aircraft and Services'.

## HOW TO USE THE PORTAL

### HOW THE PORTAL WORKS

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

- Secure storage of data and immediate availability of 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;
- Organisations 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.

**Organisations 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 Services, the Specimen Contract and Supplementary Requirements, direct enquires to [tenders@nafc.org.au](mailto:tenders@nafc.org.au). No phone contact is permitted in relation to this RFP. Organisations 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 in the NAFC Electronic Tender Portal or via email. These Addenda will be available to all organisations who have registered in the portal.

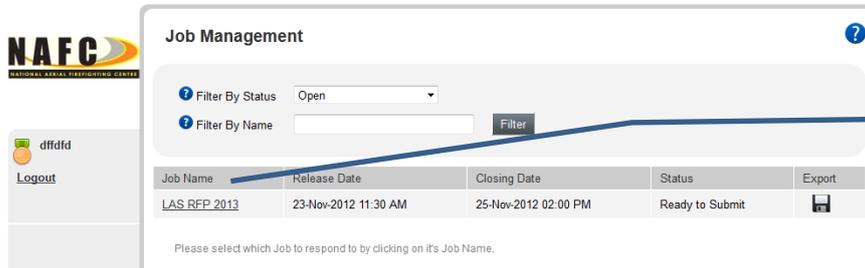
For issues related to access to the portal or the functions of the portal, direct these queries to [support@langeconsulting.com.au](mailto:support@langeconsulting.com.au).

### LOGGING INTO THE PORTAL

Registration in RFP LAS 2013 is achieved by using the URL link to the tender portal

<http://360prop3.apetsoftware.com.au/Public/PublicJobs.aspx?Code=nafcatm>

Organisations can register simply by becoming a user and logging on. There is no other formal registration process. The portal terminology for this process is a 'Job'. Jobs appear when they have been released by NAFC. Proceed through three screens as follows:



**Job Management**

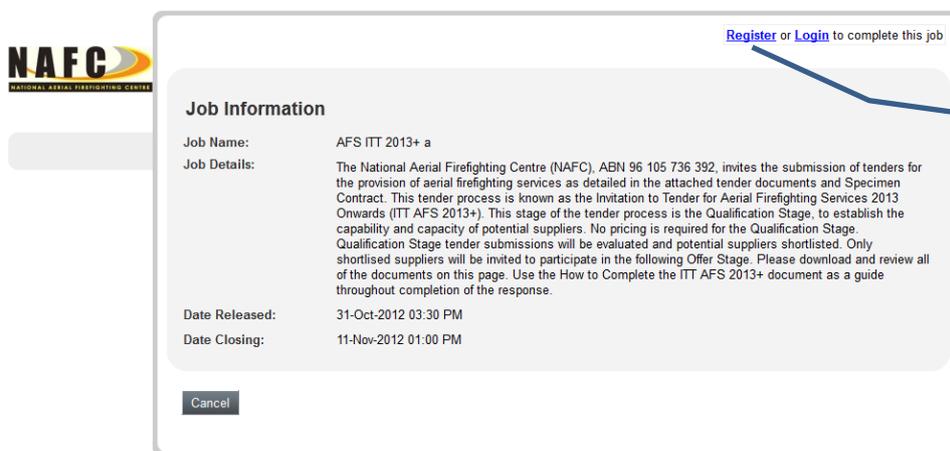
Filter By Status: Open

Filter By Name: [ ] Filter

Job Name	Release Date	Closing Date	Status	Export
<a href="#">LAS RFP 2013</a>	23-Nov-2012 11:30 AM	25-Nov-2012 02:00 PM	Ready to Submit	

Please select which Job to respond to by clicking on it's Job Name.

Click on the Job called RFP LAS 2013



**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

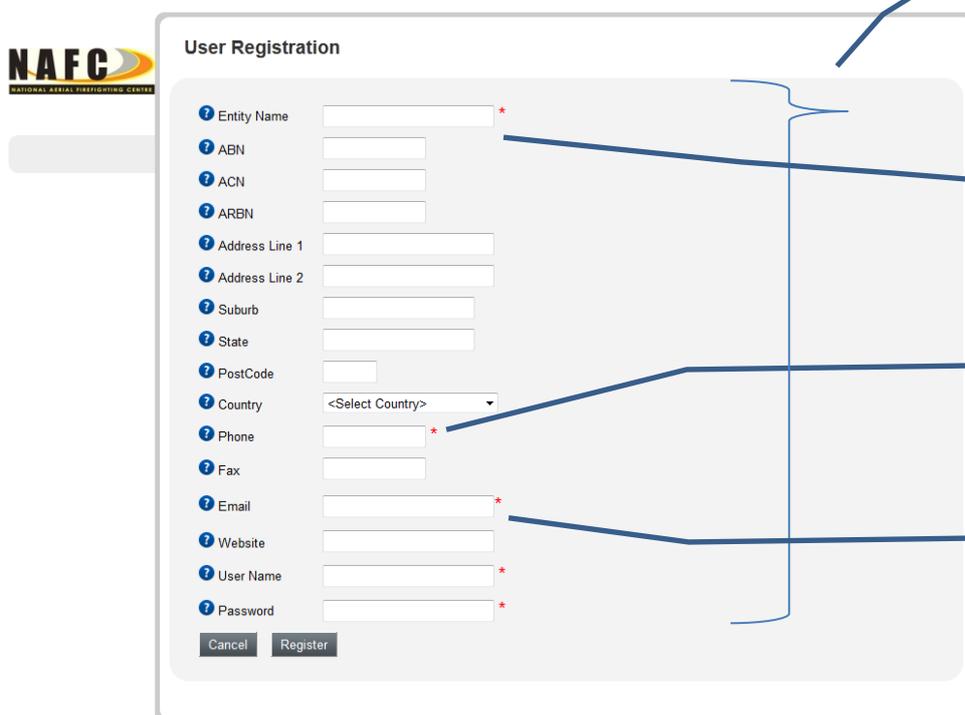
Date Closing: 11-Nov-2012 01:00 PM

Cancel

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

Click 'Register'

The above screen shot is an example only



**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

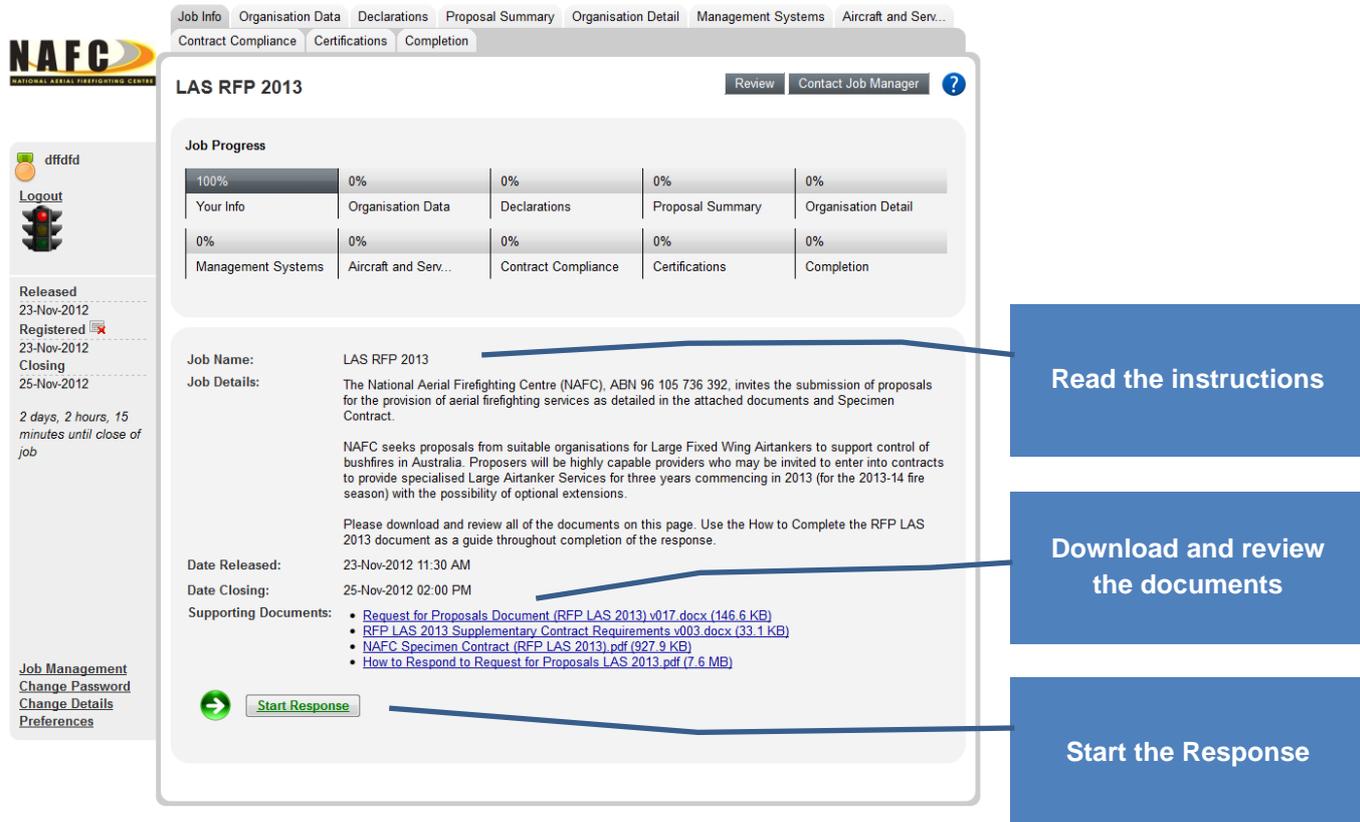
Complete the 'User Registration' information

Use the Entity Name - not a person

Asterisk fields are mandatory

A valid email address is essential

If you are an existing user of the portal, selecting the job will take you directly to the following page:



**Job Progress**

100%	0%	0%	0%	0%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
0%	0%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Job Name:** LAS RFP 2013

**Job Details:** The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of proposals for the provision of aerial firefighting services as detailed in the attached documents and Specimen Contract.

NAFC seeks proposals from suitable organisations for Large Fixed Wing Airtankers to support control of bushfires in Australia. Proposers will be highly capable providers who may be invited to enter into contracts to provide specialised Large Airtanker Services for three years commencing in 2013 (for the 2013-14 fire season) with the possibility of optional extensions.

Please download and review all of the documents on this page. Use the How to Complete the RFP LAS 2013 document as a guide throughout completion of the response.

**Date Released:** 23-Nov-2012 11:30 AM  
**Date Closing:** 25-Nov-2012 02:00 PM

**Supporting Documents:**

- [Request for Proposals Document \(RFP LAS 2013\) v017.docx \(146.6 KB\)](#)
- [RFP LAS 2013 Supplementary Contract Requirements v003.docx \(33.1 KB\)](#)
- [NAFC Specimen Contract \(RFP LAS 2013\).pdf \(927.9 KB\)](#)
- [How to Respond to Request for Proposals LAS 2013.pdf \(7.6 MB\)](#)

**Start Response**

Begin by reading and following the instructions (e.g. downloading all the forms) and keep this manual at hand for further guidance, section by section.

## RECOMMENDED PROCEDURE FOR COMPLETION

- Create three subdirectories on your local hard drive:
  1. **Job Info** - for the supporting documents which make up the RFP. These are the files downloaded from the Job Info tab only;
  2. **Other Documents** - for the support information and other data compiled by your Organisation, and;
  3. **Response** - for the documents that are to be downloaded from the 8 other response tabs, completed, saved and uploaded back to the portal.

There are 10 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 8 tabs to complete, all of which contain response documents.

As you go through the tabs documents must be downloaded, completed, saved and uploaded. In total there are 12 documents to complete. Only two tabs contain more than one document to complete; Aircraft and Services (4) and Contract Compliance (2). All documents in the response tabs of the portal are the same as each section of Part C of the published RFP.

- 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 LAS RFP 2013. Review all of the documents before you begin preparing a response.
- Go back into the portal and complete the download files in 8 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 except where requested to do so in the Aircraft and Services form.

In all the response documents from the Proposal Summary tab through to Aircraft and Services, Organisations are able to provide answers to questions in 'free-form', that is the forms allow a response that is as extensive as Organisations determine is appropriate. While NAFC encourages thorough responses, please attempt to be concise.

Organisations 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 files button on the relevant tab.

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

Organisations can re-open, amend and re-submit the response until the closing date.

Before submitting a response, Organisations should:

- a. Take all steps to ensure that the response 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 response 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 response complies with all file type, format, naming conventions, or other requirements advised by NAFC.

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

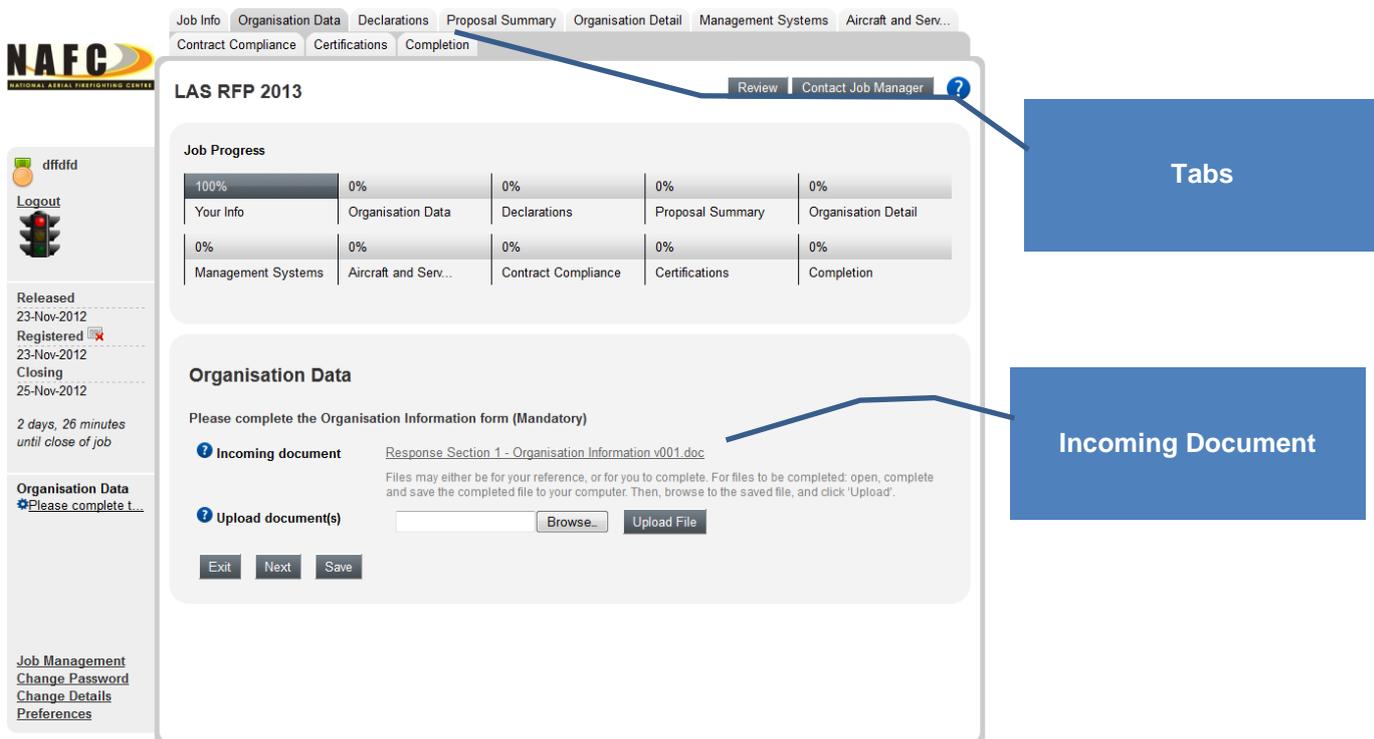
Please ensure you make yourself aware of NAFC's electronic tendering portal process if you are not familiar with it. Organisations should lodge their response in accordance with the requirements set out in Part A of the RFP. Failure to comply with any or all of these requirements may result in the response not uploading successfully or may eliminate the response from consideration.

## DOWNLOADING AND UPLOADING

There are 10 tabs in the portal. The first and last are instructions. The simplest way to remember the process for the 8 response tabs is:



All the download documents in the 8 response tabs are situated in the same position on each portal tab, called **Incoming Document**:



**Job Progress**

100%	0%	0%	0%	0%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
0%	0%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Organisation Data**

Please complete the Organisation Information form (Mandatory)

**Incoming document** [Response Section 1 - Organisation Information v001.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)**

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.	

### Important Process Exception Note

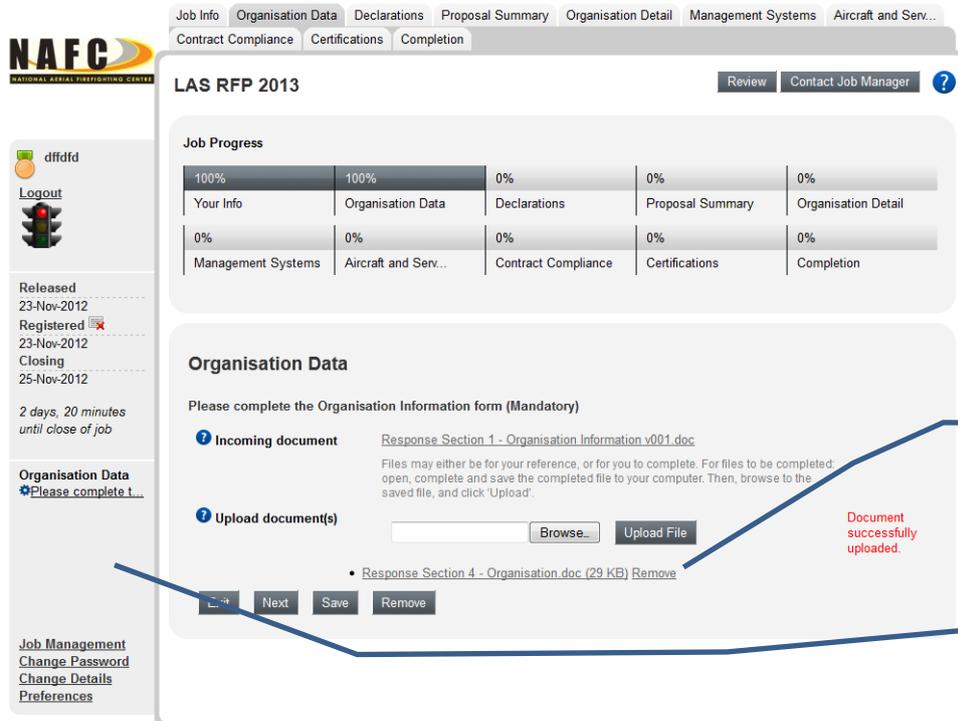
Only one tab is an exception to the process above. Tab seven: **'Aircraft and Services'** has **three forms which only appear at the Job Info tab** (the first tab). This is because these forms include their own specific instructions, and in some cases are relatively complex. The forms are:

- 'Aircraft and Services – Aircraft Data' form (an MS Excel workbook) where the data about the aircraft and Services is input;
- 'Aircraft and Services – Services and Pricing' form (an MS Excel workbook).
- 'Aircraft and Services – Large Airtanker Scenario' (an MS Word document)

However, all three files will be requested to be uploaded at the seventh response tab, 'Aircraft and Services'. You will have downloaded these documents to your local drive Job Info sub-directory. Copy these across to your Response subdirectory.

Detailed instructions are provided later in this document in the section named TAB: Aircraft and Services.

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



The screenshot shows the NAFC web portal interface for the 'LAS RFP 2013' response. The top navigation bar includes tabs for Job Info, Organisation Data, Declarations, Proposal Summary, Organisation Detail, Management Systems, and Aircraft and Serv... Below this, there are sub-tabs for Contract Compliance, Certifications, and Completion. The main content area is titled 'LAS RFP 2013' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' section displays a table with progress percentages for various sections: Your Info (100%), Organisation Data (100%), Declarations (0%), Proposal Summary (0%), Organisation Detail (0%), Management Systems (0%), Aircraft and Serv... (0%), Contract Compliance (0%), Certifications (0%), and Completion (0%). The 'Organisation Data' section is currently active, showing a mandatory form. It includes an 'Incoming document' section with a link to 'Response Section 1 - Organisation Information v001.doc' and an 'Upload document(s)' section with a 'Browse...' button and an 'Upload File' button. A red message indicates 'Document successfully uploaded.' Below the upload section, there is a list of uploaded files, including 'Response Section 4 - Organisation.doc (29 KB)' with a 'Remove' button. The left sidebar contains user information (dfidfd), a Logout button, a traffic light icon, and a list of dates: Released (23-Nov-2012), Registered (23-Nov-2012), and Closing (25-Nov-2012). It also shows '2 days, 20 minutes until close of job' and an 'Organisation Data' section with a 'Please complete t...' message. At the bottom of the sidebar, there are links for Job Management, Change Password, Change Details, and Preferences.

The uploaded file

Shows questions in the Tab

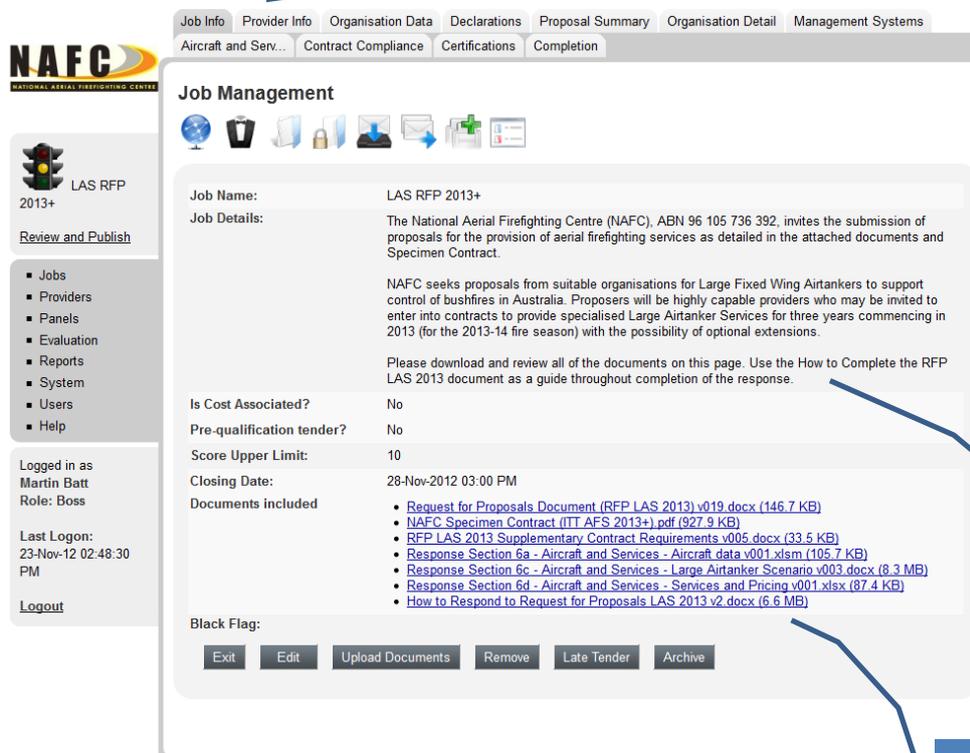
## COMPLETE THE RESPONSE

### 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.



**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 ten Tabs here. The Job Info tab is used as an introduction.

**Job Details Information and Instructions**

**Reference Documents to Download**  
There are several reference documents which must be downloaded. This is done by clicking the document name

**Progress Traffic Light**

**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: ORGANISATION**

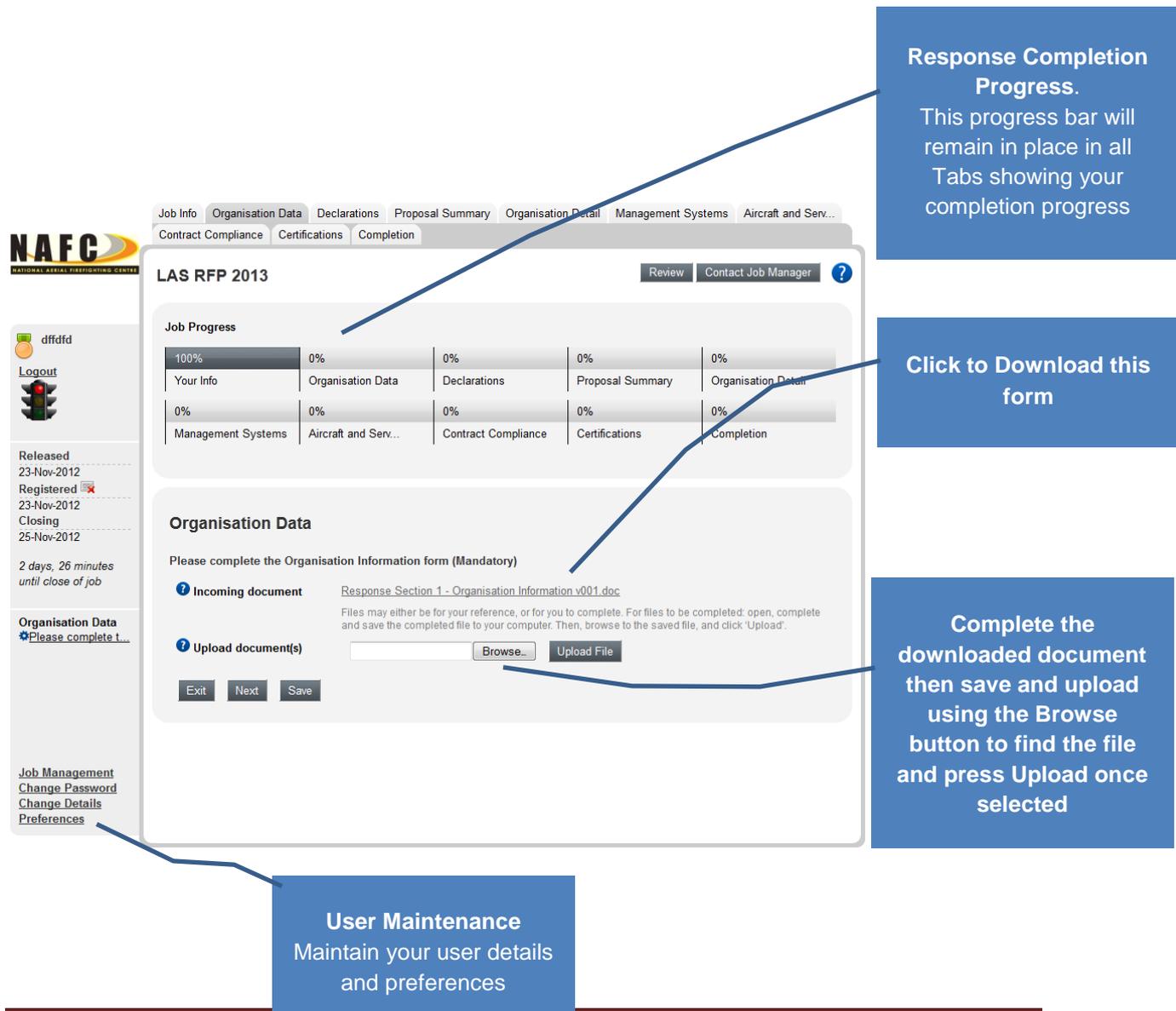
Number of Files to Complete

1

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

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

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



The screenshot shows the 'LAS RFP 2013' interface with the following callouts:

- Response Completion Progress:** This progress bar will remain in place in all Tabs showing your completion progress.
- Click to Download this form:** Points to the 'Download' button in the 'Job Progress' table.
- Complete the downloaded document then save and upload using the Browse button to find the file and press Upload once selected:** Points to the 'Browse...' button in the 'Upload document(s)' section.
- User Maintenance:** Maintain your user details and preferences. Points to the 'Job Management' and 'Change Password' links in the sidebar.

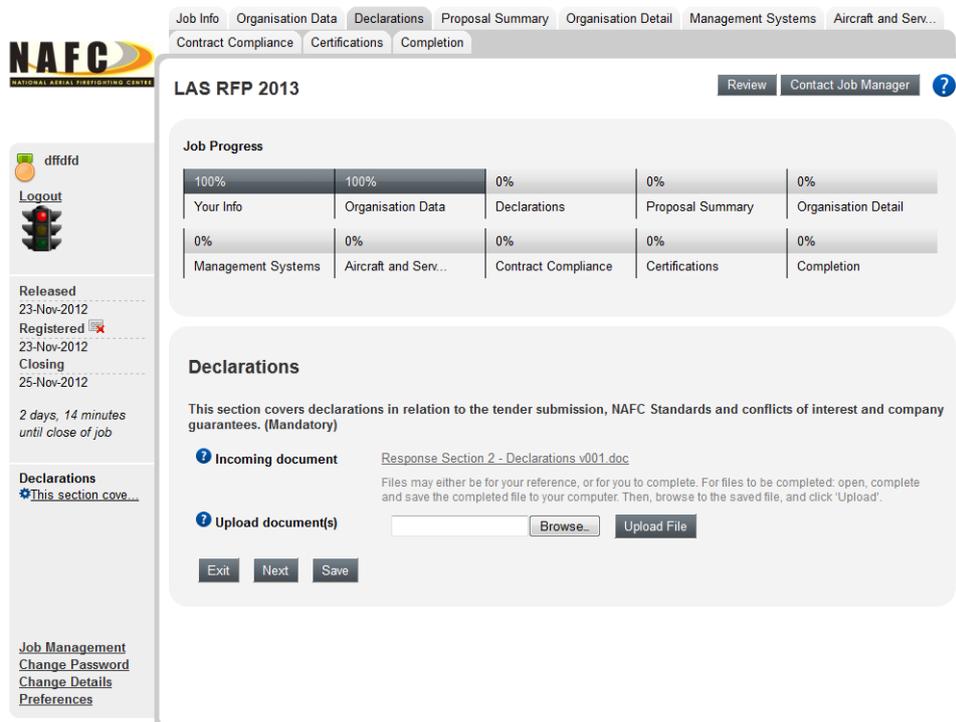
## TAB: DECLARATIONS

Number of Files to Complete

1

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

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



NAFC NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Organisation Data **Declarations** Proposal Summary Organisation Detail Management Systems Aircraft and Serv...  
 Contract Compliance Certifications Completion

LAS RFP 2013 Review Contact Job Manager ?

**Job Progress**

100%	100%	0%	0%	0%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
0%	0%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Declarations**

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

**Incoming document** [Response Section 2 - Declarations v001.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)**  Browse... Upload File

Exit Next Save

Released 23-Nov-2012  
 Registered 23-Nov-2012  
 Closing 25-Nov-2012  
 2 days, 14 minutes until close of job

**Declarations**  
 This section covers...

[Job Management](#)  
[Change Password](#)  
[Change Details](#)  
[Preferences](#)

## TAB: PROPOSAL SUMMARY

Number of Files to Complete

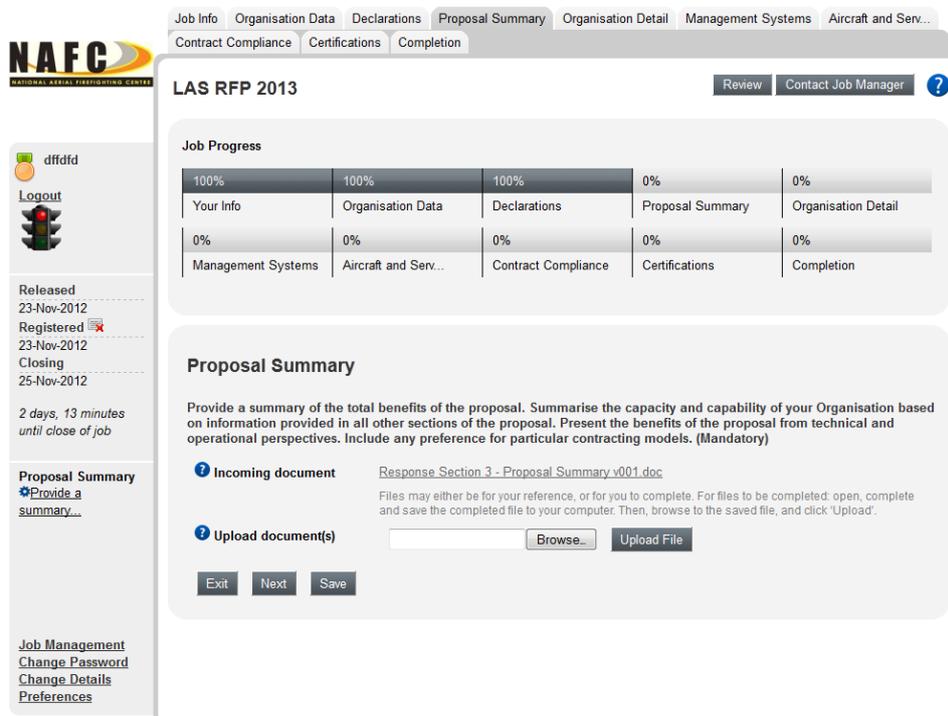
1

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

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

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 a web application interface for the National Aerial Firefighting Centre (NAFC). The main navigation bar includes tabs for Job Info, Organisation Data, Declarations, Proposal Summary (selected), Organisation Detail, Management Systems, and Aircraft and Serv... Below this, there are sub-tabs for Contract Compliance, Certifications, and Completion. The page title is 'LAS RFP 2013' with 'Review' and 'Contact Job Manager' buttons. A 'Job Progress' table shows completion percentages for various sections. The 'Proposal Summary' section contains instructions and an 'Upload document(s)' form.

100%	100%	100%	0%	0%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
0%	0%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Proposal Summary**

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

**Incoming document** [Response Section 3 - Proposal Summary.v001.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)**

## TAB: ORGANISATION DETAIL

Number of Files to Complete

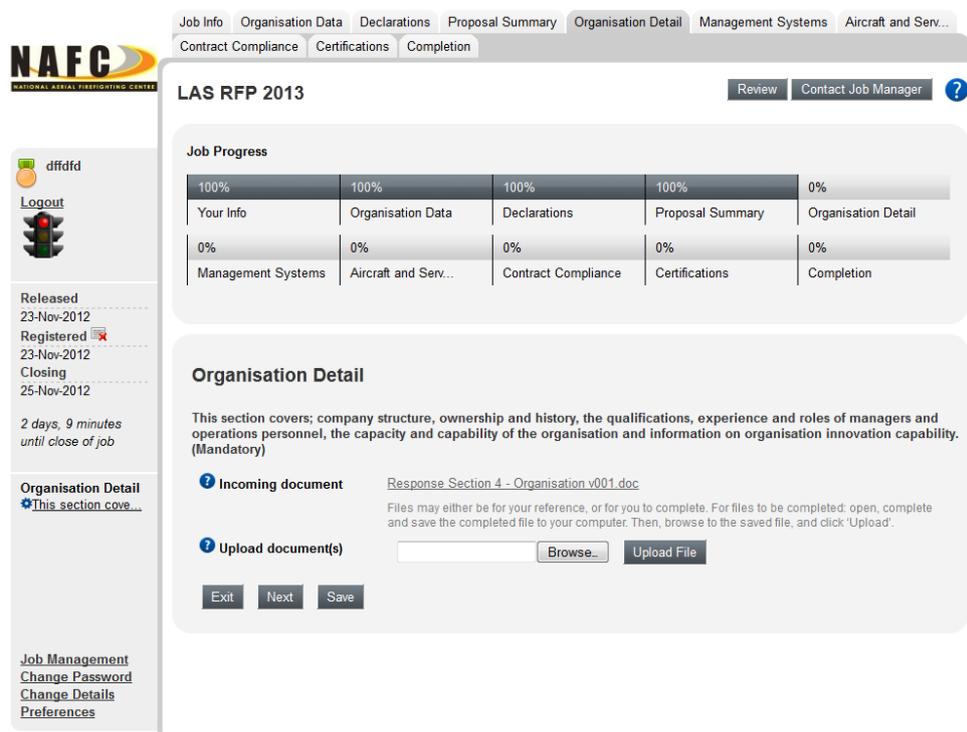
1

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

The download form requires a range of information about the Organisation and its 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 web application interface for the LAS RFP 2013. The top navigation bar includes tabs for Job Info, Organisation Data, Declarations, Proposal Summary, Organisation Detail (selected), Management Systems, Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The main content area is titled 'LAS RFP 2013' and features a 'Job Progress' table and an 'Organisation Detail' section.

100%	100%	100%	100%	0%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
0%	0%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Organisation Detail**

This section covers; company structure, ownership and history, the qualifications, experience and roles of managers and operations personnel, the capacity and capability of the organisation and information on organisation innovation capability. (Mandatory)

**Incoming document** [Response Section 4 - Organisation v001.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)**

## TAB: MANAGEMENT SYSTEMS

Number of Files to Complete

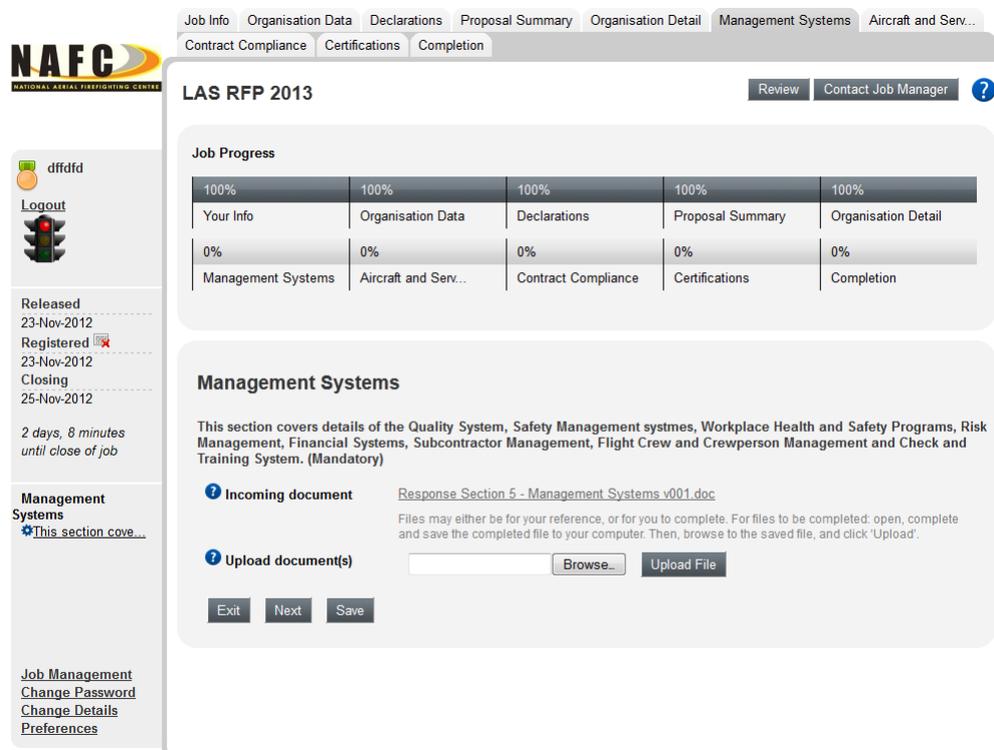
1

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

The download form requires a range of information about the Organisation'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 web portal interface. At the top, there are navigation tabs: Job Info, Organisation Data, Declarations, Proposal Summary, Organisation Detail, Management Systems (selected), and Aircraft and Serv... Below these are sub-tabs: Contract Compliance, Certifications, and Completion. The main content area is titled 'LAS RFP 2013' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows completion percentages for various sections. Below this is the 'Management Systems' section, which contains an 'Incoming document' and an 'Upload document(s)' section with a 'Browse...' button and an 'Upload File' button. A sidebar on the left contains user information, a 'Logout' button, and a list of dates for 'Released', 'Registered', and 'Closing'. At the bottom of the sidebar are links for 'Job Management', 'Change Password', 'Change Details', and 'Preferences'.

100%	100%	100%	100%	100%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
0%	0%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Management Systems**

This section covers details of the Quality System, Safety Management systems, Workplace Health and Safety Programs, Risk Management, Financial Systems, Subcontractor Management, Flight Crew and Crewperson Management and Check and Training System. (Mandatory)

**Incoming document** [Response Section 5 - Management Systems v001.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)**

## TAB: AIRCRAFT AND SERVICES

Number of Files to Complete

4

Also see the 'Process Exception Note' on page 14 of this document

Four (4) files are required to be uploaded in this tab. Three (3) of the files have been provided in the **Job Info** tab and these completed files will be required to be uploaded into this tab, they are:

- 'Aircraft and Services – Aircraft Data' form (an MS Excel workbook);
- 'Aircraft and Services – Large Airtanker Scenario' (an MS Word document)
- 'Aircraft and Services – Services and Pricing' form (an MS Excel workbook).

**These three files are only available from the 'Job Info' tab and should have been downloaded to your Job Info local drive subdirectory.**

Copy these three files into your local drive called 'Response', complete the data in the file as instructed on the first page of the workbook. Save the file and then upload to this tab page, where prompted, using the normal Browse and Upload buttons.

The second file in the upload process, called 'Aircraft and Services – Narrative' is a simple 'Download / Complete & Save / Upload' process and the file will be found in the 'Incoming document' field.

See further detailed instructions below.

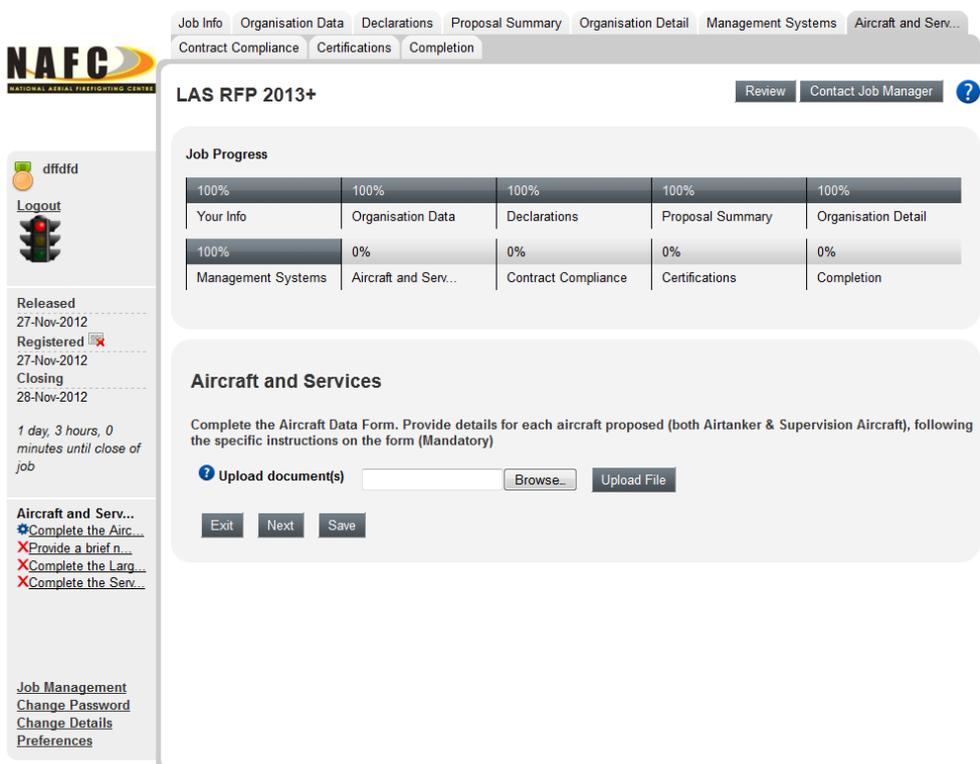
### Upload 1 - 'Aircraft and Services - Aircraft Data'

The first file, the 'Aircraft and Services - Aircraft Data' form (an MS Excel workbook) requires a range of information about the Organisation's aircraft and Services. Instructions on how to complete the form appear on the first page of the workbook.

**This file is only available from the 'Job Info' tab and should have been downloaded to your Job Info local drive subdirectory.**

Copy this file into your local drive called 'Response', complete the data in the file as instructed on the first page of the workbook. Save the file and then upload to this tab page, where prompted, using the normal Browse and Upload buttons.

The instructions and questions in the 'Aircraft and Services – Aircraft Data' form are **not** shown in Part C of the RFP.

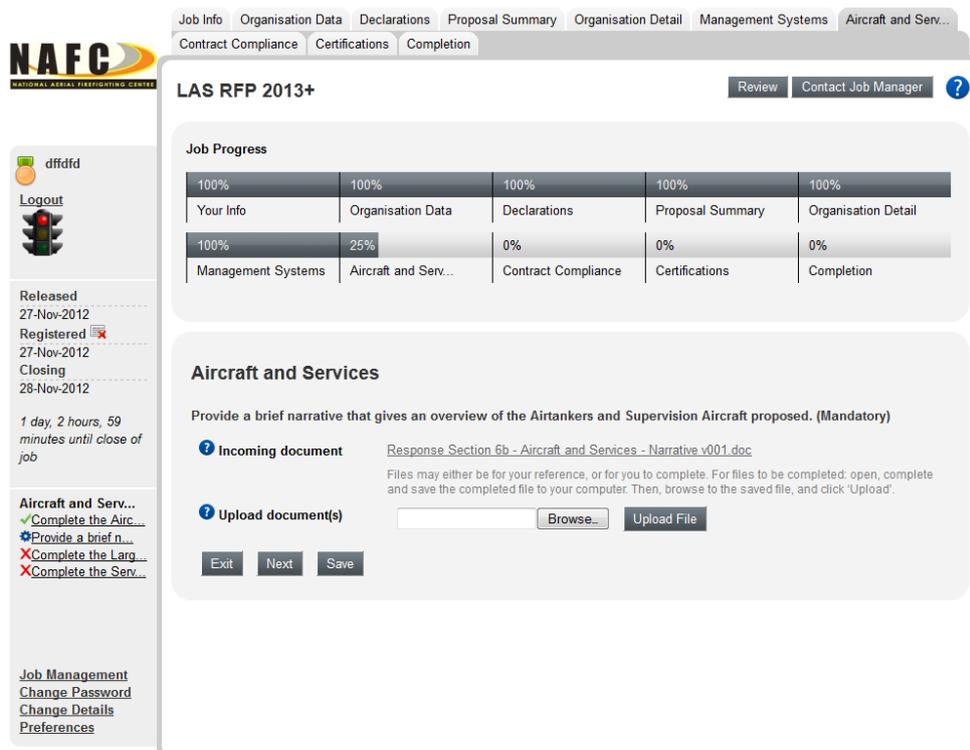


The screenshot shows the NAFC web portal interface for the 'LAS RFP 2013+' project. The top navigation bar includes tabs for 'Job Info', 'Organisation Data', 'Declarations', 'Proposal Summary', 'Organisation Detail', 'Management Systems', and 'Aircraft and Serv...'. Below this, there are sub-tabs for 'Contract Compliance', 'Certifications', and 'Completion'. The main content area is titled 'LAS RFP 2013+' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows completion percentages for various sections: 'Your Info' (100%), 'Organisation Data' (100%), 'Declarations' (100%), 'Proposal Summary' (100%), 'Organisation Detail' (100%), 'Management Systems' (100%), 'Aircraft and Serv...' (0%), 'Contract Compliance' (0%), 'Certifications' (0%), and 'Completion' (0%). Below the table, the 'Aircraft and Services' section is active, with instructions to 'Complete the Aircraft Data Form. Provide details for each aircraft proposed (both Airtanker & Supervision Aircraft), following the specific instructions on the form (Mandatory)'. There is an 'Upload document(s)' section with a 'Browse...' button and an 'Upload File' button. At the bottom of the section are 'Exit', 'Next', and 'Save' buttons. On the left side of the portal, there is a user profile for 'dffdfd' with a 'Logout' button and a traffic light icon. Below that, there is a 'Released' date of 27-Nov-2012, a 'Registered' date of 27-Nov-2012, and a 'Closing' date of 28-Nov-2012. A countdown timer shows '1 day, 3 hours, 0 minutes until close of job'. At the bottom left, there are links for 'Job Management', 'Change Password', 'Change Details', and 'Preferences'.

## Upload 2 - 'Aircraft and Services - Narrative'

The next section of the Aircraft and Services tab is the completion and upload of a form requiring narrative information to support the data provided in the 'Aircraft and Services - Aircraft Data' form.

As per all the other tabs, the document in this section can be sourced from the Incoming document field. Download, complete, save and upload this file.



The screenshot shows the NAFC web application interface for the LAS RFP 2013+ process. The top navigation bar includes tabs for Job Info, Organisation Data, Declarations, Proposal Summary, Organisation Detail, Management Systems, and Aircraft and Services. The 'Aircraft and Services' tab is active, showing a progress table and an upload section.

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
100%	25%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Aircraft and Services**

Provide a brief narrative that gives an overview of the Airtankers and Supervision Aircraft proposed. (Mandatory)

**Incoming document** [Response Section 6b - Aircraft and Services - Narrative v001.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)**

**Left Sidebar:**

- Released: 27-Nov-2012
- Registered: 27-Nov-2012
- Closing: 28-Nov-2012
- 1 day, 2 hours, 59 minutes until close of job
- Aircraft and Serv...**
  - ✓ Complete the Airc...
  - ✗ Provide a brief n...
  - ✗ Complete the Larg...
  - ✗ Complete the Serv...
- Job Management
- Change Password
- Change Details
- Preferences



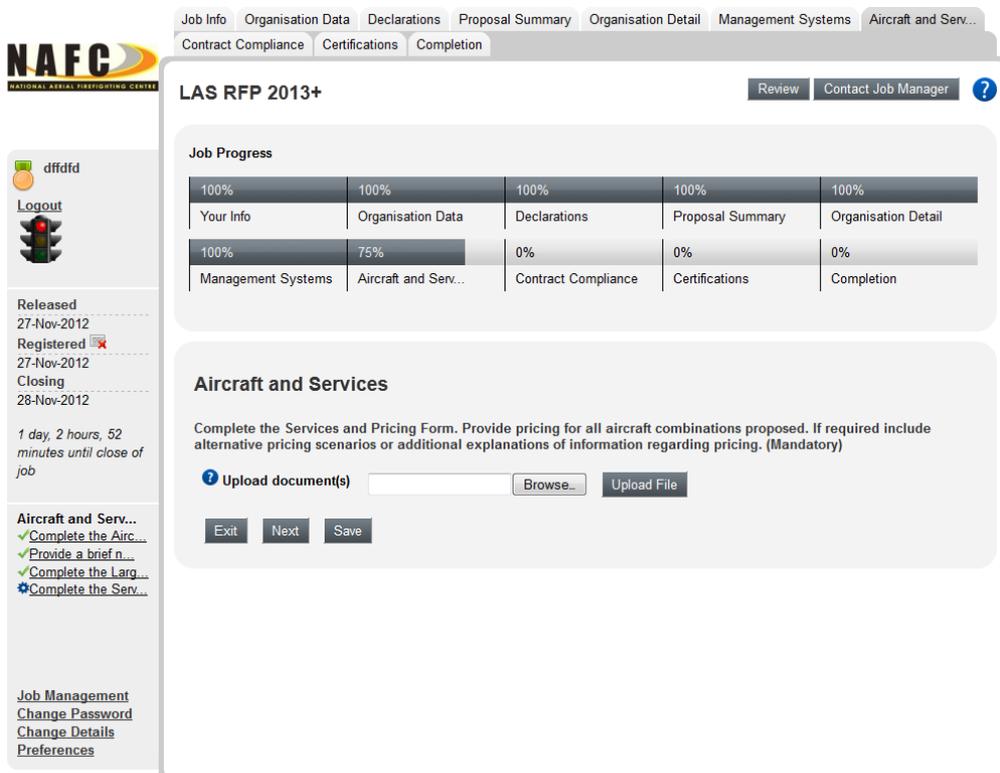
#### Upload 4 - 'Aircraft and Services – Services and Pricing'

The fourth file, the 'Aircraft and Services – Services and Pricing' (an MS Excel file) requires a range of information about pricing across contracting options. Instructions on how to complete the form appear on the first page of the file.

**This file is only available from the 'Job Info' tab and should have been downloaded to your Job Info local drive subdirectory.**

Copy this file into your local drive called 'Response', complete the data in the file as instructed on the first page of the workbook. Save the file and then upload to this tab page, where prompted, using the normal Browse and Upload buttons.

The instructions and questions in the 'Aircraft and Services – Services and Pricing' form are **not** shown in Part C of the RFP.



**NAFC**  
NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Organisation Data Declarations Proposal Summary Organisation Detail Management Systems Aircraft and Serv...  
Contract Compliance Certifications Completion

**LAS RFP 2013+** Review Contact Job Manager ?

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
100%	75%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Aircraft and Services**

Complete the Services and Pricing Form. Provide pricing for all aircraft combinations proposed. If required include alternative pricing scenarios or additional explanations of information regarding pricing. (Mandatory)

Upload document(s)  Browse... Upload File

Exit Next Save

**Released**  
27-Nov-2012

**Registered**   
27-Nov-2012

**Closing**  
28-Nov-2012

1 day, 2 hours, 52 minutes until close of job

**Aircraft and Serv...**

- ✓ Complete the Airc...
- ✓ Provide a brief n...
- ✓ Complete the Larg...
- ✖ Complete the Serv...

[Job Management](#)  
[Change Password](#)  
[Change Details](#)  
[Preferences](#)

## TAB: CONTRACT COMPLIANCE

Number of Files to Complete

2

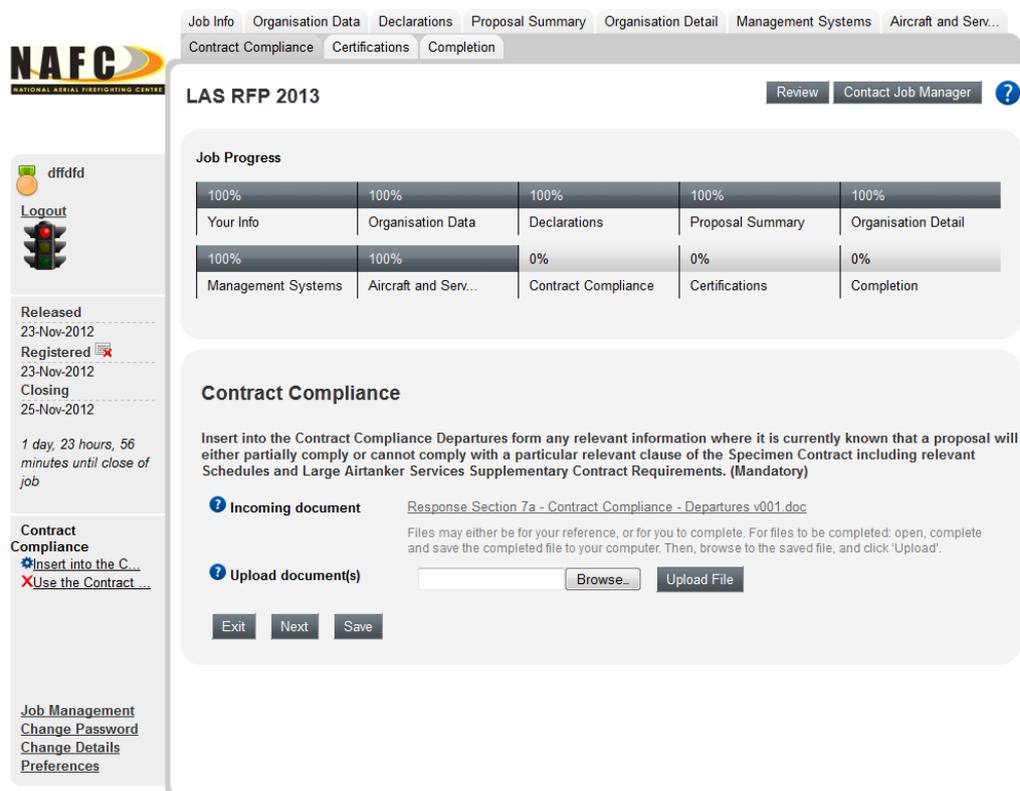
This is a 'Download / Complete & Save / Upload' tab. Note that there are 2 download files in this tab.

The first download form requires a range of information about the Organisation's compliance to the Specimen Contract clauses and Schedules, including the Supplementary Requirements.

NAFC does not require a complete Compliance Statement, where Organisations are required to state the extent of compliance with every individual clause of the Specimen Contract and Supplementary Requirements. Instead, a Contract Departures statement must be completed.

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

- Carefully examine each clause of the Specimen Contract, including the Supplementary Requirements and the Schedules;
- Complete the downloaded Contract Departures form, identifying only those clauses and Schedules which are of concern and, if appropriate, propose an alternate drafting of the particular clause(s).



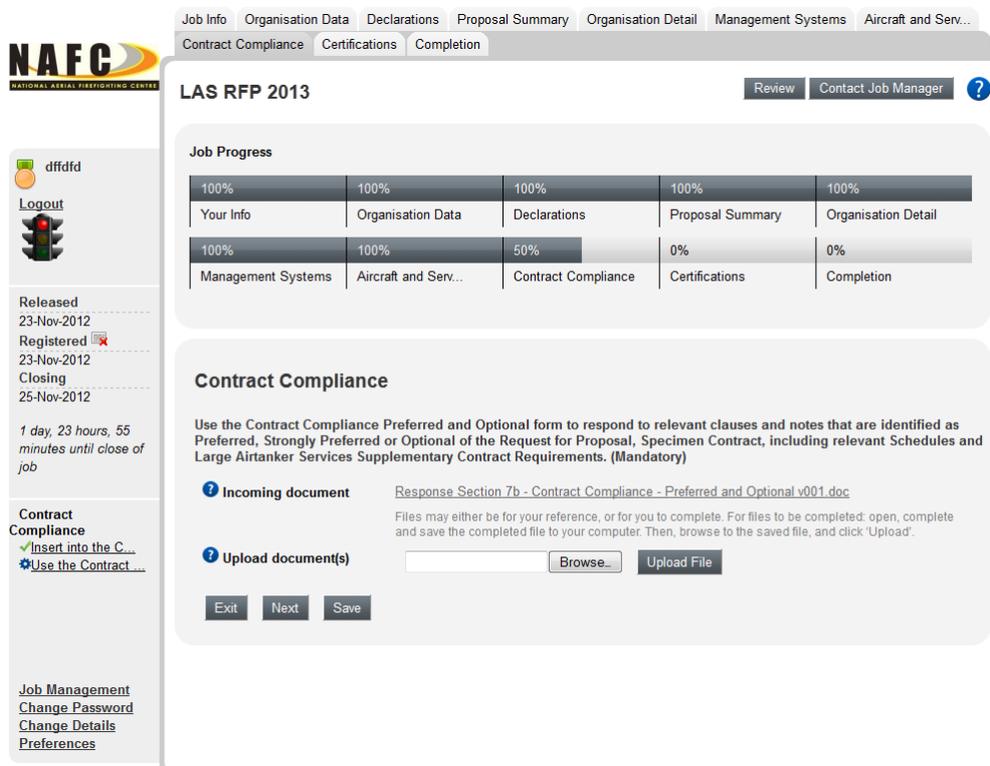
The screenshot shows the NAFC web application interface for the LAS RFP 2013. The top navigation bar includes tabs for Job Info, Organisation Data, Declarations, Proposal Summary, Organisation Detail, Management Systems, and Aircraft and Serv... The main content area is titled 'LAS RFP 2013' and features 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:

100%	100%	100%	100%	100%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
100%	100%	0%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

Below the table is the 'Contract Compliance' section, which includes instructions: 'Insert into the Contract Compliance Departures form any relevant information where it is currently known that a proposal will either partially comply or cannot comply with a particular relevant clause of the Specimen Contract including relevant Schedules and Large Airtanker Services Supplementary Contract Requirements. (Mandatory)'. There is an 'Incoming document' section with a link to 'Response Section 7a - Contract Compliance - Departures v001.doc' and an 'Upload document(s)' section with a 'Browse...' button and an 'Upload File' button. At the bottom of the main content area are 'Exit', 'Next', and 'Save' buttons.

On the left side of the interface, there is a user profile for 'dffdfd' with a 'Logout' button. Below that, there is a 'Contract Compliance' section with a 'Contract Compliance' heading and two options: 'Insert into the C...' (with a blue star icon) and 'Use the Contract...' (with a red X icon). At the bottom left, there are links for 'Job Management', 'Change Password', 'Change Details', and 'Preferences'.

The second download form in this section requires a range of information about the Organisation's compliance to the **Preferred and Optional** clauses of the Specimen Contract.



**NAFC**  
NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Organisation Data Declarations Proposal Summary Organisation Detail Management Systems Aircraft and Serv...  
Contract Compliance Certifications Completion

**LAS RFP 2013** Review Contact Job Manager ?

**Job Progress**

100%	100%	100%	100%	100%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
100%	100%	50%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Contract Compliance**

Use the Contract Compliance Preferred and Optional form to respond to relevant clauses and notes that are identified as Preferred, Strongly Preferred or Optional of the Request for Proposal, Specimen Contract, including relevant Schedules and Large Airtanker Services Supplementary Contract Requirements. (Mandatory)

**Incoming document** [Response Section 7b - Contract Compliance - Preferred and Optional v001.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)**  Browse... Upload File

Exit Next Save

**Contract Compliance**  
[Insert into the C...](#)  
[Use the Contract ...](#)

Released 23-Nov-2012  
 Registered 23-Nov-2012  
 Closing 25-Nov-2012  
 1 day, 23 hours, 55 minutes until close of job

Job Management  
[Change Password](#)  
[Change Details](#)  
[Preferences](#)

## TAB: CERTIFICATIONS

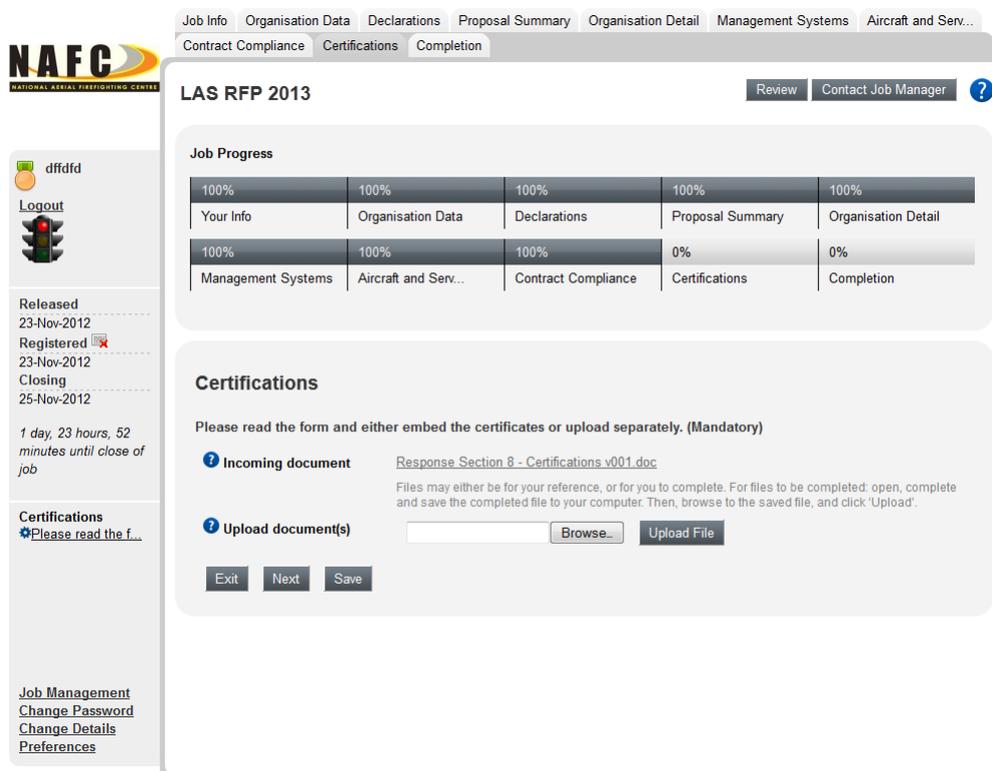
Number of Files to Complete

1

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

The form requests any supporting Certification that can be provided by Organisations.

Relevant scanned material may be included in the response.



The screenshot shows the NAFC web application interface for 'LAS RFP 2013'. The top navigation bar includes tabs for Job Info, Organisation Data, Declarations, Proposal Summary, Organisation Detail, Management Systems, Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The main content area is titled 'LAS RFP 2013' 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 Data	Declarations	Proposal Summary	Organisation Detail
100%	100%	100%	0%	0%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Certifications**

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

- Incoming document** [Response Section 8 - Certifications v001.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)**

Buttons: Exit, Next, Save

**Left Sidebar:**

- Logout
- Released: 23-Nov-2012
- Registered: 23-Nov-2012
- Closing: 25-Nov-2012
- 1 day, 23 hours, 52 minutes until close of job
- Certifications: Please read the f...
- Job Management
- Change Password
- Change Details
- Preferences

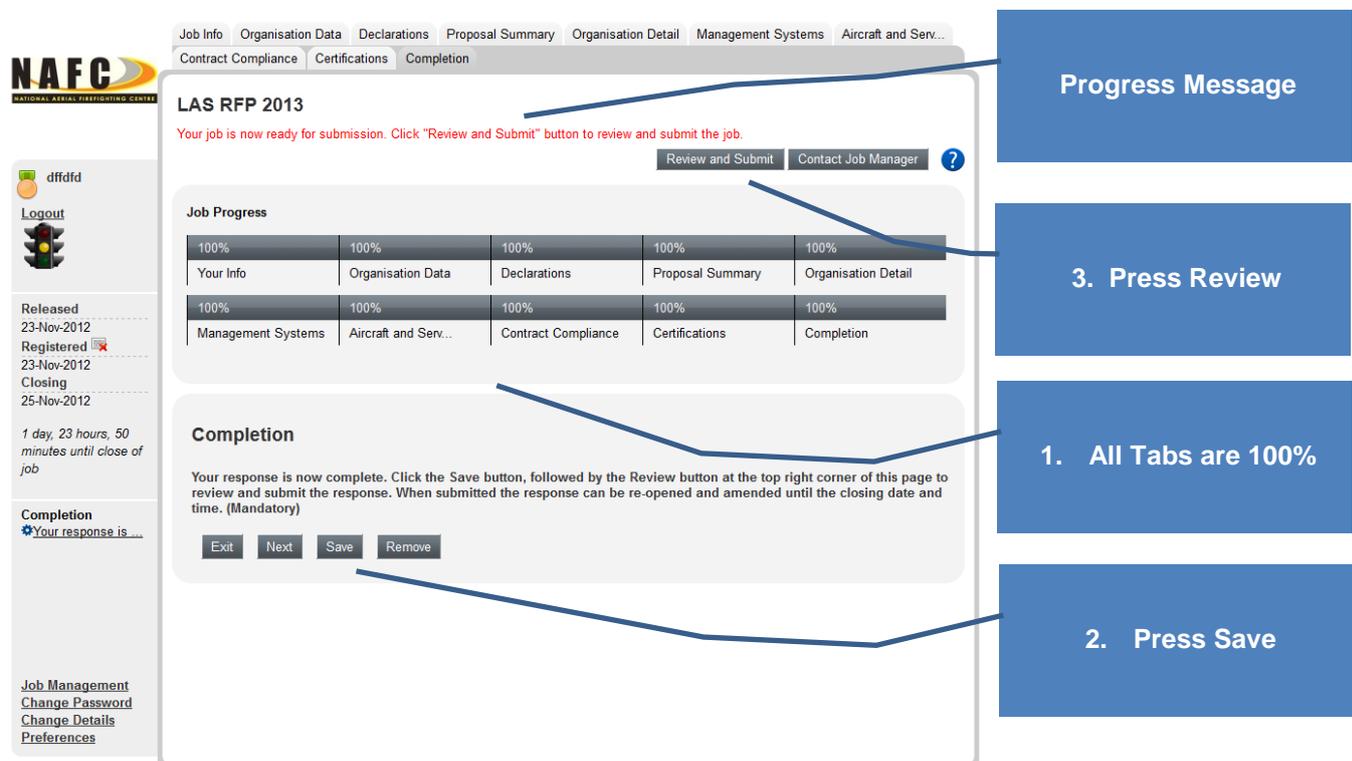
## TAB: COMPLETION

Number of Files to Complete

0

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

1. Check all tabs are 100% complete
2. Save the response
3. Press 'Review'

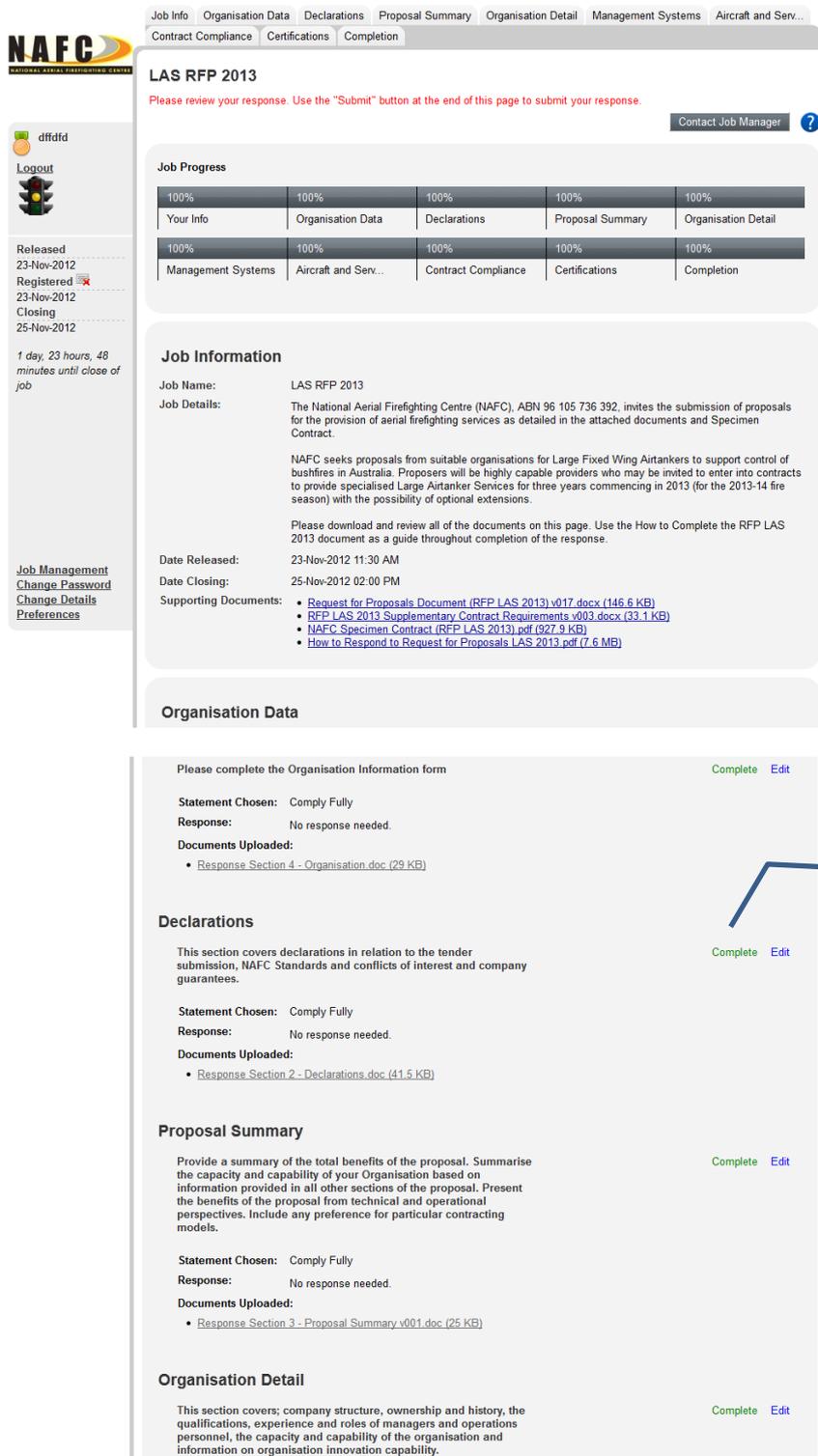


The screenshot shows the 'Completion' tab of the 'LAS RFP 2013' application. The top navigation bar includes tabs for Job Info, Organisation Data, Declarations, Proposal Summary, Organisation Detail, Management Systems, Aircraft and Serv..., Contract Compliance, Certifications, and Completion. A progress message states: 'Your job is now ready for submission. Click "Review and Submit" button to review and submit the job.' Below this is a 'Job Progress' table showing 100% completion for all tabs. A 'Completion' section states: '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)'. Callouts point to the 'Review and Submit' button, the 'Save' button, and the '100%' completion status.

100%	100%	100%	100%	100%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
100%	100%	100%	100%	100%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

A response is not fully conforming until all tabs in the response are complete and reviewed.

Next, 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' note. Check that the correct response document has been uploaded. To correct errors, click the Edit button on the right hand side of the page.



The screenshot displays the NAFC RFP 2013 portal interface. At the top, navigation tabs include Job Info, Organisation Data, Declarations, Proposal Summary, Organisation Detail, Management Systems, and Aircraft and Serv... Below these are sub-tabs for Contract Compliance, Certifications, and Completion. The main content area is titled 'LAS RFP 2013' and includes a red instruction: 'Please review your response. Use the "Submit" button at the end of this page to submit your response.' A 'Contact Job Manager' button is also present.

**Job Progress** table:

100%	100%	100%	100%	100%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
100%	100%	100%	100%	100%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

**Job Information** section includes:

- Job Name:** LAS RFP 2013
- Job Details:** The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of proposals for the provision of aerial firefighting services as detailed in the attached documents and Specimen Contract.
- Supporting Documents:**
  - Request for Proposals Document (RFP LAS 2013) v017.docx (146.6 KB)
  - RFP LAS 2013 Supplementary Contract Requirements v003.docx (33.1 KB)
  - NAFC Specimen Contract (RFP LAS 2013).pdf (927.9 KB)
  - How to Respond to Request for Proposals LAS 2013.pdf (7.6 MB)

**Organisation Data** section contains three main blocks, each with a 'Complete' and 'Edit' link:

- Organisation Information form:** Statement Chosen: Comply Fully; Response: No response needed. Documents Uploaded: Response Section 4 - Organisation.doc (29 KB).
- Declarations:** Statement Chosen: Comply Fully; Response: No response needed. Documents Uploaded: Response Section 2 - Declarations.doc (41.5 KB).
- Proposal Summary:** Statement Chosen: Comply Fully; Response: No response needed. Documents Uploaded: Response Section 3 - Proposal Summary v001.doc (25 KB).
- Organisation Detail:** Statement Chosen: Comply Fully; Response: No response needed. Documents Uploaded: Response Section 3 - Proposal Summary v001.doc (25 KB).

Status Note and Option to Edit

Statement Chosen: Comply Fully  
 Response: No response needed.  
 Documents Uploaded:  
 • [Response Section 7a - Contract Compliance - Departures v001.doc \(86.5 KB\)](#) Complete Edit

Use the Contract Compliance Preferred and Optional form to respond to relevant clauses and notes that are identified as Preferred, Strongly Preferred or Optional of the Request for Proposal, Specimen Contract, including relevant Schedules and Large Airtanker Services Supplementary Contract Requirements.

Statement Chosen: Comply Fully  
 Response: No response needed.  
 Documents Uploaded:  
 • [Response Section 7b - Contract Compliance - Preferred and Optional v001.doc \(86.5 KB\)](#)

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

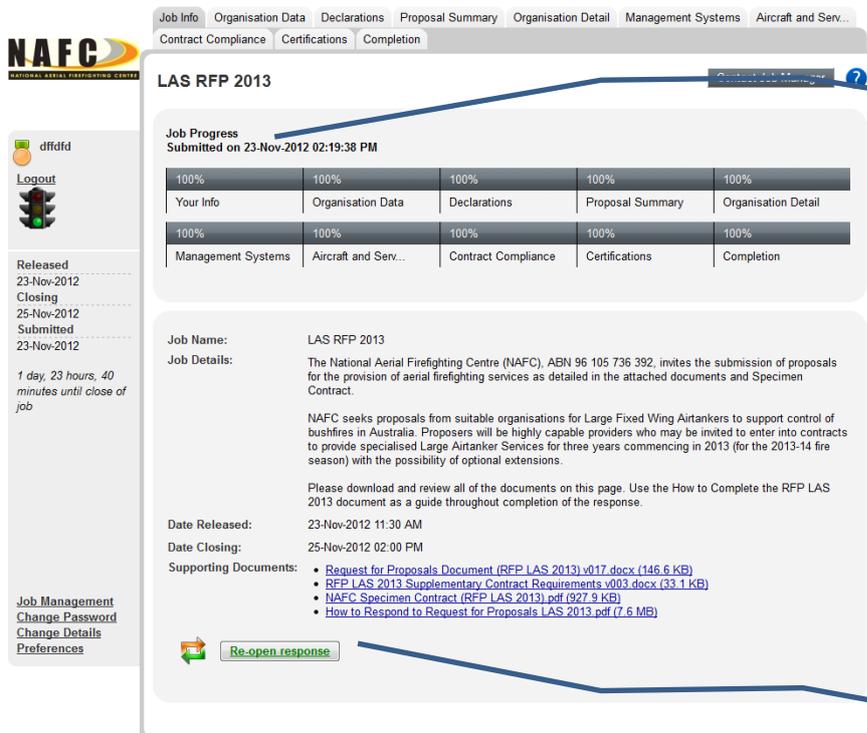
Statement Chosen: Comply Fully  
 Response: No response needed.  
 Documents Uploaded:  
 • [Response Section 8 - Certifications v001.doc \(27 KB\)](#)

**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. Complete Edit

Statement Chosen: Comply Fully  
 Response: No response needed.

Cancel review or Submit

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



Job Info Organisation Data Declarations Proposal Summary Organisation Detail Management Systems Aircraft and Serv...

Contract Compliance Certifications Completion

**LAS RFP 2013**

Job Progress  
 Submitted on 23-Nov-2012 02:19:38 PM

100%	100%	100%	100%	100%
Your Info	Organisation Data	Declarations	Proposal Summary	Organisation Detail
100%	100%	100%	100%	100%
Management Systems	Aircraft and Serv...	Contract Compliance	Certifications	Completion

Job Name: LAS RFP 2013  
 Job Details: The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of proposals for the provision of aerial firefighting services as detailed in the attached documents and Specimen Contract.

NAFC seeks proposals from suitable organisations for Large Fixed Wing Airtankers to support control of bushfires in Australia. Proposers will be highly capable providers who may be invited to enter into contracts to provide specialised Large Airtanker Services for three years commencing in 2013 (for the 2013-14 fire season) with the possibility of optional extensions.

Please download and review all of the documents on this page. Use the How to Complete the RFP LAS 2013 document as a guide throughout completion of the response.

Date Released: 23-Nov-2012 11:30 AM  
 Date Closing: 25-Nov-2012 02:00 PM

Supporting Documents:  
 • [Request for Proposals Document \(RFP LAS 2013\)v017.docx \(146.6 KB\)](#)  
 • [RFP LAS 2013 Supplementary Contract Requirements v003.docx \(33.1 KB\)](#)  
 • [NAFC Specimen Contract \(RFP LAS 2013\).pdf \(927.9 KB\)](#)  
 • [How to Respond to Request for Proposals LAS 2013.pdf \(7.6 MB\)](#)

The 'job' is submitted

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

The response is complete.