# Invitation to Tender, National Large Air Tanker, 2022+

# RESPONSE FORM 1

**Complete this form once**

**Instructions**

Please complete, save and upload this form to ARENA using the Invitation to Tender document as guidance. **Complete this form once and submit as one document.**

Please save the file using the naming convention “*Response Form 1 – {Company Name}*”

NAFC strongly recommends that tenderers read each question carefully to ensure that responses address the question.

Note especially that questions request either **detailed** or **summary** information which should be considered guidance as to the level of information to be provided in your response. Write succinctly and clearly.

* For **detailed** answers, a word limit of 500 words is recommended.
* For **summary** answers, a word limit of 200 words is recommended.

All information provided here is to be read in conjunction with the information you have already provided in ARENA fields.

When providing answers, ensure you consider the context of the question, based on the section in which it resides.

## EXECUTIVE SUMMARY

*The Executive Summary is intended to give a high-level overview of the stand-out features of your submission, setting the tone for what evaluators should expect.*

*Provide summary information of the total benefits of your tender submission. Summarise the capacity and quality of your organisation based on information provided in all other sections of the tender response.*

<Insert your response here>

## BUSINESS QUESTIONS

*The questions in the following section relate to your submission from the perspective of a business. NAFC is seeking to understand how your business is structured as well as its size and scalability in terms of supporting the proposed Services. Be sure to response to questions in this section in this context.*

### ORGANISATION

#### ARENA Business Data

*Ensure all business-related information entered in ARENA against your profile is complete, up to date and accurate.*

<Confirm you have provided all appropriate information in ARENA>

#### Company Structure and Ownership

*Provide detailed information relating to the company structure and ownership of the organisation tendering for the Services. Include any information about recent changes in ownership or structure. Provide guidance on the size of your organisation and any structural or ownership benefits your tender offers in supporting a LAT service.*

<Insert your response here>

#### Company History and Industry Experience

*Provide a summary history of the organisation and its experience in the provision of Aerial Firefighting or other relevant services. Describe your company’s experience in operating LAT services. For emerging LAT service providers, provide guidance on how previous AFF experience will be applied to providing a LAT service.*

<Insert your response here>

#### Key Management and Operational Staff

*Provide summary information on the qualifications, experience and roles for key personnel who manage the organisation and for key personnel who are proposed to manage the delivery of Services. Include details of management structure and reporting lines.*

*Provide summary information on the qualifications, experience and roles of key operational personnel involved in delivery of the proposed Services. This may include training licences, ratings, endorsements, skills and competencies.*

<Insert your response here>

#### Organisational Capacity

*Provide detailed information on the capacity and capability of the organisation to deliver a LAT aerial firefighting Service.   
  
Capacity includes total fleet managed, growth opportunities, specialisations, ability to provide redundancy capacity and additional aircraft.*

<Insert your response here>

#### Innovation

*Provide summary information of any recent or current research, development and innovation activities of the organisation as they relate to the Services specified in this tender.*

<Insert your response here>

#### Culture

*Provide information relating to organisation's culture and values. Provide summary information of how your organisation's culture and values apply when working with the fire and emergency management sector.*

<Insert your response here>

#### Financial

*Provide summary details of the organisation's financial position. Include the last 3 financial years' balance sheets (Statement of Financial Position) and profit and loss statements (Statement of Financial Performance). Include other relevant information such as financial referees, partners, bankers, auditors and guarantors.*

<Insert your response here>

### MANAGEMENT SYSTEMS

*For the questions in the following section, do not simply provide the name of an off-the-shelf software solution your company uses. Ensure you demonstrate how you actively use each system and how it would be utilised in providing the proposed Services.*

#### Quality Management Systems

*Provide summary information describing your organisation’s approach to ensuring ongoing quality by means of a Quality Management Systems including any system in place or proposed. Include any certification to an appropriate Australian or International Standard such as the ISO9000 series.   
  
Describe how your quality management system would apply when providing the Services tendered.*

<Insert your response here>

#### Safety Management System

*Provide summary information describing your organisation’s Safety Management System including any system in place or proposed. Provide any additional information that illustrates your organisation’s systems for managing safety of operations.*

*Describe how your safety management system would apply when providing the Services tendered.*

<Insert your response here>

#### Incidents, Accidents, Non-Compliance & Show Cause Management

*Describe your organisation's process to manage incidents, accidents and near misses. Include detailed information of how any findings or lessons learned have been incorporated into future business practices.*

<Insert your response here>

*Ensure that in ARENA you have provided details of all incidents, accidents, non-compliance or show-cause notices related to the proposed aircraft and/or proposed Services that have occurred in the last 5 years for the tenderer’s company and affiliated companies. Failure to disclose all incidents, accidents, non-compliance or show-cause will result in negative evaluation consideration.*

*To do this, go to ARENA > Occurrences > Add*

<Confirm you have provided all appropriate information in ARENA>

#### Risk Management System

*Provide summary details of any organisational risk management policy, strategy, plan or system that is in place or proposed.*

*Describe how your risk management system would apply when providing the Services proposed.*

<Insert your response here>

#### Flight and Other Crew Management

*Provide detailed information relating to the management of Flight Crew and Other Crew to be utilised for the Services being tendered. This may include flight & duty time management, rostering and monitoring of currency.*

*Include summary information as to how you would provide appropriate roster changes if the Service was located in a State or Territory with restricted border entry requirements in response to managing COVID-19.*

<Insert your response here>

#### Fatigue Management

*Provide detailed information regarding the systems and processes in place to effectively manage any fatigue in flight and ground crew.*

*Provide details as to which CASA Fatigue Management rule you will follow for the duration of the contract and how this will be managed for the Services you are tendering for.*

<Insert your response here>

#### Check and Training System

*Provide detailed information regarding the organisation’s Flight Crew and Aircrew check and training system, including information as to how your organisation’s approach will comply with CASA’s and other regulations that are relevant to the type of operations you propose.*

*Provide details regarding how the organisation will ensure compliance with contract requirements, including, but not limited to:*

*• Basic Wildfire Awareness*

*• Low level flight and obstacle avoidance (where required)*

*• Recognition and recovery from unexpected low visibility situations*

<Insert your response here>

## SERVICE QUESTIONS

*The questions in the following section relate to your submission from the perspective of the infrastructure your business can provide. NAFC is seeking to understand how your business infrastructure and assets will support the proposed Services. Be sure to response to questions in this section in this context.*

### INFRASTRUCTURE

#### Infrastructure and Resources

*Provide detailed information related to infrastructure and resources within the organisation which will support the delivery of proposed Services. Include any outsourced providers, infrastructure or other capabilities that will be used to provide the proposed Services.*

*Provide information regarding company infrastructure, resources, and facilities at company operating bases which will support the delivery of proposed Services.*

<Insert your response here>

#### Nominated Operational Base (NOB) and Temporary Operational Base (TOB)

*Note this question is in two parts.*

* + - 1. FW22L01 - the National LAT

*NAFC and the Members are yet to finalise which Nominated Operational Base (NOB) is most optimal to locate FW22L01, the nationally available LAT. Your response to this question must indicate how the Service could be provided at a range of LAT-enabled NOBs, information which may assist NAFC to reach a decision about the optimal NOB.*

*You are invited to provide information and/or value options, which may assist this decision.*

*You should include how the Service could be provided if ferried to one or more Temporary Operational Base/s (TOB) for short- or long- redeployments, within the Service Period, at the request of NAFC or the Member.*

<Insert your response here>

* + - 1. FW22L02 - the Western Australia LAT

*FW22L02 will operate from the Nominated Operational Base of Busselton, WA. Your response to this question should reflect this required NOB, alongside how you would provide the Service where the LAT may be redeployed to other TOB under existing national arrangements if needed.*

*Provide summary information as to how the Service will be provided at the Nominated Operational Base. Include details of how the proposed base location,* support *vehicles and/or arrangements will support the services being tendered for.*

*Proposed costs relating to short- or long term- redeployments to any TOB should be presented in Response Form 3 - Pricing, not here.*

*Further detailed information regarding specific aircraft maintenance resources should be provided in the response to the Response Form 2 - Aircraft, not here.*

<Insert your response here>

#### Fuelling Facilities

*Provide a summary of any fuelling facilities being tendered. Include details of both fixed and optional mobile fuelling facilities.*

<Insert your response here>

### MAINTENANCE

#### Maintenance Services

*Provide detailed information of:*

* *aircraft maintenance capabilities, capacity and facilities, including provision for in-field and out-of-hours maintenance.*
* *access to spare parts. Demonstrate how the proposed access to spare parts will support the continued delivery of the tendered Services.*

*Describe how maintenance will be provided if the Service NOB away from the organisation's home base.*

<Insert your response here>

### SERVICE DELIVERY

#### Provision of multiple Services

*Provide summary information identifying any situations where the tenderer considers that the provision of multiple Services by the organisation will offer synergies and benefits.*

<Insert your response here>

#### Provision of Services under Covid-19 Restrictions

*Provide details of your company’s covid-safe plan for conducting operations and crew welfare at the NOB and any TOB.*

*If the aircraft and/or crew is currently located outside Australia, describe or provide your plan to transit the aircraft and crew and manage any quarantine prior to commencing the Service Period.*

*Once operating within Australia, describe or provide your initial planning to manage transits across State and Territory borders to accommodate potential rolling COVID restrictions.*

<Insert your response here>

#### Service Period Duration and Notice Period

*Define your tendered Notice Period for an actual commencement date (as number of days). The Notice Period should reflect any contingency to transit or potentially quarantine under covid-19 border restrictions.*

*Summarise any factors that may impact your ability to commence the Service Period during this indicative timing.*

*Provide the estimated earliest potential Service Period start date and any limitation on the Service Period end date, including any limitations on possible extensions to the Service Period.*

Note that for:

* FW22L01 The National LAT

*It is the desire of NAFC Members to have the national LAT available to commence a Service Period sometime in August and finish on 30 April, in each year of the Contract Period. The exact commencement date and resulting duration of the Service Period will be decided depending on viable solutions tendered and be agreed with the preferred tenderer.*

* FW22L02 The Western Australia LAT

*The Member has provided an* ***indicative*** *commencement date of mid-December in each year of the Contract Period, in accordance with an agreed notice period. However, an earlier commencement may be required in response to forecast seasonal risk.*

<Insert your response here, including the completion of the table below>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aircraft** | | **Notification** | **Operating Availability** | |
| **Make + Model** | **Rego** | **Notice Period** | **Earliest Start Date** | **Latest End Date** |
|  |  | days | DD/MM/YYYY | DD/MM/YYYY |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Availability of the Service Outside of the Service Period

*Provide information regarding the projected availability of contracted Aircraft outside the Service Period.*

<Insert your response here>

## CONTRACT QUESTIONS

### CONTRACT COMPLIANCE

#### Contract Departures

*Insert into the table any relevant information where a tenderer either partially complies or cannot comply with a particular clause of the Specimen Contract including the Schedules. The Specimen Contract clause number must be included in the response.*

| **Clause**  **Reference** | **Schedule**  **Reference** | **Issue** | **Proposed Alternative** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Other Departures

Insert into the table *any relevant information where a tenderer either partially complies or cannot comply with any NAFC Standards and/or any parts of the Invitation to Tender including the Table of Services, Large Airtanker Services Supplementary Requirements and other Appendices. Clause references must be included in the response.*

| **Document** | **Part or Section** | **Issue** | **Proposed Alternative** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |