

# 18ACMA148 ATM Response schedule



Commonwealth of Australia

## **Approach to Market (ATM)** **Reference No: 18ACMA148** **Response schedule**

This ATM is for the provision of: **Services related to amateur radio qualifications**

The Commonwealth as represented by the Chair of the Australian Communications and Media Authority (the Customer) is seeking tenders for the provision of the services (Services) described in this *Commonwealth Approach to Market (ATM)*.

In submitting a response, Potential Suppliers are required to comply with all requirements set out in the [Commonwealth Approach to Market Terms](#).

Arrangements for Services described in this ATM will be agreed via a Deed of Agreement (the Deed). A draft Deed can be found at **Attachment A**. Terms contained within the draft Deed reflect the those in a standard Commonwealth Contract to the most practicable extent. The draft Deed is subject to change following negotiation between the Supplier and the Customer.

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### **Before completing this form read the information below:**

#### **Instruction to Potential Suppliers:**

You must use this form to submit your Response, which must comply with the *Commonwealth ATM Terms*, which are available at [https://www.finance.gov.au/sites/default/files/commonwealth\\_approach\\_to\\_market\\_terms.pdf](https://www.finance.gov.au/sites/default/files/commonwealth_approach_to_market_terms.pdf).

Before completing this Response read the Customer's Approach to Market (ATM) distributed with this Response to ATM form and decide whether your organisation has the necessary skills and experience to meet the Customer's requirement set out in that ATM.

In this Response, be as concise as possible while including any and all information that your organisation wants the evaluation panel to consider. Do not assume that the evaluation panel has any knowledge of your organisation's abilities or personnel.

Your organisation's participation is at your sole risk and cost. This is a competitive process, and you should note that your organisation may incur costs in participating, and if not successful be unable to recoup those costs.

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## Part 1 - Potential Supplier's Details

### Instruction to Potential Suppliers:

Provide the following organisational details which will appear in any Deed with the Customer. These details should be for the legal entity that would be the Supplier under a Deed.

Full legal business name: **University of Tasmania through its institute the Australian Maritime College**

Registered business address: **Churchill Avenue, Sandy Bay in Tasmania**

ABN (if applicable): **30 764 374 782**

Web address: **<http://www.utas.edu.au/>**

What is the entity's legal status (double click a box below to select):

Company     Partnership     Sole Trader     Sole Director Company     \*Other

If none of the above apply, please state entity type: **A statutory corporation, continued under the University of Tasmania Act 1992**

Is the above entity a non-government employer with more than 100 employees?     Yes     No

Is the above entity an Indigenous owned (50% or more) business?     Yes     No

### Contact Officer

For all matters relating to this Response, the Potential Supplier's Contact Officer will be:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### Address for Notices (if different from the Contact Officer):

Name:

Position title:

Email:

Postal Address:

### Deed Manager (if different from the Contact Officer)

#### Instruction to Potential Suppliers:

Potential Suppliers should provide the requested details of the person they propose to be their Deed Manager if a Deed of Agreement is awarded. That person will be responsible for general liaison with the Customer and accepting and issuing any written notices for that Deed.

Name:

Position title:

Telephone:

Mobile:

Email:

Postal Address:

(if different from above)

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## Part 2 - Executive Summary

### Instruction to Potential Suppliers:

Provide a brief (less than 1 page) Executive Summary of your proposal highlighting any key aspects.

### Handy Hint:

You may find it useful to complete this Executive Summary last so that it is easier to summarise your proposal's key features.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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## Part 3 – Ability to meet the requirement

### *Detailed proposal to meet the Customer’s requirement*

#### **Instruction to Potential Suppliers:**

The information you provide in this section will be considered in evaluating the extent to which this Response meets the Customer’s requirement, be as concise as possible. Do not provide general marketing material that does not relate to the specific requirement.

Provide a detailed description of your proposal to supply the Customer’s requirement, including any delivery methodology.

If there are any *Mandatory Conditions of Participation* [Clause A.A.2] you should specifically respond to them here.

#### **Handy Hint**

This is your organisation’s opportunity to convince the evaluation panel that your organisation understands the Customer’s requirement and can deliver it to a high standard.

This is the place to highlight your competitive advantage as well as any special or unique features of your proposal. Depending on the requirement, your organisation’s response could propose a detailed project plan including project milestones and completion dates; timeframes; quality standards or performance indicators which demonstrate success or progress. It could also detail any critical issues or key delivery risks of which the Customer should be aware.

Do not rely solely on your organisation’s reputation as the evaluation panel can only consider information you provide in this submission – this *Response to ATM* is the opportunity to promote your organisation.

[Redacted content]

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**[REDACTED]**

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[Redacted]

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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## Part 4 - Potential Supplier's Proven Capacity

### Statement of Skills and Experience

#### Instruction to Potential Suppliers:

The information you provide in this section will be considered in evaluating your organisation's proven capacity to meet the Customer's requirement.

Provide clear, concise details of your relevant abilities to deliver what you have proposed above.

This is your opportunity to prove to the evaluation panel that you can meet the Customer's requirement to a high standard.

#### Handy Hint

This is your opportunity to highlight any unique capabilities.

Depending on the requirement, this could include a detailed description of your recent experience in successfully supplying a similar requirement for the Services It could also include your organisation's expertise in this field, brief information about your personnel (highlighting relevant expertise and experience), details of relevant intellectual property or unique products used.

You may also attach brief supporting information specific to this procurement including tailored CVs for Specified Personnel, where relevant.

### **Part 4 – Potential supplier's proven capability**

AMC is unique in that it has specialised in the delivery of radio qualifications within a University and in partnership with an RTO. Therefore, AMC has a depth of academic, technical, managerial and financial expertise to call on as well as an extensive network of external experts.

#### **Requirement**

The requirement as set out in the Approach to Market (ATM – 18ACMA148) is as follows:

***The Customer seeks an appropriately qualified and resourced organisation for the provision of certain statutory functions and non-statutory administrative services associated with amateur radio licencing, in particular:***

- 1. conducting examinations to assess amateur radio proficiency***
- 2. issuing amateur radio certificates of proficiency***
- 3. making recommendations to the Customer about the allocation of callsigns to amateur licensees,***
- 4. participate in the Syllabus Review Panel, and***
- 5. associated non-statutory administrative functions***

#### **Response to the Qualifications and Resourcing aspects of the Requirement**

████████████████████

████████████████

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[Redacted text block containing multiple lines of obscured content]

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[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED] [REDACTED] [REDACTED]
[REDACTED]		[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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## **Specified Personnel**

### **Instruction to Potential Suppliers:**

Include specified key personnel that will perform and execute Services described in the ATM. If your proposal has referenced the skills of specific personnel provide details in the table below. Include their role, the percentage of the project that they will complete (the total of all specified personnel will add to not more than 100% of the project) and if relevant, their current Commonwealth Government security clearance. Only propose personnel where you can reasonably expect them to perform the roles nominated.

Also include the same details for any contractor personnel, if applicable.

Add extra lines to the table if required. If no Specified Personnel are proposed insert "Not Applicable" in the table.

### **Handy Hint**

Where the person proposed is a recognised expert in their field and the quality of your proposal relies on their expertise, they must be specified in the table below. Only include names for Specified Personnel where their unique skills are relevant or a security clearance is required to perform a particular role.

However, where you have a number of staff who could perform a particular role, include details of the position/role, and the % of the project time which this role will perform. In these circumstances it would not be necessary to name the person.

The % Time column is the % of the total project time each specified person/role will provide.

Include contractor personnel in this table, if applicable.

Position/Role	% Time	Name	Current level of Security Clearance (If requested at A.A.3(b))
[REDACTED]	[REDACTED]	[REDACTED]	

## **Contractors**

### **Instruction to Potential Suppliers:**

Provide details of each contractor organisation you will use below. If no contractors are proposed write "Not Applicable".

Note that the Customer is required to publicly disclose information about contractors.

[REDACTED]

## **Scope of works to be contracted**

### **Instruction to Potential Suppliers:**

Potential Suppliers must identify the roles or the specific parts of the Deed each contractor will perform. If no contractors are proposed write "Not Applicable".

[REDACTED]

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### Handy Hint

The Supplier remains solely responsible to the Customer for all obligations under the Deed and therefore is responsible for contractor performance and management. The Supplier must ensure that any subcontract the Supplier enters into for the purpose of fulfilling their obligations under the Deed imposes any necessary obligations on the contractor (including this requirement in relation to subcontracts).

If you are intending to include contractors read and understand what your obligations would be under the *Commonwealth Deed Terms*; including in particular the obligations set out in *Contracting* [Clause C.C.10]; *Relationship of the parties*; [Clause C.C.2]; *Compliance with Laws* [Clause C.C.21] and *Compliance with Commonwealth Laws and Policies* [Clause C.C.22].

### **Conflict of Interest**

#### **Instruction to Potential Suppliers:**

Would a real or perceived conflict of interest exist, or a potential conflict arise, if the Potential Supplier, or where applicable the contractor, entered into a Deed with the Customer? If so, include full details and strategies to manage the conflict here.

Has this Response been prepared with any assistance from a current or former employee of the Customer? If so, include full details here.

If none, write "Nil".

### Handy Hint

A perceived *Conflict of Interest* is one in which a reasonable person would think that the person's judgement and/or actions may be compromised.

It is important that the Potential Supplier notify the Customer immediately if an actual, perceived or potential conflict of interest arises or may arise after the Response has been submitted or during the term of the Deed.

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## Referees

### Instruction to Potential Suppliers:

Provide daytime contact details for three (3) referees who can attest to your capacity to meet the Customer's requirement. Note that the Customer reserves the right to contact the Potential Supplier's referees, or any other person, directly and without notifying the Potential Supplier as set out in *Referees* [Clause A.B.14].

### Handy Hint

A reference is stronger if your organisation and/or specified personnel has recently provided the referee with similar Services.

It is also good practice to make sure that any referees nominated are aware they might be contacted.

Referee Name	Position/Company	Phone No	Email Address
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]

## Additional Information

### Instruction to Potential Suppliers:

Are there additional details relevant to this proposal that you have not already included but want the Customer to consider? Any information included here should be relevant to this proposal and be as concise as possible.

### Handy Hint

Potential Suppliers may use this opportunity to identify any pre-existing intellectual property or unique methodology. This section should not be used to include generic marketing information that is not specific to the Requirement. Be as concise as possible.

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## Confidentiality of Potential Supplier's Information

### Instruction to Potential Suppliers:

Potential Suppliers must identify, in the table below, any aspects of their Response or any aspect of the proposed Deed that they consider should be kept confidential, with reason. If none, complete the table with "Not Applicable".

The Customer will only agree to treat information as confidential in cases that meet the Commonwealth's guidelines. In the absence of the Customer's agreement, the Customer has the right to disclose any information contained in the Deed.

Add extra lines to the table as required.

### Handy Hint

Information to assist you to assess whether the Customer is able to treat particular information as confidential is available at <http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html>.

Information in the Deed considered necessary to be confidential	Reasons for requesting confidentiality
None	

## Part 5 – Proposed cost recovery fee schedule

Consistent with A.B.5 of the Commonwealth ATM Terms, to demonstrate a capacity to execute item 6 of the Required Services and value for money to the Customer and the end user, the tenderer shall submit firm prices for each of the services, including those determined under cost recovery basis in accordance with the [Australian Government Charging Framework](#). Fees should reasonably relate to the expenses incurred or to be incurred by the tenderer in relation to the Required Services. For further details please refer to section C.A.14 of the draft Deed at **Attachment A**.

### Examination Fee Schedule

Description of service - Statutory	Price Ex GST (rounded)	Price GST component	Total Price Inc GST
Examination services	\$81.80	\$8.20	\$90.00
Examination services – practical only	\$81.80	\$8.20	\$90.00
<b>Total for cost recovery services</b>			\$180.00

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### Miscellaneous Fee Schedule

<i>Description of service – Non-statutory</i>	<i>Price Ex GST</i>	<i>Price GST component</i>	<i>Total Price Inc GST</i>
Callsign recommendations -Level 1	\$22.73	\$2.27	\$ 25.00
Callsign recommendations -Level 2	\$31.82	\$3.18	\$ 35.00
Callsign recommendations -Level 3	\$54.55	\$5.45	\$ 60.00
Callsign recommendations -Level 4	\$27.27	\$2.73	\$ 30.00
Callsign recommendations -Level 5	\$27.27	\$2.73	\$ 30.00
Recognition of prior learning	\$90.00	\$9.00	\$ 99.00
Other miscellaneous services as described in the Deed			
Re-issue of certificates	\$50.00	\$5.00	\$ 55.00
<b>Total for cost recovery services</b>			\$334.00