

COMMERCIAL IN CONFIDENCE



**Senior Aviation Officer
3 Wing Australian Air Force Cadets**

REQUEST FOR PROPOSAL

**Powered Flying Training Service Provider -
Continuous Flying Training Courses 2015**

Version 3.0



AUSTRALIAN AIR FORCE CADETS

HEADQUARTERS No. 3 WING

SAO/3WG/2014/LOOSE

Bloggs

Bathurst Regional Airport
Bathurst NSW 2795

Dear Bloggs,

HEADQUARTERS 3 WING AUSTRALIAN AIR FORCE CADETS REQUEST FOR PROPOSAL FOR THE PROVISION OF POWERED FLYING TRAINING SERVICES FOR THE YEAR 2015

INTRODUCTION

1. The Australian Air Force Cadets (AAFC) is an aviation minded youth organisation sponsored by the Commonwealth of Australia, whose broad objectives are to encourage and promote aviation and aviation activities. An important part of the experience of an Air Force Cadet is flying training. In NSW and the ACT, flying training is contracted to selected service providers (that is, flying schools and gliding clubs). A competitive process is used to select service providers, and those providers are then submitted for approval to the AAFC's parent organisation, the Royal Australian Air Force (RAAF).

2. This Request for Proposal (RFP) begins the selection process for service providers for the Fiscal Year 2015. In the selection process, the RAAF and the AAFC are required to meet and conform with Government policy associated with the expenditure of Commonwealth and public related funds allocated to the Department of Defence. In order that we conform to the required policy, we have to ensure through the selected service providers that we achieve best value both financially and through the delivery of a comprehensive flying tuition.

3. This RFP outlines the specific requirements of the AAFC in relation to flying training services in NSW and the ACT. It also details the procedures to follow through the selection process, and how to submit responses for consideration.

ORGANISATIONAL CONTEXT

4. Within the AAFC organisation, all operations in NSW and the ACT are within the purview of No. 3 Wing AAFC. Flying operations for No. 3 Wing are managed by No 301 Aviation Training Flight and report the Senior Aviation Officer of NSW. Collectively, this Flight and a small corps of staff at No. 3 Wing Headquarters are known as 3 Wing Aviation.

6. The selection process outlined in this RFP will be managed by the Senior Aviation Officer or a delegated entity. As such, bidders must appreciate that this RFP includes only the flying training services managed by 3 Wing Aviation, to service Air Force Cadets in NSW and the ACT. This RFP does not include services outside NSW and the ACT or for the wider AAFC or RAAF organisations.

REQUEST FOR PROPOSAL

7. Should your organisation be interested in participating in this RFP opportunity, please respond in the following manner:

- a. Complete the attached 'Bid Pack' at Annexes A to D inclusive;
- b. Populate all documents in Microsoft Word (that is, please do not hand-write and scan documents), indicating 'Original Signed' in any space where your signature is required;
- c. Email completed documents to the email address nominated in paragraph 9 below;
- d. In order to capture signatures, please also send printed and signed documents by fax to the fax number nominated in paragraph 9 below. Please ensure your fax has a covering page displaying your business or club letterhead;
- e. Ensure both your email and fax copies are received by **COB 16JAN15**

8. Please ensure your email and fax are addressed to the Senior Aviation Officer, 3 Wing AAFC, at the details below:

Squadron Leader (AAFC) Bill Gleeson-Barker,

Email: billy.gleeson-barker@aafc.org.au

Fax: 02 5701 5132.

9. Please note that bidders who fail to provide the required information by the closing date may render their submission non-conforming, which may result in their submission being ineligible for further consideration.

10. In evaluating bids from service providers, 3 Wing Aviation has the primary objective of ensuring the best value for money whilst maintaining a reputation for providing safe aviation activities of a high quality. To that end, the selection process will measure the following aspects:

- a. Safety Management;
- b. Provision of the required service (see Annexes A & B);
- c. Capability and Compliance;
- d. Value for Money; and
- e. How your Organisational goals and ideals are most closely aligned with those of the AAFC.

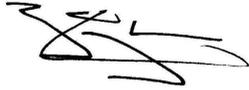
11. Should your organisation be successful in being selected as a service provider you will be contacted and asked to complete further documentation on items such as, but not limited to, insurance, aircrew details, safety management, aircraft, facilities and operational history. The successful bidder will also be asked to enter into a memorandum of understanding or similar to establish and formalise operational protocols and other aspects of the agreement.

12. Any powered flying activities bring considerable value and benefit to the AAFC, and contribute significantly to achieving its central aims. Although the majority of benefit to service providers is financial and a captive market, introducing youth to any form of aviation is exciting and proactive for the industry. As a training organisation, you will also understand the significant fulfilment and personal satisfaction gained from delivering training, especially to young people.

13. We look forward to your response and hope that the AAFC/RAAF can forge a proactive partnership in the delivery of flying training to our youth of today.

14. Any questions relating to this RFP or the 'Bid Pack' should be directed to the undersigned.

Yours faithfully



Bill Gleeson-Barker
Squadron Leader (AAFC)
Senior Aviation Officer

Mobile: 0408 443 009

Email: sao.3wg@aafc.org.au



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Annex

- A. AAFC Requirements for the Provision of Powered Flying Training
- B. RFP Questions and Response Template
- C. Conflict of Interest and Confidentiality
- D. Quotation for the Provision of Powered Flying Training Services

AAFC REQUIREMENTS FOR PROVIDERS OF POWERED FLYING TRAINING

1. **General Requirements:** Organisations conducting Flight Training operations for or on behalf of the AAFC must have a current Air Operator's Certificate issued by the Civil Aviation Safety Authority which allows the conduct of training operations with the proposed aircraft type and at the proposed locations. It is requirement that a copy of the Air Operator's Certificate is supplied to the AAFC prior to the approval of a service provider.

2. **Company SAR:** Service Providers are to specify and maintain a system which monitors the departure time, route of flight and expected arrival time of aircraft conducting AAFC operations. This procedure is to allow emergency services to be alerted in the event of a missing or late aircraft.

3. **Insurance Requirements:** Training operators are required to maintain and supply evidence of insurance including the following:

- a. Aviation Liability Insurance subject to a minimum of AUD5,000,000 Third Party Liability/Passenger Legal Liability – Combined Single Limit;
- b. a clause noting that Student Pilots are deemed to be passengers when under instruction;
- c. name the Commonwealth of Australia its servants and officers as a joint insured;
- d. include a waiver by the Insurer of all express or implied rights of subrogation in favour of the Commonwealth of Australia its servants and officers;
- e. include a cross liability clause noting that each insured party shall be considered a separate entity and that the insurance shall apply as if a separate policy has been issued to each insured party;
- f. include a clause that provides that non-disclosure, misrepresentation or breach of a conditional term of the insurance by any insured will not adversely affect the cover provided under the policy to another insured.
- g. The insurances required under this Section must be taken out with a reputable insurer with a security rating from 'Standard & Poor's' of not less than 'A' and on terms consistent with prudent risk management practice.

4. **Instructor Requirements:** Instructors are to hold a Flying Instructor Rating issued by the Civil Aviation Safety Authority and the following additional qualifications:

- a. current Class 1 Aviation medical;
- b. endorsement on aircraft type;
- c. 300 hours total time (Minimum Requirement); and
- d. 30 hours on aircraft type

Further, all instructors must:

- e. conform to the 'regular flight review' requirements in accordance with CAR Part 5;
 - f. undergo regular pilot proficiency training;
 - g. conform to the 'recent experience' requirements in accordance with CAR Part 5;
5. **AAFC Requirement:** The AAFC specifically requires that:
- a. The service provider's syllabus allows each student the ability to continue with, or transfer to, an 'Integrated Commercial Pilots Licence (150 hour) course'.
 - b. Working With Children (WWC) checks must be obtained in accordance with the published AAFC policy and in accordance with the NSW requirements.
6. **Aircraft Requirements:** Aircraft used for AAFC training operations should be aircraft with fewer than five seats capacity.
7. **Statement of Compliance:** To ensure that Service Providers are aware of AAFC requirements and that an appropriate level of corporate governance is maintained in the selection of service providers, the 'Statement of Compliance' is to be signed by a Director or Officer of the Company or entity providing the training service to the AAFC.

RFP QUESTIONS AND RESPONSE TEMPLATE

All questions are to be answered with a minimum of a Comply/Non Comply response.

Q1	Please confirm AOC coverage for operations at your named designated and/or remote locations.
Answer	
Q2	Please provide a summary of your organisation and any current or previous relationship with the AAFC or 3WG Aviation.
Answer	
Q3	Please provide a summary of your proposed facility including but not limited to educational resources, technology etc. Max students per course would be 10-15.
Answer	
Q4	<p>This RFP requires the services to be provided to 3 Wing Aviation are as follows:</p> <p>a. Up to four (4) ab-initio training aircraft. b. One (1) aircraft suitable for navigation training; c. One (1) aircraft with cruise speed of more than 120kts suitable CPL training.</p> <p>Please detail what and how you propose to provide these services, including flexibility around the best utilisation of aircraft.</p>
Answer	
Q5	Confirm whether you can provide aircraft and flying instruction for camps typically during the first two weeks of each school holiday, subject to written confirmation within a period to be agreed with selected service providers. Confirm that these aircraft will be available for the exclusive use of 3 Wing Aviation during these agreed periods. Please detail any proposal that you feel would facilitate a flexible arrangement to the benefit of both parties.
Answer	
Q6	Please list your maintenance service provider.
Answer	

Q7	It is a requirement that unplanned maintenance during agreed flying camps will be completed in the shortest possible time. Please provide your support provision in this area
Answer	
Q8	Please confirm that you will make available when requested by AAFC staff a copy of your Operations Manual
Answer	
Q9	Provide detail on the procedure to deal with the replacement of aircraft in the event of unserviceability at short notice
Answer	
Q10	Provide details of all personnel to be involved with delivering the services (should resumes be used, please add as attachments or enclosures)
Answer	
Q11	Provide details of current or previous services provided to similar organisations together with contact details for relevant personnel at the customer organisation. Provide a current copy of your AOC with your submission
Answer	
Q12	The AAFC takes very seriously its commitment to providing high quality flying training from all service providers it engages. Please detail your quality control systems in use for similar flying training delivery
Answer	
Q13	Please provide details of your current Safety Management Systems and WH&S requirements or qualifications in this area. If selected as a service provider, it will be necessary for both parties to meet and agree a formal reporting process that meets the requirements of the AAFC during the contract period Comply/Non Comply
Answer	

Q14	<p>a. Provide a fully itemised quotation based on the hourly 'Dry' Aircraft Hire Rates.</p> <p>b. Please detail the assumptions you have made to determine the rates.</p> <p>c. Please include any additional costs in support of providing the services.</p> <ul style="list-style-type: none"> <i>It is planned to continue the delivery of 8 full weeks of powered flying training courses per annum. The target amount of students per week is 8-10, however, it is thought that it must be capped at 15 students (Accom restrictions). Some courses can be significantly low, the worst being 2 students. The student packages are "7 Hour Pack" or "10 Hour Pack". Students progressing to higher end targets such as PPL or CPL can request more via a pre-course agreement. All invoicing of students and general finance is managed by 301FLT along with the marketing aspect.</i>
Answer	
Q15	Please list the Aircraft types and registration numbers of all aircraft available to deliver the services. Maintenance logs should be available for inspection by an authorised AAFC Officer Comply/Non Comply
Answer	
Q16	Prior to any involvement with AAFC Cadets, ALL personnel employed by the Service Provider in relation to the provision of services will require a Working With Children (WWC), check and various other organisational documents. Comply/Non Comply
Answer	
Q17	<p>The AAFC may be in position to provide AAFC or RAAF Qualified Flying Instructors to assist the selected service provider with ground school or flight training on a no-charge basis. Understanding these personnel would have to 'check to line' and advise attendance well in advance, can you please provide a narrative on;</p> <ol style="list-style-type: none"> <i>Would this be a workable aspect?</i> <i>How you would you financially manage the cost saving with the AAFC?</i>
Answer	
Q18	Please confirm whether an Authorised Testing Officer will be available where required, during the conduct of each flying camp
Answer	
Q19	Payment Terms – It is anticipated that payments will be made within 15 days of a correctly receipted invoice from the service provider at the end of each month or flying camp. Please confirm you are willing to provide services on these terms.
Q20	Please provide details and copies of your certificates of currency relating to all relevant insurance policies including public liability, workers compensation, personal accident and injury, and cover pursuant to the <i>Civil Aviation (Carriers Liability Act) 1959</i> (copy of current CASA Certificate will suffice).

CONFLICT OF INTEREST;

The provider is to confirm that there is no actual conflict between obligations in delivery of the Services and its private commercial interest. The provider is further to confirm that it will advise the 3 Wing Senior Aviation Officer in writing immediately it becomes aware of the existence, or possibility, of a conflict between its obligation in the delivery of the Services and its private commercial interest.

The AAFC confirms that this proposal is made on a purely commercial basis. There is no known conflict interest in the preparation of the execution of this document.

Comply/Non Comply

Note: If selected as a Service Provider this question will require the signature of an authorised person from your company.

CONFIDENTIALITY;

- a) The parties understand and are required to comply with the terms of the *Privacy and Personal Information Protection Act 1998 (NSW)* and the *Privacy Act 1988 (Cth)*
- b) The parties agree to keep all information howsoever obtained confidential and to respect the privacy of any individual except as may be required for release by one party to the other party for a law enforcement purpose or otherwise as may be required by law
- c) The parties agree that no information howsoever obtained will be used to defame any person including but not limited to 3 Wing members, members of the Public, employees or staff of [Name] and any person assisting 3 Wing or [Name] in provision of the Services
- d) The parties agree that the information will not be used for any purpose outside the terms of this RFP and subsequent MoU

Comply/Non Comply

Note: If selected as a Service Provider this question will require the signature of an authorised person from your company.

QUOTATION FOR THE PROVISION OF POWERED FLYING TRAINING SERVICES