

RFQTS																							
Request for Quotation and Tasking Statement																							
under Defence Materiel Organisation Support Services (DMOSS) Standing Offer Deed																							
The Commonwealth requests a quotation for the following Services. The terms and conditions of any resultant Task shall be those of the DMOSS Standing Offer Deed (the Deed)																							
RFQTS Number:	11440																						
Project Requesting Services:	Hydrographic Systems Program Office																						
Task Title:	Platform Certification Manager																						
Section / SPO:	Hydrographic SPO																						
File Number:	2014/1072482																						
MSP Task:	No																						
<table border="1"> <thead> <tr> <th style="text-align: left;">Skill sets</th> <th style="text-align: left;">Level</th> <th style="text-align: left;">Disciplines</th> </tr> </thead> <tbody> <tr> <td>Engineering</td> <td>L3 - Experienced Practitioner</td> <td>Systems & Software Engineering</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Skill sets	Level	Disciplines	Engineering	L3 - Experienced Practitioner	Systems & Software Engineering															
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Engineering	L3 - Experienced Practitioner	Systems & Software Engineering																					
Location:	Cairns QLD																						

Scope of Task:

The Hydrographic Systems Program Office (HSPO) is one of eleven such offices in Maritime Systems Division and one of around 40 across the DMO. Systems Program Offices provide a “one-stop shop” for the acquisition and through life support of allocated ADF platforms, systems and equipment. HSPO is located in HMAS *Cairns*, as a fully independent resident (lodger) unit, and supports the following platforms/products:

- Leeuwin Class Hydrographic Ships (HS)
- Paluma Class Survey Motor Launches (SMLs)
- Survey Motor Boats (SMBs) / Antarctic Survey Vessel (ASV)
- RAN Laser Airborne Depth Sounder (LADS) FlightBalikpapan Class Landing Craft Heavy (LCH)
- Army Marine (AM)

HSPO is certified under ISO 9001:2008 and is an Authorised Engineering Organisation under the Navy Technical Regulatory System (NTRS).

Task Objective

HSPO requires a suitably qualified and experienced Platform Certification Manager (PCM) to finalise and maintain the HSPO Certification Program Plan, subordinate platform certification plans and support related systems across the Engineering and Sustainment domains.

The PCM where required will provide the engineering oversight to manage the 'path to' and 'maintenance of' approved Certification Baselines (CB) and Plans (CP) for HSPO managed platforms. The PCM must be a self starter and drive development and authorisation process through liaison with Regulatory authorities, capability managers, supplier organisations and support networks where necessary. The PCM must have a proven history of meeting defined timelines.

The PCM must be able to achieve Level 3 or 4 Engineering Authority Status (L3 preferred) in accordance with ABR6492 Navy Technical Regulations Manual, Volume 2, and Section 5 Annex B to Chapter 2. The Engineer must submit an application to HSPO L2 Engineer for Engineering Authority (EA) within two weeks of the commencement date.

The PCM will drive the efficient and effective management of certification within HSPO and will be required to have or be capable of attaining proficiency in the use of HSPO management Tools including:

1. Objective – HSPO Document Record Management System,
2. Army Configuration Management Centre (CMC) interfaces – intranet access for Army Marine data,
3. Configuration Management Tool – Marine and Land (CMT-M and CMT-L) –Engineering Change Management, interrogation and upload of lifecycle support documents, and
4. HSPO TRMS – creation, update and risk management actions.

A sound working knowledge of Classification Society Requirements in particularly Lloyds Register Rule set and Materiel Requirements Specification (DEFAUST (5000)) would be desirable.

The work which the PCM can be expected to perform will include but not necessarily be limited to:

- a. Development of CBs for HSPO Platforms (AM platforms represent the significant component of this activity).
- b. Finalise and progress through the endorsement process all HSPO Platform CPs and CBs by completion of contract.
- c. Ensure HSPO managed Platforms' High Risk Maintenance Items and Joint Special Licence Plant (JSLP) compliance to legislation and policy requirements.
- d. Provide monthly reports as required to HED regarding HSPO managed platform compliance and certification status in relation to RAN and Statutory certificates and Conditions of Class (CoC) for all HSPO Managed platforms including Army Marine.
- e. Ensure certification activities are captured as part of sustainment activities and maintenance programs and manage certification activities through the engineering change process.
- f. Manage deviations and concessions within HSPO and Regulatory (Naval Flag Authority (NFA)) requirements. Ensure alignment of TRMS where required to Navy Hazard Log/ Army RODUM Database in accordance with HSPO SMS.
- g. Support of HSPO Projects and Engineering Change as required.
- h. The CPM must be able to formulate robust risk assessments and be able to formulate technical recommendations and action plans as well as provide engineering endorsement up to NTRS Engineering Authority Level 3 or 4 as defined above.
- i. The successful PCM must be resident within HSPO, located at HMAS Cairns, and report directly to the HSPO Configuration & Data Manager.

The PCM would be expected to maintain a direct liaison with relevant stakeholders including:

Stakeholder	Interest
HSPO Configuration & Data Manager	Supervision of requirements
HSPO Configuration Manager	Certification Basis Management
HSPO Technical Support Network which may include Regulatory areas	Engineering support and DAR
HSPO staff, Contractors	Engineering aspects and risk mitigation process
Directorate of Navy Certification (DNC)	Certification Regulator
Directorate of Logistics-Army (DLOG-A)	Certification Basis Recommendations
AASGRP, HMGRP and Army Capability Managers	Executive and Operational Authorities

Contractor must be proficient in Microsoft applications including MS Word and Excel; must also be able to produce consistent documents based on agreed templates and ensure strict formats produced (styles and Formatting).

HSPO Managed Platforms include:

Hydrographic & Meteorological Group (HMGRP) Assets:

LEEUWIN Class Hydrographic Ship (HS)
 PALUMA Class Survey Motor Launch (SML)
 Survey Motor Boat (SMB)
 Antarctic Survey Vessel (ASV)
 Tactical Hydrographic Survey System (THSS) (fitted to ASV and Craft of Opportunity)
 Portable Hydrographic Survey System (PHSS) (fitted to Light Utility Boat)
 Laser Airborne Depth Sounder (LADS)

Amphibious & Afloat Group (AASGRP) Assets:

BALIKPAPAN Class Landing Craft Heavy (LCH)

DLOG-A (Army Marine) Assets:

Boat, Cutter, Commando Operational Watercraft (COW)
 Boat, Picket, Regional Force Surveillance Unit, Patrol Craft (RPC)
 Boat, Utility and Safety, Outboard Powered, 800 Series (Noosa Cat)
 Boat, Diving, 20 Metre, Aluminium, Special Action Forces Craft, Offshore, Large (SAFCOL)
 Landing Craft, Mechanised, Series 8 (LCM-8)
 Lighter Amphibious Resupply Cargo, Five Ton (LARC-V) and
 Various smaller craft

Contractor must be familiar with Defence Logistics Information Systems including CMT-M, CMT-L, AMPS and MILIS, and be proficient in Microsoft applications including MS Word and Excel; must also be able to produce consistent documents based on agreed templates and ensure strict formats produced. (Styles and Formatting).

Deliverables:

Level 3 Engineering Authority application to HSPO Engineer within 3 weeks of commencement.

Submit weekly timesheets to the HSPO Configuration & Data Manager, based on an 8 hour work day.

Monthly report of HSPO managed platform compliance and certification status in relation to RAN and Statutory certificates and Conditions of Class (CoC) for all HSPO Managed platforms including Army Marine.

30 Aug 14: Draft structure of Army Marine Platform Certification Basis

30 Aug 14: First Issue of LCM8 Certification Plan and Certification Basis.

Updated HSPO Certification Program Plan to include: program schedule for delivery of all HSPO Certification Plans; schedule of certification activities required to maintain certification basis (including but not limited to JSPL annual compliance certification, Incline Experiments, RADHAZ, Noise surveys etc)

30 Sep 14: LARCV and Noosa Cat Certification Plan and Certification Basis

Other deliverables as per agreed Certification Program Plan Schedule.

GFM:

Access to a DRN terminal and workspace within HSPO, HMAS Cairns for the term of the contract, where the work is to be performed.

Access to generic commercial desktop tools including but not limited to MS Office products.

Access to Corporate Tools including but not limited to:

- Documents and Records Management System “Objective”
- Australian Defence Contract (ASDEFCON) Library and Templates
- Task Management System – Finance (TMS)
- Configuration Management Tool – Maritime / Land (CMT-M and CMT-L)
- Asset Management and Planning System (AMPS)
- Technical Regulatory Management System (TRMS)

Contractor can reasonably expect participation of Suitably Qualified Experienced People from HSPO, HMGRP, AASGRP, DLOG-A and regulators as co-ordinated by the successful contractor.

All available relevant technical data to support e.g. Copies of Current Trim & Stability documentation for Leeuwin and Balikpapan Classes, Vessel Certification Information (class and statutory), relevant ABRs, System Descriptions and System Drawings, GA, previous assessments etc.

Navy Hazard Log and Army RODUM Database.

Where available and when required, Training and or Tutorial assistance in the operation of any Corporate Tools will be provided at Commonwealth expense.

Associated platforms will be made available for vessel familiarisation activity if required.

Meeting Venues as required and scheduled.

Supplementary Conditions to Deed:

Authorisation to perform overtime can only be granted in writing prior to the overtime work being undertaken. Any authorisation is to clearly specify the exact nature of the duties to be performed during the overtime work. Overtime will be paid on a pro-rata proportion of the Applicable Daily Rate for the overtime work completed.

It is a requirement that the following training courses be completed by contractors, at their cost, prior to commencement and thereafter at least once every twelve months:

- Workplace Behaviour
- Ethics and Fraud
- Security Awareness
- WHS Awareness

Evidence of training course completion to be provided upon commencement. Where required, access to the Defence online training system (Campus Anywhere) will be arranged by the Commonwealth prior to commencement in order to facilitate this training.

Applicable Standards or references:

Deliverables are to conform to HSPO document standards, and Navy standards if required, such as DEF(AUST) 5000.

All work is to conform to Navy Technical Regulation ABR 6492.

Allowances or disbursements:

The contractor is responsible for own travel, meals and accommodation unless HSPO requires travel outside Cairns.

HSPO required travel outside of the Cairns region will be funded by the Commonwealth as required. Travel estimates (up to Commonwealth non-SES rates) are to be approved in advance by the Commonwealth. All travel is to be booked and organised by the Contractor, utilising economy class, best fare of the day. All travel expenses will then be reimbursed on a cost-basis on provision of a correctly rendered tax invoice, accompanied by receipts.

Other relevant information or special requirements:**Qualifications:**

Person must be able to meet minimum L4 (preferably L3) NTRS equivalence under ABR6492.

IP:

All foreground Intellectual Property (IP) associated with deliverables will be the property of the Commonwealth of Australia (CoA). Any background IP is to be declared with the tender response.

Industry Briefing:

An industry briefing will not be held.

Evaluation Criteria:

Quotations received will be evaluated against the following criteria:

1. Security – ability to meet security clearance requirements and agreement to sign Deed of Confidentiality prior to commencement of work.
2. Location – ability to deliver services in Cairns.
3. Suitability and depth of contractor qualifications and experience.
4. Ability to meet deliverables – understanding of task, experience in delivering similar tasks and recency of experience.
5. Fitness for Purpose - Deliverables meeting Defence regulatory requirements and DEF(AUST)5000.
6. Cost – value for money.
7. Schedule – delivered according to requirements

Price Basis (all pricing must include GST):

Milestone payments available upon delivery of monthly reports as evidence of delivery of scope of tasks, which will be informed by the number of days worked by the Certification Manager throughout the month to deliver scope of tasks.

Service Provider to be appointed an Authorised Agent of the Commonwealth in the following capacities:

Security Clearances required for personnel working on this Task:	
At least BASELINE level security clearance is required.	
Security Guidance :	
All personnel engaged under this contract will be required to sign a Deed of Confidentiality prior to commencement of work with HSPO.	
Key Result Areas:	
KPI 1: Value for Money	
KPI 2: In accordance with milestone deliverables and supervisor requirements	
KPI 3: Acceptable for Regulatory requirements	
KPI 4: Excellent communication skills to develop and maintain rapport with stakeholders	
Commencement date for Task:	1/08/2014
Completion date required for Task:	23/12/2014
Closing Date for Quotation:	25/07/2014

RFQTS AUTHORISED BY THE COMMONWEALTH
Name of Commonwealth Representative authorising the RFQTS
Title and Name:
Appointment:

Email:	
Telephone:	
Facsimile:	
Address:	HMAS CAIRNS,
	Draper Street,
	Cairns, 4870. QLD.