

s22(1)(a)(ii)

From: Aviation White Paper
Sent: Monday, 31 October 2022 3:30 PM
To: s47G(1)(a); s45
Cc: Aviation White Paper
Subject: Request for Quote: Scenario Planning Project - Aviation White Paper [SEC=OFFICIAL]
Attachments: 221031 RFQ - L.E.K.docx; AWP Scenario Analysis - RFQ Response Form.docx

OFFICIAL

Good afternoon

I am writing to invite your organisation to submit a response to the attached request for quote (RFQ) relating to 'Scenario Analysis of the future of Australian aviation'.

I have also attached a form for you to provide your response to the RFQ, noting responses are due by 5:00PM on Friday, 4 November.

Please do not hesitate to contact me or s22(1)(a)(ii) s22(1)(a)(ii) if you have any further questions.

s22(1)(a)(ii)

Assistant Director • Aviation White Paper Section • Aviation White Paper and Reform Branch

s22(1)(a)(ii) @infrastructure.gov.au

p s22(1)(a)(ii)

GPO Box 594 Canberra, ACT 2601

s22(1)(a)(ii)

Department of Infrastructure, Transport, Regional Development, Communications and the Arts
CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

infrastructure.gov.au

I would like to acknowledge the traditional custodians of this land on which we meet, work and live.
I recognise and respect their continuing connection to the land, waters and communities.
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

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Schedule 5 – Request for Quotation

1. Introduction

- 1.1. This RFQ is issued under clause 11.2 of the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667) between the Service Provider and the Department of Finance.

<u>Request For Quotation for Services</u>	
<i>Service provider's details</i>	
Service provider	Name: L.E.K Contact: s45 Address: Level 26, 88 Phillip Street, Sydney NSW 2000 Australia Email Address: s47G(1)(a)
<i>Agency Information</i>	
Agency	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
Agency ABN	86 267 354 017
Agency reference	Aviation White Paper - Scenario analysis of the future of Australian aviation
RFQ reference	10025930
Address:	GPO Box 594, CANBERRA, ACT, 2601
Agency contact	Name: s22(1)(a)(ii) Position: Assistant Director, Aviation White Paper Email: s22(1)(a)(ii)@infrastructure.gov.au Agency primary contact number: s22(1)(a)(ii) Agency secondary contact number:
<i>RFQ and Proposed Order Details</i>	
RFQ Release Date	Monday, 31 October 2022 3:30 PM AEDT
RFQ Closing Date	Friday, 4 November 2022 5:00 PM AEDT
Proposed Order Commencement Date	Thursday, 17 November 2022
Proposed Order Term and/or Completion Date	Friday, 3 March 2023 – proposed project completion date Friday, 31 March 2023 – proposed term of work order
Proposed options to extend	Nil Extension Period
<i>Statement of Work</i>	

Service Area	Commercial Management Advisory Services
Service Category	Research
Service Sub-category	Research and Data Collection
Detailed Statement of Work	<p>The Commonwealth, as represented by the Department of Infrastructure, Transport, Regional Development, Communications and Arts (the Department) requires scenario analysis of the future of Australian aviation (the Project) to inform the development of the Aviation White Paper.</p> <p>The Department requires the Supplier to:</p> <ol style="list-style-type: none"> Identify key drivers of change in the aviation sector based on widespread engagement. Develop and validate possible future scenarios based on a range of identified drivers. Identify potential tipping points and implications for reform and/or policy development in the medium to long term. <p>The Project is needed to assist the development of strategic policy out to 2050 and ensure that the Aviation White Paper considers a range of drivers of change and uncertainty in the sector. For example, drivers could include industry demand and capacity, international supply, emissions reduction approaches and future technologies. The Project should inform the White Paper's consideration of short, medium and long-term scenarios. The Project scope should be framed by the Terms of Reference for the Aviation White Paper.</p> <p>Stakeholder engagement is a critical input to ensuring the robustness of the analysis, as well as a core outcome in itself. The Project should elevate and focus stakeholder engagement throughout the White Paper process by providing a foundation for stakeholders to consider aviation policy beyond the short-term or sectional interests.</p> <p>The Project must be completed by the start of March 2023, to enable Project findings to inform the development of the Green Paper.</p>
Deliverables	<p>The Supplier must deliver the following deliverables for review and approval by the Department:</p> <ul style="list-style-type: none"> Project plan, including scope, methods, stakeholder engagement and timeframes. Stakeholder engagement activities. Draft and final reports summarising the drivers, presenting scenarios and analysis of implications. <p>The Supplier is to organise, facilitate and cover the cost of stakeholder engagement for the Project, in parallel and connected to the White Paper process. The Supplier should consult with a range of aviation sub-sectors, including airlines, urban and regional airports, General Aviation, workforce and other industry stakeholders, as well as Commonwealth agencies, state and local governments, experts and academics, and community stakeholders.</p>
Milestones	<p>Potential Suppliers should consider how the Project, including its products and stakeholder engagement, could be staged and sequenced to meet the Department's project requirements, to maximise the impact of stakeholder engagement for the White Paper project overall and to enable the Department to receive early findings by the end of December 2022.</p>

	<p>The Potential Supplier must propose project milestones and timings in their response to this RFQ based on the following parameters:</p> <p>17 November 2022 – execution of contract and commencement of services by contracted supplier</p> <p>3 March 2023 – project completion</p>
Subcontractors	The Service Provider may not nominate subcontractors to provide some or all of the Services.
Location	Not Applicable
Fees	Fees would be paid as milestone payments.
Payment Terms	20 calendar days for all other invoices
Travel	Travel will not be paid for by the Agency and the Service Provider will not be reimbursed for travel
<p>Agency Material</p> <p><i>Agency Material is defined in the clause 1.1.1 of the Head Agreement as any Material provided by an Agency to the Service Provider for the purposes of a Contract, or derived at any time from that Material.</i></p>	Not Applicable
<p>Existing Material</p> <p><i>Will any Existing Material be made available to the Agency under the Order? Existing Material is defined in clause 1.1.1 of the Head Agreement as:</i></p> <p><i>(a) any pre-existing Material including any improvements, modifications or enhancements to such pre-existing Material in performing the Services; and</i></p> <p><i>(b) any other Material, created independently of an Order after the Order Commencement Date.</i></p> <p><i>which is made available to the Agency by the Service Provider for the purpose of a Contract, on or following the Order Commencement Date, including but not limited to the Service Provider's tools,</i></p>	Existing material to be identified by the potential Supplier.

<i>methodologies and object libraries and any improvements, enhancements, alterations and modifications to such Material.</i>	
Contract Material <i>Other than specified in the Statement of Work, insert details of Contract Material relevant to the Order. Clause 1.1.1 of the Head Agreement defines Contract Material as any Material:</i> <i>(a) created by the Service Provider for the purposes of a Contract</i>	As specified in the Statement of Work Restrictions on use of Contract Material N/A Restrictions on use of Service Provider's name, trade name or logo N/A
Confidential information	Not Applicable
Key personnel requirements	
Key personnel	<ul style="list-style-type: none"> Relevant qualifications and experience in relation to future scenario analysis and planning, and working with public sector clients Demonstrated capacity and capability to lead and facilitate stakeholder engagement around future scenarios Security clearance required: No
Additional requirements	
Agency data storage requirements	Not Applicable
Agency security requirements	Not Applicable
Security clearance requirements	Not Applicable
Liability	Not Applicable
Agency insurance requirements	Please upon providing a response quoting the scope of work sought in this RFQ, outline your organisation's insurance information to the procuring Agency, to confirm compliance against Clause 18 of the MAS Panel Head Agreement .
Agency service levels	<ul style="list-style-type: none"> Stakeholder engagement should be consistent with the Australian Public Service Framework for Engagement and Participation. Written documents should meet relevant accessibility standards.

	<ul style="list-style-type: none">The Potential Supplier must propose project milestones and timings in their response to this RFQ as outlined in 'Milestones'								
Conditions/Restrictions for Personal Information	Not Applicable								
Commonwealth Procurement Connected Policy Requirements									
Black Economy Policy	Not Applicable								
Indigenous Procurement Policy	Not Applicable								
Australian Industry Participation Policy	Not Applicable								
Evaluation criteria									
Responses	<p>The objective of the evaluation is to identify the Response(s) which best meets the Department's requirements and which best represents value for money.</p> <p>Responses to this RFQ will be evaluated against the following criteria:</p>								
	<table><tr><th colspan="2">Table: Evaluation Criteria</th></tr><tr><td>1.</td><td><p>The extent to which each Response meets the Department's technical requirements as set out in the RFQ.</p><p>The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk. (15% weighting)</p><p>The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes. (50% weighting)</p><p>The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work. (15% weighting)</p><p>The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work [include any relevant qualifications, certifications, etc. required]. (20% weighting)</p></td></tr><tr><td>2.</td><td>The costs to be incurred by the Department.</td></tr><tr><td>3.</td><td>Any inherent risks identified in the Response, including the evaluation of points 1-2 above as well as degree of compliance with the Draft Contract, any actual or perceived conflict of interest, and the outcomes of any referee checks (if applicable).</td></tr></table>	Table: Evaluation Criteria		1.	<p>The extent to which each Response meets the Department's technical requirements as set out in the RFQ.</p> <p>The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk. (15% weighting)</p> <p>The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes. (50% weighting)</p> <p>The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work. (15% weighting)</p> <p>The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work [include any relevant qualifications, certifications, etc. required]. (20% weighting)</p>	2.	The costs to be incurred by the Department.	3.	Any inherent risks identified in the Response, including the evaluation of points 1-2 above as well as degree of compliance with the Draft Contract, any actual or perceived conflict of interest, and the outcomes of any referee checks (if applicable).
	Table: Evaluation Criteria								
	1.	<p>The extent to which each Response meets the Department's technical requirements as set out in the RFQ.</p> <p>The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk. (15% weighting)</p> <p>The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes. (50% weighting)</p> <p>The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work. (15% weighting)</p> <p>The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work [include any relevant qualifications, certifications, etc. required]. (20% weighting)</p>							
	2.	The costs to be incurred by the Department.							
3.	Any inherent risks identified in the Response, including the evaluation of points 1-2 above as well as degree of compliance with the Draft Contract, any actual or perceived conflict of interest, and the outcomes of any referee checks (if applicable).								



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

RESPONSE FORM – Aviation White Paper - Scenario analysis of the future of Australian aviation

1. Respondent's Details

The Respondent should provide all relevant details in the table below.

Respondent Details	
Respondent's legal name	[insert name]
Trading or business name/s (if different to above)	[insert details]
Registered business address	[insert details]
ABN	[insert details]
ACN / ARBN / other	[insert details]
Contact Officer	
Name:	[insert details]
Position:	[insert details]
Location / Address:	[insert details]
Phone:	[insert details]
Mobile:	[insert details]
Email:	[insert details]
Address for Notices	
Location / Address:	[insert details]
Email:	[insert details]

2. Executive Summary

2.1.1. The Respondent should provide an executive summary which gives a high level overview of their Response and highlights any key points to address the requirements outlined in the RFQ documentation.

Executive Summary
The Respondent should provide a brief but comprehensive Executive Summary as a synopsis of the Response and highlights any key points.
[insert details]

3. Respondent's Offer

The Respondent should describe how they will meet the Commonwealth's technical requirements, with respect to the Scope of Services detailed in the RFQ

Respondent's Offer
The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk. (15% weighting)
Respondent Response:
[insert details]
The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes. (50% weighting)
Respondent Response:
[insert details]
The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work. (15% weighting)
Respondent Response:
[insert details]
The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work [include any relevant qualifications, certifications, etc. required]. (20% weighting)
Respondent Response:
[insert details]

4. Fees and Pricing

4.1. Pricing Requirements

- 4.1.1. The Department requests that the Respondent provide a Fixed Lump Sum price which will indicate the total maximum price payable for the Services, plus an outline of component milestone payments.
- 4.1.2. The Schedule of Rates will be drawn from the Rates in the Head Agreement or a more competitive rate.
- 4.1.3. The Respondent should outline its proposed resourcing for the Services including number and classification of staff, and applicable hourly/daily rates.
- 4.1.4. Provision of minimum expected resources to complete these Services does not derogate from the Respondent's responsibility to supply additional resources, if required, to ensure performance of the Services in accordance with the Contract.
- 4.1.5. If a Service is billed at an hourly or daily rate, then for the purposes of this Project, a standard working day is considered to be 7.5 hours and a standard working week is considered to be 37.5 hours. No overtime rates will be applicable, without the prior written approval of the Department.
- 4.1.6. Prices should be in Australian dollars, unless otherwise stated. Prices not stated in Australian dollars may be converted to Australian dollars as at the Closing Time for the purposes of evaluation only.
- 4.1.7. All prices must be inclusive of GST and all other taxes, duties (including any customs duties) and any government charges imposed or levied in Australia or overseas, unless stated otherwise.
- 4.1.8. The Department is seeking fee proposals which:
 - (a) offer compelling value for money, in particular having regard to comparable projects in Australia;
 - (b) ensure alignment of interests regarding the Services for the Commonwealth and fees paid to the Respondent; and
 - (c) offers price certainty to the Commonwealth.

4.2. Maximum Fee Payable

- 4.2.1. The Respondent should provide their proposed total maximum fee payable for these Services. The maximum fee payable should include all fees associated with the delivery of the services proposed in the Respondent's Response, including but not limited to, any fixed priced elements, maximum caps not to exceed (if applicable), all milestones/deliverable payments, any disbursements or proposed travel, and any other costs proposed by the Respondent.
- 4.2.2. For the avoidance of doubt, the Respondent will not be entitled to claim for any amount under the Order in excess of the maximum fee payable, unless otherwise agreed by the Department in writing. As such, the Respondent should include all proposed fees for all proposed services as part of this maximum fee threshold.

4.3.

Maximum Fee Payable	Total Price
This offer is a [FIXED PRICE FEE]	
[insert deliverable/milestone]	\$ -
[insert activity/component]	\$ -
Subtotal (excluding GST)	\$ -
GST	\$ -
Total (including GST)	\$ -

Insert table rows and pricing information as appropriate

5. Conflict of Interest

5.1.1. The Respondent should indicate any Conflicts of Interest for consideration.

Table: Conflicts of Interest	
[insert details of Conflicts of Interest]	[insert details of proposed response or mitigations]

6. Confidential Information

6.1.1. The Respondent should include in their Response any request that information is to be treated as confidential following the awarding of an Order to it, specifying the information and giving reasons why it is necessary to keep the information confidential.

6.1.2. If none, the Respondent should complete the table with 'Nil' and "Not applicable" in the relevant columns.

Table: Confidential Information	
Provisions considered necessary to be confidential	Reasons for requesting confidentiality
[insert details]	[insert details]

- 6.1.3. The Respondent should note that the Commonwealth will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such agreement, the Commonwealth has the right to disclose any information contained in the offer.

7. Specified Personnel

- 7.1.1. The Respondent should list any specified or key personnel, including their proposed role in providing the Services, their qualifications, and any periods of unavailability, if applicable.

Table: Specified Personnel			
Name	Position/Role	Qualifications	Unavailability, if applicable
[insert details]			

8. Referees

- 8.1.1. The Respondent should provide the name, address, phone number, email address and context of two (2) referees that are able to attest to the capacity of the Consultants against the RFQ.
- 8.1.2. Referees selected are to have **direct working knowledge** of the Respondent's capabilities and capacities in relation to similar Services. Daytime contact details for each referee must also be provided to ensure that the Commonwealth will have appropriate access to the referees listed. Referee checks may be used by the Department as part of the evaluation process or to validate the Respondent's offer.
- 8.1.3. The Evaluation Team may seek verbal or written reports from referees, at the Department's discretion and subject to any conditions outlined in the RFQ.

Table: Referee Details	
[insert details of Referee 1]	[insert contact details]
Context: [insert details]	
[insert details of Referee 2]	[insert contact details]
Context: [insert details]	

9. Statement of Compliance with the draft Work Order/Official Order

- 9.1.1. The Department intends to use the standard Work Order available under the Management Advisory Services Panel. The Respondent should consider the terms of this Work Order indicative, noting that the final terms of the Work Order will be negotiated with the preferred tenderer.
- 9.1.2. With regards to the provision of this Compliance Statement, the Respondent should note that this is in reference to the draft Work Order/Official Order only and that no changes or variations to the Head Agreement will be accepted.
- 9.1.3. Using tracked changes, the Respondent should mark-up any proposed variations to the draft Work Order/Official Order. In addition, for each proposed change to the draft Work Order/Official Order, the Respondent is required to present their reasoning for this change in the table below:

Table: Compliance Statement	
Clause	Explanation of proposed variation to Work Order/Official Order Clause

- 9.1.4. The Respondent should note that the Department is under no obligation to accept any proposed amendments or variations to the draft Work Order/Official Order. The Respondent should also note that amendments must be acceptable to the Department from a legal and business perspective.

s22(1)(a)(ii)

From: Aviation White Paper
Sent: Wednesday, 23 November 2022 10:05 AM
To: s45
Cc: s45; Aviation White Paper; s45; s22(1)(a)(ii)
Subject: RE: LEK Proposal -- Aviation White Paper Scenario Analysis -- RFQ 10025930 [SEC=OFFICIAL]
Attachments: 221122 L.E.K Order-of-Service.docx; L.E.K letter enclosing Order of Service - Signed.pdf

OFFICIAL

Hi s45,

Please find attached a letter of acceptance for your scenario planning tender and proposed work order using the new MAPS format. Hoping to turn the work order around as quickly as possible, we have set a provisional signing date in our system of 25 November.

s22(1)(a)(ii) in my team will be leading engagement on this project from our side and can set up kick off meetings etc. on s22(1)(a)(ii) return tomorrow. s22(1)(a)(ii) contact details are:

s22(1)(a)(ii)

Assistant Director • Aviation White Paper • Aviation White Paper and Reform branch

s22(1)(a)(ii) @infrastructure.gov.au

p s22(1)(a)(ii)

Looking forward to working with you,

s22(1)(a)(ii)

s22(1)(a)(ii)

Director • Aviation Recovery, Consumer and Competition Policy • Domestic Aviation and Reform

• Domestic Aviation and Reform Division

s22(1)(a)(ii) @infrastructure.gov.au

p s22(1)(a)(ii) • M s22(1)(a)(ii)

GPO Box 594 Canberra, ACT 2601

www.infrastructure.gov.au

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s47G(1)(a)

information Act 1982 by the Department of
Development, Communications and the Arts

Schedule 6 – Order for Service

1. Introduction

- 1.1. This Order is issued in accordance with clause 11.3 of the Head Agreement for the Management Advisory Services (MAS) Panel Standing Offer Notice (SON3751667) between the Service Provider and the Department of Finance.

<u>Order for Services</u>	
<i>Service Provider Information</i>	
Service Provider	L.E.K. Consulting
Australian Business Number	13 619 136 748
Service Provider Representative	Contact: s45 Position: Chief Marketing Officer Email: s47G(1)(a) Phone: s45
Service Provider Address for Notices	Contact: s45 Position: Chief Marketing Officer Address: L.E.K. Consulting Level 32 8 Exhibition Street, Melbourne VIC 3000 AUSTRALIA Email: s47G(1)(a)
<i>Agency Information</i>	
Agency	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
Australian Business Number	86 267 354 017
<i>Agency Representative</i>	
Agency Representative	Name: Jason Dymowski Position: Assistant Secretary, Aviation White Paper and Reform Branch Email: s22(1)(a)(ii)@infrastructure.gov.au Phone: s22(1)(a)(ii)
Agency Address for Notices	Address: GPO Box 594, CANBERRA, ACT, 2601 Email: s22(1)(a)(ii)@infrastructure.gov.au
Agency Address for Invoices	Invoices must be submitted to s22(1)(a)(ii)@infrastructure.gov.au and must contain any other requirements for the invoice e.g. that the purchase order no. must be quoted in the invoice

Agency order information	
Purchase Order Number	10025930
Cost Centre	31101
Agency contract manager name	s22(1)(a)(ii) s22(1)(a)(ii)
Agency File Reference	10025930
Order Commencement Date and Term	
Order Commencement Date	Friday, 25 November 2022
Order Expiry Date	Friday, 31 March 2023
Proposed options to extend	Nil
Statement of Work	
Service Area	Commercial Management Advisory Services
Service Category	Programs and Projects
Service Sub-category	Program/Project Management
Detailed Statement of Work	<p>The Commonwealth, as represented by the Department of Infrastructure, Transport, Regional Development, Communications and Arts (the Department) requires scenario analysis of the future of Australian aviation (the Project) to inform the development of the Aviation White Paper.</p> <p>The Department requires the Service Provider to: a) Identify key drivers of change in the aviation sector based on widespread engagement. b) Develop and validate possible future scenarios based on a range of identified drivers. c) Identify potential tipping points and implications for reform and/or policy development in the medium to long term.</p> <p>The Project is needed to assist the development of strategic policy out to 2050 and ensure that the Aviation White Paper considers a range of drivers of change and uncertainty in the sector. For example, drivers could include industry demand and capacity, international supply, emissions reduction approaches and future technologies. The Project should inform the White Paper's consideration of short, medium and long-term scenarios.</p> <p>Stakeholder engagement is a critical input to ensuring the robustness of the analysis, as well as a core outcome in itself. The Project should elevate and focus stakeholder engagement throughout the White Paper process by providing a foundation for stakeholders to consider aviation policy beyond the short-term or sectional interests.</p> <p>The Project must be completed by the start of March 2023, to enable Project findings to inform the development of the Green Paper.</p>

Deliverables /Milestones	<p>The Supplier must deliver the following deliverables for review and approval by the Department consistent with the following timeframes:</p> <ul style="list-style-type: none"> • Week of 28 November 2022 - Project Plan, including scope, methods, stakeholder engagement and timeframes. • Week of 19 December 2022 - Delivery of the Early Findings Report including stakeholder engagement and early scenario development. • Week of 6 February 2023 - Delivery of the Draft Report. • Week of 27 February 2023 - Delivery of Final Report. <p>Draft and final reports must summarise the drivers, present scenarios and analysis of implications.</p> <p>The Supplier is to organise, facilitate and cover the cost of stakeholder engagement for the Project, in parallel and connected to the White Paper process. The Supplier should consult with a range of aviation sub-sectors, including airlines, urban and regional airports, General Aviation, workforce and other industry stakeholders, as well as Commonwealth agencies, state and local governments, experts and academics, and community stakeholders.</p> <p>Milestone payments will be made for the Early Findings Report and Final Report as per Fees section below.</p> <p>Final timeframes will be agreed as part of the Project Plan.</p>
Key Personnel	<p>s45</p>
Subcontractors	Not Applicable
Location	This clause of the Head Agreement has not been varied.
Fees	<p>Total cost: \$438,750 (GST inclusive)</p> <p>s45</p>
Payment Terms	20 calendar days
Invoicing	Please send invoices to s22(1)(a)(ii) @infrastructure.gov.au with purchase order number 10025930.

Travel	Travel will not be paid for by the Agency and the Service Provider will not be reimbursed for travel.
Agency Material <i>Agency Material is defined in the clause 1.1.1 of the Head Agreement as any Material provided by an Agency to the Service Provider for the purposes of a Contract, or derived at any time from that Material.</i>	Not Applicable
Existing Material	Not Applicable
Contract Material	This clause of the Head Agreement has not been varied.
Restrictions on use of Contract Material	This clause of the Head Agreement has not been varied.
Restrictions on use of Service Provider's name, trade name or logo	Agency to seek prior written consent before using L.E.K's name or logo for any promotional or advertising purpose.
Additional requirements	
Confidential Information	Agency Confidential information <i>Agency data, Indefinitely</i> <i>Any Personal Information held by the Agency, Indefinitely</i> <i>Security Classified Information, Indefinitely</i>
Agency Data Storage Requirements	This clause of the Head Agreement has not been varied.
Security	This clause of the Head Agreement has not been varied.
Additional Requirements - security	This clause of the Head Agreement has not been varied.
Conditions/Restrictions for Personal Information	This clause of the Head Agreement has not been varied.
Additional or alternate Requirements - insurance	This clause of the Head Agreement has not been varied. The Supplier meets the insurance requirements as set out in Clause 18 of the MAS Panel Head Agreement. s47G(1)(a)

	s47G(1)(a)
Commonwealth Procurement Connected Policy Requirements	
Black Economy Policy	Not Applicable
Indigenous Procurement Policy	Not Applicable
Australian Industry Participation Policy	Not Applicable
Variable Clauses of the Head Agreement	
Internal Working Papers	This clause of the Head Agreement has not been varied.
Intellectual Property	This clause of the Head Agreement has not been varied.
Key Personnel Requirements	This clause of the Head Agreement has not been varied.
Return of confidential information	This clause of the Head Agreement has not been varied.
Liability	This clause of the Head Agreement has not been varied.
Service Provider termination right	This clause of the Head Agreement has not been varied.
Termination for convenience costs in relation to Fees for Services calculated on a milestone basis	This clause of the Head Agreement has not been varied.

Signed for and on behalf of
Commonwealth of Australia as
represented by the Department of
Infrastructure, Transport, Regional
Development, Communications and the
Arts 86 267 354 017

Jason Dymowski

Signature of authorised officer

*Assistant Secretary, Department of
Infrastructure, Transport, Regional
Development, Communications and the
Arts*

Signed for and on behalf of L.E.K.
Consulting,

*name of Service Provider's authorised
representative*

*Signature of Service Provider's authorised
representative*

*title of Service Provider's authorised
representative*

**Australian Government****Department of Infrastructure, Transport,
Regional Development and Communications**

File Reference: 10025930

23 November 2022

s45

L.E.K Consulting Australia
Level 26, 88 Phillip St
Sydney NSW 2000

Email: s45 @lek.com

Dear s45

**RE: Approach to Market (ATM) for the Provision of scenario analysis of the future of
Australian aviation**

On 31 October 2022, the Department of Infrastructure, Transport, Regional Development and Communications and the Arts (the Department) approached the market for scenario analysis of the future of Australian aviation (Ref No. 10025930).

Thank you for the recent proposal from your organisation in relation to the above ATM.

It is my pleasure to inform you that L.E.K has been selected as the successful Service Provider for the provision of scenario analysis of the future of Australian aviation. Please find attached a draft Order for Services for the provision of these services.

Could you please review this at your earliest convenience and provide any comments or mark-ups in tracked changes for the Department's consideration. Comments should be provided back to the Department by no later than 5:00PM, Friday 25 November.

Please note that the Order for Services will not be binding on your organisation or the Department, and no legal obligations shall arise unless and until the both parties have executed this agreement. Once executed, the Department will return a copy to you for your records.

As per Commonwealth reporting obligations, details of the successful offer will be published on Austender approximately two weeks after the final agreement is executed.

As per the Commonwealth Procurement Rules (rule 7.17), the Department invites L.E.K to submit a request for a debriefing, if this would be useful. L.E.K is under no obligation to take the Department up on this offer.

On behalf of the Department, I thank you for your participation in this project and congratulate you on your selection.

Should you have any questions about the process please do not hesitate to contact us via email to s22(1)(a)(ii) @infrastructure.gov.au.

Yours sincerely
s22(1)(a)(ii)

Jason Dymowski
Assistant Secretary, Aviation White Paper and Reform Branch

Information Act 1982 by the Department of
Development, Communications and the Arts

s22(1)(a)(ii)

From: Aviation White Paper
Sent: Friday, 2 December 2022 3:15 PM
To: s45
Cc: s22(1)(a)(ii)
Subject: Correction of Order Commencement Date - Work Order 10025930 [SEC=OFFICIAL]

OFFICIAL

Hi s45

As flagged by s22(1)(a)(ii), we will need to make a minor administrative correction to the executed Work Order. In order to align the contract document with the signing actions that have taken place, we seek your agreement to the Order Commencement Date being Wednesday 30 November, the date on which Jason signed the work order.

Grateful if you could acknowledge your acceptance of this correction by replying to this email.

Thanks

s22(1)(a)(ii)

Director • Aviation White Paper and Reform Branch

• Domestic Aviation and Reform Division

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