

24ACMA017 Part A – Approach to Market (ATM)

This Approach to Market (ATM) (including its attachments) is issued by the Commonwealth of Australia, represented by the Australian Communications and Media Authority (ACMA).

In submitting a response, Potential Suppliers are required to comply with all requirements set out in both the:

> [Commonwealth Approach to Market Terms](#)

and

> [Commonwealth Contract Terms](#)

Note 1: Responses to this ATM will be evaluated to assess the extent to which responses meet the Statement of Requirement together with demonstrated capability and capacity. Those responses shortlisted as capable of meeting the Requirement will then be assessed for whole of life costs to assess overall value.

Note 2: Requests for research or other services from tertiary or related institutions are a request for the provision of services on a commercial basis. Such requests are not government funding of research.

Quotations, in the form of the attached Part B ATM Response Template must be sent via email only to: tenderbox@acma.gov.au

Other forms of lodgement and responses received after the closing time **will not be accepted.**

Please do not copy responses to any other ACMA email address.

Any enquiries regarding this ATM must be emailed only to procurementenquiries@acma.gov.au

ATM number	24ACMA017
ATM closing time and date <i>(Responses must be received by this time and date to be considered)</i>	2pm AEST, 29 September 2023
Agency contact details for ATM	ACMA Agency Procurement Adviser at procurementenquiries@acma.gov.au

Item Number	Description	Details
1	Proposed Contract Start Date	16 October 2023
2	Proposed Initial Contract Period	One year, until 15 October 2024

Item Number	Description	Details
3	Contract Extension Option Period	The contract may be extended at the ACMA's discretion for up to 12 months.
4	Statement of Requirement	<p>The ACMA requires advisors to undertake the following activities, on request:</p> <ul style="list-style-type: none"> • Provide expert and technical advice to enable the ACMA to properly respond to complex amateur enquiries and complaints. • Provide continuity of service from the Australian Maritime College, in the ACMA arrangements for amateur radio qualification, RPL assessments and call sign assignments. • Maintain and update the questions used in foundation, standard and advanced amateur radio examinations. • Train volunteer amateur radio General and Specialist assessors. • Respond to questions from General and Specialist assessors about their activities undertaking amateur radio examinations. • Advise the ACMA on proposed changes to amateur radio policy. • Advise the ACMA on call sign assignment, including special event call signs. • Make recommendations to the ACMA on 'Recognition of Prior Learning' (RPL) applications, for amateurs with existing qualifications. RPL assessments may result in a person being exempt from undertaking an examination, prior to being issued an ACMA recognition certificate.
5	Methodology	Work will be allocated by the ACMA to the advisor via email.
6	Performance	Work to be performed to the satisfaction of the ACMA.
7	Fee Structure	<p>Hourly rate - \$50.00 per hour of work completed</p> <p>GST not payable</p> <p>Maximum 5 hours of work per week</p>
8	Other (add extra rows if required)	Advisor to issue the ACMA an invoice for services rendered, on a monthly basis.

Please respond by using the Part B ATM Response Template accompanying this ATM.