

Northern Australian Aboriginal Justice Agency

Request for proposal (RFP) – criminal legal services

Proposals due: Wednesday 28 February 2024 at 4.00pm.

RESPONSE FORM

You must submit a completed version of the following table (including by signing in the appropriate row) and responses to each of the sections which follow. By signing your proposal, you confirm that:

- (a) you agree to the RFP Terms;
- (b) you have not engaged in any conduct that might be regarded as collusive or anti-competitive; and
- (c) except to the extent indicated in your Proposal, your contractors, consultants and professional advisers are not in a position which may, or does, give rise to an actual, potential or perceived conflict of interest with this RFP or any services agreement which may be signed between you and NAAJA.

1 Respondent details

Full name of your legal entity	
Legal entity type (e.g. company, partnership etc)	
Jurisdiction of incorporation or establishment	
Trading or business name (if applicable)	
Australian Company Number (ACN) if applicable	
Australian Business Number (ABN)	
Address of your registered or main office	
Contact name/position	
Telephone	
E-mail	

Signed for and on behalf of the Proponent	
Name of signatory (print)	
Office held by signatory	
Date signed	

2 Your organisation

Provide a description of your organisation, how it is constituted, its governance processes, and where it is located.

3 Legal practitioners who will provide the services

Identify the legal practitioners you propose are seconded to NAJAA, where they are located, if any of them are to work part-time (and if so, describe on what basis), and provide brief CVs for each of them outlining their experience and expertise including any prior experience working for NAAJA or another ATSILS (CVs may be provided as separate documents). Please note that, as stated in the RFP, NAAJA is seeking legal practitioners with a current practising certificate and a minimum of 2 years of relevant criminal law experience.

4 Cultural competency

Describe your understanding of NAAJA’s requirements in relation to cultural competency and how your legal practitioners will meet them.

5 Pricing

Specify a daily rate, exclusive of GST, for secondment of each legal practitioner. You may provide a single daily rate for all legal practitioners, bands for legal practitioners (in which case you must specify which band each practitioner falls into), or a separate rate for each legal practitioner. Rates will be fixed for the entire term of the services agreement, and all inclusive – please see section 6 of the RFP for further information.

Legal practitioner	Daily rate (excluding GST)
[insert]	\$(insert)
[add extra rows as needed]	

6 Services agreement

Successful respondents will be required to enter into a services agreement consistent with the term sheet in Attachment B of the RFP. Respondents must indicate their acceptance of the principles in that term sheet, or otherwise specify any departures with particularity and an associated explanation.

7 Conflicts of interest

Please state any circumstances which may, or do, give rise to an actual, potential or perceived conflict of interest with this RFP or under any services agreement which may be entered between you and NAAJA. If there are none, simply respond “none”.

8 Other matters

If you wish, include any other information that you would like provide to NAAJA in support of your proposal.