

# Request for Quotation

<b>Agency Information</b>	
<b>Agency</b>	<b>AUSTRALIAN ENERGY REGULATOR</b>
<b>Agency ABN</b>	<a href="#">18 105 599 265</a> (registered from 1 July 2026)
<b>RFQ reference</b>	AER Risk and Audit Committee
<b>Address:</b>	Level 17 Casselden, 2 Lonsdale Street Melbourne VIC 3000
<b>Agency contact / contract manager</b>	<b>Name:</b> Sonia Veldhoven <b>Position:</b> Director – Strategy, Performance and Procurement <b>Email:</b> <a href="mailto:strategyandperformance@aer.gov.au">strategyandperformance@aer.gov.au</a>
<b>RFQ and proposed contract timeframes</b>	
<b>RFQ release date</b>	Monday, 23 February 2026 11.00 AM [11:00] AEDT
<b>RFQ closing date</b>	Monday, 23 March 2026 11.00 AM [11:00] AEDT
<b>Initial contract term</b>	3 years
<b>Commencement date</b>	1 July 2026
<b>Completion date</b>	30 June 2029
<b>Proposed options to extend</b>	3 years, once
<b>Maximum completion date</b>	30 June 2032
<b>Statement of Work</b>	
<b>Statement of Work</b>	<p><b>Introduction:</b></p> <p>The Australian Energy Regulator (the AER) is an independent Commonwealth statutory agency that focus on ensuring a secure, reliable and affordable energy future for Australia. We regulate wholesale and retail energy markets, and energy networks, under national energy legislation and rules. Our functions relate mostly to energy markets in eastern and southern Australia.</p> <p>The AER is one of 3 major market bodies that oversee national electricity and gas markets in Australia.</p> <ul style="list-style-type: none"> <li>• The Australian Energy Market Commission (AEMC) develops the rules by which the markets must operate.</li> <li>• The Australian Energy Market Operator (AEMO) manages the day-to-day operations of the markets.</li> <li>• The AER monitors performance and compliance with the rules.</li> </ul>

	<p>Collectively, the AEMC, AEMO and the AER support the Energy and Climate Change Ministerial Council in its role to develop and coordinate national energy policy.</p> <p>While the market bodies work closely together, each is an independent decision-maker with clear functions, accountabilities and powers.</p> <p>From 1 July 2026 the AER will legally separate from the ACCC to become a stand-alone Non- Corporate Commonwealth agency. This will require the AER to establish all functions and governance arrangements to support its operations.</p> <p><b>Purpose:</b></p> <p>The AER is seeking to establish a Risk and Audit Committee (Committee) to provide independent oversight, advice, and assurance to the AER Members as the Accountable Authority (known as the AER Board) and senior management to assist the AER to meet their duties and obligations under the <i>Public Governance, Performance and Accountability Act 2013</i> and the <i>Public Governance, Performance and Accountability Rule 2014</i>. The Committee will also support the development of key practice and capacity as the AER evolves its governance as a stand-alone agency</p> <p>The AER are looking to engage two (2) members through this approach to market, a Committee Chair and a Committee Member, with a third Committee Member appointed from another Commonwealth agency.</p> <p><b>Scope of role and responsibilities</b></p> <p>The PGPA Rule requires that an accountable authority of a Commonwealth entity determine by written charter, the functions of the audit committee established for the entity</p> <p>The attached Risk and Audit Committee – Charter of operation (the Charter), outlines:</p> <ul style="list-style-type: none"> <li>• The role of the Committee</li> <li>• Authority</li> <li>• Role of the Chair and Member obligations</li> <li>• Functions <ul style="list-style-type: none"> <li>○ Financial reporting</li> <li>○ Performance reporting</li> <li>○ Systems of risk oversight and management</li> <li>○ System of internal control</li> </ul> </li> <li>• Accountability and reporting</li> <li>• Conflicts of interest</li> <li>• Meeting arrangements</li> <li>• Committee performance</li> </ul> <p><b>Knowledge, skills and experience</b></p> <p>The attached skills matrix has been developed to support the functions identified in the Charter.</p>
<b>Travel</b>	<p>A majority of meetings will be held via Microsoft Teams, however on the occasion where the AER and committee members agree to meet at an AER Office, flights will be booked by the AER, and other reasonable expenses will be reimbursed upon submission of receipts and in line with the ATO's Taxation Determination: Reasonable travel and overtime meal allowances expense amounts for the relevant income year (currently <a href="#">TD2025/4 - Income tax: reasonable travel and overtime meal allowance expense amounts for the 2025-26 income year</a>).</p>
<b>Subcontractors</b>	<p>Nomination of subcontractors for some or all services is not permitted.</p>
<b>Location</b>	<p>Not Applicable</p>
<b>Fees</b>	<p>The calculation of daily fees will be in accordance with the following:</p> <p><b>Meeting day</b></p> <ul style="list-style-type: none"> <li>• The amount of a daily fee paid to an office holder for a *meeting day is: <ul style="list-style-type: none"> <li>○ if the office holder's meeting day time is less than 2 hours — 40% of the daily fee</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ if the office holder's meeting day time is at least 2 hours and less than 3 hours — 60% of the daily fee</li> <li>○ otherwise —100% of the daily fee.</li> </ul> <p><b>Non-meeting day</b></p> <ul style="list-style-type: none"> <li>• The amount of a daily fee paid to an office holder for a non-meeting day is 20% of the daily fee for each hour, to a maximum of 5 hours per day, that the office holder spends: <ul style="list-style-type: none"> <li>○ on authority business</li> <li>○ or on official travel time.</li> </ul> </li> </ul> <p><b>Maximum payment</b></p> <ul style="list-style-type: none"> <li>• The maximum payable for any one day is one daily fee.</li> </ul> <p><i>* meeting day is time on a meeting day: attending a formal meeting; or on authority business; or on official travel time</i></p>
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>• eInvoicing – five (5) calendar days of receiving invoice, or if this is not a business day, on the next business day</li> <li>• All other circumstances twenty (20) calendar days of receiving invoice, or if this is not a business day, on the next business day</li> </ul>
<b>Agency Material</b>	The successful provider will be provided with: <ul style="list-style-type: none"> <li>• Log-in and access to Diligent Boards to access committee papers or another appropriate mechanism.</li> </ul>
<b>Existing Material</b>	Not Applicable
<b>Confidential information</b>	All information provided by the AER for the purposes of committee business will have an indefinite period of confidentiality.
<b>Additional requirements</b>	
<b>Agency data storage requirements</b>	Not Applicable
<b>Agency security requirements</b>	Not Applicable
<b>Security clearance requirements</b>	Baseline security clearance
<b>Insurance requirements</b>	<ul style="list-style-type: none"> <li>• Professional indemnity insurance which is for an amount not less than \$2 million per occurrence and \$10 million in the aggregate.</li> <li>• Public liability insurance for an amount of not less than \$10 million per occurrence</li> <li>• Workers compensation insurance as required by law</li> </ul>
<b>Conditions/Restrictions for Personal Information</b>	Through the contract term, any information identified as private personal information, will have an indefinite period of confidentiality.
<b>Commonwealth Procurement Connected Policy Requirements</b>	
<b>Black Economy Policy</b>	Not Applicable
<b>Indigenous Procurement Policy</b>	Not Applicable

<b>Australian Industry Participation Policy</b>	Not Applicable
<b>Timeline</b>	
<b>Timeline</b>	<p>February – March ..... Approach the market for request for quote</p> <p>April - May..... Evaluation of submissions</p> <p>May – June ..... Contract negotiations</p> <p>July 1 ..... Execution of contracts</p> <p>..... Onboarding meeting and establishment of annual work program</p> <p>August..... Meeting to discuss annual work program and process of procuring internal auditor (noting this meeting is in place of the usual special meeting to review financial statements because the AER and ACCC were one agency in 2025-26 and the financial statements for 2025-26 will be reviewed by the ACCC Audit and Risk Committee)</p> <p>November ..... Meetings commence as per annual work program</p>
<b>Evaluation criteria</b>	
<b>Responses</b>	<p><b>Responses to this RFQ will be evaluated against the following criteria (weighted):</b></p> <ul style="list-style-type: none"> <li>• Public sector governance knowledge. 35%</li> <li>• Relevant experience in an audit and risk committee. 25%</li> <li>• Professional qualifications. 15% <ul style="list-style-type: none"> <li>○ Expertise in one or more of: <ul style="list-style-type: none"> <li>▪ Accounting / auditing</li> <li>▪ Risk management</li> <li>▪ Compliance</li> <li>▪ Governance</li> <li>▪ ICT / cyber security</li> </ul> </li> </ul> </li> <li>• Independence and probity. 15%</li> <li>• Value for money. 10%</li> </ul>
<b>Submission requirements</b>	
<b>Submission requirements</b>	<p><b>Submit via email to:</b> <a href="mailto:strategyandperformance@aer.gov.au">strategyandperformance@aer.gov.au</a></p> <ul style="list-style-type: none"> <li>• CV / resume (maximum 4 pages in length)</li> <li>• Statement addressing the evaluation criteria above (maximum 4 pages in length)</li> <li>• Fee proposal, for the role of chair and / or committee member: <ul style="list-style-type: none"> <li>○ daily fee rate</li> <li>○ method for calculating proposed fees for a meeting, which includes the meeting day and time on non-meeting days (pre and post meeting work)</li> <li>○ an annual fee rate that covers 5 meetings (minimum meetings identified in the Charter), plus two (2) additional meetings</li> </ul> </li> <li>• Conflict of interest declaration</li> <li>• Confirm insurance status (certificates of currency not required unless entering into a contract)</li> <li>• Referees</li> </ul>