### **INVOICE**

### **AUSTRALIAN EMBASSY**

s 22(1)(a)(ii)

1601 Massachusetts Ave NW Washington, DC 20036 202.797.3000

s 22(1)(a)(ii) @dfat.gov.au

INVOICE DATE: October, 29, 2024

INVOICE NO.: s 47G(1)(a) **EVENT DESIGNER:s 47F** Payment due upon receipt

AMOUNT: \$5,155.00

s 47G(1)(a)

# Thanks for your order, 5 22(1)(a)(ii)

Order #428

An email receipt has been sent to s 22(1)(a)(ii) @dfat.gov.au

### Tatte Bakery - Dupont 1301 Connecticut Ave NW, Washington, DC 20036 (202) 629-1534

- Your order will be ready Today, 2:00 PM GMT-4
- 1301 Connecticut Ave NW Get directions
- Pickup

## Order summary

5 Roasted Salmon Winter Vegetable Rice Bowl	\$92.50
l Prosciutto & Fig Panini	\$13.25
1 Tuna Sandwich	\$12.75
Subtotal	\$118.50
Tax	\$11.85
Total	\$130.35



### **Commissary - Embassy of Australia**

Office of Strategic Communications Email s 22(1)(a)(ii) @dfat.gov.au

**Loyalty** \$45.64 **On account** \$0.00

Receipt / Tax Invoice #1058 22 Oct 2024 11:19am | Main Outlet

Served by:s 47F Register: Main Register

9	Leeuwin Estate Siblings Sav Blanc	@ \$17.59	\$158.31
5	Omrah Great Southern Sauv Blanc	@ \$18.00	\$90.00
2	Yalumba Y Series Viognier	@ \$11.00	\$22.00
TOTA	AL 16 items		\$270.31
s 22	2(1)(a)(ii)		\$270.31

LOYALTY EARNED	\$5.41
TO PAY	\$0.00

s 22(1)(a)(ii)

Thanks for shopping at the commissary!

### FMT Inc T/A DRUMS UNLIMITED RENTALS

# Invoice

9517B BALTIMORE AVE COLLEGE PARK, MD 20740 301-982-3428, Fax 301-982-9671 drumsunlimited@hotmail.com

Date	Invoice #
10/29/2024	s 22(1)(a)(ii)

Bill To	
Embassy of Australia 1601 Massachusetts Ave NW Washington, DC 20036	

Ship To		
Same 828-575-4384		

	P.O. No.	Terms	Rep	Order Date	Via	Ship date	F.O.B.
	s 47F	ACH/ NET 10 FMT 10/29/2024 Delivery				10292024	College Park,
Q	Item Code		Desc	ription		Price Each	Amount
10 5		Manhasset Music Stands Wireless Music Stand Lights Note: Please pick the newest looking stands and paint them before sending.				2.50 5.00	25.00 25.00
	DC E Rental Delivery	Rental For 10/2 Deliver 11:00A Delivery & Reta Pickup 10/30/24 s 22(1)(a)(ii)	M ırn			200.00	0.00 200.00

Total	\$250.00
Payments/Credits	-\$250.00
Balance Due	4 \$0.00

### FMT Inc T/A DRUMS UNLIMITED RENTALS

# **Quote**

9517B BALTIMORE AVE COLLEGE PARK, MD 20740 301-982-3428, Fax 301-982-9671 drumsunlimited@hotmail.com

Date	Quote	
10/29/2024	Quote	

Bill To	
Embassy of Australia 1601 Massachusetts Ave NW Washington, DC 20036	

Ship To		
Same 828-575-4384		

	P.O. No.	Terms Rep Ship Date Ship Via				P.O. No. Terms Rep Ship Date Ship Via		Shipdate	FOB
	s 22(1)(a)(ii) ACH/ NET 10 FMT 10/29/2024 Delivery								
Qty	Item			Description		Rate	Amount		
10 5	Music Stand Wireless	Manhasset Music Wireless Music Note: Please pic	Stand Lights	oking stands and	paint them before sending.	2.50 5.00	25.00 25.00		
	DC E Rental Delivery	Rental For 10/29 Deliver 11:00AN Delivery & Retu Pickup 10/30/24	Л rn			200.00	0.00 200.00		

**Balance Due** 

\$250.00

s 47F

LEX11838

RELEASED BY DFAT UNDER THE FOI ACT 1982

√Amy

Beck

GPCAPT/Assistant Air and Space Attache

Embassy of Australia

s 47F

8

s 47F

MURRAY Australian Defence Attache Department of Defence



s 47F

s 33(a)(iii)

s 47F(1)

-

150

Minister Counsellor Defence science and Technolc Defence - Embassy Sutton

Tuliane 12th Staff



### **Johnson's Piano Moving**

Johnson's Piano Moving - moving pianos since 1978 - IT'S OUR SPECIALTY!

FOLLOW

6910 IRONBRIDGE LN LAUREL, MD 207079486 +1 301-538-0901

### HTTP://WWW.JOHNSONSPIANOMOVING.C OM

info@johnsonspianomoving.com

Enter Invoice No:: \$ 22(1)(a)(ii)

Item 1 \$450.00

Subtotal \$450.00

Total Taxes \$0.00

Order total \$450.00

# Total paid

\$ 450 00

October 30, 2024 10:43 am Payment ID: s 22(1)(a)(ii) Order ID: s 22(1)(a)(ii) Order Employee: s 47F

### **Payment**



s 22(1)(a)(ii) Order amount Cashier: s 47F \$450.00 \$450.00

**Hide Details** 

s 22(1)(a)(ii)

PAYMENT ID: s 22(1)(a)(ii)

Cashier: s 22(1)(a)(ii)

View the Privacy Policies for Johnson's Piano Moving, Clover



### s 22(1)(a)(ii)

From: s 47F

Sent: Thursday, 24 October 2024 1:51 PM

**To:** s 22(1)(a)(ii)

Subject: Re: [EXTERNAL] Australian embassy relocating Piano [SEC=UNOFFICIAL]

Follow Up Flag: Follow up Flag Status: Flagged

Categories: FILE

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Your piano move is booked and scheduled as follows:

Wednesday October 30, with an arrival window of 8:30 - 10:00 am.

Pick Up Address: 1601 Massachusetts Avenue NW Washington, DC 20036

**Delivery Address:** same

Piano Type: Grand - room to room type move

Price: \$450.00

See you then!

### **Thanks**

s 47F

### **Johnson's Piano Moving**

(o) 301-681-9655

s 47F

s 47F

### Johnson's Piano Moving

(o) 301-681-9655

s 47F

s 47F

On Thu, Oct 24, 2024 at 1:35 PM s 22(1)(a)(ii)

@dfat.gov.au> wrote:

His 47F

Yes I'd like to proceed, thank you!

Please make this a separate invoice for the \$450 with me as the contact but the Embassy address details the same.

Thank you!

s 22(1)(a)(ii)

s 22(1)(a)(ii)

\_\_\_\_\_

Cultural Arts Program Manager | Strategic Communications

**Embassy of Australia** 

s 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

From: \$ 47F

**Sent:** Thursday, October 24, 2024 1:06 PM **To:** \$ 22(1)(a)(ii) @dfat.gov.au>

Subject: Re: [EXTERNAL] Australian embassy relocating Piano [SEC=UNOFFICIAL]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Thanks for contacting us. Although I am not certain of availability, we would recommend that you contact s 47F .

He is quite capable.

As far as the "in-room" move, as of now, we could send a crew on Wednesday October 30, with an arrival window of 8:30 - 10:00 am. Our price for this move would be \$450.00. Please let me know if you would like to proceed as soon as possible.

### **Thanks**

s 47F

### Johnson's Piano Moving

(o) 301-681-9655

s 47F

s 47F

On Thu, Oct 24, 2024 at 12:40 PM s 22(1)(a)(ii)

@dfat.gov.au> wrote:

His 47F

We are using the piano for an event on Tuesday (29<sup>th</sup>) evening and would like to have it tuned – would you be able to recommend a tuner in the area?

Additionally, how much would it be (and are you available) to send some people to remove the piano from a 24in high stage either after our event Tuesday (29<sup>th</sup>) evening (8:45-9:15pm) or first thing Wednesday (30<sup>th</sup>) morning (8:30 – 10am)? It would just be removed and pushed to a corner of the room, so no other lifts or stairs or doorways or transport.

Thank you!

s 22(1)(a)(ii)

Cultural Arts Program Manager | Strategic Communications

**Embassy of Australia** 

s 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

From: s 47F

Sent: Thursday, October 10, 2024 6:54 AM

To: \$ 22(1)(a)(ii) @dfat.gov.au>

Cc: s 22(1)(a)(ii) @dfat.gov.au>; lan Gerard < lan.Gerard@dfat.gov.au>; s 22(1)(a)(ii)

@dfat.gov.au>

Subject: Re: [EXTERNAL] Australian embassy relocating Piano [SEC=UNOFFICIAL]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the

### LEX11838



# PianoCraft

211 Perry Parkway Suite 2 Gaithersburg, MD 20877 s 47G(1)(a)

### s 22(1)(a)(ii)

1601 Massachusetts Ave NW Washington, DC 20036 s 22(1)(a)(ii)

Amount Due	\$305.00
Due Date	Oct 29, 2024
Invoice Date	Oct 29, 2024
Invoice Number	s 22(1)(a)(ii)
	22/41/ 1/21

## Yamaha Grand

Description	Quantity	Subtotal	Taxes Line Total
Emergency Tuning MD/DC	1 unit at \$305.00/each	\$305.00	\$305.00

s 47G(1)(a)

Subtotal	\$305.00
Total	\$305.00
Paid	\$0.00
Amount Due	\$305.00



# Proposal

October 8, 2024

Job Title: Light Rental

Job Reference: s 22(1)(a)(ii) Job Date Out: October 29, 2024

Client: Embassy of Australia

1601 Massachusetts Avenue, NW

Washington, DC 20036

Account Executive: \$ 47F

Job Contact: s 22(1)(a)

Contact Mobile: s 47F

Venue: Embassy of Australia

1601 Massachusetts Avenue, NW

Washington, DC 20036

### **Event Details**

Prep: 10/29 @10:00

Out: 10/29 @11:00 Setup: 10/29 @12:00

Event Start: 10/29 @14:00 Event End: 10/29 @20:00

### **Lighting Equipment**

### **Qty** Description

- Stellar Labs 6ch. DMX 3 Pin Console PKG 1
- Elation SIXPAR 200ip RGB LED 8 pack PKG 1
- Altman 50 lb 1.5in Pipe base Square 2
- Altman Black 1.5in Pipe Upright 8ft 2
- Altman Black 1.5in Pipe Upright 6ft 2
- Altman Black 1.5in Pipe Upright 4ft 2
- Lighting Cable PKG 1
- RCI Sandbag 20lb 8

### Lighting Equipment Subtotal

\$331.80

### Crewing

<u>Start</u>	<u>End</u>	<u>Oty</u>	<u>Description</u>
Crew Set			
10/29 @10:00	10/29 @15:00	1	Lighting Assistant
		1	Lighting Technician

Crew Strike

QTY

Type

10/29 @19:00 10/29 @23:00 2 Lighting Assistant

Crewing Subtotal

\$1,200.00

### **Transportation** Start Date Venue

_				
1	12' Delivery Truck	10/29 @10:00	Embassy of Australia	
1	12' Delivery Truck	10/29 @19:00	Embassy of Australia	

\$200.00 Transportation Subtotal

LEX11838

Printed 10/08/24

J24-14999- Light Rental

Page 2 of 3

s 47G(1)(a)

Total: **\$1,731.80** 

s 47G(1)(a)

s 22(1)(a)(ii)

Cultural Arts Program Manager s 22(1)(a) 23 Oct 2024
Signature Title Printed name Date

LEX11838

From: RCI SYSTEMS INC

**To:** s 22(1)(a)(ii)

**Subject:** [EXTERNAL] Receipt from RCI SYSTEMS INC (Transaction #10492060-5264)

**Date:** Monday, 4 November 2024 5:15:27 PM

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

# RCI SYSTEMS INC

10721 HANNA ST, BELTSVILLE, MD 20705

TRANSACTION # \$ 22(1)(a)(ii)

DATE 11/04/2024 5:14

PΜ

RESULT APPROVED

AUTH CODE \$ 22(1)(a)(ii)

TRANSACTION INVOICE METHOD

TRANSACTION TYPE SALE

CARDHOLDER s 22(1)(a)(ii)

NAME

s 22(1)(a)(ii)

**CARD** 

CARD TYPE MASTERCARD

1 × RCI \$1,731.80

Subtotal \$1,731.80

**\$1,731.80** 

METHOD KEY ENTERED

MID s 22(1)(a)(ii)

TID s 22(1)(a)(ii)

Receipt sent via SwipeSimple, powered by CardFlight

© CardFlight, Inc. 2024

Piano Craft 22(1(a)ii) [EXTERNAL] Payment for Invoice #: 12229 Wednesday, 30 October 2024 5:24:39 PM

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Piano Craft		
?		
Hi * <sup>22(1)(a)(ii)</sup>		
Welcome to Piano Craft!		
We are pleased to inform	you that your payment was successfully processed against Invoice #.	: 12229
Your Payment details:		
Invoice <sup>5</sup> 22(1)(a)(ii) Amount: \$305.00		
Status: Successful Transaction No: 1	ly <b>proc</b> essed. 20729108462	
If you have further enq We will be happy to ass	niries, please call 301-840-5460 or reach out to mail@pianocraft.net. ist you.	
Yours faithfully,		
Piano Craft		
	rated email. Please do not reply to this email.	
This is a computer gene	сатей ешан. глеазе по постерну то син ешан.	

# **AUSTRALIAN EMBASSY**



# Proposal

# **RECEPTION**

Australian Embassy, 1601 Massachusetts Ave NW, Washington, DC

Tuesday, October 29, 2024





s 47F

Event Designer 5525 Dorsey Lane Bethesda, MD 20816

s 47F

301.652.1515



**EVENT RECEPTION** 

**GUEST COUNT** 150 Guests

> **AUSTRALIAN EMBASSY** LOCATION

1601 Massachusetts Ave NW Washington, DC 20036

**EVENT DATE** TUESDAY, OCTOBER 29, 2024

> TIME 6:00PM-8:30PM

> > AUSTRALIAN EMBASSY

s 22(1)(a)(ii)

PRESENTED TO 1601 Massachusetts Ave NW Washington, DC 20036 s 22(1)(a)(ii) @dfat.gov.au s 22(1)(a)(ii)

s 47F

PRESENTED BY

Event Designer 5525 Dorsey Lane Bethesda, MD 20816

s 47F 301.652.1515



RECEPTION | OCTOBER 29, 2024 | EVENT ID 858775

### THE MENU

### **MENU**

### PASSED HORS D' OEUVRES

### ROSEMARY BEEF TENDERLOIN BEURRE NOISETTE (GF, NF)

Black Truffle Demi & Chives

### CHICKEN PARMESAN BITE (NF)

Loaded Chicken Meatballs, Parmesan Cheese Arrabbiata Sauce

### KOREAN FRIED CHICKEN SKEWER (NF, DF)

Crispy Coated Buttermilk Fried Chicken Skewers Tossed In Korean Sauce

### SPICY TUNA SPRING ROLL (NF)

Tuna Tartare, Soba Noodles, Rice Paper, Sesame Honey Dressing

### TUNA TARTARE CONE (NF)

Ginger Creme Fraiche, Wasabi Tobiko, Sesame Cone

### BRIE APPLE CUP (VEG)

Petite Apple Cup, Whipped Brie, Pistachio & Savory Shortbread Cracker

### ACORN SQUASH TARTLET (VEG, NF)

Roasted Kale & Goat Cheese

### FORBIDDEN BLACK RICE & SHITAKE ARANCINI (NF, VEG)

Arugula Aioli

### PASSED MINI SWEETS

### MINI CHOCOLATE CREMEUX (NF)

Brown Butter Cake, Chocolate Cremeux, Dulcey Whipped Ganache Sweet Dulcey Crumbs

### MINI SALTED CRUSTED HAZELNUT CHEESECAKE

Dulcey Whipped Ganache, Cherry Fig Gelée

### MINI LEMON BASIL TART (NF)

Lemon Basil Cream. Fresh Blueberries Sable Cookie Crust

Passion for celebration.

P 301.652.1515

s 47F(1) S 4/F(1)

RECEPTION | OCTOBER 29, 2024 | EVENT ID 858775

### SUMMARY OF ESTIMATED COSTS

### **TOTAL ESTIMATE OPTION I**

Based on 150 Guests

s 47G(1)(a)

Subtotal	\$ 10,810.00
Special Discount	\$ -750.00
Adjusted Total	\$ 10,060.00
Sales Tax	Exempt
Payment	\$ -4,905.00
Estimated Grand Total	\$ 5,155.00

s 47G(1)(a)

Passion for celebration.
5522 Dorsey Lane, Bethesda, MD 20816

P 301.652.1515

s 47F s 47F



From: <u>Ian Gerard</u>
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ji)

Cc: s 22(1)(a)(ii)
Subject: s : CV-rarching S23 Approval Request for Anniversary Concert - Michael Grebla - CUL-GREBLA 160171 [SEC=OFFICIAL]

Date: Tuesday, 8 October 2024 2:11:21 PM

### **OFFICIAL**

### **OFFICIAL**

Thank you<sup>s 22(1)(a)(ii)</sup>

I'm happy to approve you committing and entering into arrangements the components you outline below related to the one-year anniversary of the opening of the Embassy.

I don't think we'll need an official photographer though, 522(1)(a)(ii) has this covered – as long as he's available on the night.

Thanks,

lan

lan Gerard
Minister Counsellor
Strategic Communications
Australian Embassy, Washington DC

s 22(1)(a)(ii)

E: ian.gerard@dfat.gov.au

### **OFFICIAL**

From: \$ 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, October 8, 2024 2:09 PM
To: Ian Gerard < Ian.Gerard@dfat.gov.au>

Cc: \$ 22(1)(a)(ii) @dfat.gov.au>; \$ 22(1)(a)(ii)

@dfat.gov.au>; \$ 22(1)(a)(ii)

@dfat.gov.au>

Subject: Overarching S23 Approval Request for Anniversary Concert - Michael Grebla - CUL-GREBLA 160171 [SEC=OFFICIAL]

### **OFFICIAL**

Hi lan,

Noting your verbal approval to approach the market for the different components of the Anniversary Concert on 29 October, I now seek your Approval to Commit and Enter into Arrangements for the components outlined below, in accordance with section 23 of the Public Governance, Performance and Accountability Act 2013, resulting from the Outcome of an Approach to Market as set out below.

Overarching Approvals Guidance - 2023 April

IF APPROVED after noting the declaration below, TYPE "APPROVED" in your email reply and insert your signature block.

Title	Anniversary Conv	Anniversary Convert, featuring debut Grebla commission, 29 Oct 2024		
Procurement Method	Limited Tender	Value (GST/Taxes inclusive)	Up to US\$17,000	
Agreement commencement date	<u>multiple</u>	Initial Period (event date)	29 October 2024	
Extension Period & Estimated Value	Nil	Cost Centre/GL Code	s 22(1)(a)(ii)	
Contingent Liability Value	Nil	Funding Source	s 22(1)(a)(ii)	
Risk – overall assessment	Low		•	

### Requirement

The Embassy has a requirement to program events in the Embassy's new public space as well as support and showcase Australian creatives while expanding and strengthening stakeholder and community relationships. This programming includes production logistics (delivery, rentals, install) for a concert. This concert will feature original musical compositions by NYC-based, award-winning Australian composer Michael Grebla, and will include the debut performance of a new Embassy-inspired commissioned classical music piece (commissioning process and payments are part of a separate preexisting contract). The event will see nearly 200 guests, including whole-of-Embassy branches' contacts and cultural VIP, and government and educational institution representation, for an evening reception and concert in the atrium space.

Procurement Method & Evaluation Process

The Approach to Market approval and outcome of the ATM were based on multiple embassy event programming discussions. The outlined budget for these the noted requirements have been combined due to their shared/overlapping nature. This S23 is intended to cover most associated costs required to perform all these, noting that some individual components have had individual S23 approvals and costs already settled(noted in table below). Catering vendor has not yet been selected but the cost is based on a range of provided estimates. Nomad and RCISystems have been approached for lighting estimates. Other minor costs are noted in the table below. Evaluation will be based on best value for money noting previous experiences with all the approached vendors.

The evaluation is consistent with the <u>DFAT Procurement Policy</u> and represents value for money in accordance with the <u>PGPA Act 2013</u>.

### Funding breakdown

There is sufficient uncommitted budget available to meet the commitment in the 2024-2025 FY PD budget. The amounts payable in this commitment are detailed below:

CO	STS				
PRO	ODUCTION				
	Lighting - stage		1750	CSI Systems	
	Piano tuning		250		
	Music stands and star	nd lights	250		
	Production staff/tech	support/film	0	Internal	
	Photography		2,000		Videography or photography to support <sup>s 22(1)(a)(ii)</sup> TBD
PRODUCTION		4250			
PROMO					
	Collateral Invitations Brochures/programs etc				
				in house	
				in house	
		Pubilication		covered in Grebla	
	Publication			contract	
PROMO		0			
VENUE					
		Food	10,000	Ridgewells	
		Beverage	2000	commissary	
VEI	NUE		12,000		
ТО	TAL COSTS		16,250		

### Risk

The following risks have been identified during the procurement process and the proposed mitigation method is:

Risk	Mitigation
The risk of non-performance of agreed contract	
The risk of poor quality installation work	The selected vendors have demonstrated experience in completing the required work to a high standard.

### Contingent Liability Compliance

The proposed agreement does not contain contingent liabilities.

### Recommendation

It is recommended that you approve to commit and enter the arrangement with multiple proposed vendors to carry out the details required for event production of the Anniversary Concert at USD 17,000.00 in accordance with the outcome outlined in this approval.

### s 22(1)(a)(ii)

Cultural Arts Program Manager | Strategic Communications Embassy of Australia

### s 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273 usa.embassy.gov.au. | Twitter | Facebook | Instagram

