

# Request for Quote (RFQ)

## Future models of community health

### Structure of RFQ

This RFQ is made up of the following documents:

Part A	<b>RFQ summary</b> Part A contains general information about the procurement process and how suppliers can provide a quote.
Part B	<b>Draft contract</b> Part B contains the proposed terms of the contract that may be entered into between the successful supplier and the purchasing entity.
Part C	<b>Supplier response form</b> Part C sets out the format and information that suppliers are required to provide in their quote. You must complete the Part C Supplier Response Form You must submit with your quote a signed declaration, in the form set out in Section 3 of Part C.

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# 1. Part A – RFQ Summary

## 1.1 RFQ details

Purchasing entity:	Access Health, on behalf of Community Health First
Procurement title:	Future Models of community health
Procurement objectives / expected outcomes:	<p>Community Health First (CHF) is an initiative established in 2022 led by all 24 registered independent community health services in Victoria. Community Health First seeks to start a dialogue with Government decision-makers to promote the central role of community health services in the wider Victorian health system, and to increase the capacity of services to alleviate system-wide demand.</p> <p>The development of Community Health First’s first position paper, <a href="#"><i>Strengthening Victoria’s Healthcare System through Community Health</i></a>, was critical in setting our policy agenda and engagement work with key stakeholders and laid the foundation for our first budget submission.</p> <p><u>Project purpose</u></p> <p>This project aims to deliver a Future Models of Community Health white paper which examines the role and future purpose of community health in Victoria. The paper will set out a ‘current state’ and ‘future state’ for community health in Victoria and will form the basis of advocacy work for the initiative.</p> <p>The white paper should address the following questions:</p> <p>Current State:</p> <ul style="list-style-type: none"><li>• what is community health?</li><li>• what are the models and minimum requirements for a service or organisation to be defined as community health?</li><li>• what are the features of the model of prevention and care being delivered?</li><li>• what does it mean to be place based?</li><li>• The value and difference of independent community health in contrast to integrated services.</li></ul> <p>Future State/Vision:</p> <ul style="list-style-type: none"><li>• what role should community health play in the future delivery of health and social services, and what changes are required for this to be realised?</li></ul>

	<ul style="list-style-type: none"> <li>Given current key health policy reform (Vic Health Service Plan and Health, the National Health Reform Agreement etc) how should community health be utilised and governed in the health and social system?</li> </ul> <p><u>Why do we need this?</u></p> <p>This project is required to:</p> <ul style="list-style-type: none"> <li>establish a sector wide agreement of what community health is, and its future directions.</li> <li>to more clearly define where community health sits within the health sector and its relationship with the acute sector.</li> <li>to build the evidence base for increasing funding, and</li> <li>to future proof the role of community health in the broader health and social services sector.</li> </ul> <p><u>Why are we doing this now?</u></p> <p>With broad sector reforms taking place in Victoria and nationally, now is the right time to be presenting a vision for the future of community health. Proactively presenting a vision for community health will support the sector in its advocacy in current and future decision-making.</p> <p>A clear vision will also make it easier to seek the support of key stakeholders and influential supporters.</p> <p>Development of the paper will entail:</p> <ul style="list-style-type: none"> <li>Consultation with sector leaders and key government stakeholders, and</li> <li>Input from community and consumers of community health services.</li> <li>Review of key documents (identified by CHF)</li> </ul>
Date when RFQ will be issued/advertised:	09/01/22
Last Queries Date and Time (AEST):	5:00pm Monday 27 <sup>th</sup> January 2025
RFQ Closing Date and Time (AEST):	9:00am Wednesday 29 <sup>th</sup> January 2025 but reserve the right to alter this date.
Indicative term of contract (including any extension options):	4 months
Indicative date of contract commencement:	Feb 2025 negotiable

Indicative date for notifying Supplier(s) of outcome:	Early Feb
Indicative budget	\$40,000 - \$45,000 (excl. GST)
Method of lodgement:	Via email to: kent.burgess@yourch.org.au
Quote validity period:	Three months from date of receipt

## 1.2 Evaluation Criteria

Quotes will be evaluated on their merits according to the following evaluation criteria.

Weighted Criteria	Criterion	Weighting (%)
	Cost	40
	Quality	60
	<i>Qualitative sub-criterion</i>	<i>Sub-weighting (%)</i>
	Demonstrated experience	30
	Capability	20
	Proposed methodology	30
	Capacity	20
	TOTAL	100%
	Non-weighted criteria	Non-weighted criteria (in descending order of importance): <ul style="list-style-type: none"> <li>Risk assessment of the supplier's ability to achieve the outcomes of the tender</li> </ul>

## 1.3 Contact Officer

<b>Name:</b>	Kent Burgess
<b>Position:</b>	Chair Advocacy Working Group, CHF; CEO, Your Community Health
<b>Email Address:</b>	kent.burgess@yourch.org.au
<b>Phone Number:</b>	0417417346

## 1.4 Conditions of Quote

Conditions of Quote	1. The Purchasing entity may at any time seek further information from You regarding Your Quote, (but need not make the same request of all Suppliers). This may include but is not limited to: <ul style="list-style-type: none"> <li>requests for additional information</li> </ul>
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- presentations by, or interviews with You or Your key personnel
  - other responses or additional information as required.
2. No legal relationship will exist between You and the Purchaser unless Your Quote is accepted and a legally binding contract is executed by both parties.
  3. You are responsible for the cost of preparing and submitting Your Quote and all other costs arising from this procurement process.
  4. Unless otherwise advised by the Contact Person, You may only communicate with the Contact Person about this RFQ.
  5. The Purchaser is not obliged to accept the lowest priced quote or any quote.
  6. You must identify any aspect of Your Quote that You consider should be kept confidential including reasons. The Purchaser is not obliged to treat information as confidential and in the absence of any agreement to do so, You acknowledge that the Purchaser has the right to publicly disclose the information.
  7. You must complete and sign the Supplier Declaration in section 3.3 of this RFQ.
  8. You must declare any actual or potential conflict of interest which may impact adversely on the purchasing entity's interest in achieving best value for money in relation to this procurement.
  9. The Purchaser may in its absolute discretion:
    - suspend in part or whole, vary or abandon this procurement process at any time
    - make enquiries of any person or entity to obtain information about You (including but not limited to the Referees).

## 2. Part B – Proposed contract

A proposed contract will be supplied for consideration with preferred candidate/s



### 3. Part C – Supplier Response Form

#### 3.1 Section 1 – Supplier General Information

##### 3.1.1 Supplier Identification

Trading Name	
Registered Name	
ACN	
ABN	
Address of registered office	
Type of entity (e.g. company, trust, partnership, sole trader, other)	
Website (URL)	

##### 3.1.2 Supplier Location and Contact

Contact Person	
Position	
Address	
Postal address <i>(if different to above)</i>	
E-mail	
Telephone	

##### 3.1.3 Insurance

Provide details of your current insurance policies (e.g. public liability insurance, professional indemnity insurance)

Policy Type	
Policy Number	
Policy Issuer	
Policy Cover (\$ Value)	
Expiry Date	

<insert additional table/s for additional insurance policies>

## 3.2 Section 2 – Supplier Response to Evaluation Criteria

### 3.2.1 Weighted criteria

Demonstrated experience – outline your experience in delivering a project of a similar scale and scope

*Word limit: 500 words*

Capability – outline our capability to achieve the intended outcomes of the project, including the skills of any proposed staff

*Word limit: 500 words*

Project methodology – outline your approach to how you will deliver the project, including any engagement techniques.

*Word limit: 500 words*

Capacity – outline your capacity including availability of resources to meet the project timelines.

*Word limit: 500 words*

### 3.2.2 Non weighted criteria

Risk – outline how you will manage risks to the delivery of the project.

*Word limit: 500 words*

### 3.2.3 Acceptance of proposed contract

Part B of this RFQ details the terms and conditions of the proposed contract. The purchasing entity needs to know whether or not you are prepared to do business based on the proposed contract.

Please note: In deciding which Supplier/s to shortlist the purchasing entity will consider each Supplier's willingness to meet the proposed contract terms and conditions.

Select the statement below that best describes Your acceptance of the Proposed Contract:

- Having read and understood the Proposed Contract, in Part B of this RFQ, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract.
- Having read and understood the Proposed Contract, in Part B of this RFQ, I have the following proposed departures. If successful, I agree to sign a Contract based on the Proposed Contract including such departures or such amended terms and conditions of contract as may be agreed with the purchasing entity following negotiations.

Clause	Concern	Proposed solution
<insert number>	<briefly describe Your concern about this clause>	<describe Your proposed alternative wording for the clause or Your solution>
<insert number>	<briefly describe Your concern about this clause>	<describe Your proposed alternative wording for the clause or Your solution>

<insert or remove rows as required>

### 3.2.4 References

References	
Please provide up to three references that may be contacted in relation to Your Quote.	
Name	Contact Details

### 3.3 Section 3 – Supplier declaration

You must submit with Your Quote a signed declaration, in the form set out below.

Remember to select ‘agree’ or ‘disagree’ at the end of each row. If You don’t, You will be deemed to have agreed.

You must have the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. Chief Executive or a Senior Manager.

Topic	Declaration	Supplier’s Declaration
<b>RFQ Process, Terms and Conditions</b>	I/we have read and fully understand the RFQ, including the applicable procurement process and RFQ to supply conditions detailed in Part A. I/we confirm that the Supplier/s agree to be bound by them.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree

<b>Collection of further information</b>	<p>The Supplier/s authorises the purchasing entity to:</p> <ul style="list-style-type: none"> <li>a. collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client</li> <li>b. use such information in the evaluation of this Offer.</li> </ul> <p>The Supplier/s agrees that all such information will be confidential to the purchasing entity.</p>	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<b>Offer Validity Period</b>	<p>I/we confirm that this Offer, including the price, remains open for acceptance for the Offer Validity Period stated in Part A of this RFQ.</p>	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<b>Electronic Files</b>	<p>I/we confirm that I/we have checked any electronic files contained in the Offer and that these are free from viruses.</p>	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<b>Conflict of Interest declaration</b>	<p>The Supplier warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Offer, or entering into a Contract to deliver the purchasing entity's Requirements. Where a Conflict of Interest arises during the RFQ process the Supplier/s will report it immediately to the purchasing entity's Contact Officer.</p>	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree

**Details of Conflict of Interest:** <Suppliers must give details of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of their Offer. If You think You may have a Conflict of Interest briefly describe the conflict and how You propose to manage it or write "not applicable">.

**DECLARATION**

I/we declare that in submitting the Offer and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Offer does not contain Intellectual Property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this Offer, to make the statements and to provide the information in the Offer and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the purchasing entity's Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Offer may result in the Offer being excluded from further consideration in the RFQ process and may be grounds for termination of any Contract awarded as a result of the RFQ process.

By signing this declaration, the signatory below represents, warrants and agrees that they have been authorised by the Supplier/s to make this declaration on its/their behalf.

Authorised Person Signature:	
Authorised Person Name:	
Title / Position:	
Name of organisation	
Date:	
Signature of Witness:	
Witness Name:	
Date:	