

# Request for Tender

## Organisational Digital Readiness Needs Analysis and Strategic Directions Paper

### PART C: Assessment Panel Specifications



RFT released: 29/11/2016  
Information webinar: 01/12/2016  
Deadline for questions: 22/12/2016  
Deadline for submissions: 4pm 20/12/2016

Sunbury Community Health Centre  
Hume Whittlesea Primary Care Partnerships  
C/- Plenty Valley Community Health  
187 Cooper Street Epping 3076



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## Information for Assessment Panel Members

### RFT documents:

- PART A: RFT Tender specifications document
- PART B: RFT Tender Application Form
- PART C: RFT Tender Assessment Panel Specifications

### Independent assessment panel members:

- Hume Whittlesea PCP staff member
- Eastern Melbourne PHN representative
- North West Melbourne PHN representative
- Local council representative
- Community health service representative
- Australian Digital Health Agency representative
- Department of Health and Human Services (Victoria) representative

### PROBITY:

'Probity' means using honesty, integrity, uprightness, ethical conduct and propriety in dealings. When used in a contractual sense, it means a 'good process' that is conducted clearly, honestly, fairly, and impartially without bias to any party. During procurement, probity is the evidence of ethical behaviour and is commonly associated with the practice of adopting and following well considered and sound procedures.

Probity includes:

- procedural fairness and integrity
- objectivity / independence of decision making
- confidentiality and
- accountability

The Commonwealth, and each of the states and territories, has enacted rules to ensure that these principles are complied with.<sup>1</sup>

### Core principles of probity

1. Parties must conduct the tendering process with honesty and fairness at all levels.
2. Parties must conform to all legal obligations.
3. Parties must not seek or submit tenders without a firm intention to proceed.
4. Parties must not engage in any practice, including improper inducements, which gives one party an improper advantage over another.
5. Tenderers must be prepared to attest to their probity, and not engage in any form of collusive practice.

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<sup>1</sup> (Victorian DHHS - *GUIDE TO ETHICAL AND SOCIAL PROCUREMENT*).

6. Conditions of tendering must be the same for each tenderer.
7. All requirements must be clearly specified in the tender documents and criteria for evaluation must be clearly indicated.
8. Evaluation of tenders must be based on the conditions of tendering and selection criteria defined in the tender documents.
9. Parties must not disclose confidential or proprietary information.
10. Any party with a conflict of interest must declare that interest as soon as the conflict is known to that party.

### RFT process:

#### Phase 1: RFT preparation:

*Week commencing 21 November 2016*

- 1.1 Finalisation of RFT selection panel and set meeting dates for RFT assessments.
- 1.2 Identify any probity requirements and conflicts of interest
- 1.3 Brief Assessment Panel on RFT documents and Probity Guidelines
- 1.4 Key dates and deadlines finalised (including rules around late submissions)
- 1.5 Finalise online platform for management of tender and load RFT documents

#### Phase 2: RFT open period

*29 November 2016 – 20 December 2016*

- 2.1 Advertising to select parties and use of tender portal
- 2.2 RFT briefing session (webinar and /or face to face)
- 2.3 RFT open
- 2.4 Management of communications with registered parties
- 2.5 RFT closed

#### Phase 3: RFT assessment period

*21 December 2016 – 3 January 2017*

- 3.1 RFT's collated and prepared for Panel
- 3.2 Panel meeting, EOI evaluation and assessment of candidates
- 3.3 Reference checks conducted of candidates

#### Phase 4: RFT finalisation period

*Contract commencement date: 9 January 2017*

- 4.1 RFT notification to successful / unsuccessful applicants
- 4.2 Contract negotiations and signed
- 4.3 Project commencement date finalised

## RFT Schedule

Week commencing	2016								2017															
	November				December				January				February				March							
	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	6	13	20	27			
<b>Phase 1: RFT preparation phase</b>																								
1.1 Identify and outline probity requirement																								
1.2 Finalise RFT Selection panel and meeting dates																								
1.3 Brief selection panel																								
1.4 Key dates finalised																								
1.5 Set up online platform and load RFT documents																								
<b>Phase 2: RFT open</b>																								
2.1 Advertise to selected parties and link to tender portal																								
2.2 RFT briefing session (webinar or face to face)																								
2.3 Management of communications with registered parties																								
2.4 RFT closed																								
<b>Phase 3: RFT assessment period</b>																								
3.1 RFT's collated and prepared for panel																								
3.2 Panel meeting, EOI evaluation and assessment of candidates																								
3.3 Reference checks conducted of candidates																								
<b>Phase 4:</b>																								
4.1 RFT notification to non / successful candidates																								
4.2 Contract negotiations																								
4.3 Contracts signed																								
4.4 Project delivery <b>(Completion 31 March 2017)</b>																								31

**SCORED SELECTION CRITERIA:**

<p>1. Demonstrated understanding of, and preferably experience in eHealth and digital healthcare projects or programs <b>WEIGHTED: 20</b></p>
<p>2. Broad knowledge of the primary health and acute sectors, particularly as they relate to the adoption and implementation of digital health, eHealth, secure messaging, electronic health records. <b>WEIGHTED: 15</b></p>
<p>3. Demonstrated experience in developing, distributing and collating online surveys, including implementing engaging innovative strategies to optimise uptake of surveys distributed <b>WEIGHTED: 5</b></p>
<p>4. Demonstrated experience in developing strategic plans based on stakeholder engagement and data analysis. <b>WEIGHTED: 5</b></p>
<p>5. Exceptional report writing skills with demonstrated impacts <b>WEIGHTED: 10</b></p>
<p>6. Demonstrated ability to deliver projects within agreed timeframes. <b>WEIGHTED: 5</b></p>
<p>7. Demonstrated value for money <b>WEIGHTED: 20</b></p>
<p>8. Robustness of the described project methodology and/or project plan. <b>WEIGHTED: 10</b></p>
<p>9. Demonstrated ability to engage and work successfully with multiple stakeholders in complex projects. <b>WEIGHTED: 10</b></p>
<p>10. Robust project and risk management plan <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
<p>11. Budget submitted and shows value for money <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
<p>12. Insurances provided and current <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
<p>13. Supported by two referees <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>

<b>Overall assessment score:</b>	/
<b>Further information required:</b>	Please list information required:
<b>Recommendation:</b>	<input type="checkbox"/> Preferred candidate <input type="checkbox"/> Not recommended
<b>Notes:</b>	