

Request for Tender Title:	Office-based & online videocall face-to-face delivered psychological treatment in the Perth Metropolitan Area
Request number:	RFT2023-01
Closing Date:	1 March 2023
Closing Time:	02:00 pm Australian Western Standard Time (AWST)
Submission method:	tenders@wapha.org.au
Contact Person:	tenders@wapha.org.au

*****SUBMISSION TO BE IN A SINGLE ZIP FOLDER AND NO LARGER THAN
20MB *****

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PART A: BACKGROUND & INFORMATION

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1. FORMAT OF REQUEST

This Request consists of three (3) PARTS as follows:

PART	DETAIL	ACTION
A	Part A - Request information and background.	Read and keep.
B	Part B - Conditions of Request	Read and keep.
C	Part C - Draft Agreement Documents - Consisting of the following attachments:	
	1 – Service Agreement	Read and keep.
	2 – Draft Activity Schedule	Read and keep.
D	Part D - Submission Forms - Consisting of the following attachments:	
	1 – Submission Form	Complete and submit.
	2 – Non-Conformance Schedule	Complete and submit if required.

1.1 Part A – Request Information and Background.

This Part A provides background and information on the WA Primary Health Alliance (WAPHA) generally, and this Request specifically. It provides context and assistance to Respondent’s in the expectations of WAPHA and the method in which to approach/complete documents. Information is provided on each of the documents provided in the Request and the expected actions (if any) Respondents are to take in relation to these documents.

1.2 Part B – Request Conditions

1.2.1 General

The Conditions of Request in Part B of this Request contain important provisions regarding the nature of this Request and the consequences of the Respondent making a Submission. The Respondent is deemed to have read and considered the Conditions of Request, as well as all other documents which comprise this Request, prior to making a Submission.

1.2.2 Submission Format

Respondents are to ensure that Submissions are to be submitted in a **single zip folder**.

Refer to section 5 of the Conditions of Request.

1.3 Part C – Draft Agreement Documents

1.3.1 Service Agreement

The Services Agreement that will be used to enter into Agreements with the successful Respondent(s) is provided in draft format with this Request. This provides the form of the Agreement, including contractual terms and conditions.

Respondents are to review this document thoroughly and are required to indicate in the Submission Form provided in Part D either:

- a) that they accept the terms and conditions as presented; or

- b) that they have proposed amendments and complete the Non-Conformance Schedule detailing all proposed amendments including the reason/justification for each proposed amendment.

1.3.2 Activity Schedule

The draft Activity Schedule provided in this Request provides the detail of the services that will be provided by the successful Respondent(s) (including guidelines, reporting requirements, payment milestones and other requirements, etc.).

Some sections of the final Activity Schedule may be completed using information provided in Respondents Submissions (such as locations of services, modality of service provisions, sub-contractors, etc.). These areas will be indicated as such in the draft Activity Schedule.

Respondents are to review this document thoroughly and are required to indicate in the Submission Form provided in Part D either:

- a) that they accept the draft Activity Schedule as presented (acknowledging that some parts will be subject to finalisation using information provided in their Submission); or
- b) that they have proposed amendments and complete the Non-Conformance Schedule detailing all proposed amendments including the reason/justification for each proposed amendment.

1.4 Part D – Submission Forms

1.4.1 Submission Form

Respondents are to complete and submit this document in accordance with the questions and information requested in the form.

a) Prequalification Questions

Where a Respondent answers “No” to a prequalification question this indicates that the Respondent is not a suitable provider of the required services. A Respondent who answers “No” to a prequalification question is strongly advised to consider whether to make a Submission.

b) Disclosure and Compliance Questions

Answers to disclosure and compliance questions will not preclude a Respondent’s Submission from being evaluated or considered. The responses to these questions will assist the PHNs in assessing inherent risks, financial sustainability and stability of the Respondent and information that is required for the Activity Schedule.

c) Qualitative Requirements

Responses to the Qualitative Criteria are designed to demonstrate the Respondent’s capacity, experience, suitability of proposed model, and its understanding of the PHNs’ requirements.

Responses should ensure that claims or statements made to address any aspect of the Qualitative Criteria are supported through the use of examples.

d) Addressing Capability and Capacity

When providing information regarding organisational capacity and capability Respondents should assume that the persons evaluating the Submissions have no prior knowledge of the Respondents activities, experience or any previous work undertaken.

1.4.2 Non-Conformance Schedule

Respondents are complete and submit this document (if required) detailing any non-conformances or proposed changes that it has relied upon in making its Submission to either or both of the draft:

- a) Services Agreement; or

b) Activity Schedule.

Proposed changes to either of these documents will not preclude a Submission from being considered but may require negotiation and discussion (depending on the detail of the proposed changes).

2. WAPHA BACKGROUND AND INFORMATION

2.1 General

In the 2014 Federal Budget the Australian Government announced the establishment of Primary Health Networks (PHN's).

In early 2015, the Commonwealth Government entered into funding agreements with the Western Australian Primary Health Alliance (WAPHA) to operate Western Australia's three PHN's: Perth North; Perth South; and Country WA commencing on 1st July 2015.

PHNs have been established with the key objectives of increasing the efficiency and effectiveness of medical services for patients, particularly those at risk of poor health outcomes, and improving coordination of care to ensure patients receive the right care in the right place at the right time.

To achieve this, the PHNs are expected to be commissioners of healthcare services and not providers of healthcare services.

WAPHA is responsible for the purchasing and commissioning of high quality, locally relevant and effective health services in PHN Regions, by engaging providers who have the necessary and relevant expertise. In doing so WAPHA is to achieve value for money outcomes.

Further information can be obtained from the following websites:

<http://www.health.gov.au/internet/main/publishing.nsf/Content/PHN-Home>

and

<http://www.wapha.org.au/>

3. REQUEST BACKGROUND AND INFORMATION

3.1 Background

The WAPHA commissioned Mindspot GP to provide an online Assessment for GP referred individuals to measure their symptom levels for a range of mental health conditions. Upon completion of assessment, a patient may join an online treatment course, delivered by Mindspot GP, or be referred for more interactive face-to-face psychological treatment.

The successful Respondent will be providing the face-to-face psychological treatment component which will be office-based and online videocall to the referred individuals from the Mindspot GP service. Generally this is for individuals who have mild to moderate mental disorders (most commonly anxiety and depression). The number of individuals referred to this service by Mindspot GP has been:

2021-22: 1,092 individuals

2020-21: 860 individuals

3.2 Request Briefing

A non-mandatory briefing will be held online (via Microsoft Teams) on Tuesday, 14th February 2023 at 11:00am. Please RSVP to tenders@wapha.org.au if you wish to attend by no later than 24 hours prior to the briefing.

3.3 Anticipated Timeframe

At the time of issuing this Request, WAPHA anticipates the following timeframe for the completion of the process.

Request opened to market	Wednesday, 1 February 2023
Close date for Submissions	Wednesday, 1 March 2023
Close date for queries	Monday, 27 February 2023
Completion of evaluation of Submissions	Wednesday, 29 March 2023
Negotiation, drafting and finalisation	Wednesday, 5 April 2023
Execution of Agreements	Wednesday, 26 April 2023
Commencement of Services	Saturday, 1 July 2023