



aspire Supplier Negotiations Quick Reference Guide



**WA Primary
Health Alliance**
Better health, together

phn

PERTH NORTH, PERTH SOUTH,
COUNTRY WA

An Australian Government Initiative



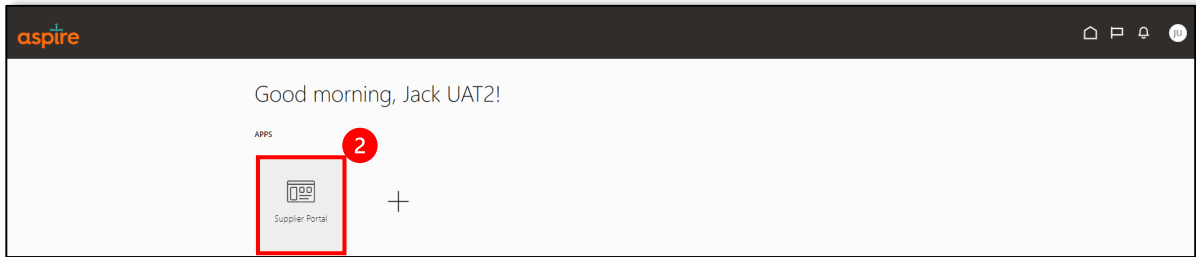
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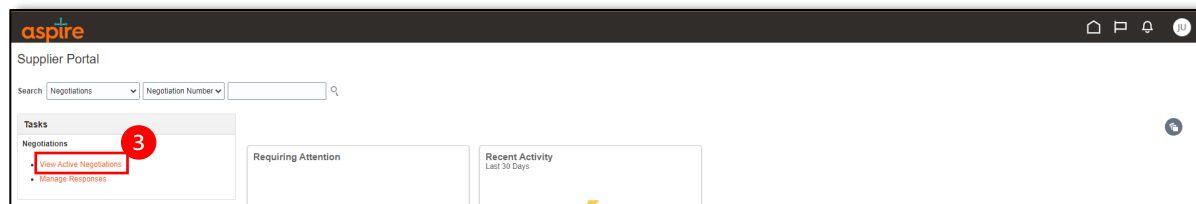
aspire Supplier Negotiations Quick Reference Guide

1. Access active Negotiations

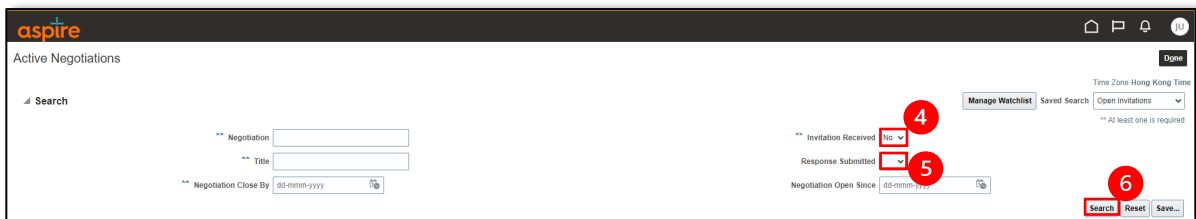
1. Click on the following link and login > [aspire homepage](#)
2. Click on <Supplier Portal>



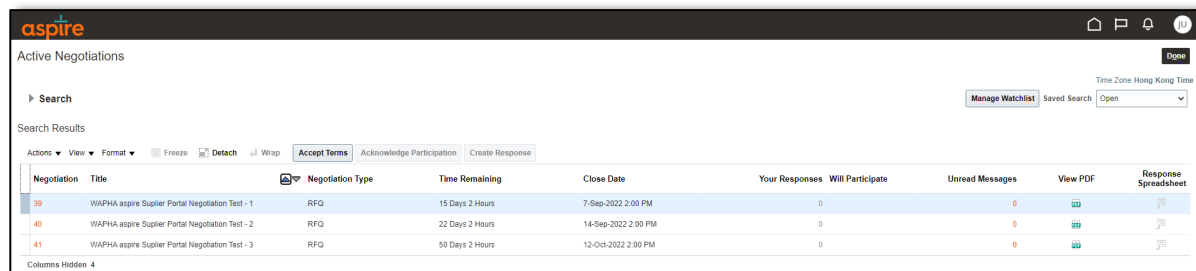
3. Click on <View Active Negotiations>



4. "Invitation Received" select <No> from drop-down
5. "Responses Submitted" Select <Blank> from drop-down
6. Click on <Search>



This will return all Negotiations (where you have not received a direct invitation) as shown below.



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4. Review instructions.
5. Review the “Weight” assigned to each of the “Requirements” sections.

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines

Requirements **4**

Instructions

Save as you go

Work through each of the questions, provide your responses and upload attachments where required.

Remember to save often so that your responses and work to date are retained.

Submitting a Response

Summary

View Format Freeze Detach Wrap

Requirement	Requirement Text	Scoring Team	Weight	Attachments
1. Pre-Qualification		Prequalification		
2. Disclosure and Compliance		Prequalification		
3. Experience		Qualitative submits	30.00	
4. Service Methodology		Qualitative submits	47.50	
5. Organisational Capacity		Qualitative submits	22.50	
6. Budget		Budget		
Total			100.00	

6. Click on <“expand icon”> to display the “Weight” assigned to questions within a section.

Summary

View Format Freeze Detach Wrap

Requirement	Requirement Text	Scoring Team	Weight	Attachments
1. Pre-Qualification		Prequalification		
2. Disclosure and Compliance		Prequalification		
3. Experience		Qualitative submits	30.00	
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5. Organisational Capacity		Qualitative submits	22.50	
6. Budget		Budget		
Total			100.00	

1. Specific Instances and Outcome

Provide examples of current or past services and programs that are the same, similar or related to this Request. Detail when and where the services were provided, who the services were for and what outcomes were achieved and how these were evaluated or demonstrated.

2. Relevant Partnerships

Provide details of existing relevant partnerships and arrangements with health and other services pertinent to the delivery of the service.

3. Data Collection Method

Describe your current data collection methods related to this service, including the development, capture, and demonstration of outcomes through data. Include detail on how you will be able to comply with the requirements of the Primary Mental Health Care Minimum Data Set (PMHC-MDS).

7. Click on <Lines>
8. Review the instructions.

RFQ: 925

Currency = Australian Dollar

Title Request title of process

Status Active

Open Date 14-Nov-2024 4:08 PM

Close Date 28-Nov-2024 2:00 PM

Time Remaining 13 Days 3 Hours

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- Cover Page
- Overview
- Req
- Lines

Lines **8**

Instructions

Responding to Lines

The lines represent the funding that is the subject of this request.

Enter the value shown in “Start Price” in the “Response Price” field. This is required to be able to submit a response. Do not put any other value in this field.

The “Requested Delivery Date” field will self-populate and no action is required.

Summary

View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Location	Requested Delivery Date	Start Price	Attachments
1		FY25 Funding	Commissioning			Subiaco	1-Jan-2025	1,000.00	

4. Create and submit Response

1. Click on <Create Response>

RFQ: 925

Currency = Australian Dollar

Title Request title of process

Status Active

Open Date 14-Nov-2024 4:08 PM

Close Date 28-Nov-2024 2:00 PM

Time Remaining 13 Days 3 Hours

Table of Contents

Requirements

Instructions

Save as you go

2. Click on <Requirements>

Create Response (Quote 57558): Requirements

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

3. Respond to each question in the section.

4. Navigate through each section using the drop down or arrows.

Create Response (Quote 57558): Requirements

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 15-Nov-2024 10:32 AM

Time Remaining 13 Days 3 Hours

Close Date 28-Nov-2024 2:00 PM

Section 1. Pre-Qualification

1. Agreement Terms and Conditions

The Respondent is to confirm that below that it has reviewed the Service Agreement - Draft terms and conditions attached and advise if it:

- Agrees to the terms and conditions.
- OR
- It has amendments to propose.

Attachments Services Agreement - Draft.pdf

a. The Agreement terms and conditions have been reviewed and are agreed to.

b. The Agreement terms and conditions have been reviewed and there are proposed amendments.

2. Draft Activity Schedule and associated documents

The Respondent confirms that it has read the Draft Activity Schedule and associated documents as attached.

If you do not select "confirmed" for this requirement you will not be able to submit a response.

Attachments Services Agreement-Schedule-Draft.pdf

a. Confirmed.

3. Public Liability Insurance

Does your organisation have Public Liability Insurance of at least \$20M.

a. Yes (Attach certificate of currency and complete details)

b. No

4. Commitment to the Gayaa Dhuwi Declaration

The Respondent confirms that it is committed to delivering cultural healing services for Aboriginal people, to meet the standards for

5. Click on <Line>

6. Enter the amount from the "Start Price" into <Response Price> for each line.

7. Click on <Submit>.

Create Response (Quote 57558): Lines

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 15-Nov-2024 12:55 PM

Currency = Australian Dollar

Time Remaining 13 Days 1 Hour

Close Date 28-Nov-2024 2:00 PM

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Start Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	FY25 Funding		Commissioning - New	1,000.00						dd-mm-yy
2	FY26 Funding		Commissioning - New	1,050.00						dd-mm-yy

Columns Hidden 7

8. Click on <OK> in the confirmation of Response submission.

RFQ: 925

Currency = Australian Dollar

Title Request title of process

Status Active

Open Date 14-Nov-2024 4:08 PM

Close Date 28-Nov-2024 2:00 PM

Time Remaining 13 Days 1 Hour

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Cover Page

Confirmation

Response 57558 to negotiation 925 was submitted. We'll notify you by email.

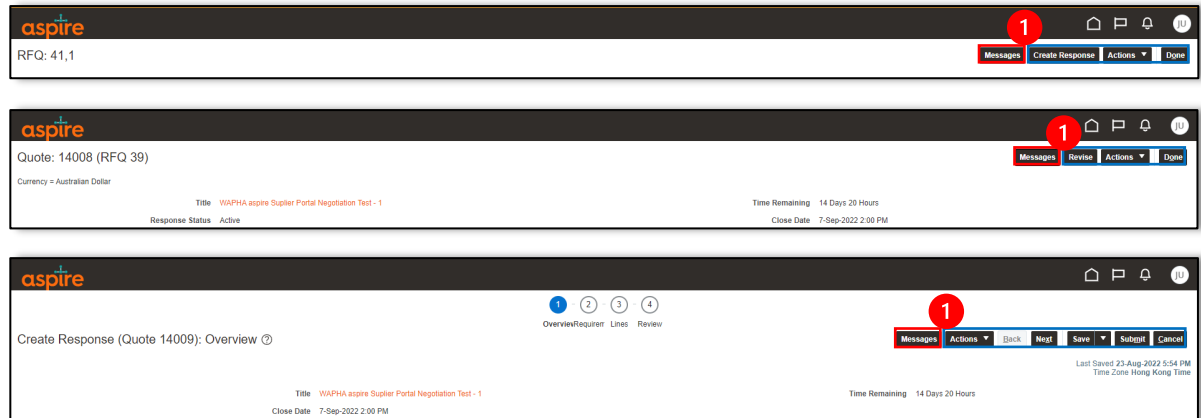
OK

5. Communications, sending, receiving, and responding to messages

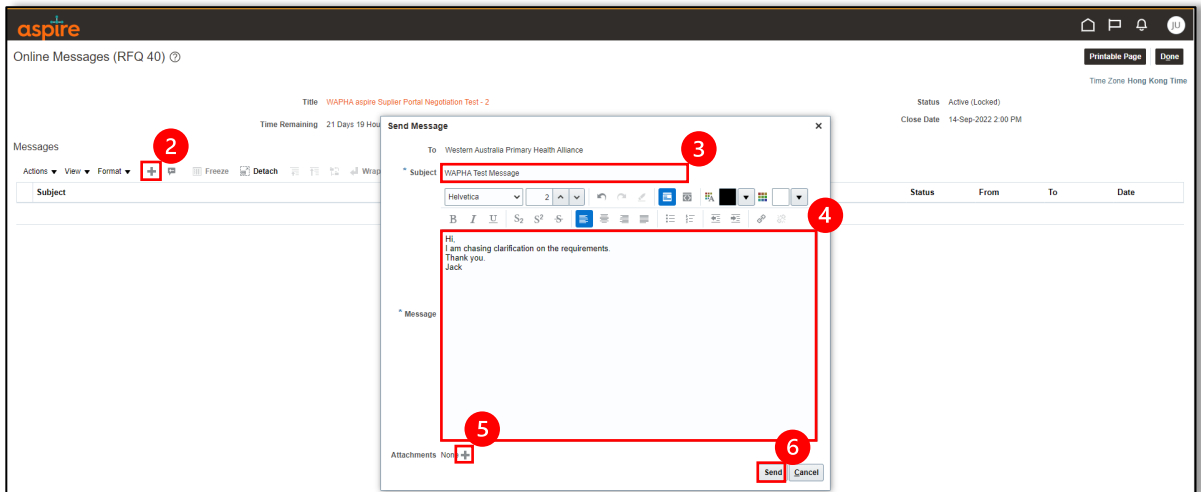
Submitting messages

To submit a message, you need to be in a Negotiation or in a Response (in either “Active” or “Draft” status) to a Negotiation. In each situation the other “buttons” may vary (see boxes in blue below) however the “Messages” button is the same as is the resultant process.

1. Click on <Messages>



2. Click on <+> icon
3. Enter message subject
4. Enter message text
5. Attach documents if required
6. Click on <Send>

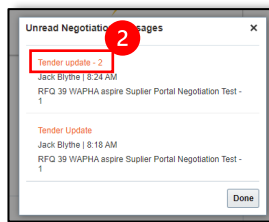
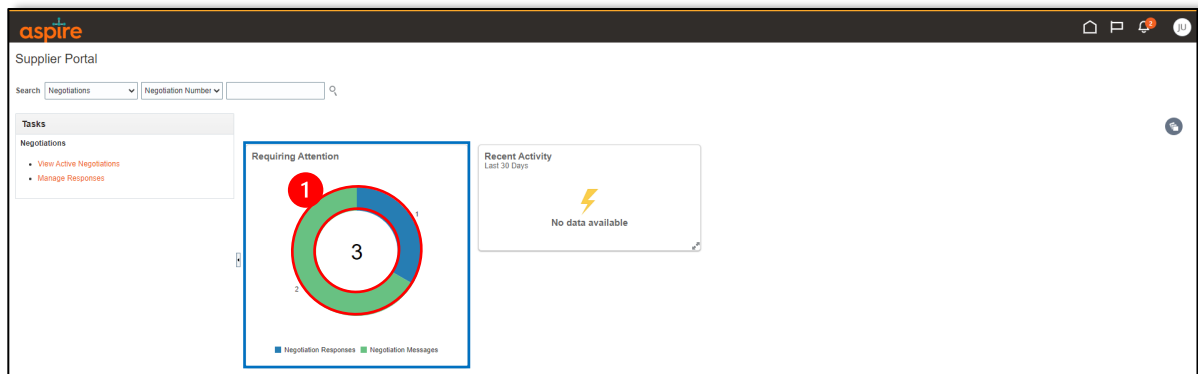


Receiving messages

When a message is received it will show up in several places including the “notification bell”, the homepage in “Things to Finish” and “Notification” area as well as the “Requiring Attention” area on the “Supplier Portal” app as below boxed in blue. Accessing the message from each location leads to the same destination. The following shows the process from the “Requiring Attention” area.

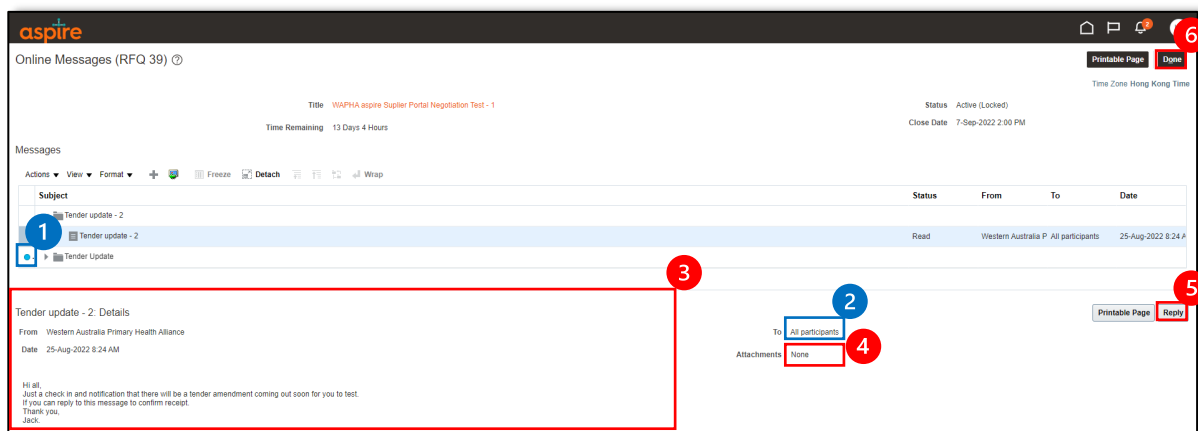
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1. Click on <green part of “pie”>
2. Click on <orange subject link>



This will then open the messages section of the relevant negotiation as shown in the next screen.

3. Review the message that has been received.
4. Download and review any attachments.
5. If required, click <Reply> and follow steps 3 to 6 in [Submitting messages](#).
6. above.
7. Click on <Done>.



- (1) Where a message has a blue dot next to it this indicates that the message has not been read.
- (2) This will show if the message has been sent to just you or to all participants in the Negotiation.

6. Important other information

Text response character limit

Where a Requirement has the ability to provide a multiple line text response it is important to note that the space is limited to a maximum of **4000 CHARACTERS** (including spaces). This is equivalent to approximately **700 WORDS**.

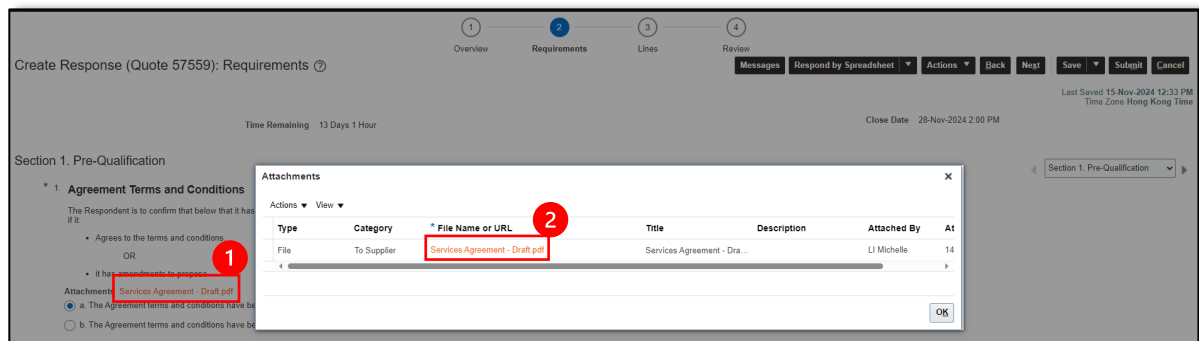
Downloading attachments

Method 1 - Whilst completing Response (individually only)

Where a Requirement has one or more attachments these will be shown under the question with the word "Attachments" in grey and an orange link to the document(s): [Attachments Services Agreement - Draft.pdf](#)

To access the documents:

1. Click on the orange hyperlink (the Attachments box will open).
2. Click on the orange link (the document will download to your Downloads folder).

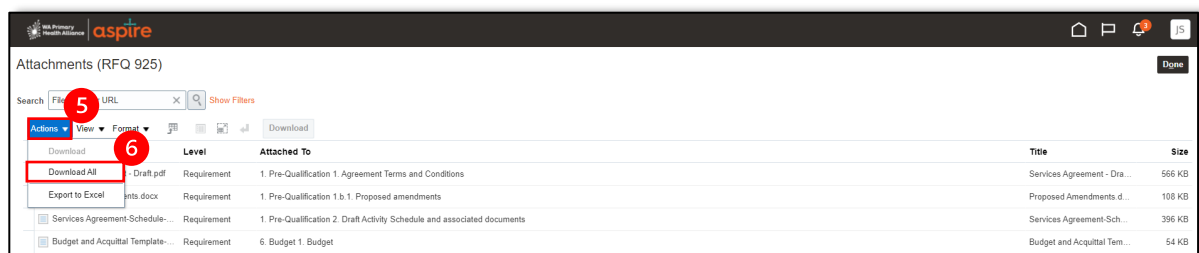


Method 2 – From the Negotiation homepage (all attachments)

1. Follow instructions at [2 - Select Negotiation and accept terms](#). If you have already accepted the terms this will take you straight to the Negotiation homepage.
2. Click on **<Actions>**
3. Click on **<View>**
4. Click on **<View Attachments>**



5. Click on **<Actions>**
6. Click on **<Download All>** (all documents will download as a zip folder)



Attaching documents

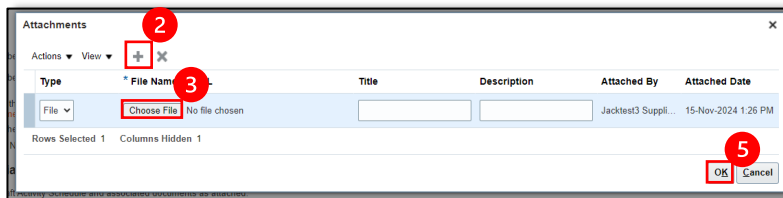
Questions in requirements may provide the option to attach a document or may require a document as a mandatory requirement.

Where the ability to attach a document is available the following will appear below the question

Response Attachments None **+** which indicates that documents can be attached and that there are currently none attached.

If the question requires an attachment as a mandatory requirement a blue asterisk will appear as follows * Response Attachments None **+**.

1. Click on the **<+>** icon shown above (the Attachments box will open as below).
2. Click the **<+>** icon.
3. Drag and drop the document over the "Choose File" button.
4. Continue steps 2 and 3 above until all documents are attached.
5. Click on **<OK>**.

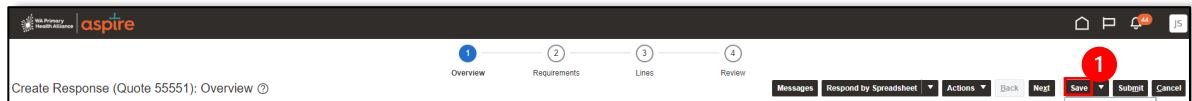


Partial completion, saving and closing

Save and continue

At any time you can save the work you have done (to ensure nothing is lost) and continue.

1. Click on **<Save>** and continue.



Save and close

At any time you can also save and close (and return to continue and complete your Response later).

1. Click on **<Save drop down arrow>**.
2. Click on **<Save and Close>**.

