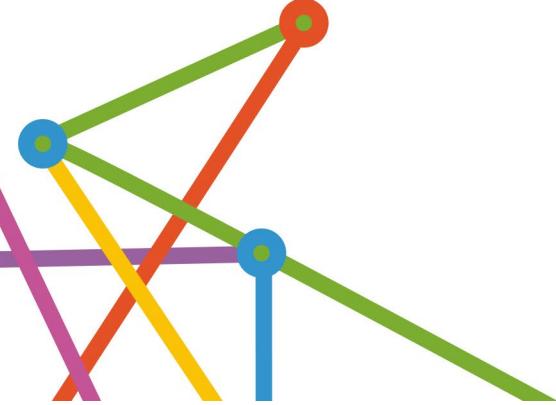


aspire Supplier Negotiations Quick Reference Guide



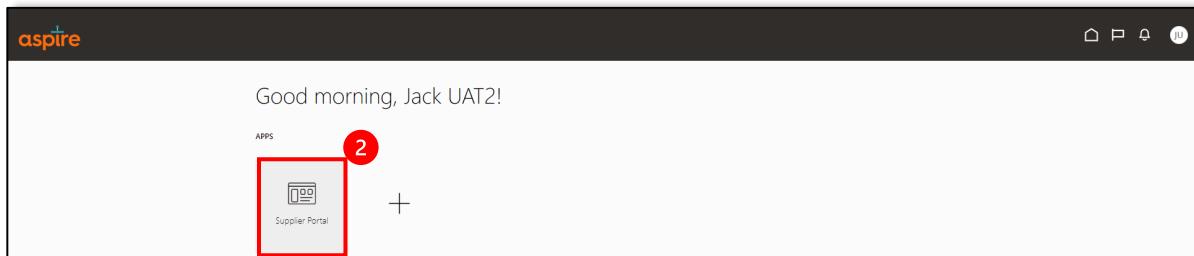
Contents

| | | |
|----|--|----|
| 1. | Access active Negotiations | 3 |
| 2. | Select Negotiation and accept terms | 4 |
| 3. | Review Negotiation | 4 |
| 4. | Create and submit Response | 6 |
| 5. | Communications, sending, receiving, and responding to messages | 7 |
| | Submitting messages | 7 |
| | Receiving messages | 7 |
| 6. | Important other information | 9 |
| | Text response character limit..... | 9 |
| | Downloading attachments | 9 |
| | Attaching documents | 10 |
| | Partial completion, saving and closing..... | 10 |

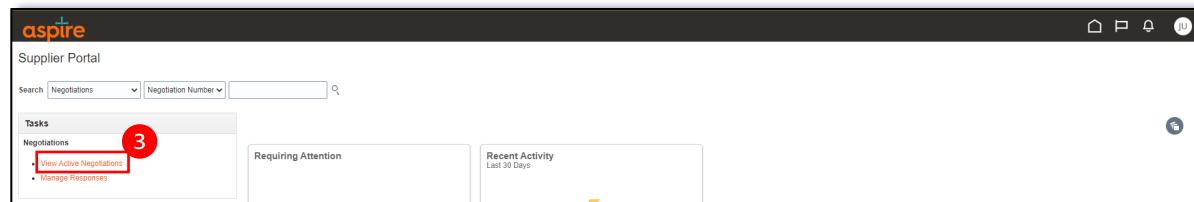
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1. Access active Negotiations

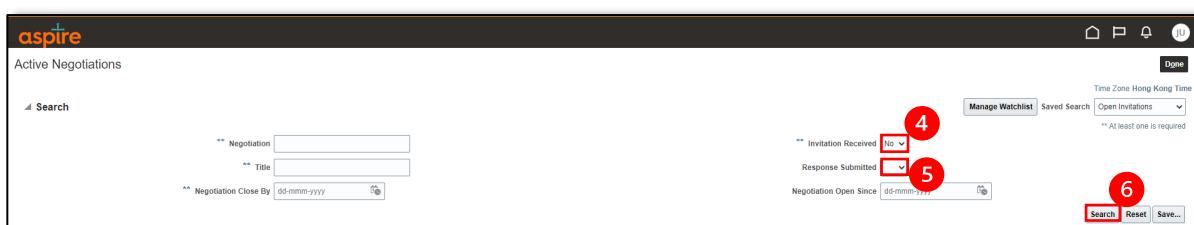
1. Click on the following link and login > [aspire homepage](#)
2. Click on <Supplier Portal>



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.

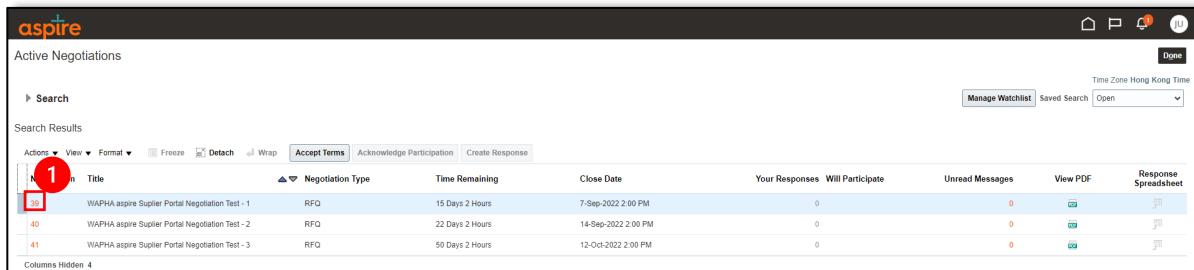
A screenshot of the "Active Negotiations" search results table. The table has columns for Negotiation ID, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. There are three rows of data:

| Negotiation | Title | Negotiation Type | Time Remaining | Close Date | Your Responses | Will Participate | Unread Messages | View PDF | Response Spreadsheet |
|-------------|---|------------------|-----------------|---------------------|----------------|------------------|-----------------|----------|----------------------|
| 39 | WAPHA aspire Supplier Portal Negotiation Test - 1 | RFQ | 15 Days 2 Hours | 7-Sep-2022 2:00 PM | 0 | 0 | 0 | | |
| 40 | WAPHA aspire Supplier Portal Negotiation Test - 2 | RFQ | 22 Days 2 Hours | 14-Sep-2022 2:00 PM | 0 | 0 | 0 | | |
| 41 | WAPHA aspire Supplier Portal Negotiation Test - 3 | RFQ | 50 Days 2 Hours | 12-Oct-2022 2:00 PM | 0 | 0 | 0 | | |

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2. Select Negotiation and accept terms

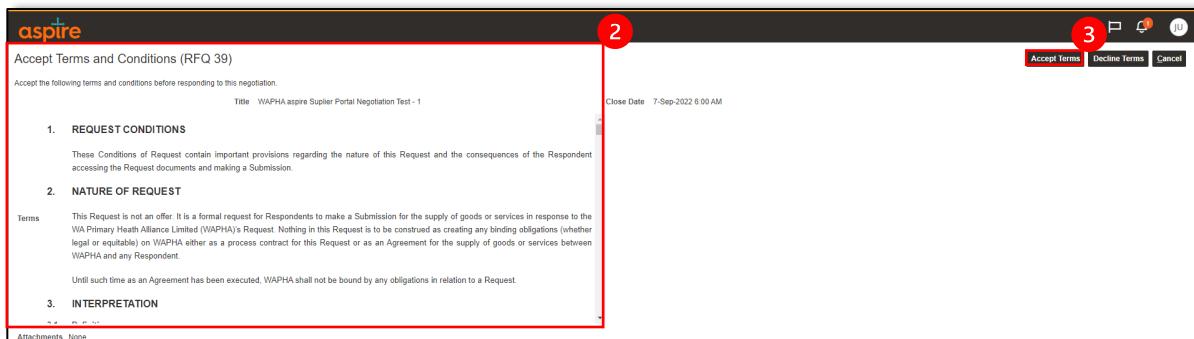
1. Click on the <Negotiation number i.e. 39>



| Number | Title | Negotiation Type | Time Remaining | Close Date | Your Responses | Will Participate | Unread Messages | View PDF | Responsesheet |
|--------|--|------------------|-----------------|---------------------|----------------|------------------|-----------------|----------|---------------|
| 39 | WAPHA aspire Suplier Portal Negotiation Test - 1 | RFQ | 15 Days 2 Hours | 7-Sep-2022 2:00 PM | 0 | 0 | 0 | View PDF | Responsesheet |
| 40 | WAPHA aspire Suplier Portal Negotiation Test - 2 | RFQ | 22 Days 2 Hours | 14-Sep-2022 2:00 PM | 0 | 0 | 0 | View PDF | Responsesheet |
| 41 | WAPHA aspire Suplier Portal Negotiation Test - 3 | RFQ | 50 Days 2 Hours | 12-Oct-2022 2:00 PM | 0 | 0 | 0 | View PDF | Responsesheet |

2. Review the Terms and Conditions of the Negotiation in full.

3. Click on <Accept Terms>



Accept the following terms and conditions before responding to this negotiation.

Title: WAPHA aspire Suplier Portal Negotiation Test - 1

Close Date: 7-Sep-2022 6:00 AM

1. REQUEST CONDITIONS

These Conditions of Request contain important provisions regarding the nature of this Request and the consequences of the Respondent accepting the Request documents and making a Submission.

2. NATURE OF REQUEST

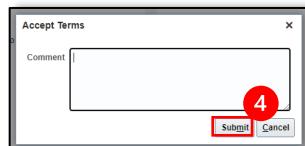
This Request is not an offer. It is a formal request for Respondents to make a Submission for the supply of goods or services in response to the WA Primary Health Alliance Limited (WAPHA)'s Request. Nothing in this Request is to be construed as creating any binding obligations (whether legal or equitable) on WAPHA either as a process contract for this Request or as an Agreement for the supply of goods or services between WAPHA and any Respondent.

Until such time as an Agreement has been executed, WAPHA shall not be bound by any obligations in relation to a Request.

3. INTERPRETATION

Attachments: None

4. Click on <Submit>



Accept Terms

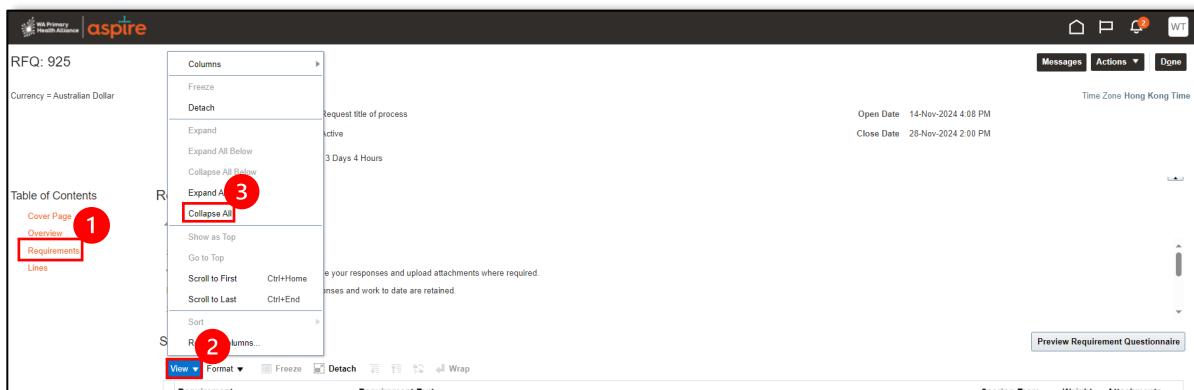
Comment:

Submit Cancel

The Negotiation homepage will open.

3. Review Negotiation

1. Click on <Requirements>
2. Click on <View>
3. Click on <Collapse All>



RFQ. 925

Currency = Australian Dollar

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines

1

2

3

View Format Freeze Detach Wrap

Request title of process

3 Days 4 Hours

Open Date: 14-Nov-2024 4:08 PM

Close Date: 28-Nov-2024 2:00 PM

Messages Actions Done

Time Zone Hong Kong Time

Preview Requirement Questionnaire

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

Table of Contents Requirements 4

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

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

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

Summary

| Requirement | Requirement Text | Scoring Team | Weight | Attachments |
|------------------------------|---|---------------------|--------|-------------|
| 1. Pre-Qualification | | Prequalification | | |
| 2. Disclosure and Compliance | | Prequalification | | |
| 3. Experience | <p>Specific Instances and Outcomes</p> <p>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.</p> <p>Relevant Partnerships</p> <p>Provide details of existing relevant partnerships and arrangements with health and other services pertinent to the delivery of the service.</p> <p>Data Collection Method</p> <p>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)</p> | Qualitative submiss | 30.00 | |
| 4. Service Methodology | | Qualitative submiss | 15.00 | |
| 5. Organisational Capacity | | Qualitative submiss | 10.00 | |
| 6. Budget | | Qualitative submiss | 5.00 | |
| Total | | Budget | 47.50 | |
| | | | 22.50 | |
| | | | 100.00 | |

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

aspire

RFQ: 925

Currency = Australian Dollar

Title: Request title of process
Status: Active
Time Remaining: 13 Days 3 Hours

Time Zone: Hong Kong Time

Messages Create Response Actions Done

Table of Contents 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.

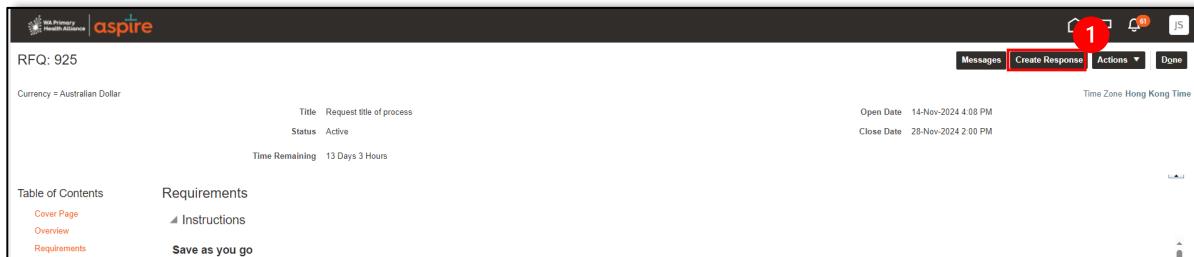
Summary

| 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 | |

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4. Create and submit Response

1. Click on <Create Response>



RFQ: 925

Currency = Australian Dollar

Title: Request title of process
Status: Active
Time Remaining: 13 Days 3 Hours

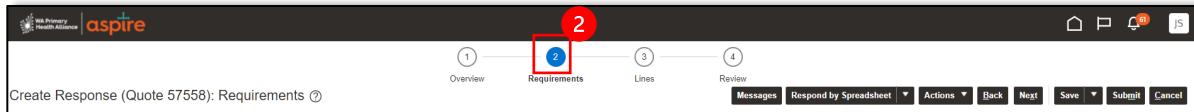
Table of Contents Requirements

- Cover Page
- Overview
- Requirements

Save as you go

Open Date: 14-Nov-2024 4:08 PM
Close Date: 28-Nov-2024 2:00 PM
Time Zone: Hong Kong Time

2. Click on <Requirements>



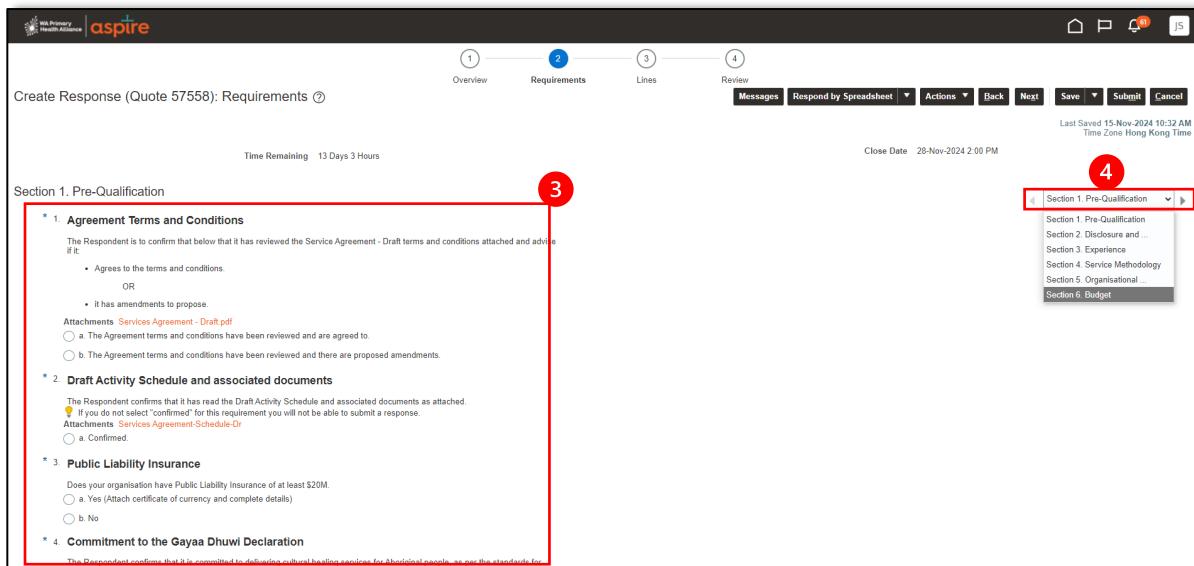
Create Response (Quote 57558): Requirements

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.



Section 1. Pre-Qualification

* 1. **Agreement Terms and Conditions**
The Respondent is to confirm that below 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-Dr
 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 Dhawi Declaration**
The Respondent confirms that it is committed to following or adhering to the Gayaa Dhawi Declaration for Aboriginal people to set the standards for...

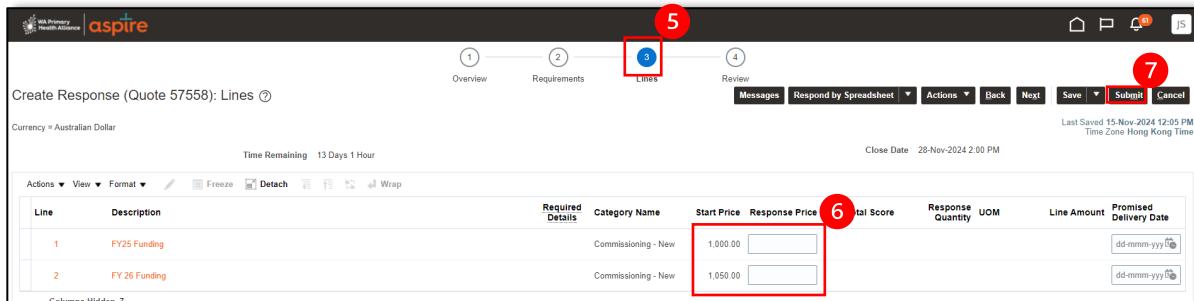
Section 1. Pre-Qualification

- Section 1. Pre-Qualification
- Section 2. Disclosure and...
- Section 3. Experience
- Section 4. Service Methodology
- Section 5. Organisational...
- Section 6. Budget

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

Currency = Australian Dollar

Time Remaining: 13 Days 1 Hour

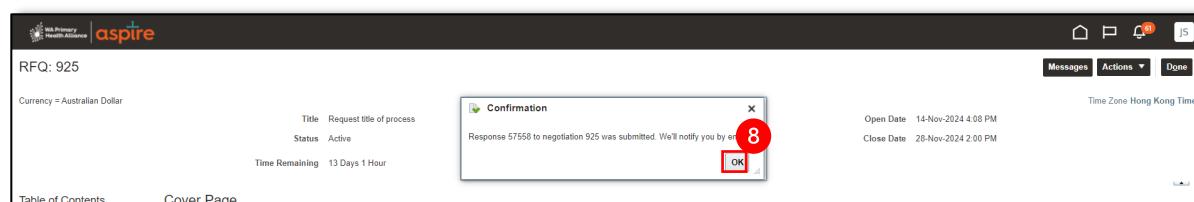
Actions View Format Freeze Detach Wrap

| 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 | FY 26 Funding | | Commissioning - New | 1,050.00 | | | | | | dd-mm-yy |

Columns Hidden 7

Close Date: 28-Nov-2024 2:00 PM
Last Saved: 15-Nov-2024 12:05 PM
Time Zone: Hong Kong Time

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



RFQ: 925

Currency = Australian Dollar

Title: Request title of process
Status: Active
Time Remaining: 13 Days 1 Hour

Table of Contents Cover Page

Open Date: 14-Nov-2024 4:08 PM
Close Date: 28-Nov-2024 2:00 PM
Time Zone: Hong Kong Time

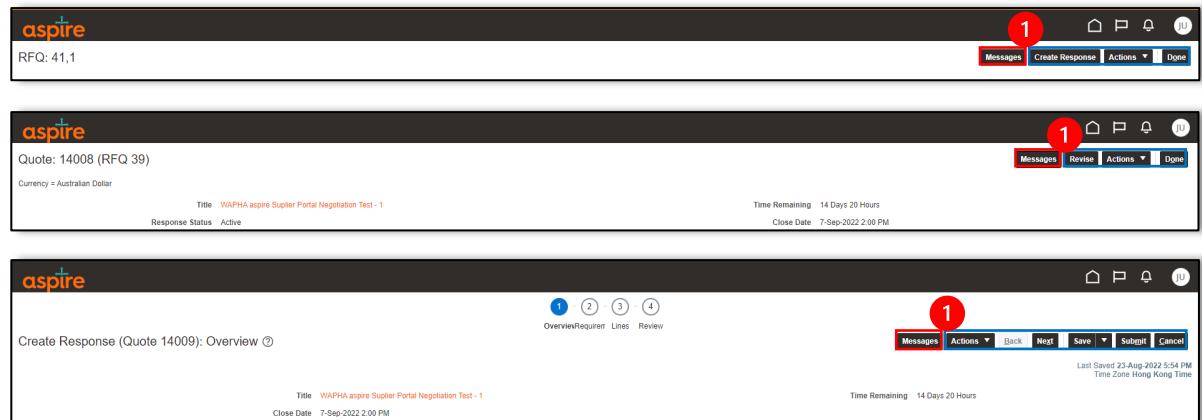
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5. Communications, sending, receiving, and responding to messages

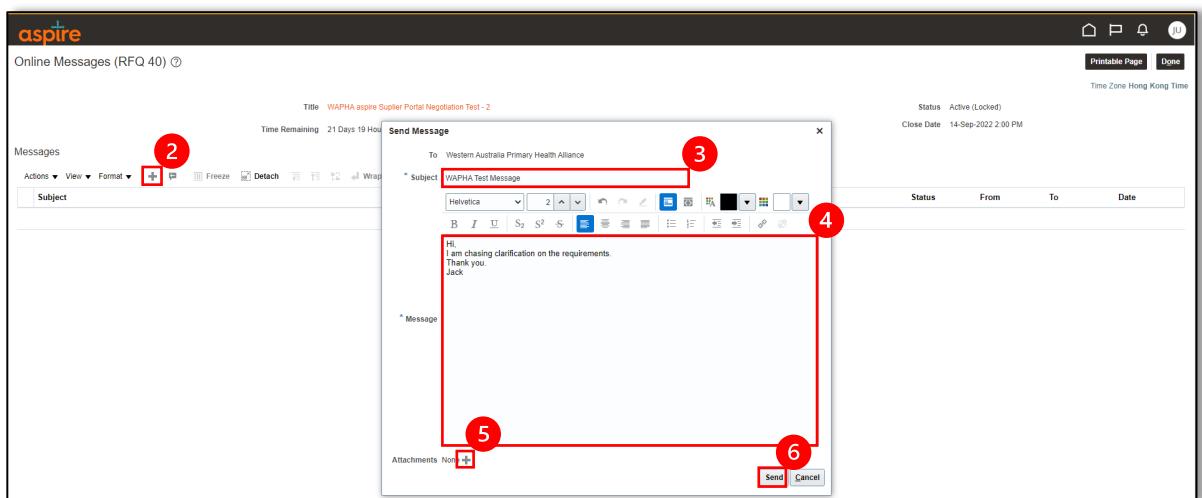
Submitting messages

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>

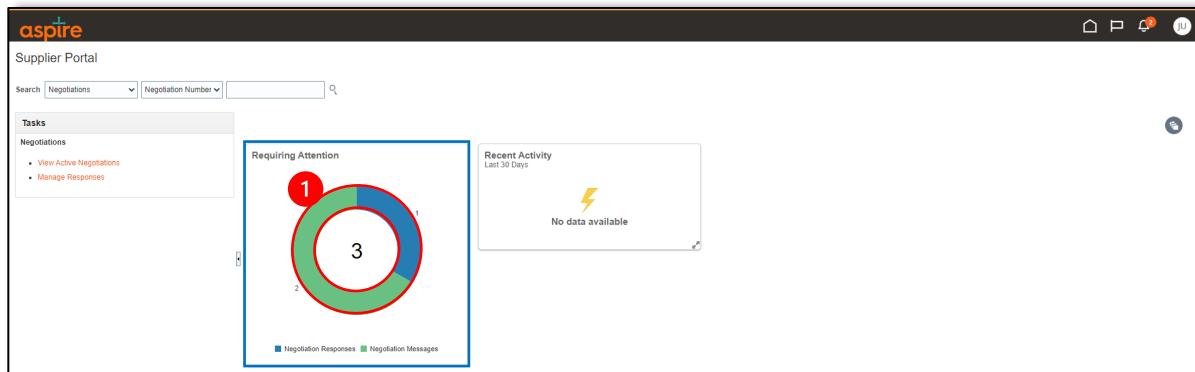


Receiving messages

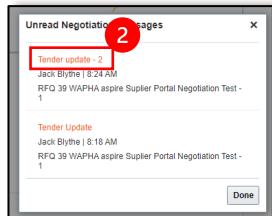
When a message is received it will show up in several places including the “notification bell”, the homepage in “Things to Finish” and “Notification” area as well as the “Requiring Attention” area on the “Supplier Portal” app as below boxed in blue. Accessing the message from each location leads to the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

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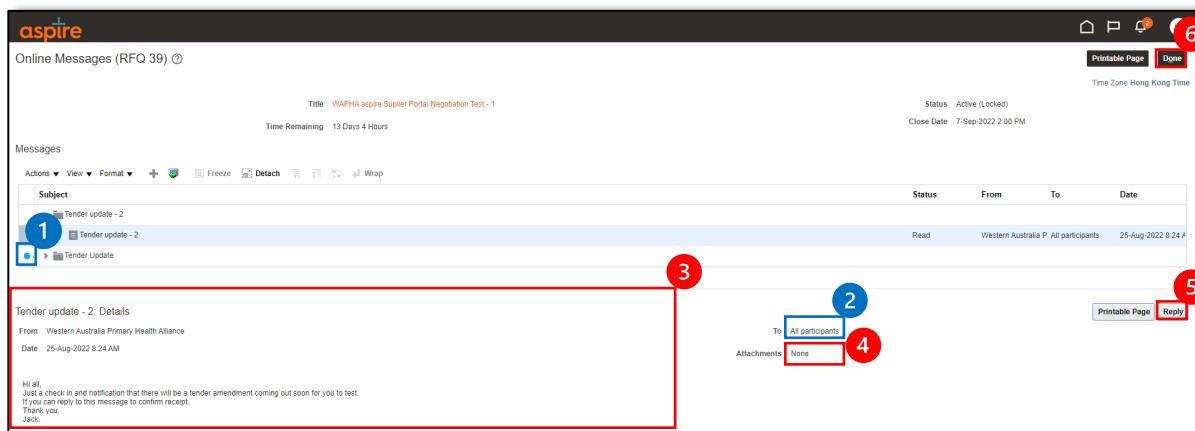
1. Click on <green part of “pie”>
2. Click on <orange subject link>



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>.



| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | (1) Where a message has a blue dot next to it this indicates that the message has not been read. |
| <input checked="" type="checkbox"/> | (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**.

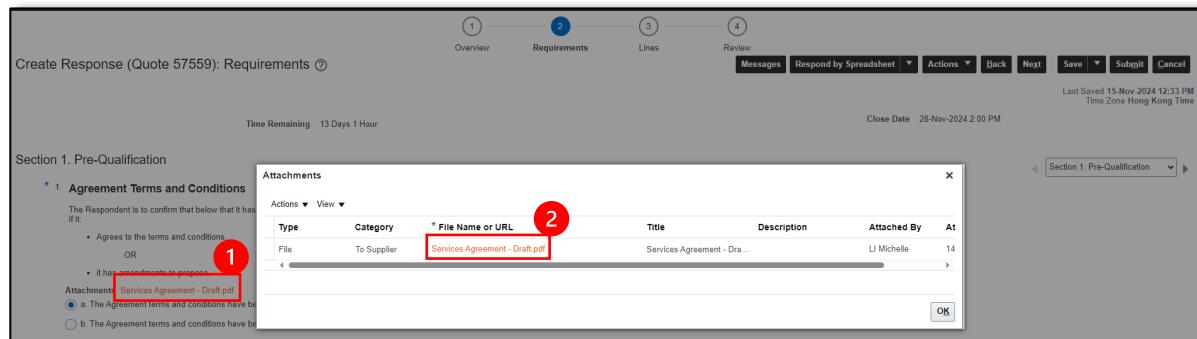
Downloading attachments

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).

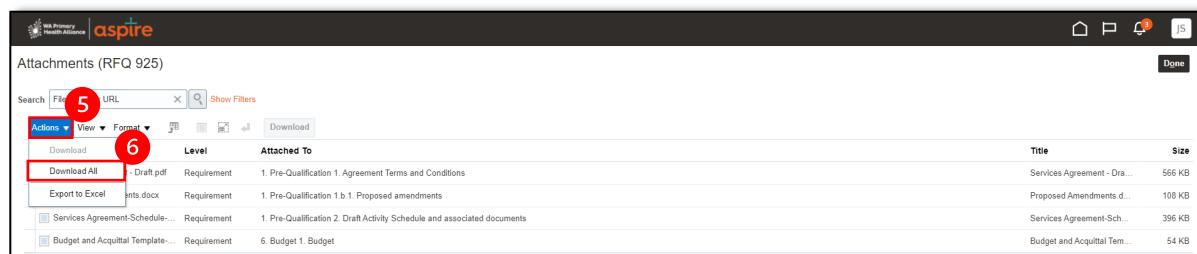


Method 2 – From the Negotiation homepage (all attachments)

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)



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Attaching documents

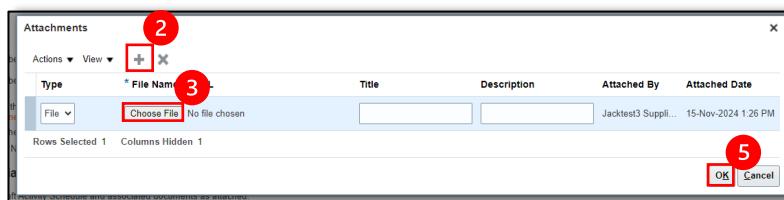
Questions in requirements may provide the option to attach a document or may require a document as a mandatory requirement.

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.

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

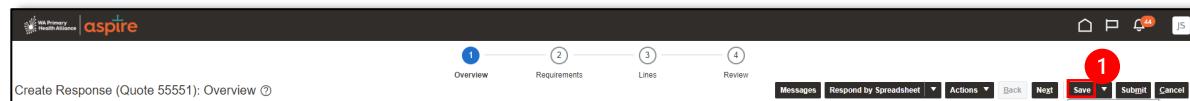


Partial completion, saving and closing

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>.

