



Aboriginal and Torres Strait
Islander Health Practice
Chinese Medicine
Chiropractic
Dental
Medical
Medical Radiation Practice
Nursing and Midwifery
Occupational Therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Australian Health Practitioner Regulation Agency

Request for Quote – Outcome based assessment model for overseas trained dental specialists

May 2016

Purpose

The purpose of this document is to provide information to assist bidders (**'Bidders'**) in the preparation and submission of quotes (**'Quotes'**) for the development of an objective, outcome based assessment model for overseas trained dental specialists applying for specialist registration with the Dental Board of Australia (**'the Board'**). This procurement is for the scoping and description of a model and development of an implementation framework. The bid does not include the implementation of a model.

The scoping and description of a proposed model, and development of an implementation framework will allow the Board to make an informed decision on future feasible assessment of overseas trained dental specialists.

Background

Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (**'AHPRA'**) was established in July 2010 to improve the quality and safety of Australia's health services through a modernised national regulatory scheme for health professionals.

AHPRA has an office in each State and Territory responsible for the majority of operational matters and a National Office in Melbourne. AHPRA reports to a Ministerial Council and is governed by an Agency Management Committee appointed by the Ministerial Council. AHPRA supports the operations of the national boards for each profession covered by the scheme, and the State and Territory boards and committees established by the national boards.

The services provided by AHPRA to the National Boards employ best practice approaches to regulation and cover registration functions, the management of a national public register of health practitioners, the receipt of complaints on behalf of the Boards and, subject to decisions by States and Territories, responsibility to the Boards for the highest standards of professional investigations and disciplinary prosecutions.

The health professions currently regulated by the national scheme are :

- Aboriginal and Torres Strait Islander Health Practice
- Chinese Medicine
- Chiropractic
- Dental
- Medical
- Medical Radiation Practice
- Nursing and Midwifery
- Occupational Therapy
- Optometry
- Osteopathy

- Pharmacy
- Physiotherapy
- Podiatry
- Psychology

Procurement Scope

Specification

1. Introduction

The Board provides for protection of the public by ensuring that it registers practitioners who are suitably trained and qualified to practise in a competent and ethical manner.

There are thirteen approved dental specialties approved for registration with the Board.

There are a variety of registration pathways for overseas trained dental specialists. These pathways reflect approaches that were in place prior to the [National Registration and Accreditation Scheme](#) (the National Scheme). The variation depends on the specialty and whether there is an approved program of study taught in Australia for that specialty.

The Board needs to develop a registration pathway for overseas trained dental specialists that reflects the objectives and guiding principles of the National Scheme as described in the National Law. These include accountability, transparency, and fairness.

To support this pathway, the Board is looking to develop an assessment model that can be applied equally across the thirteen dental specialties whilst accommodating for 'fit for purpose' assessment of each of the different specialties. The Board expects that the entry-level competencies for the dental specialties developed by the Board will be integrated into any assessment model.

In developing this model, the Board is conscious of the need to align, where applicable, with the work by AHPRA and other national boards on registration pathways for overseas trained practitioners. The briefing of potential Bidders for this RFQ process will include an overview of the key findings from some of this recent work including findings from the review of the relevant literature.

Any proposed model needs to draw on evidence of best practice in outcome based assessment models to assure the Board and the public that overseas trained dental specialists registered with the Board have demonstrated the expected level of competence in the Australian context.

The proposed model is expected to accommodate emerging trends and technologies in the assessment of health professionals. It needs to be a model that provides the Board with an objective assessment of the applicant's competence, whilst accommodating the various models of dental specialist training, the similarities and differences across the specialties, as well as an individual's experience.

The Board is particularly interested in any model that draws on existing resources and facilities, both within the dental profession and outside.

2. Objective

The objective of this procurement is to develop an:

- objective, outcome based model for assessment of overseas trained dental specialists, and
- implementation framework for the model.

The procurement does not include the implementation of the model.

3. Scope

The scope of this procurement includes:

1. reviewing current activities of AHPRA and other National Boards on outcome based assessment models for overseas trained practitioners, and assessing the applicability of this to the assessment of overseas trained dental specialists for the purpose of registration in Australia
2. identifying current trends and emerging technologies used in outcome based assessment models of health practitioner competence and how they may apply to the assessment of dental specialists across the thirteen approved specialties for the purpose of registration in Australia
3. identifying current trends in assessment of dental specialists by other dental regulators for the purpose of registration, with an analysis of how they may be applied to the assessment of dental specialists in the Australian context

4. developing an objective, outcome based assessment model that can be applied consistently across the thirteen dental specialties whilst providing for the differences across the specialties and uses the entry-level competencies as its basis
5. developing an implementation framework to support the implementation of the proposed assessment model identifying:
 - 5.1 timelines
 - 5.2 costs
 - 5.2.1 implementation costs
 - 5.2.2 estimates of costs for applicants based on cost-recovery principles
 - 5.2.3 opportunities for economies of scale
 - 5.3 resources required for delivery of assessment
 - 5.4 physical
 - 5.5 personnel
 - 5.6 infrastructure
 - 5.7 workplace access, and
 - 5.8 existing processes, facilities, and other resources that can be drawn on such as approved program study.

4. Deliverables

The deliverables / outputs of this procurement, including milestones, timelines and quality requirements, are:

Stage 1 – Scoping

- Within 2 months of the tender being awarded the tenderer will provide the Board with a first stage report that addresses items 1-3 listed in the scope section of this document.
- The written report will be provided to the Board through the working group established to oversee this work on behalf of the Board.
- The written report will be accompanied by a presentation of key findings by the successful Bidder to the working group.

Stage 2 – Model development

- Within a further 2 months of the presentation of the report to the working group, the successful Bidder will provide a written report that provides the concept for an objective, outcome based assessment model for overseas trained dental specialists applying for specialist registration with the Board.
- The written report will be accompanied by a presentation of key findings to the working group and the full Board as required.
- The concept will identify the:
 - key stages that are to apply across all thirteen specialties
 - areas of a common assessment that be apply
 - how the entry-level competencies are integrated into the model

Stage 3 – Implementation framework

- Within a further 3 months of the presentation of the concept for the model, the successful Bidder will provide an implementation framework of the proposed model that identifies the key areas listed in items 5-7 in the scoping section of this document.
- The written report will be accompanied by a presentation of key findings to the working group and the full Board as required.

The Board will establish a working group to act as liaison with the successful Bidder to help progress the work.

A briefing will be provided to all potential Bidders to clarify the scope and expectations of the work.

Evaluation of Quotes

Timetable

Key timelines for this proposal are indicated below. These dates are advised as a guide only to projected timelines. The Australian Health Practitioner Regulation Agency (AHPRA) will make every effort to maintain this schedule, but reserves the right to vary dates.

Date RFQ released	31 May 2016
Closing date for requests for further information including briefing of Bidders	1 July 2016, by 5:00pm, Australian Eastern Standard Time
Closing date for submission of Quotes	29 July 2016, by 5:00pm, Australian Eastern Standard Time
Review of submissions	12 August 2016
Interviews (if required) conducted by	19 August 2016
Contract commencement	September 2016
Contract completion	8 months from commencement

Evaluation Criteria

The successful Bidder will require a background relevant to the assignment and a demonstrated capacity to successfully provide the required goods or services. All Bidders will be evaluated against the evaluation criteria specified below.

Evaluation Criteria	Weighting
1. The Bidder demonstrates experience in the development and delivery of outcome based examination and assessment processes	3
2. The Bidder demonstrates an understanding of best practice in assessment of competence for the purpose of registration	3
3. The Bidder demonstrates an understanding of the regulation of dental specialists in Australia and internationally	3
4. The Bidder demonstrates previous experience in engaging with a broad range of stakeholders to achieve the desired outcomes of a project	2

Evaluation and Scoring

Quotes will be evaluated against the criteria listed above, using the following scale:

Evaluation	Score
Exceeds all aspects of the evaluation criterion	4
Exceeds some aspects of evaluation criterion (and meets all other aspects of the evaluation criterion)	3
Meets the selection criterion	2
Fails some aspects of the selection criterion	1
Fails all aspects of the selection criterion.	0

An initial evaluation may be used to shortlist proposals. Following shortlisting, one or more Bidders may be interviewed to provide clarification or further information. Shortlisted Bidders may be invited, as part of the evaluation process, to submit a Best and Final Offer in relation to all or certain aspects of their respective Quotes.

All Bidders will be advised of the final outcome of the selection process.

The successful Bidder will be engaged under the AHPRA standard contract for services and consultancy – see attached.

Pricing

Quotes inclusive of GST are sought on a fixed price basis (eg. lump sum, based on hourly rate including expenses, milestone payments).

For services, as part of the Quote a breakdown of the proposed resource allocation should be included indicating what resources are to be provided, time commitment, hourly rate (if applicable) and individual resource cost as well as total project cost.

All Quotes must set out prices in Australian dollars and be open for at least 90 days from the date of submission. Any price variations proposed over the term of the contract must be set out in the Quote and the variation (or method for calculating it) must be specified.

Terms

The RFQ process (**'RFQ Process'**) will be managed in accordance with the Terms set out below.

1. Application of these Terms

- a) All persons (whether or not they submit a Quote) having obtained or received this RFQ may only use it, and the information contained in it, in compliance with these Terms.
- b) In addition to any other remedies available under law or contract, any failure to comply with these Terms will, in the absolute discretion of AHPRA, entitle it to disqualify any Bidder from the RFQ process.

2. Bidder warranties

By submitting a Quote, a Bidder warrants that:

- a) it is a legal entity capable of entering into a contract with AHPRA;
- b) in lodging its Quote it did not rely on any express or implied statement, warranty or representation, whether oral, written or otherwise made by or on behalf of AHPRA, its employees, consultants or agents other than any statement, warranty or representation expressly contained in this RFQ;
- c) it did not use the improper assistance of AHPRA employees or information unlawfully obtained from AHPRA in compiling its Quote;
- d) it has examined this RFQ and any other documents referred to in it, and any other information made available in writing by AHPRA to Bidders for the purposes of submitting a Quote;
- e) it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its Quote;
- f) it has otherwise obtained all information and advice necessary for the preparation of its Quote;
- g) it has made proper allowance for all matters contained in or capable of inference from the information contained in this RFQ or obtained as part of the RFQ Process;
- h) it has made proper allowance for all matters which might impact upon the Bidder's ability to provide any goods or services, or both, covered by this RFQ (**'Goods and Services'**) or to provide the Goods and Services within any particular time, cost or quality constraints;
- i) it has, and will maintain, the necessary skill, qualifications and experience to enable it to provide the Goods and Services in accordance with AHPRA's standard contract (set out in the Attachment to this RFQ);

- j) it has, or will be able to, obtain all the necessary consents, permits and authorities necessary in order for it to provide the Goods and Services;
- k) it will provide additional information in a timely manner as requested by AHPRA to clarify any matters contained in its Quote;
- l) it is satisfied as to the correctness and sufficiency of its Quote;
- m) it is not insolvent within the meaning of Section 95A of the Corporations Act 2001 (Cth) or otherwise and there is no unfulfilled or unsatisfied judgment or Court order outstanding against the Bidder;
- n) it has examined relevant statutory requirements and satisfied itself it is not participating in any anti-competitive, collusive, deceptive or misleading conduct in structuring and submitting the Quote;
- o) it has an Australian Business Number ('ABN') or an ABN is not required in relation to any proposed supply it will make in relation to this RFQ; and
- p) it otherwise accepts and will comply with the rules set out in this RFQ, including these Terms.

3. Bidder acknowledgements

The Bidder acknowledges and agrees that:

- a) it is responsible for all costs and expenses incurred in connection with the preparation and lodgement of its Quote, any subsequent negotiation and any future process connected with or relating to the RFQ Process; and
- b) AHPRA shall not be liable for any claim in respect of any cost, expense, loss or damage on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidder's participation in the RFQ Process, including, without limitation, instances where:
 - i. the Bidder is not engaged to perform under any contract; or
 - ii. AHPRA exercises any rights under this RFQ or at law.

4. Conflict of interest

A Bidder must not, and must ensure that its employees, consultants do not place themselves in a position that may or does give rise to actual, potential or perceived conflict between the Bidder's and AHPRA's interests during the RFQ Process.

Bidders must declare to AHPRA any matter or issue which is, may be reasonably perceived to be, or may lead to, a conflict of interest in relation to any contract that may result from this RFQ. Bidders must describe a strategy so that any conflict of interest will be avoided.

If a conflict of interest arises, or is likely to arise, after the Bidder submits a Quote, the Bidder must notify the AHPRA contact specified in this RFQ as soon as practicable.

5. AHPRA's rights

Notwithstanding anything else in this RFQ, and without limiting its rights at law or otherwise, AHPRA reserves the right, in its absolute discretion at any time, to:

- a) cease to proceed with or suspend the RFQ Process;
- b) alter the structure and/or timing of this RFQ or the RFQ Process;
- c) vary or extend any time or date specified in this RFQ for all or any Bidders or other persons;
- d) terminate the participation of any Bidder or any other person in the RFQ Process;

- e) require additional information or clarification from any Bidder or any other person or provide additional information or clarification;
- f) require a Bidder to demonstrate its financial stability and its ability to remain a viable supplier of the relevant goods or services over the term of any proposed contract;
- g) engage a third party to assess a Bidder's financial, technical, planning and other resource capability;
- h) contact a Bidder's referees directly and without notifying the Bidder;
- i) negotiate with any one or more Bidders and allow any Bidder to alter its Quote;
- j) accept Quotes from one or more Bidders in relation to some but not all of the scope of the activity described in the Specification;
- k) call for new Quotes;
- l) reject any Quote received after the Closing Time;
- m) reject any Quote, including the lowest priced Quote; and
- n) reject any Quote that does not comply with the requirements of this RFQ.

6. RFQ

6.1 Status of RFQ

This RFQ is not an offer. This RFQ is an invitation for Bidders to submit a Quote for the provision of the Goods and Services set out in the Specification.

This RFQ must not be construed, interpreted or relied upon, whether expressly or impliedly, as an offer capable of acceptance by any person or as creating any form of contractual, promissory, restitutionary or other rights.

No binding contract (including a process contract) or other understanding (including any form of contractual, promissory, restitutionary or other rights) for the supply of the Goods and Services will exist between AHPRA and any Bidder unless and until AHPRA has signed a formal written contract with a Bidder.

6.2 Accuracy of RFQ

While all due care has been taken in connection with the preparation of this RFQ, AHPRA does not warrant the accuracy of the content of this RFQ and AHPRA will not be liable for any omission from this RFQ.

AHPRA makes no representations or warranties that the content in this RFQ or any part of it or any information communicated to or provided to Vendors during the RFQ Process is, or will be, accurate, current or complete. AHPRA and its employees, consultants or agents will not be liable with respect to any information communicated or provided which is not accurate, current or complete.

If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by AHPRA (other than minor clerical matters), the Bidder must promptly notify AHPRA through the AHPRA contact specified in this RFQ in writing of such discrepancy, ambiguity, error or inconsistency to give AHPRA an opportunity to consider what corrective action is necessary (if any).

Any actual discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by AHPRA will, if possible, be corrected by AHPRA and provided (or the proper information made available) to all Bidders without attribution to the Bidder that provided the notice.

6.3 Additions and amendments to RFQ

AHPRA reserves the right to change any information in, remove, or to issue addenda to, this RFQ. AHPRA and its employees, consultants and agents will not be liable in connection with either the exercise of, or failure to exercise, this right.

If AHPRA exercises its right to change information under this clause 6.3, it may seek amended Quotes from all Bidders.

6.4 Representations

No representation made by or on behalf of AHPRA in relation to this RFQ (or its subject matter) will be binding on AHPRA unless that representation is expressly incorporated into any contract(s) ultimately executed by AHPRA and a Bidder.

6.5 Confidentiality of AHPRA information

All persons (including Bidders) obtaining or receiving this RFQ and any other information provided by AHPRA in connection with this RFQ or the RFQ Process must:

- (a) keep the contents of this RFQ and such other information confidential;
- (b) not disclose or use this RFQ or such other information except as required for the purpose of developing a Quote or to provide the Goods or Services specified in this RFQ; and
- (c) securely destroy copies of the RFQ and such other information when advised of the outcome of the RFQ or after supply of the Goods or Services, unless required by law to retain it.

6.6 Confidentiality of Quotes

AHPRA will treat Quotes as confidential and will not disclose the contents of a Quote except:

- (a) as required by law (including, for the avoidance of doubt, as required by the Freedom of Information Act 1982 (Cth));
- (b) for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction; or
- (c) to consultants or advisers to AHPRA engaged to assist with the RFQ Process.

6.7 Bidders to ensure their personnel comply with this RFQ

Bidders must ensure that any employee, agent or contractor, or any other person to whom it discloses this RFQ and any documents issued in relation to it will, in relation to the use of, return of and liability for that material, be bound by the same terms (or terms to the same effect) as those set out in these Terms and Conditions.

6.8 Licence to use the RFQ and Intellectual Property Rights in the RFQ

Persons obtaining or receiving this RFQ and any other documents issued in relation to the RFQ Process may use and copy this RFQ and such documents only for the purpose of preparing a Quote or to provide the Goods and Services.

Such Intellectual Property Rights as may exist in this RFQ and any other documents provided to Bidders by or on behalf of AHPRA in connection with the RFQ Process are owned by (and will remain the property of) AHPRA except to the extent expressly provided otherwise.

6.9 Ownership and use of Quotes

All Quotes and any accompanying documents become the property of AHPRA. Bidders will retain all intellectual property rights contained in a Quote. However, by submitting a Quote, a Bidder licenses AHPRA to reproduce and use the Quote for the purpose of evaluating it.

6.10 AHPRA's reporting requirements

Bidders acknowledge that AHPRA is subject to legislative and administrative accountability and disclosure requirements. Without limiting AHPRA's right to disclose information about any contract awarded, AHPRA may publicly disclose the supplier's name and a range of details about the contract, including contract value. Bidders should also note that the Freedom of Information Act 1982 (Cth) applies to AHPRA.

6.11 No lobbying etc.

Bidders must not communicate with, or seek assistance from, AHPRA staff, Board members, or Agency Management Committee members regarding this RFQ, except as expressly provided for in this RFQ. Where a Bidder is an existing supplier to AHPRA, day to day communications may continue in accordance with any current agreement, however no aspect of this RFQ may be discussed.

Bidders must not engage in any activities that may be perceived as, or that may have the effect of, improperly influencing the outcome of the RFQ Process in any way. Improper communications may be grounds for disqualifying a Bidder.

6.12 Bidders must notify probity problems

Should any Bidder consider that the RFQ process has failed to accord it fair right to be considered as a successful Bidder or that it has been prejudiced by any breach of these Terms and Conditions or other relevant principle affecting the bids or their evaluation, the Bidder must notify AHPRA immediately of the alleged failure or breach to the Contact Person. Notification must set out the issues in dispute, the impact on the Bidder's interests, any relevant background information and the outcome desired.

6.13 No dumping of goods

Quotes from suppliers who are offering goods subject to an Australian Customs Dumping Notice will be disqualified from further consideration. AHPRA reserves the right to suspend an agreement where the supplier is providing goods subject to an Australian Customs Dumping Notice.

6.14 Quotes must not be conditional

A Bidder's Quote must not be conditional on:

- (a) board approval of the Bidder or any related body corporate being obtained;
- (b) the Bidder conducting due diligence or any other enquiry;
- (c) the Bidder (or anyone else) obtaining any regulatory approval or consent; or
- (d) the Bidder obtaining the consent or approval of any third party.

6.15 Notification of unsuccessful Bidders

AHPRA will notify unsuccessful Bidders of the final decision and unsuccessful Bidders may ask for a debriefing following the award of a contract.

6.16 Continuing obligations

The obligations of the Bidder under this clause 6 survive the termination or expiration of the agreement constituted by these Terms.

7. Illegible or incomplete Quotes

AHPRA may at its sole discretion:

- (a) disqualify incomplete or illegible Quotes or evaluate them solely on the legible information provided, and AHPRA is under no obligation to seek clarification or further information from a Bidder;
- (b) permit a Bidder to correct an unintentional error in a Quote where that error becomes apparent after Closing Time, but not if AHPRA considers the correction would materially alter the substance of the Quote.

8. Obligation to notify errors

If a Bidder becomes aware of an error in its Quote, it must promptly notify AHPRA of this.

9. Governing Law

This RFQ is governed by the laws of Victoria.

Queries

Queries can be directed to:

Contact Name	Michelle Thomas
Email Address	michelle.thomas@ahpra.gov.au
Phone Number	+61 3 8708 9256

All requests for clarification or for additional information must be lodged by the nominated date (refer to the process timetable above) to allow sufficient time for response and information to be provided to all parties quoting. AHPRA reserves the right to not respond to such requests, irrespective of when such requests are received.

AHPRA may respond to any request for clarification or additional information by any method of its choosing.

Except where AHPRA is of the opinion that a question applies to an individual Bidder, AHPRA will, as far as reasonably practicable, provide questions submitted and answers given to all Bidders without identifying the person or organisation that submitted the question.

Submission of Quotes

All Quotes must be made by completing and signing the attached Response Schedule, which is to be submitted as follows:

Please submit one electronic copy of your Quote by email to the contact officer below by the time and date specified (**'the Closing Time'**) in the process timetable above.

AHPRA will not consider any Quotes received after the Closing Time, unless AHPRA determines, in its sole discretion, that it caused or contributed to the failure to lodge by the Closing Time (e.g. if there is a fault in AHPRA's mechanism for receiving Quotes).

AHPRA's determination of whether a Quote was lodged on time is final. Subject to the paragraph immediately above, Quotes lodged after the Closing Time will be recorded by AHPRA and will only be opened for the purpose of identifying the Bidder's business name and address. AHPRA will notify a Bidder whose Quote was lodged late in writing of its ineligibility for consideration. All such Quotes will be returned at the conclusion of the RFQ Process.

AHPRA may, at its sole discretion, grant an extension of the Closing Time. AHPRA will only grant extensions in exceptional circumstances. Any extension will apply equally to all Bidders.

Email Address	Andrew.lewis@ahpra.gov.au
Quotes must be received at the above Email Address by:	29 July 2016, 5:00pm Australian Eastern Standard Time.

Response Schedule

Background Information

Bidder Details

Full Legal Name of the Bidder	
Trading Name	
Entity Status (eg: Partnership, Company etc)	
ACN number	
Registration for GST	(Yes or No)
Australian Business Number (ABN)	
Place of Incorporation	
Postal Address	
Principal office	
Contact Person	
Position/Title	
Telephone No	
Mobile No	
Facsimile No	
E-mail address	

Qualifications and Experience of Key Project Staff

Name	
Title/Office Held	
Employee or Consultant	
Qualifications	
Length of Relationship with Company	
Previous Experience	
Role/functions to be performed	

[Repeat Table as Required]

Financial Capability

<p>Bidders are required to demonstrate that they have the financial capacity to provide, over the term of the contract, all the requirements specified in this RFQ. Accordingly, please provide the following information.</p> <p>If the answer to any of the following questions is yes, provide an explanation.</p>	
(a) Are there any significant events, matters or circumstances which have arisen since the end of the last financial year which may significantly affect the operations of the Bidder?	
(b) Are there any mergers/acquisitions either	

recent (within the past 12 months) or which are imminent?	
(c) Are there any proceedings, either actual or threatened, against the Bidder, its parent or associated entities or any director of the Bidder, its parent or associated entities or have there been any such proceedings within the past five years? If so, what (if any) remedial action has been taken in respect of such proceedings?	
(d) Are there any bankruptcy actions against a director of the Bidder, its parent or associated entities, or has there been within the past five years?	
(e) Are there any de-registration actions against the Bidder, its parent or associated entities on foot, or have there been any within the past five years?	
(f) Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Bidder, its parent or associated entities on foot, or have there been any within the past five years?	
(g) Is the Bidder, its parent or associated entities currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the Bidder to provide the Goods and/or Services contemplated by this RFT?	
(h) Are there any other factors which could adversely impact on the financial ability of the Bidder to successfully perform the obligations contemplated by this RFQ?	
(i) Is the Bidder solvent and able to meet its debts as and when they fall due in the normal course of business?	
In addition to the information required above, Bidders are required to undertake to provide to AHPRA upon request all such information as AHPRA reasonably requires to satisfy itself that the Bidder is financially viable and has the financial capability to provide the goods and/or services for which they are bidding and to otherwise meet their obligations under the proposed contract.	
Provide your signature as your undertaking to comply with this request.	
Will you provide valid tax invoices?	(Yes or No)

Insurance (please provide details as relevant to your Quote)

Proof of insurance cover:	Provider	Policy Number	Expiry Date	Limit of Liability
• Public liability				
• Professional indemnity				
• Others as relevant				
• Relevant exclusions:	(Provide separately summary of any <i>relevant</i> exclusions to the above,			

	and their potential impact on this contract)
--	--

Referees (please provide at least two)

	Referee 1	Referee 2
Company Name		
Postal Address		
Contact Person		
Position/Title		
Telephone Number		
Email Address		
Nature of work performed		
Length of professional relationship		

Proposal

Overview

Describe how you intend to meet the requirements of the project, including details of how the project will be implemented, managed and monitored. The extent to which a practical and workable approach is developed is a key consideration.

Please structure this information against each of the evaluation criteria for this project, as follows:

Evaluation Criteria	Bidder’s Response to each Criterion
1	
2	
3	
4	

Summary of costs

Deliverables	(\$)
Stage 1 – Scoping	
Stage 2 – Model development	
Stage 3 – Implementation framework	
Other costs, eg venue, travel, catering, other expenses – please detail (if applicable)	
Total Price : (A\$ and GST inclusive)	

Acceptance of Terms and Conditions

IMPORTANT: An authorised officer of the Bidder must signify acceptance of the Terms and Conditions of this Quote.

If the response is submitted by post, the authorised officer's signature as indicated in this part, and submission of a Quote in response to the request for Quote, signifies acceptance of all Terms and Conditions.

If the Quote is submitted by e-mail, you must type the words "I ACCEPT" in the signature space to signify your acceptance of all Terms and Conditions.

Acceptance of Conditions and Endorsement

Signature of Authorised Officer	(sign here or type your acceptance)
Name of Authorised Officer	
Title/Office Held	
Date	

**Attachment 1:
AHPRA standard contract**

If AHPRA engages a Bidder as a result of this RFQ, it will do so on the terms of its standard contract (attached).

If a Bidder seeks amendments to the AHPRA Standard Contract, it should set out clearly, by reference to the relevant clauses, what amendments are sought in the format below and attach this to its response to this RFQ.

Clause number	Amendment sought (and explanation if required)