

Invitation to Tender for the Provision of the 2021-2023 Strategic Plan

To be supplied to the Aboriginal Health and Medical Research Council of NSW

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|------------------------|---------------------------------------|
| Project | AH&MRC 2021-23 Strategic Plan |
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| Release Date | Friday, 4 th December 2020 |
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Revision History

| Revision | Date | Author | Notes |
|----------|----------|----------------|--------------------|
| 1.0 | 18.11.20 | Monica Marlowe | Draft set up |
| 2.0 | 04.12.20 | Monica Marlowe | Minor date changes |

Approval

| Name | Interest | Signatures |
|--------------|----------|------------|
| Robert Skeen | CEO | R. Skeen |



Date: Friday, 4th December 2020

Invitation to Tender for the 2021-23 AH&MRC Strategic Plan

You are invited to submit a tender to provide the 2021-23 Strategic Plan to the Aboriginal Health & Medical Research Council of NSW (AH&MRC).

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this letter and attachments. We provide below the key details of the AH&MRC's requirements, which you should consider in your response. Please acknowledge via email safe receipt of this letter within a week together with your confirmation of your intention to tender.

To simplify exchange of information regarding this Invitation to Tender (ITT) please nominate a Bid Manager and relevant contact telephone and email address.

Please direct any questions regarding the ITT content or process to the AH&MRC's representatives named below. You should not contact other AH&MRC personnel unless directed to do so by the AH&MRC representative. The AH&MRC reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing either by post or to the email address below.

Only communications made by your Bid Manager (or their deputy) to our named representatives, Mr Robert Skeen – CEO and Ms Monica Marlowe – Executive Support & Company Secretary will be taken into account during the pre-contract tender period.


As part of this tender process, the AH&MRC makes no obligations in any way to:

- (i) pay any vendor for any ITT response; or
- (ii) award the contract with the lowest or any bidder; or
- (iii) accept any ITT information received from vendors; or
- (iv) include vendors responding to this ITT, in any future invitation; or
- (v) any other commitment to vendors whatsoever.

I look forward to receiving your response.



Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Robert Skeen', with a stylized, cursive script.

Robert Skeen
Chief Executive Officer
AH&MRC
rskeen@ahmrc.org.au
(02) 9212 4777


This document is proprietary to the AH&MRC and the Information contained herein is confidential.

Without the AH&MRC's prior written permission, this document, either in whole or part, must not be reproduced in any form or by any means or disclosed to others or used for the purposes other than its evaluation by the Vendor. It may not be disclosed to any third party outside of the agreed Confidentiality Agreement with regard to 'Permitted Recipients'.

Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continuing business discussions between the AH&MRC and the Vendor.

Any proposal received by the AH&MRC is subject to contract with the AH&MRC.



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Introduction & Overview

Company Background

Aboriginal Community Controlled Health Organisations (ACCHO's) play a vital role in addressing the needs of Aboriginal people and improving Aboriginal health outcomes. We support 47 ACCHOs to deliver culturally safe, high-quality primary health care services to Aboriginal Communities across NSW.

Together with Aboriginal and non-Aboriginal health organisations, we address the social determinants of health and wellbeing for Aboriginal people at a local, state, and national level. We work to strengthen the ACCHOs workforce and ensure Aboriginal people are involved in the decision-making and delivery of health services.

Background to the Project

The AH&MRC is seeking a proposal from you/your organisation to assist the AH&MRC's Board and Executive Team in developing a new Strategic Plan covering the years 2021-2023.

Submission Response Timelines and Details

| General | |
|--|---|
| Confirmation of receipt of this document | Please email a confirmation of receipt of this invitation to mmarlowe@ahmrc.org.au |
| Deadline for submissions | Friday, 8 th January 2021 |
| Reference Number | AHMRC-2020-1 |
| Questions | Questions arising from this document should be given to Robert Skeen or in his absence, Monica Marlowe. |
| Title | AH&MRC Strategic Plan 2021-2023 |
| Lodgement | Please email to Monica Marlowe at mmarlowe@ahmrc.org.au |
| Briefing Session – if applicable | The AH&MRC CEO will advise if a briefing session is required. |

Respondent Instructions

This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and the AH&MRC Contact Information.

a. Response Guidelines

You will be required to submit a written proposal as part of the response in the form set out. You should submit two hard copy sets of written responses, one of which should be unbound and also an electronic copy of the document, which should be labelled clearly. Responses should be on A4 paper, with sequential page numbering. Your Bid Manager should sign all responses. The sections should use the same paragraph numbering system as this ITT and should specifically address all sections onwards.

Please deliver the two written responses and electronic copy to:

Monica Marlowe – mmarlowe@ahmrc.org.au
35 Harvey Street, Little Bay NSW 2036

The AH&MRC reserves the right to disregard any response submitted after the timetable deadline.

You are expected to supply all required information, or clearly state the reason for being unable to do so.

Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.; maps, brochures, organisation charts, etc. should be included.

Questions relating to clarification of the ITT will only be accepted in writing to the AH&MRC's representative. Likewise, all responses from the AH&MRC will be written and may also be made available to other vendors (subject to confidentiality). In the event that any answer materially affects the ITT specifications, an amendment to the original requirement will be escalated to all vendors. The AH&MRC will attempt to answer any question within 3 working days of receipt of that request; otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.

The AH&MRC reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all vendors.

Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.

By submitting a response, you are committing to an understanding that you understand the requirement and have sufficiently addressed all aspects of the tender and information contained within the data room and that you have checked all stated details, such as prices, to be correct and as intended.

All information supplied by the AH&MRC in this tender to date, and any further information supplied during the tender process is subject to the confidentiality agreement you have signed.

Tender Assessments

a. Evaluation Criteria

An invitee's response will be evaluated against:



- (i) The quality of the responses to the requirements provided in item 5 below.
- (ii) The value of the overall proposition presented; and
- (iii) Price

You are reminded that throughout the process the AH&MRC will continually assess all contact with the bidder's organisations including compliance to the process, presentations, and on-site representatives. The AH&MRC reserves the right at its sole discretion to disqualify without further consideration any submission that does not satisfy this basic requirement.

Tender Responses to Cover

- Experience with Strategic Plan development
- Experience in working with Aboriginal organisations and more specifically Aboriginal organisations in the Health and Community Care service environment
- Demonstrated contemporary knowledge of the Health and Community Care environment
- Proposed approach to the SP development
- Information that you will require from the AH&MRC
- The facilitation approach proposed for a 2-day workshop
- The deliverables from the SP research/preparations and the workshop. What format will this be provided in and how is it proposed to be articulated including proposed format
- What timeframe is proposed for the provision of the outputs from the workshop?
- Will you be proposing any post workshop follow ups, what would this look like, and who would it involve?
- Acknowledge your availability for a Mid-February 2021 (2-day) workshop
- A fee schedule linked to the various deliverables being proposed
- Other information that may enhance the SP development process

Briefings for Unsuccessful Participants

The AH&MRC intends to offer a feedback session to every Bidder submitting an unsuccessful proposal the AH&MRC reserves the right to control the format and content of any such briefing, and to limit it in any way believed by the AH&MRC to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reason for doing so).

Governance Requirements

1. Invitation

This invitation is not an offer. It is a formal request for selected consultants to submit a proposal in response to the AH&MRC's requirements outlined above. Nothing in this Invitation is to be construed as creating any binding contract (express or implied) between the AH&MRC and any invited consultant.

2. Additions & Amendments

The AH&MRC reserves the right to change any information or to issue an addendum to this invitation at any time.

3. Availability of Additional Materials

The AH&MRC CEO will be available for discussion with the invited consultants to provide all relevant information to allow for the preparation of the proposal. The AH&MRC expect that the successful consultant will familiarise themselves with the service sectors that encompass the work of the AH&MRC to assist with the SP development process.

4. Representation

No representation made by or on behalf of the AH&MRC in relation to this invitation will be binding on the AH&MRC unless the representation is expressly incorporated into any contract(s) ultimately entered between the AH&MRC and the invited consultant.

5. License to use Intellectual Property Rights

Persons obtaining or receiving this invitation and any other documents issued in relation to this invitation may use the documents only for the purpose of preparing an invitee's response. Such Intellectual Property Rights as may exist in this invitation and any other documents provided to the invitees by or on behalf of the organisation in connection with the tender process are owned by (and will remain the property of) the organisation except to the extent expressly provided otherwise.

6. Confidentiality

All invited consultants must treat all information provided by the AH&MRC to support the tender process in confidence.



Communication Protocol

All communications relating to this invitation and the tender process must be directed to the CEO of the AH&MRC and/or the Executive Support & Company Secretary of the AH&MRC.

Submission of the Tender

1.Lodgement

The invitee's response is to be lodged by the Tender closing time. The closing time may be extended by the CEO in his absolute discretion by providing notice to invitees.

2.Use of an invitee's response

Upon submission, all invitee's responses become the property of the AH&MRC. The invitee will retain ownership rights in any Intellectual Property Rights contained in the invitee's response. However, each invitee, by submission of their response, is deemed to have granted a license to the organisation to reproduce the whole, or any portion of their invitee's response for the purposes of enabling the organisation to evaluate their response.

3.Withdrawal of an invitee's response

An invitee who wishes to withdraw a previously submitted response must immediately notify the AH&MRC of the fact. Upon receipt of such notification, the AH&MRC will cease to consider the invitee's response.

4.Status of an invitee's response

Each invitee's response constitutes as a non-binding proposal by the invitee to the organisation to provide the services required under the Tender.

5.Disclosure of Tender contents and Tender information

Invitee's responses will be treated as confidential by the AH&MRC.

Evaluation Process

Invitee's responses will be evaluated in accordance with the evaluation criteria supplied in item 4.a

An invitee's response will not be deemed to be unsuccessful until such time as the invitee is formally notified of that fact by the AH&MRC.

The AH&MRC may in its absolute discretion:



- (i) Reject any invitee's response that does not include all the information requested or is not in the format specified.
- (ii) After concluding a preliminary evaluation, reject any invitee's response that in its opinion is unacceptable.

Next Stage of the Tender Process

1.Options available to the organisation

After evaluating all invitee's responses, the AH&MRC may without limiting other options available to it, do any of the following:

- (i) Enter into a contract with the preferred consultant,
 - (ii) Decide not to proceed further with the Tender process, or
 - (iii) Commence a new process for calling the invitee's responses on a similar or different basis to that outlined in the original invitation.
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