# RFT PART D – TENDERER’S RESPONSE

**Tender document**

Lodgement of Tenders

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| Website address  | [**https://www.tenders.vic.gov.au/**](https://www.tenders.vic.gov.au/)  |
| Access restrictions (for e.g. size of file)  | Registration on the Buying for Victoria Tenders Portal (formerly TendersVIC) is required.  |
| Other requirements  | N/A  |

#### Tenderers must provide an electronic copy of the Tenderer’s Response submitted in accordance with the Conditions of Tender.

#### The Tenderer’s Response is to be uploaded through the VicHealth Portal, as outlined on the on the Buying for Victoria Tenders Portal (formerly TendersVIC)

#### All responses must be provided within the specified boxes and must respond to the Specification (Part B) and Proposed Contract (Part C) in accordance with the Conditions of Tendering (Part A).

#### Include the name of the Tenderer in the footer of the Tender.

#### All documents must be virus checked by the Tenderer before lodgement.

Note: for the avoidance of doubt, charts, diagrams and images do not contribute to any noted word limits.

**Request for Tender**

**For VicHealth Future Healthy Move the Dial Investment: activating underutilised spaces**

**I/we accept the provisions contained in the Conditions of Tendering.**

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| **Name:** |  |
| **Title:** |  |
| **Signature of Tenderer’s Authorised Officer:** |  |

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| Tenderer’s Information |
| **Tender Lead (name and title):**  |  |
| **Name of Tenderer and address of registered office:**  |  |
| **Place of registration:** |  |
| **Australian Company Number (or equivalent):** |  |
| **Australian Business Number (or equivalent):** |  |
| **Principal office in Victoria (if any):** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Name and title of Tenderer’s authorised agent:** |  |
| **Date:** |  |

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| Consortia/ Subcontractors |
| Schedule of proposed partners and sub-contractors* Provide details of each proposed consortium partners/ sub-contractors (if any) to be engaged in connection with the provision of the Services.
* Define the scope and extent of services to be provided by partners/ sub-contractors.
* Nominate the Provider lead (if not the Tenderer).

Word Limit: N/A |
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| Executive Summary  |
| Provide a brief executive summary providing an overview of the Tender (including a summary of consortium partners or subcontractors if applicable)Word Limit: 500 words |
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| Capacity to Deliver (with the Specifications) |
| A Tenderer must provide a tabulated statement showing clearly, and in order of the relevant sections, its level of compliance with Part B (Specification). Refer section 7.1, Part A (Conditions of Tender) for further instructions.**Note: No response is required in respect of a particular section of the Specification where a Tenderer will comply with that section.** |
| Section | **Compliance Statement*****[Note to Tenderers:****The cells in this column need to state one of the following:****Will comply subject to conditions; or******Will not comply.****Remove this note when you prepare your Tender]* | **Explanation / Comment***[****Note to Tenderers:******Where the statement in column 2 is “Will comply subject to conditions”, Tenderers should state in this column 3 the applicable conditions and the reason why those conditions are applicable. Where the statement in column 2 is “Will not comply” Tenderers should state in this column 3 the reasons for such non-compliance.*** ***In both cases, the nature and extent of non-compliance must be clearly stated.****Remove this note when you prepare your Tender.]*Word Limit: N/A |
| **Alternative Tender**Where a Tenderer also submits an Alternative Tender, it must include any supplementary material, together with associated prices, which demonstrates in detail that such an alternative will fully achieve and/or exceed all the specified outputs or functional and performance requirements together with references as to why the additional features may be advantageous. The details should be cross referenced to the appropriate clause number in the Specification. Word Limit: N/A |

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| Organisational Capability and Capacity |
| Provide details of your organisation’s capacity to deliver the services at the required scale, for example, organisational structure, staff, locations and supporting resources, systems and processes.Word Limit: N/A |
| Provide profiles of any subcontractor or partner organisations who will be involved in the delivery of the Services.This could also include potential subcontractors or partner organisations that the Tenderer could be involved with the implementation/ delivery of Activities, pending the exact nature of the Activities designed. Word Limit: N/A |
| Provide case studies of three relevant, recent projects or initiatives undertaken by your organisation, including:* Name of project/ initiative
* Scope and requirements of the project/ initiative
* Start/ finish dates (approximate month and year)
* Client(s) (if applicable)
* Key outcomes of the project/ initiative (e.g. KPIs achieved)
* Examples of innovation or creativity employed in delivering the project/ initiative
* Relevance to VicHealth’s requirements

Word Limit: N/A |
| Provide one referee for each of the case study projects (i.e. three referees in total) that VicHealth could contact regarding your ability to provide to the Services required under the Specification, including:* Client and contract details
* Description of service
* Period

**Note: VicHealth reserves the right to contact any of the Tenderer’s previous customers.** |

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| Skills, Capabilities and Capacity of Project Team |
| Describe the anticipated structure of the project team that will be responsible for delivering the Services, including:* Key personnel and role titles (specifying existing personnel who will be engaged for the project versus roles that will need to be recruited)
* Representatives on project governance groups
* Reporting lines
* Roles/ responsibilities of each key person in relation to delivery of the Services
* The capacity of each person allocated to the Services

If necessary, describe how you envisage this structure will evolve over the three years of this initiative.Word Limit: N/A |
| Provide Curriculum Vitaes for key personnel summarising relevant qualifications, work history and experience |
| Describe any structures, mechanisms or tactics that will be employed to ensure continuity of key personnel for the duration of the projectWord Limit: 500 words |

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| Approach to the Delivery of the Services and Future Activity Implementation |
| Summarise your understanding of VicHealth’s requirements, including key risks and issues that you have identified will need to be managed to effectively deliver on the requirementsWord limit – 500 words  |
| Describe the methodology that your organisation will employ to deliver the Services, including: * Key tasks and milestones
* Assumptions
* A project level Gantt Chart or similar
* A theoretical Location level Gantt Chart or similar (with assumptions as needed)

Word limit – 600 words |
| Provide a theoretical plan for the execution of a single Activity at a single Location, outlining how you propose to deliver on all aspects of the Implementation stage described in the anticipated workflow at section 2.2.3.6 of the Specification, including:* Provision of Gantt Chart or similar
* Proposed timing (i.e. elapsed time rather than actual dates)
* Responsible party/ parties
* Dependencies
* Proposed template for a Detailed Activity Plan

Word limit – 600 words |
| Describe your proposed approach to stakeholder engagement, including:* The stakeholders that you consider necessary to engage and why
* Your proposed approach to engaging stakeholders
* Any formal structures or processes that you would put in place to support stakeholder engagement, including any proposed governance structures in each Location

At a minimum this should include engagement with VicHealth and VicHealth Contracted Partners (e.g. Co-design Partner)Word limit – 600 words |

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| Approach to Risk Management, Compliance and Quality |
| Based on your understanding of VicHealth’s requirements and experience in completing similar work, what key risks and compliance requirements do you identify that will need to be managed throughout the project?Word limit – 400 words  |
| Describe the internal systems and processes that you have in place to manage risk and compliance considerations such as those identified above (including any relevant accreditations).Word limit – 400 words |
| With regard to Quality Systems:Does your organisation have a certified Quality Management System? If YES, to which standard are you accredited?If you are not currently certified, are you in the process of achieving certification?If YES:* + To which standard?
	+ When did you commence?
	+ Targeted date for completion?
	+ Accreditation body being used?

If you are not in the process of achieving certification, provide details of how you intend to ensure that the Services meet the client’s requirements and industry standards for quality.If required, are you prepared to undergo a quality assessment by VicHealth or its representatives?* 1. What is the current QA level of proposed sub-contractors (if any)?
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| Social Procurement and Sustainability |
| VicHealth is committed to Victorian Government’s Social Procurement Framework https://buyingfor.vic.gov.au/social-procurement-victorian-government-approach* 1. **Describe how your organisation engages with:**
* *Opportunities for Victorian Aboriginal people*
* *Opportunities for Victorians with disability*
* *Women’s equality and safety*
* *Opportunities for disadvantaged Victorians*
* *Supporting safe and fair workplaces*
* *Sustainable Victorian social enterprises and Aboriginal business sectors*
* *Sustainable Victorian regions*
* *Environmentally sustainable outputs*
* *Environmentally sustainable business practices*

*Describe your previous experience employing people for the above categories .Give details on number, type, duration and/or locations.*Word limit – 300 words |
| * 1. Describe how your organisation manages Sustainability in delivering services.

Word limit – 300 words |

**Pricing**

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| Pricing  |
| VicHealth acknowledges that, due to desired approach to co-design Activities, Tenderers will not have absolute certainty of the detailed nature of Sites and Activities to be delivered at the time of response. Therefore, VicHealth is asking Tenderers to Respond under a pricing structure whereby:* Tenderers submit a ***fixed price*** for the Services for stages of work outlined in sections 2.2.3.1 through to 2.2.3.5 of the Specification (including those relating to the project in its entirety and those applicable to each of the 16 Locations). That is, the work from phases Establish and Manage through to Activity Design, excluded Implementation. The ***fixed price*** should include overall project management resourcing across the entire Term
* Tenderers submit a ***schedule of rates*** for resources that the Tenderer envisages would be involved in the stage of work outlined in section 2.2.3.6 (‘implementation’)
* The final Price for the ‘implementation’ stage (section 2.2.3.6) will be scoped, quoted, negotiated and agreed between VicHealth and the Provider as part of the gateway process ***for each individual Location***, based on:
	+ The Detailed Activation Descriptions for the Location (delivered by the Provider as part of Activity Design, section 2.2.3.5)
	+ The Local Implementation Plan for the Location (delivered by the Provider as part of Activity Design, section 2.2.3.5)
	+ The schedule of rates submitted by Tenderers as part of the Tender Response

In submitting their pricing information, Tenderers should clearly set out:* The total ***fixed price*** payable by VicHealth ***for each year*** of the Term, including
	+ Personnel costs, itemised for key personnel showing allocated hours and hourly rates
	+ Other non-personnel costs, including organisational overheads (e.g. shared services, technology) and all disbursements including travel and accommodation
	+ Any assumptions made by the Tenderer underpinning the submitted ***fixed price***
* A ***schedule of rates*** for the implementation stage, including
	+ Hourly rates for key personnel and other resources (e.g. casual deliverers)
	+ Any assumptions made by the Tenderer underpinning the rates
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**Mandatory Assessment Criteria**

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| Compliance with the Proposed Contract  |
| A Tenderer must provide a tabulated statement showing clearly, and in order of the relevant clauses, its level of compliance with Part C (Proposed Contract). Refer section 7.2, Part A (Conditions of Tender) for further instructions.**Note: No response is required in respect of a particular clause of the Proposed Contract where a Tenderer will comply with that clause.** |
| **Clause number** | **Compliance Statement**[**Note to Tenderers**: The cells in this column need to state one of the following:***Will comply subject to conditions; or******Will not comply.****Remove this note when you prepare your Tender.]* | ***Explanation/Comment***[**Note to Tenderers**: ***Where the statement in column 2 is “Will comply subject to conditions”, Tenderers should state in this column 3 the applicable conditions and the reason why those conditions are applicable.*** ***Where the statement in column 2 is “Will not comply” Tenderers should state in this column 3 the reasons for such non-compliance.*** ***In both cases, the nature and extent of non-compliance must be clearly stated, together with any amendments that would make the relevant clause acceptable to the Tenderer.****Remove this note when you prepare your Tender.]*Word Limit: N/A |

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| Financial viability |
| Tenderers are required to demonstrate that they have the financial capacity to provide, over the term of the contract, all the requirements specified in this RFT. Accordingly, you are required to provide the following information.If the answer to any of the following questions is “yes”, provide an explanation. |
| * 1. 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 Tenderer?
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| * 1. Are there any mergers/acquisitions either recent (within the past 12 months) or which are imminent?
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| * 1. Are there any proceedings, either actual or threatened, against the Tenderer, its parent or associated entities or any director of the Tenderer, 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?
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| * 1. Are there any bankruptcy actions against a director of the Tenderer, its parent or associated entities, or has there been within the past five years?
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| * 1. Are there any de-registration actions against the Tenderer, its parent or associated entities on foot, or have there been any within the past five years?
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| * 1. Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Tenderer, its parent or associated entities on foot, or have there been any within the past five years?
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| * 1. Is the Tenderer, 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 Tenderer to provide the Services contemplated by this RFT?
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| * 1. Are there any other factors which could adversely impact on the financial ability of the Tenderer to successfully perform the obligations contemplated by this RFT?
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| * 1. Is the Tenderer solvent and able to meet its debts as and when they fall due in the normal course of business?
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| In addition to the information required above, Tenderers are required to undertake to provide to VicHealth (or its nominated agent) upon request all such information as VicHealth reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are tendering and to otherwise meet their obligations under the Proposed Contract. |
| * 1. Provide your undertaking to comply with this request.
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| Insurance |
| **Schedule of insurance information*** 1. Provide details of all relevant insurances maintained by the Tenderer.
 | Name of insurance companies:Policy type: Public LiabilityPolicy number(s):Expiry dates: Limit of liability:Relevant exclusions:Professional IndemnityPolicy number(s):Expiry dates: Limit of liability:Relevant exclusions:Workers CompensationPolicy number(s):Expiry dates: Limit of liability:Relevant exclusions: |
| **Risk management strategies*** 1. Provide details of all risk management strategies and practices of the Tenderer that would be applicable or relevant in the context of the supply of the Services.
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| Individual Conflict of interest |
| * 1. Provide details of any interests, relationships or clients which may or do give rise to a conflict of interest and the area of expertise in which that conflict or potential conflict does or may arise and details of any strategy for preventing conflicts of interest. (Note: This does not pertain to conflicts with harmful industries which is addressed in the application form)
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| * 1. Outline the processes you have in place to handle any future conflict of interest (actual or perceived).
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| Supplier Code of Conduct |
| VicHealth as a statutory body under the Victorian State Government, is committed to ethical, sustainable and socially responsible procurement. In ensuring that our suppliers maintain the same values as the Government, the State has established a Supplier Code of Conduct (the Code).**Note to tenderers:** The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website: http://www.procurement.vic.gov.au/Home. Updates and amendments to the Code will also be made available at this website.  | Please complete Supplier Code of Conduct Commitment in Appendix C.  |

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| VIPP Plan (for regional contracts in excess of $1m and metropolitan contracts in excess of $4m) |
| Where required by VicHealth shortlisted Tenderers are required to provide a Victorian Industry Participation Policy (**VIPP**) Plan certified by the ICN demonstrating a genuine commitment to comply to the VIPP requirements.**Response required:** Understood and agreed. | N/A |

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| Any other matters |
| Detail any matters which have not been covered in previous sections, and you believe need to be taken into consideration when your Tender is assessed. |  |

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| VGPB website |
| The Conditions of Tender include a provision for disclosure of contract information (refer Attachment C to this Part D). Identify any information in your Tender which you consider falls within the following categories and which you consider should not be published. |
| * 1. Trade secrets
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| * 1. Unreasonable disadvantage
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