Request for Tender (RFT) for:

**Evaluation of the VicHealth Local Government Partnership**

Reference number: PRD-01170

Issue Date: Wednesday 20 April, 2022

Place for Lodgement: Buying for Victoria Tenders Portal (formerly TendersVIC)

Tenderers are advised to register at the tenders page of Buying for Victoria Tenders Website [www.tenders.vic.gov.au](http://www.tenders.vic.gov.au)in order to receive any further information (including amendments, addenda and any further conditions) that may be applied to this RFT.

The Tenderer’s response (RFT PART D) must be completed in the format specified and completed electronically in VicHealth’s Stakeholder Portal - <https://vichealth.force.com/s/login/>

# RFT PART D – TENDERER’S RESPONSE

**Tender document**

In the case of electronic lodgement of this RFT, Tenderers must provide an electronic copy of the Tenderer’s Response in Microsoft Office Word format, submitted in accordance with the Conditions of Tender.

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).

Do not include graphics or data in responses. Where necessary, any graphics or data should be placed at the end of the documents and referred to in the response.

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

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

**Request for Tender for the Design and Delivery of the Evaluation of VicHealth Local Government Partnership (VLGP)**

**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:** |  |

**Functional Specifications Assessment Criteria**

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| Executive Summary |
| Provide a brief executive summary providing an overview of your response to this RFT, including a brief summary of your organisation, your expertise in delivery and why you are well placed to deliver on VicHealth’s requirements. Word limit: [300] 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 to Section 7.1, Part A 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.]* |
| Develop a workplan clearly articulating the Evaluation components outlined in Section 2, Part B (Scope of the RFT), and the related roles and responsibilities of each project member and timelines. |  |  |
| Develop a project management plan and risk management plan |  |  |
| Design and deliver a fit for purpose evaluation methodology according to the RFT Scope |  |  |
| Analyse and interpret data for all evaluation components |  |  |
| Advise on implications of evaluation findings to support ongoing VicHealth program development and make recommendations to VicHealth that enable improvement of its programs |  |  |
| Report on findings through provision of data summary displays and written reports including plain-English, impactful summaries with clear actionable insights, full reports with detailed methods, results and interpretation of findings at a standard that would be suitable for publication in a peer reviewed journal, and academic publications where appropriate. |  |  |
| Prepare documentation and successfully obtain all ethics and research approvals, and Working with Children Checks required for design and delivery of the evaluation, as well as any relevant information sharing agreements and Privacy Impact Assessments as required for the evaluation. |  |  |
| Attend meetings with VicHealth team members, the VicHealth Evaluation Team and program partners, as required. |  |  |
| Manage logistics and costs associated with the operational delivery of the evaluation. |  |  |
| **Supplementary Tender Items**  Where a Tender also includes the submission of supplementary or alternative approaches to the scope of the Tender, it must include any supplementary material, together with associated prices, which demonstrates in detail that such an addition or 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 – [250] words* |  | |

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| 3. Capability | |
| Knowledge of and experience in the industry:  Provide details of your team’s knowledge and experience in the area of evaluation, health promotion, community sector engagement and innovation, and technical expertise as it applies to the required Services.  *Word limit – [300] words* |  |
| Infrastructure and other support  Provide details of your team and any partner organisation (including location) and the support which will be used to provide the requirement.  *Word limit – [300] words* |  |
| Staff resources  Provide a brief curriculum vitae for each team member who will work on this project including their role in the project and details of their capacity to deliver this including their qualifications, experience and skills.  *Word limit – [150] words each* |  |
| Schedule of proposed sub-contractors  Provide details of each proposed sub-contractor (if any) to be engaged in connection with the provision of the Services and the project member they will report to. Also, define the scope and extent of services to be provided by each sub-contractor. | Subcontractor’s name:  **Address:**  **Goods or services to be provided:** |
| Methodology  Provide details of the methodology and approaches you propose to use to design and deliver the evaluation. Please ensure the response clearly addresses each of the items in sections of the Scope in Part B of this RFT  *Word limit – [1000] words* |  |
| **Work plan**  Provide details of the proposed work plan to be implemented in the provision of the Services, in particular meeting deadlines.  *Word limit – [500] words* |  |
| **Risk management plan**  Provide details of the proposed risk management plan to guide the provision of services, a project delivery perspective and an organisational risk register perspective i.e. strategic and operational risks  *Word limit – [500] words* |  |

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| 4. Past Performance and Current Work | |
| **Previous work**  Detail up to three previous examples of work related to the requirements detailed in the Specification.  *Word limit – [500] words* |  |
| **Current work**  Detail current work related to the requirements detailed in the Specification.  *Word limit – [300] words* |  |
| **Public sector experience**  Briefly detail up to three previous experiences with evaluation for the public sector in the past three years, as it relates to the requirements detailed in the Specification.  *Word limit – [400] words* |  |
| References Provide three referees that VicHealth could contact regarding your ability to provide to the Goods and/or Services required under the Specification. Note: VicHealth reserves the right to contact any of the Tenderer’s previous customers. | **Client and contract details:**  **Description of service:**  **Period:**  **Client and contract details:**  **Description of service:**  **Period:**  **Client and contract details:**  **Description of service:**  **Period:** |

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| 5. Quality system for deliverables | |
| Outline how you will comply with the comply with the Privacy Principles and Victorian Protective Data Security Standards as outlined in the Privacy and Data Protection Act 2014. Compliance with ISO/IEC 27001 Information Security and ISO/IEC 27701 Privacy Information Management or equivalent is desirable *Word limit – [250] words* |  |
| 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, briefly detail how you intend to ensure that the Goods or Services meet the client’s requirements and industry standards for quality. *Word limit – [150] words* |  |
| If required, are you prepared to undergo a quality assessment by VicHealth or its representatives? *Word limit – 150 words* |  |
| What is the current QA level of proposed sub-contractors (if any)? | **Sub-Contractor**  Name:  QA level: |

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| 6. Customer service | |
| Customer Service Plan VicHealth requires some indication of the level of customer service you would offer. Provide details of the Customer Service Plan you would undertake for this contract.  *Word limit – [250] words* |  |
| What methods will you employ to gather end user feedback? *Word limit – [150] words* |  |
| What strategies will be used to ensure continuous improvement for the service? *Word limit – [150] words* |  |
| What other customer service orientated proposals do you have which will enhance your bid? *Word limit – [150] words* |  |
| Benchmarking Provide details of what you consider to be appropriate performance measures and benchmarks.  *Word limit – [150] words* |  |
| **Transition In Plan**  Provide a Transition In Plan identifying the tasks and responsibilities attributed to the Tenderer and to VicHealth.  *Word limit – [250] words* |  |
| **Transition Out Plan**  Provide a brief Transition Out Plan identifying the tasks and responsibilities attributed to the Tenderer and to VicHealth.  *Word limit – [250] words* |  |

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| 7. Strategic | |
| Provide details of the location of your head office and any networking facilities which you believe may support your ability to perform the contract at a high level. *Word limit – [250] words* |  |
| State details of any non-metropolitan Victoria based offices within your organisation, (or affiliated companies, if any) that could service regional requirements. *Word limit – [250] words* |  |

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| 8. Innovation | |
| Specify any innovative approaches and/or practices in evaluation that you will use and which may result in greater “value for money”.  *Word limit – [300] words* |  |

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| 9. Social Procurement | |
| VicHealth is committed to Victorian Government’s Social Procurement Framework <https://buyingfor.vic.gov.au/social-procurement-victorian-government-approach>  **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 – [250] words* |  |

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| 10. Sustainability | |
| Describe how your organisation manages Environmental Sustainability in delivering goods/services.  *Word limit – [250] words* |  |

**Mandatory Assessment Criteria**

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| 1. 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 to Section 7.2, Part A (Conditions of Tender) for further instructions.  **Note: Please state your departures to our Proposed Contract in the format below:** | | |
| **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.]* |

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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? |  |
| 1. Are there any mergers/acquisitions either recent (within the past 12 months) or which are imminent? |  |
| 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? |  |
| 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? |  |
| 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? |  |
| 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? |  |
| 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 Goods and/or Services contemplated by this RFT? |  |
| 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? |  |
| 1. Is the Tenderer 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, 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 Goods and/or 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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| Risk and insurance | |
| **Schedule of insurance information**  Provide details of all relevant insurances maintained by the Tenderer, including cyber and data breach insurance. | Name of insurance companies:  **Public liability:**  Policy number(s):  Expiry dates: Limit of liability:Relevant exclusions: **Professional Indemnity:**  Policy number(s):  Expiry dates: Limit of liability:Relevant exclusions: **Workers Compensation:**  Policy number(s):  Expiry dates: Limit of liability:Relevant exclusions: |
| **Risk management strategies**  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. You may choose to include your Risk Management response from Part D Section 3 (Capability). |  |

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| Individual Conflict of interest | |
| 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 below) |  |
| Outline the processes you have in place to handle any future conflict of interest (actual or perceived).  **Note:** Current partners of the VLGP will need to outline how their involvement in delivering training and other components will not conflict with any role they may have in the evaluation, both perceived and real. |  |

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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](https://www.buyingfor.vic.gov.au/supplier-code-conduct) (the Code).  Updates and amendments to the Code will also be made available at this website. | Please complete Supplier Code of Conduct Commitment in Appendix B. |

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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. |  |

**Financial**

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| 1. Costing | |
| Pricing schedule – please upload pricing spreadsheet with your application via the Stakeholder Portal |  |

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| Buying for Victoria website | |
| The Conditions of Tender include a provision for disclosure of contract information (refer to Part A of this RFT). Identify any information in your Tender which you consider falls within the following categories and which you consider should not be published (refer also to Section 6 of Part A). | |
| * 1. Trade secrets |  |
| * 1. Unreasonable disadvantage |  |

# Appendix B– Supplier code of conduct Commitment

Tenderer to complete (Mandatory)

# [insert tenderer name]

[insert tenderer address]

[insert date]

RFT No: [PRD-01170]

**Commitment to the Victorian State Government Supplier Code of Conduct**

1. I acknowledge that:
   1. the Victorian State Government (**the State**) is committed to ethical, sustainable and socially responsible procurement;
   2. the State has a Supplier Code of Conduct (**Code**) the Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
      1. integrity
      2. ethics and conduct
      3. conflicts of interest
      4. gifts, benefits and hospitality
      5. corporate governance
      6. labour and human rights
      7. health and safety
      8. environmental management.
   3. the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
   4. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
   5. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.
2. On behalf of my organisation, I:
   1. confirm that the State's expectations of suppliers as set out in the Code are understood;
   2. provide a commitment that if selected to supply goods and / or services to any State department or public body my organisation will:
      1. periodically check with reasonable frequency for updates and amendments to the Code; and
      2. aspire to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

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| Signature: |  | Date: |  |
| Name: |  | Position: |  |
| Organisation: |  |  |  |