

Request for Quotation (RFQ)

Victorian Health Promotion Awards independent assessment for VicHealth

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The Victorian Health Promotion Foundation (VicHealth) invites you to submit a Quotation for the delivery of the Services described in Part B of this Request for Quotation (RFQ), in accordance with the Quotation Conditions.

VicHealth and our business

VicHealth works in partnership with organisations, communities and individuals to make health a central part of our daily lives. The focus of our work is on promoting good health and preventing ill-health.

Collective health and wellbeing has never been more important to Victorians as we emerge from the challenges of bushfires, coronavirus, and a rapidly changing world. As communities start to create their new normal, we see opportunity.

The Victorian Health Promotion Awards recognise the incredible contribution that organisations and individuals make to create happier and healthier communities across Victoria.

Health promotion is the act of supporting governments, communities, and individuals to cope with and address health challenges to prevent disease and to improve health and wellbeing.

We aim to celebrate projects that:

- Improve physical and mental health by tackling issues such as access to healthy food.
- Keep communities active and bringing people together to prevent loneliness and social isolation.
- Help to reduce harm from things like alcohol, junk food, drugs, smoking and gambling.

We believe it's crucial to acknowledge the everyday heroes, which is why VicHealth runs this initiative.

The following document outlines the scope of the work we consider is required to produce the service and specifications on our expectations if we were to procure your services through this Request for Quote ("RFQ").

For your own purposes, this RFQ forms the basis for you to submit a proposal to us that meets the criteria in order for us to make an informed decision on who we will engage to undertake this project.

The requirement

Mandatory

Through this RFQ process, VicHealth is seeking submissions from a suitably qualified organisation to conduct an independent assessment of all nominations that will be collated for the Victorian Health Promotion Awards, with feedback and a shortlist of finalists provided, **during the month of September 2022.**

Desirable

Can an organisation manage the online nominations process end-to-end, working closely with VicHealth, in addition to the mandatory requirement of running an independent assessment of nominations.

What is VicHealth looking for?

This RFQ process is intended to identify Respondents that can best facilitate our requirements as detailed within Part B. Respondents will provide proposals in accordance with the expectations detailed in section 2.

Selection of Respondents to progress in this process will include consideration of the following factors:

- Previous experience in running an independent assessment process for an awards program
- Previous experience in assisting with or coordinating a nominations period (including but not limited to; creating a nominations form and being a platform support contact for nominees)
- Previous experience with developing nominating criteria and judging criteria
- Previous experience using the AwardForce platform <https://www.awardforce.com/>
- The costing structure of your proposal
- Compliance with our standard Terms and Conditions
- Overall value for money

Details schedule

VicHealth contact	Sean Munaweera
Email	smunaweera@vichealth.vic.gov.au
RFQ Issue Date	Tuesday 10 May 2022
Closing Time	Tuesday 31 May 2022
Lodgement Methods ¹	No hardcopy responses will be accepted.
	Electronic lodgement via the Stakeholder Portal at https://vichealth.force.com/s/
Assessment criteria	<p>Proposals to this RFQ must address the following criteria. Submissions must not exceed 10 pages in totality, including any appendices.</p> <p>A) Methodology Please provide an overview of your proposed methodology for this project.</p> <p>Respondents should note that VicHealth invites Respondents to detail within their response their own specific methodology to designing the solution, focusing on any specific areas of innovation, deeper application of expertise and/or suggested divergence from the proposed approach.</p> <p>B) Proposed personnel Please nominate your proposed personnel for this project, noting that VicHealth expects that these personnel will be available throughout the duration of the project.</p> <p>Personnel details should be brief and include the following information:</p> <ul style="list-style-type: none"> • A brief summary of their experience • Their role within your organisation • The proposed role the person will play within the project <p>Note where any personnel are subcontracted as part of this proposal.</p>

	<p>C) Price</p> <p>When providing pricing it is important to be aware that the ability to deliver the services within the specified time frame and to the required level of quality is a key consideration in appointing a supplier.</p> <p>Please provide a pricing schedule to deliver your Proposal. Note that we would prefer clearly itemised pricing that matches the breakdown of your proposed methodology.</p> <p>In addition to your pricing schedule, please list hourly or daily rates of specific personnel, which may be used to calculate variations in the contract should you be successful in securing the project.</p> <p>Any additional disbursements must be clearly identified, and estimates itemised.</p> <p>All pricing information must clearly state whether it is inclusive or exclusive of GST.</p> <p>D) Previous Experience</p> <p>Please explain your previous experience in delivering services that are consistent with the requirements of this RFQ. Specific projects and case studies should be presented that demonstrate:</p> <ul style="list-style-type: none"> • The scope of work • The client (please offer two clients as potential referees and detail the contact details of someone we can contact, with your approval, should we wish to refer to them) • The goals of the project • The success and outcomes • How this project relates to the brief within this RFQ
Last date for questions	Friday 20 May 2022

Part A – Quotation Conditions

By submitting a Quotation in response to this RFQ, you agree:

- that you are bound by these Quotation Conditions
- that you will lodge your Quotation using the Quotation Form in Part D, by the Closing Time in accordance with one of the Lodgement Methods
- that these Conditions, together with the Specification and the Quotation Form and any other documents declared by VicHealth to form part of the RFQ, comprise the RFQ
- to submit all documents as required by the RFQ (Quotation Documents)
- that the Quotation Documents become VicHealth's property upon lodgement
- that the Quotation Documents are succinct and free from elaborate artwork, complex bindings or any other forms of unnecessary presentation
- to keep confidential all information provided by VicHealth in connection with the RFQ
- not to reproduce the RFQ (or any part of it) except where necessary for preparation and submission of your Quotation
- to authorise VicHealth to use and reproduce the whole or any portion of the Quotation documents for Assessment and audit
- that your response to this RFQ (Quotation) will remain open for acceptance by VicHealth for 3 months from the Closing Time and Date (and for any further period or periods agreed) even if VicHealth negotiates with you or others
- that, if VicHealth notifies you that it has accepted your Quotation, you are bound by a contract with VicHealth incorporating the conditions set out in Part C without amendment or qualification
- that you will direct all communications through the VicHealth Contact named in the Details Schedule.

VicHealth will:

- assess Quotations and determine which best meets its requirements and offers best value for money
- advise the outcome of the RFQ process
- not be liable for any deficiency within the RFQ
- not warrant the accuracy of the RFQ
- respond to questions submitted by Respondents before the Last Date for Questions indicated in the Details Schedule
- distribute to all Respondents the answers to questions from any Respondent unless VicHealth considers the information to be confidential
- send a formal email message confirming electronic receipt of Quotations
- reject Quotations received after the Closing Time and Date, except in accordance with VicHealth's Procurement Policy
- return late Quotations unopened at the end of the RFQ process
- consider an 'Alternative Quotation' that
 - includes any necessary supplementary specification(s) and associated fees
 - enhances VicHealth's business capabilities or project deliverables whilst representing value for money,
 - fully achieves and/or exceeds the specified outputs or functional and performance requirements identified by VicHealth.

VicHealth may:

- change any details in the RFQ
- extend the Closing Time
- reject any unacceptable Quotation including your Quotation
- negotiate with one or more Respondents

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- accept the whole or any part of a Quotation (including your Quotation) or more than one Quotation.
- VicHealth is not obligated to appoint a successful Respondent into a contract, including where it unable to identify a Proposal that complies with all of VicHealth's requirements, or to do so would, be otherwise, not in the public interest. Irrespective of whether VicHealth decides to enter into a contract, VicHealth is free to proceed via any alternative process.

Part B – Specification

Scope

The scope of this project is to execute an independent assessment of all nominations received for the 2022 Victorian Health Promotion Awards, against criteria written by VicHealth. This work will take place in September 2022, with judging for the award winners to begin in October 2022.

If the desirable work is also acquired, this would involve creating a nominations submission form using AwardForce and providing support for nominees submitting nominations.

The appointed agency will be responsible for the entire independent assessment process. For the desirable work, the appointed agency will be responsible for the form development and nominees support, with VicHealth having final approval over the form development.

Following the independent assessment, a wrap up document is required, outlining key findings of the program (including but not limited to what worked, what didn't work and the effectiveness in recognising community work) and any other relevant feedback. This document is important to assist VicHealth continue to provide a high-quality awards program.

Background

Considerations / thought starters

- In 2021, VicHealth took steps to simplify the nominations process, which are to be adopted again in 2022:
 - Succinct word limits
 - Audio/video submissions accepted (in addition to written)
 - Clearer criteria
- VicHealth has a proposed timeline of key milestones and are open to suggestion on different ways to utilise the timeframes effectively

Project Budget

The total budget for this project is **\$25,000-\$40,000 ex GST**. *Please demonstrate how your proposed pricing structure demonstrates value for money.*

Project Outcomes

This needs to include:

- Contracted agreement to plan, design, facilitate and deliver this brief
- All logistics and costs associated with the operational delivery of the services
- Your chosen deliverable(s):
 - Managing administration of online nominations submissions through AwardForce

and/or

- Providing a detailed independent assessment of every nomination and shortlisting finalists for each category
- Attendance at planning meetings
- All project deliverables
- Production of all supporting elements

Important Dates

Date	Action	Notes
TBC	Contract execution	<i>All milestones and timeline agreed on by both parties</i>
TBC	Kick off meeting	
Mon 25 July	Online nominations completed	<i>This provides adequate time for testing</i>
Tues 2 Aug	Nominations period open	
Sun 28 Aug	Nominations period close	
Mon 29 Aug	Independent assessment commences	
Sun 9 Oct	Independent assessment concludes	<i>Hard deadline .. all nominations feedback and finalists shortlist must be presented to VicHealth by this date at the latest</i>
Tues 1 Nov	Finalists to be announced	

Reporting Requirements

The provider will commit to attending meetings with VicHealth (including attendance at working group meetings where appropriate) either in person or virtually. Further reporting requirements will be negotiated with the successful Respondent, based on the key deliverables and milestones listed within the schedule of the services agreement.

Insurances

Please provide Certificate of Currency for the following insurances:

- 1) Public liability insurance up to \$10,000,000 per event for the Project Period and for 7 years following that period (regardless of any expiration or termination of this engagement).
- 2) Professional indemnity insurance of at least \$5,000,000 per event for the Project Period and for 7 years following that period (regardless of an expiration or termination of this engagement)
- 3) Current Workers Compensation (WorkCover) certification

Part C – Conditions of Contract

Our standard VicHealth Services Agreement is attached.

Unless otherwise stated by you in your response to Question 17 of Part D, submission of your Proposal confirms your acceptance of these terms and conditions should you be successful through this process.