

Innovation Grants REQUEST FOR PROPOSAL (RFP)

INTRODUCTION

Northern Sydney Primary Health Network (PHN) is inviting organisations/ consortiums to apply for strategic innovation grants.

Background

The Northern Sydney Primary Health Network, operated by Sydney North Health Network (SNHN) is one of 31 Primary Health Networks (PHNs) established by the Australian Government with the following objectives:

- Increase the efficiency and effectiveness of health services for patients, particularly those at risk of poor health outcomes
- Improve coordination of care to ensure patients receive the right care in the right place at the right time

The SNHN strategic priority objectives are:

- **Building capacity in Primary Care** – Enhancing GP and clinical leadership and supporting retention, development and growth of a contemporary Primary Healthcare workforce.
- **Service Transformation** - Working together across the health system for the coordination of care and seamless transition.
- **Commissioning** – Working with the market to co-design, co-deliver and actively manage services to most effectively and efficiently meet the needs and improve outcomes with the resources available.

The Department of Health has specified the following National priorities for PHNs:

- Aboriginal and Torres Strait Islander Health
- Aged Care
- Population Health
- Mental Health
- eHealth/ digital health
- Health workforce
- Chronic Disease

SNHN would like to explore the use of innovative approaches to meet PHN strategic objectives and National priority areas to improve health outcomes of our local population.

Service Requirements Aims

SNHN would like to invite applications for **Strategic Innovation Grants**, through a 'Request for Proposal' process.

Applications for projects and/or services should demonstrate:

- alignment with the strategic priorities of SNHN
- meet a current health need or service gap
- an opportunity to maximise stakeholder partnership and/or engagement
- clear and measurable outcomes
- alignment with SNHN core values
- identified as being innovative

The benefits for SNHN include:

- Increased engagement and partnership opportunities
- Improved capacity and capability for commissioning
- Encouragement for local innovation

Proposed Geographic Area

Proposed innovations must be implemented in the Sydney North Health Network region and may be applied to the whole of region or a specific geographical location within the region.

Indicative Funding Envelope and Duration

Grant funding amount will be determined based on each application.

Projects are to be completed within 12 or 18 months from 1st July 2016.

Expected Outcomes

Proposals should describe proposed innovation including how it aligns to PHN objectives and/ or priorities.

Applicants must also propose expected outcomes. These may be refined on commencement of the project with the development of a detailed project plan.

Data collection, documentation and tracking are vital to Northern Sydney PHN's understanding of the success of the service. Program outcomes could include:

- Improved patient and carer experience as measured against specific patient reported outcome measures (PROMS) and patient reported experiences (PREMS)
- Increase efficiency and productivity

Proposed Timeline

The proposed procurement activities include a Request for Proposal (RFP) process. Shortlisted RFP respondents will be invited for interviews. The table below outlines the key activities and timelines.

Activity	Time/Date
Release of Request for Proposal	13 May 2016
Proposals to be received via email to tenders@snhn.org.au	by 10:00am on 2 June 2016
Review of Proposals	2 – 6 June 2016
Interviews with Shortlisted Respondents	6 – 10 June 2016
Notify successful applicant and inform unsuccessful bidders	13 – 15 June 2016
Contract Negotiation & Execution	15 - 22 June 2016
Commencement of Service	1 July 2016

Evaluation of Request for Proposal

The information that you provide in this Application Form will be used for evaluation purposes therefore it is important that you complete every section accurately. Failure to do so could result in your application not proceeding.

Applicants will be evaluated in five main areas:

1. Understanding the Brief
2. Skill mix and project management experience
3. Collaborative Approach
4. Sustainability
5. Value for Money

Understanding of the Brief (50% of total weighting)

Assessment of the extent to which the approach the Bidder suggests, demonstrates an understanding of the SNHN Criteria. Consideration will be given to Bidders' demonstration of:

- Understanding of the SNHN primary health care landscape.
- Effective handling of a range of stakeholders.
- Clear justification that the proposal is in fact innovative
- Understanding how to create the environment to enable this initiative to be successful as quickly as possible.
- A project planning approach that provides confidence that the work will be completed within the timescales specified.
- Ability to start work in the time specified.

Skill Mix and project management: (20% of total weighting)

- Assessment of the Bidder's comparable experience of undertaking similar work within primary health care or community:
 - Experience of similar work, and in complex and changing environments
 - Track record of delivery to the client's specification and to agreed timescales.
- Assessment of the mix of resources and core competences the Bidder intends to bring to the proposed project which could include:
 - Demonstration of a credible project plan to complete this work in the required timescales.
 - Experience of working with a wide range of staff including senior clinicians and managers.
 - Experience of healthcare systems and strategy design.
 - 'Intelligent' technical skills for the analytical components of the work including experience of working with health data.

Collaborative approach (10% of total weighting)

- Preference will be given to applicants who adopt a collaborate approach to project design and implementation
- The application discusses level of collaboration including:
 - Whether project is being implemented in collaboration with another organisation
 - Involvement of patients or other stakeholders e.g. co-design etc.

Sustainability (10% of total weighting)

- Assessment of consideration of sustainability:
 - How changes/ improvements will be maintained after the funding period is complete.
 - Dissemination of findings to share knowledge/ learnings.

Value for Money (10% of total weighting)

- Assessment of the value for money offered by the Bidder in undertaking the work specified:
 - Bidders to provide a fixed fee for work proposed.
 - Any additional benefits or in kind support offered.

Evaluation Guidelines & Scoring Methodology

After the deadline for the receipt of the RFP Application, a Panel will evaluate the individual responses based on evidence contained within the document. **The RFP will anticipate that providers can demonstrate value for money and financial efficiency in delivering the service.**

A score for each response will be awarded from the marks available (dependent on the providers' responses). Marks out of 100 are awarded to applicants, in line with the scoring criteria below.

Area	Selection Criteria	Score
Understanding of the brief		
Overview of project/ innovation	The proposed project/ innovation is clearly described.	0-10
Rationale for proposed innovation	The rationale for the project is clearly articulated: <ul style="list-style-type: none"> Identified problem/ need Proposed opportunity for improvement 	0-10
Alignment with PHN objectives and/or SNHN Strategic Priorities	The project is aligned to PHN objectives of increasing the efficiency and effectiveness of medical services for patients, particularly those at risk of poor health outcomes and improving coordination of care to ensure patients receive the right care in the right place at the right time. And/or the project is aligned to SNHN strategic priorities.	0-10
Evidence to support innovation	The application includes information on evidence to support the project/ innovation. Note: lack of evidence will not necessarily attract a low score– especially where innovation seeks to build on evidence available.	0-10
Expected outcomes	The expected outcomes as a result of the project are clearly articulated. This should state whether the project will impact on outcomes for: <ul style="list-style-type: none"> Individuals Population System 	0-10
Skill mix and project management experience		
Timeframe	The application includes a draft project timeline. The timeline for the project is realistic.	0-10
Key personnel	The named project lead has experience of managing similar projects and experience of working with a wide range of staff including senior clinicians and managers. Project personnel have: <ul style="list-style-type: none"> the capacity to deliver the project within the proposed timeframe Experience of healthcare systems and strategy design 'Intelligent' technical skills for the analytical components of the work including experience of working with health data Experience/ support for project evaluation 	0-10

Collaborative approach		
Stakeholder collaboration	The project will adopt a collaborative approach. The application discusses level of collaboration including: <ul style="list-style-type: none"> Whether project is being implemented in collaboration with another organisation. Involvement of patients or other stakeholders e.g. co-design etc. 	0-10
Sustainability		
Sustainability	The sustainability of the project has been considered. Indications include how changes/ improvements will be maintained after the funding period is complete. The application discusses dissemination of findings to share knowledge/ learnings.	0-10
Value for money		
Value for money	The proposed project represents value for money	0-10
Total score out of 100		

ADDITIONAL INFORMATION

Responses should be contained within the RFP template and should address all of the questions posed within the attached template.

Interviews with shortlisted applicants will be scheduled for the week commencing 30 May 2016.

Please note:

- Responding to this Request for Proposal does not constitute Northern Sydney PHN's agreement to a binding contract.
- Any and all costs for the completion and response to this RFP are borne by the provider and Northern Sydney PHN is not liable for any monies associated therewith.
- Northern Sydney PHN reserves the right to withdraw this RFP up to the point at which a successful provider is appointed.
- There may be need to add additional functions to the specification, where this is the case these will be made available to all potential suppliers by 20 May 2016.
- Copies of the draft funding agreement will be made available to shortlisted applicants.
- The onus lies with the Applicant to prove that their response was delivered. Late submissions or submissions deemed not to be received will not be given consideration and the supplier may be disqualified.

Contact Details

If you have any questions regarding the RFP, email tenders@snhn.org.au.

Submission Details

Please note that all fields must be completed (including inserting N/A if not relevant to your proposal). All Applications must be submitted in full.

Request for Proposal Application Forms must be submitted by email to tenders@snhn.org.au by 10:00am on 2 June 2016.

Please contact Northern Sydney PHN via the email address above to seek permission to submit an application via alternative means if required.

REQUEST FOR PROPOSAL (RFP) - APPLICATION FORM

Applicant Details

1.1 Organisation - Provide the following information to identify the legal entity submitting an RFP.

Legal name of applicant:		
Trading name of applicant (if applicable):		
ABN:	ACN:	
Registered business address:		
Suburb:	State/territory:	Postcode:
Are you registered for GST? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Legal entity type:	Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>
	Company <input type="checkbox"/>	Other <input type="checkbox"/>
Does your organisation have a website? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide your website URL:		
Briefly describe your organisation (no more than one paragraph):		

1.2 Authorised Person Contact Details - Who is the nominated authorised contact person for this application?

Position / role:		
Title:	First name:	Surname:
Postal address:		
Suburb:	State/territory:	Postcode:
Phone (daytime):		Phone (after hours):
Email address:		

Response to RFP

All RFP Applications will be assessed against the following criteria. Please do not provide unrequested attachments as Northern Sydney PHN reserves the right to obtain further information and/or explanation from your organisation at any time during the RFP process, if required.

1. Criterion 1 – Please describe the proposed innovation. Include rationale for the project and discuss how the project aligns to PHN objectives and/or SNHN strategic priorities.

(maximum 750 words)

2. Criterion 2 – Evidence to support innovation. Is your proposed innovation supported by evidence? Please discuss evidence to support the innovation or how the proposed innovation will add to or support emergence of new evidence.

(maximum 350 words)

3. Criterion 3 – Expected outcomes. What are the expected outcomes as a result of the innovation and how could this be evaluated? Please specify whether outcomes relate to individuals, population or the health system.

(maximum 500 words)

4. Criterion 4 Please include a draft project timeline.

(maximum 200 words)

5. Criterion 4 – Key personnel. Please list project members and state their ability to successfully implement the project. Have members had experience of managing similar projects?

(maximum 300 words)

6. Criterion 5– Stakeholder collaboration. Please discuss how the project will adopt a collaborative approach. Is the project being implemented by a single organisation or in collaboration with another organisation? Will patients or other stakeholders be involved? If so, how?

(maximum 300 words)

7. Criterion 6 – Sustainability. How will changes/ improvements be maintained after the funding period? Discuss opportunities to share knowledge/ learnings from the project.

(maximum 300 words)

8. Criterion 7 – Funding. Please provide information on amount of grant funding requested.

(maximum 200 words)

Supporting Information

1. Referees – Please provide details of two (2) referees who may be contacted to provide confirmation of the claims made in respect of the capacity of the Applicant’s organisation to fulfil the nominated services.

	<i>Referee 1</i>	<i>Referee 2</i>
Organisation Name:		
Contact Person:		
Position:		
Telephone:		
Email:		
Relationship Details / Services Provided:		
Organisation Name:		

2. Insurance – Please provide details of insurance policies held as below. Applicants certify that copies of relevant certificates of currency will be provided on request.

	Public Liability	Professional Indemnity	Workers Compensation
Insurer:			
Policy Number:			
Expiry Date:			
Value:			
Limit (<i>state whether on a per claim or aggregate basis</i>)			

3. Subcontracting - Do you plan to subcontract any services?

Please note: If services are to be subcontracted, prior approval will need to be sought from Northern Sydney PHN on a case by case basis.

Yes No

4. Additional Information - If you wish to provide information about your current activity or business and cannot find an appropriate section in which to enter it you may include it here. For example, you may wish to highlight any relevant local partnerships, relationships or knowledge of the region that would enhance your ability to provide the service.

(maximum 500 words)

Declaration

This declaration should be signed **AFTER** completing the Request for Proposal application, it must be signed by a person identified in your organisation's constitution, or holding a position that is identified as being authorised to commit your organisation to the conditions as described in any contract or Funding Agreement with Northern Sydney PHN.

I acknowledge and certify that:

- The organisation has read and understood the Request for Proposal ;
- The information in this document is true and correct;
- None of the organisation's office bearers, employees or agents have been charged or convicted of committing a criminal offence which will reasonably affect the ability of the organisation to undertake a future service delivery.

PERSON MAKING THE RFP DECLARATION

I acknowledge that by lodging this Request for Proposal Application by emailing Northern Sydney PHN I am providing an electronic signature for this Declaration.

Name:

Title:

Date: