



Aboriginal and Torres Strait  
Islander Health Practice  
Chinese Medicine  
Chiropractic  
Dental  
Medical  
Medical Radiation Practice  
Nursing and Midwifery  
Occupational Therapy  
Optometry  
Osteopathy  
Pharmacy  
Physiotherapy  
Podiatry  
Psychology

Australian Health Practitioner Regulation Agency

## Request for Quote – Revised Capabilities for osteopathic practice

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April 2017

### Executive summary

The Osteopathy Board of Australia (**‘the Board’**) conducted preliminary consultation with targeted stakeholders in 2016 in the process of revising the current [Capabilities for Osteopathic Practice \(2009\)](#) (**‘Capabilities’**). The Board seeks a provider to amend the draft revised *Capabilities for Osteopathic Practice* document to address the feedback received in preliminary consultation prior to public consultation; and to finalise the document after public consultation.

### Purpose

The purpose of this document is to provide information to assist bidders (**‘Bidders’**) in the preparation and submission of quotes (**‘Quotes’**) to amend the draft revised *Capabilities for Osteopathic Practice* (**‘revised Capabilities’**) for publication by the Board. The bid does not include developing the draft or undertaking the consultation.

### Background

#### Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (**‘AHPRA’**) was established in July 2010 to improve the quality and safety of Australia’s health services through a modernised national regulatory scheme for health professionals.

AHPRA has an office in each State and Territory responsible for the majority of operational matters and a National Office in Melbourne. AHPRA reports to a Ministerial Council and is governed by an Agency Management Committee appointed by the Ministerial Council. AHPRA supports the operations of the national boards for each profession covered by the scheme, and the State and Territory boards and committees established by the national boards.

The services provided by AHPRA to the National Boards employ best practice approaches to regulation and cover registration functions, the management of a national public register of health practitioners, the receipt of complaints on behalf of the Boards and, subject to decisions by States and Territories, responsibility to the Boards for the highest standards of professional investigations and disciplinary prosecutions.

The health professions currently regulated by the national scheme are:

- Aboriginal and Torres Strait Islander Health Practice
- Chinese Medicine
- Chiropractic
- Dental
- Medical
- Medical Radiation Practice
- Nursing and Midwifery
- Occupational Therapy
- Optometry
- Osteopathy

- Pharmacy
- Physiotherapy
- Podiatry
- Psychology

## Procurement Scope

This Request for Quote is limited to Australian entities, teams and individuals that conduct health-related consultancy and/or standards development in the public, non-government and/or private sector. In accordance with the national registration and accreditation scheme in Australia, the Osteopathy Board of Australia can only enter contract arrangements via AHPRA.

### 1. Introduction

The current *Capabilities for Osteopathic Practice* (2009) were originally developed and published in January 2009, under the auspices of the then Osteopaths Registration Board of NSW. With the commencement of the National Scheme, the Capabilities became the property of the Osteopathy Board of Australia, as the body responsible for the regulation of osteopaths.

The Capabilities are the core competency standards by which the osteopath's performance is assessed to obtain and retain registration to practise in Australia.

The Capabilities provide a framework for assessing competence and are used:

- in the development of osteopathy curricula by universities
- to assess osteopathy student and new graduate performance
- as part of the annual renewal of registration process
- to assess osteopaths educated overseas seeking employment in Australia
- to assess osteopaths returning to work after breaks in service
- as part of professional conduct matters, and
- to communicate to consumers the standards that they can expect from osteopaths.

Since the *Capabilities* were published in 2009, the role and scope of practice for osteopathy throughout Australia, the model of education and training, and the regulatory framework within which registration of osteopathy occurs, have developed substantially.

The Australasian Osteopathic Accreditation Council developed draft revised Capabilities which the Board took to targeted stakeholders for preliminary consultation in 2016.

The revised Capabilities will continue to be owned by the Board. Feedback from preliminary consultation indicates that work needs to be done in order for the draft revised Capabilities to be fit for purpose, including to incorporate feedback on the version from recent preliminary consultation in 2016 in readiness for public consultation; and then further refinement after public consultation.

### 2. Objective

The objective of this project is to finalise evidence based and stakeholder supported *Capabilities for Osteopathic Practice in Australia*.

The procurement does not include:

- development of the draft revised Capabilities

- developing assessment tools for educational purposes
- undertaking the public consultation
- preparation of a publication-ready version, or
- the implementation of the revised capabilities

### 3. Scope

The scope of this procurement includes:

1. revising a version of Capabilities for public consultation incorporating stakeholder feedback from preliminary consultation<sup>1</sup>, to refine the current draft Capabilities aligning the structure, content and format of current draft of the revised Capabilities with professional standard/competency/capability documents used by other registered health professions in Australia (such as physiotherapy and chiropractic)
2. providing advice on how the stakeholder preliminary consultation comments and feedback have been incorporated into the draft revised Capabilities document for public consultation
3. providing a refined version of the draft revised Capabilities document suitable for wide-ranging public consultation which will be undertaken by the Board
4. incorporating feedback from public consultation to finalise the revised Capabilities document
5. providing advice on how the public consultation comments and feedback from stakeholders have been incorporated into the proposed draft document, and
6. providing a proposed revised Capabilities document for consideration by the Board

### 4. Deliverables

The overall objective is to finalise evidence based and stakeholder supported *Capabilities for Osteopathic Practice* in Australia.

The deliverables / outputs of this project, including milestones, timelines and quality requirements, are:

#### Stage 1 – Incorporating feedback from preliminary consultation

- Within the first 8 weeks of the quote being awarded the Bidder will complete 1 to 4 in 'Scope' The successful Bidder may be invited to present the refined version to the Board prior to public consultation.

#### Stage 2 – Incorporating feedback from public consultation

- After the Board has undertaken public consultation (for a period of 8 to 10 weeks), the Bidder will complete 5 to 7 listed in the 'Scope' section of this document within six weeks.
- Delivery of a final draft of the proposed new Capabilities to the Board for final decision
- If there are substantial changes from the public consultation draft or if the issues which have a degree of complexity or arise from the public consultation, the Board may consider it necessary to release the revised Capabilities for a further period of public consultation. This would involve a

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<sup>1</sup> Feedback from preliminary consultation was provided to the Board on the basis that it is not for publication. Access to the feedback will be provided to the successful bidder

repeat of this Stage 2. This will then result in delivery of the final draft of the proposed new Capabilities to the Board for final decision.

### Stage 3 – Board endorsement of proposed new Capabilities

- Following Board feedback, the proposed new Capabilities will be endorsed as final new qualifying statements for implementation, or further refinement may be required. This will then result in delivery of the final draft of the proposed new Capabilities to the Board for final decision.

A briefing will be provided to all potential Bidders to clarify the scope and expectations of the work.

40% payable at the completion of Stage 1 to the satisfaction of the Board

40% payable at the completion of Stage 2 to the satisfaction of the Board

20% payable at the completion of Stage 3 to the satisfaction of the Board

## 5. Project Governance/Responsibilities

AHPRA has responsibility for governance oversight of the project.

AHPRA, in consultation with the Board, will:

- provide advice on the conduct of the project, and
- monitor the project to ensure the project actions are completed in a timely manner.

The Board has responsibility for:

- approving the refined version of the draft revised Capabilities document as suitable for wide-ranging public consultation, and
- approving the revised Capabilities document as suitable for publication.

## Evaluation of Quotes

### Timetable

Key timelines for this proposal are indicated below. These dates are advised as a guide only to projected timelines. The Australian Health Practitioner Regulation Agency (AHPRA) will make every effort to maintain this schedule, but reserves the right to vary dates.

Date RFQ released	10 April 2017
Closing date for requests for further information including briefing of Bidders	10 May 2017, by 5:00pm, Australian Eastern Standard Time
Closing date for submission of Quotes	26 May 2017, by 5:00pm, Australian Eastern Standard Time
Review of submissions	19 June 2017
Interviews (if required) conducted by	26 June 2017
Contract commencement	July 2017
Contract completion	8 months from commencement

### Evaluation Criteria

The successful Bidder will require a background relevant to the assignment and a demonstrated capacity to successfully provide the required goods or services. All Bidders will be evaluated against the evaluation criteria specified below.

<b>Evaluation Criteria</b>	<b>Weighting</b>
1. The Bidder is an Australian individual, team or entity that conducts health related consultancy and/or standards development in the public, non-government and/or private sector	Mandatory
2. The Bidder has relevant and extensive experience in development of significant professional standards / competencies / capabilities documents	3
3. The Bidder demonstrates experience in completing similar projects with similar timeframes and budget	2
4. The Bidder is able to manage costs, and provide service within the agreed quote	2

## Evaluation and Scoring

Quotes will be evaluated against the criteria listed above, using the following scale:

<b>Evaluation</b>	<b>Score</b>
Exceeds all aspects of the evaluation criterion	4
Exceeds some aspects of evaluation criterion (and meets all other aspects of the evaluation criterion)	3
Meets the selection criterion	2
Fails some aspects of the selection criterion	1
Fails all aspects of the selection criterion.	0

An initial evaluation may be used to shortlist proposals. Following shortlisting, one or more Bidders may be interviewed to provide clarification or further information. Shortlisted Bidders may be invited, as part of the evaluation process, to submit a Best and Final Offer in relation to all or certain aspects of their respective Quotes.

All Bidders will be advised of the final outcome of the selection process.

The successful Bidder will be engaged under the AHPRA standard contract for services and consultancy – see attached.

## Pricing

Quotes inclusive of GST are sought on a fixed price basis (eg. lump sum, based on hourly rate including expenses, milestone payments).

For services, as part of the Quote a breakdown of the proposed resource allocation should be included indicating what resources are to be provided, time commitment, hourly rate (if applicable) and individual resource cost as well as total project cost.

All Quotes must set out prices in Australian dollars and be open for at least 90 days from the date of submission. Any price variations proposed over the term of the contract must be set out in the Quote and the variation (or method for calculating it) must be specified.

## Terms

The RFQ process (**'RFQ Process'**) will be managed in accordance with the Terms set out below.

### 1. Application of these Terms

- a) All persons (whether or not they submit a Quote) having obtained or received this RFQ may only use it, and the information contained in it, in compliance with these Terms.

- b) In addition to any other remedies available under law or contract, any failure to comply with these Terms will, in the absolute discretion of AHPRA, entitle it to disqualify any Bidder from the RFQ process.

## 2. Bidder warranties

By submitting a Quote, a Bidder warrants that:

- a) it is a legal entity capable of entering into a contract with AHPRA;
- b) in lodging its Quote it did not rely on any express or implied statement, warranty or representation, whether oral, written or otherwise made by or on behalf of AHPRA, its employees, consultants or agents other than any statement, warranty or representation expressly contained in this RFQ;
- c) it did not use the improper assistance of AHPRA employees or information unlawfully obtained from AHPRA in compiling its Quote;
- d) it has examined this RFQ and any other documents referred to in it, and any other information made available in writing by AHPRA to Bidders for the purposes of submitting a Quote;
- e) it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its Quote;
- f) it has otherwise obtained all information and advice necessary for the preparation of its Quote;
- g) it has made proper allowance for all matters contained in or capable of inference from the information contained in this RFQ or obtained as part of the RFQ Process;
- h) it has made proper allowance for all matters which might impact upon the Bidder's ability to provide any goods or services, or both, covered by this RFQ ('**Goods and Services**') or to provide the Goods and Services within any particular time, cost or quality constraints;
- i) it has, and will maintain, the necessary skill, qualifications and experience to enable it to provide the Goods and Services in accordance with AHPRA's standard contract (set out in the Attachment to this RFQ);
- j) it has, or will be able to, obtain all the necessary consents, permits and authorities necessary in order for it to provide the Goods and Services;
- k) it will provide additional information in a timely manner as requested by AHPRA to clarify any matters contained in its Quote;
- l) it is satisfied as to the correctness and sufficiency of its Quote;
- m) it is not insolvent within the meaning of Section 95A of the Corporations Act 2001 (Cth) or otherwise and there is no unfulfilled or unsatisfied judgment or Court order outstanding against the Bidder;
- n) it has examined relevant statutory requirements and satisfied itself it is not participating in any anti-competitive, collusive, deceptive or misleading conduct in structuring and submitting the Quote;
- o) it has an Australian Business Number ('ABN') or an ABN is not required in relation to any proposed supply it will make in relation to this RFQ; and
- p) it otherwise accepts and will comply with the rules set out in this RFQ, including these Terms.

## 3. Bidder acknowledgements

The Bidder acknowledges and agrees that:

- a) it is responsible for all costs and expenses incurred in connection with the preparation and lodgement of its Quote, any subsequent negotiation and any future process connected with or relating to the RFQ Process; and
- b) AHPRA shall not be liable for any claim in respect of any cost, expense, loss or damage on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidder's participation in the RFQ Process, including, without limitation, instances where:
  - i. the Bidder is not engaged to perform under any contract; or
  - ii. AHPRA exercises any rights under this RFQ or at law.

#### 4. Conflict of interest

A Bidder must not, and must ensure that its employees, consultants do not place themselves in a position that may or does give rise to actual, potential or perceived conflict between the Bidder's and AHPRA's interests during the RFQ Process.

Bidders must declare to AHPRA any matter or issue which is, may be reasonably perceived to be, or may lead to, a conflict of interest in relation to any contract that may result from this RFQ. Bidders must describe a strategy so that any conflict of interest will be avoided.

If a conflict of interest arises, or is likely to arise, after the Bidder submits a Quote, the Bidder must notify the AHPRA contact specified in this RFQ as soon as practicable.

#### 5. AHPRA's rights

Notwithstanding anything else in this RFQ, and without limiting its rights at law or otherwise, AHPRA reserves the right, in its absolute discretion at any time, to:

- a) cease to proceed with or suspend the RFQ Process;
- b) alter the structure and/or timing of this RFQ or the RFQ Process;
- c) vary or extend any time or date specified in this RFQ for all or any Bidders or other persons;
- d) terminate the participation of any Bidder or any other person in the RFQ Process;
- e) require additional information or clarification from any Bidder or any other person or provide additional information or clarification;
- f) require a Bidder to demonstrate its financial stability and its ability to remain a viable supplier of the relevant goods or services over the term of any proposed contract;
- g) engage a third party to assess a Bidder's financial, technical, planning and other resource capability;
- h) contact a Bidder's referees directly and without notifying the Bidder;
- i) negotiate with any one or more Bidders and allow any Bidder to alter its Quote;
- j) accept Quotes from one or more Bidders in relation to some but not all of the scope of the activity described in the Specification;
- k) call for new Quotes;
- l) reject any Quote received after the Closing Time;
- m) reject any Quote, including the lowest priced Quote; and
- n) reject any Quote that does not comply with the requirements of this RFQ.

#### 6. RFQ

## 6.1 Status of RFQ

This RFQ is not an offer. This RFQ is an invitation for Bidders to submit a Quote for the provision of the Goods and Services set out in the Specification.

This RFQ must not be construed, interpreted or relied upon, whether expressly or impliedly, as an offer capable of acceptance by any person or as creating any form of contractual, promissory, restitutionary or other rights.

No binding contract (including a process contract) or other understanding (including any form of contractual, promissory, restitutionary or other rights) for the supply of the Goods and Services will exist between AHPRA and any Bidder unless and until AHPRA has signed a formal written contract with a Bidder.

## 6.2 Accuracy of RFQ

While all due care has been taken in connection with the preparation of this RFQ, AHPRA does not warrant the accuracy of the content of this RFQ and AHPRA will not be liable for any omission from this RFQ.

AHPRA makes no representations or warranties that the content in this RFQ or any part of it or any information communicated to or provided to Vendors during the RFQ Process is, or will be, accurate, current or complete. AHPRA and its employees, consultants or agents will not be liable with respect to any information communicated or provided which is not accurate, current or complete.

If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by AHPRA (other than minor clerical matters), the Bidder must promptly notify AHPRA through the AHPRA contact specified in this RFQ in writing of such discrepancy, ambiguity, error or inconsistency to give AHPRA an opportunity to consider what corrective action is necessary (if any).

Any actual discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by AHPRA will, if possible, be corrected by AHPRA and provided (or the proper information made available) to all Bidders without attribution to the Bidder that provided the notice.

## 6.3 Additions and amendments to RFQ

AHPRA reserves the right to change any information in, remove, or to issue addenda to, this RFQ. AHPRA and its employees, consultants and agents will not be liable in connection with either the exercise of, or failure to exercise, this right.

If AHPRA exercises its right to change information under this clause 6.3, it may seek amended Quotes from all Bidders.

## 6.4 Representations

No representation made by or on behalf of AHPRA in relation to this RFQ (or its subject matter) will be binding on AHPRA unless that representation is expressly incorporated into any contract(s) ultimately executed by AHPRA and a Bidder.

## 6.5 Confidentiality of AHPRA information

All persons (including Bidders) obtaining or receiving this RFQ and any other information provided by AHPRA in connection with this RFQ or the RFQ Process must:

- (a) keep the contents of this RFQ and such other information confidential;
- (b) not disclose or use this RFQ or such other information except as required for the purpose of developing a Quote or to provide the Goods or Services specified in this RFQ; and
- (c) securely destroy copies of the RFQ and such other information when advised of the outcome of the RFQ or after supply of the Goods or Services, unless required by law to retain it.

## 6.6 Confidentiality of Quotes

AHPRA will treat Quotes as confidential and will not disclose the contents of a Quote except:



- (a) as required by law (including, for the avoidance of doubt, as required by the Freedom of Information Act 1982 (Cth));
- (b) for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction; or
- (c) to consultants or advisers to AHPRA engaged to assist with the RFQ Process.

#### **6.7 Bidders to ensure their personnel comply with this RFQ**

Bidders must ensure that any employee, agent or contractor, or any other person to whom it discloses this RFQ and any documents issued in relation to it will, in relation to the use of, return of and liability for that material, be bound by the same terms (or terms to the same effect) as those set out in these Terms and Conditions.

#### **6.8 Licence to use the RFQ and Intellectual Property Rights in the RFQ**

Persons obtaining or receiving this RFQ and any other documents issued in relation to the RFQ Process may use and copy this RFQ and such documents only for the purpose of preparing a Quote or to provide the Goods and Services.

Such Intellectual Property Rights as may exist in this RFQ and any other documents provided to Bidders by or on behalf of AHPRA in connection with the RFQ Process are owned by (and will remain the property of) AHPRA except to the extent expressly provided otherwise.

#### **6.9 Ownership and use of Quotes**

All Quotes and any accompanying documents become the property of AHPRA. Bidders will retain all intellectual property rights contained in a Quote. However, by submitting a Quote, a Bidder licenses AHPRA to reproduce and use the Quote for the purpose of evaluating it.

#### **6.10 AHPRA's reporting requirements**

Bidders acknowledge that AHPRA is subject to legislative and administrative accountability and disclosure requirements. Without limiting AHPRA's right to disclose information about any contract awarded, AHPRA may publicly disclose the supplier's name and a range of details about the contract, including contract value. Bidders should also note that the Freedom of Information Act 1982 (Cth) applies to AHPRA.

#### **6.11 No lobbying etc.**

Bidders must not communicate with, or seek assistance from, AHPRA staff, Board members, or Agency Management Committee members regarding this RFQ, except as expressly provided for in this RFQ. Where a Bidder is an existing supplier to AHPRA, day to day communications may continue in accordance with any current agreement, however no aspect of this RFQ may be discussed.

Bidders must not engage in any activities that may be perceived as, or that may have the effect of, improperly influencing the outcome of the RFQ Process in any way. Improper communications may be grounds for disqualifying a Bidder.

#### **6.12 Bidders must notify probity problems**

Should any Bidder consider that the RFQ process has failed to accord it fair right to be considered as a successful Bidder or that it has been prejudiced by any breach of these Terms and Conditions or other relevant principle affecting the bids or their evaluation, the Bidder must notify AHPRA immediately of the alleged failure or breach to the Contact Person. Notification must set out the issues in dispute, the impact on the Bidder's interests, any relevant background information and the outcome desired.

#### **6.13 No dumping of goods**

Quotes from suppliers who are offering goods subject to an Australian Customs Dumping Notice will be disqualified from further consideration. AHPRA reserves the right to suspend an agreement where the supplier is providing goods subject to an Australian Customs Dumping Notice.

#### **6.14 Quotes must not be conditional**

A Bidder's Quote must not be conditional on:

- (a) board approval of the Bidder or any related body corporate being obtained;
- (b) the Bidder conducting due diligence or any other enquiry;
- (c) the Bidder (or anyone else) obtaining any regulatory approval or consent; or
- (d) the Bidder obtaining the consent or approval of any third party.

#### 6.15 Notification of unsuccessful Bidders

AHPRA will notify unsuccessful Bidders of the final decision and unsuccessful Bidders may ask for a debriefing following the award of a contract.

#### 6.16 Continuing obligations

The obligations of the Bidder under this clause 6 survive the termination or expiration of the agreement constituted by these Terms.

### 7. Illegible or incomplete Quotes

AHPRA may at its sole discretion:

- (a) disqualify incomplete or illegible Quotes or evaluate them solely on the legible information provided, and AHPRA is under no obligation to seek clarification or further information from a Bidder;
- (b) permit a Bidder to correct an unintentional error in a Quote where that error becomes apparent after Closing Time, but not if AHPRA considers the correction would materially alter the substance of the Quote.

### 8. Obligation to notify errors

If a Bidder becomes aware of an error in its Quote, it must promptly notify AHPRA of this.

### 9. Governing Law

This RFQ is governed by the laws of Victoria.

## Queries

Queries can be directed to:

<b>Contact Name</b>	Cathy Woodward
<b>Email Address</b>	<a href="mailto:cathy.woodward@ahpra.gov.au">cathy.woodward@ahpra.gov.au</a>
<b>Phone Number</b>	+61 3 8708 9318

All requests for clarification or for additional information must be lodged by the nominated date (refer to the process timetable above) to allow sufficient time for response and information to be provided to all parties quoting. AHPRA reserves the right to not respond to such requests, irrespective of when such requests are received.

AHPRA may respond to any request for clarification or additional information by any method of its choosing.

Except where AHPRA is of the opinion that a question applies to an individual Bidder, AHPRA will, as far as reasonably practicable, provide questions submitted and answers given to all Bidders without identifying the person or organisation that submitted the question.

## Submission of Quotes

All Quotes must be made by completing and signing the attached Response Schedule, which is to be submitted as follows:

Please submit one electronic copy of your Quote by email to the contact officer below by the time and date specified (**'the Closing Time'**) in the process timetable above.

AHPRA will not consider any Quotes received after the Closing Time, unless AHPRA determines, in its sole discretion, that it caused or contributed to the failure to lodge by the Closing Time (e.g. if there is a fault in AHPRA's mechanism for receiving Quotes).

AHPRA's determination of whether a Quote was lodged on time is final. Subject to the paragraph immediately above, Quotes lodged after the Closing Time will be recorded by AHPRA and will only be opened for the purpose of identifying the Bidder's business name and address. AHPRA will notify a Bidder whose Quote was lodged late in writing of its ineligibility for consideration. All such Quotes will be returned at the conclusion of the RFQ Process.

AHPRA may, at its sole discretion, grant an extension of the Closing Time. AHPRA will only grant extensions in exceptional circumstances. Any extension will apply equally to all Bidders.

<b>Email Address</b>	<a href="mailto:cathy.woodward@ahpra.gov.au">cathy.woodward@ahpra.gov.au</a>
<b>Quotes must be received at the above Email Address by:</b>	<b>26 May 2017, 5:00pm Australian Eastern Standard Time.</b>

# Response Schedule

## Background Information

### Bidder Details

Full Legal Name of the Bidder	
Trading Name	
Entity Status (eg: Partnership, Company etc)	
ACN number	
Registration for GST	(Yes or No)
Australian Business Number (ABN)	
Place of Incorporation	
Postal Address	
Principal office	
Contact Person	
Position/Title	
Telephone No	
Mobile No	
Facsimile No	
E-mail address	

### Qualifications and Experience of Key Project Staff

Name	
Title/Office Held	
Employee or Consultant	
Qualifications	
Length of Relationship with Company	
Previous Experience	
Role/functions to be performed	

[Repeat Table as required for a team]

### Financial Capability

<p>Bidders are required to demonstrate that they have the financial capacity to provide, over the term of the contract, all the requirements specified in this RFQ. Accordingly, please provide the following information.</p> <p>If the answer to any of the following questions is yes, provide an explanation.</p>	
(a) 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 Bidder?	
(b) Are there any mergers/acquisitions either	

recent (within the past 12 months) or which are imminent?	
(c) Are there any proceedings, either actual or threatened, against the Bidder, its parent or associated entities or any director of the Bidder, 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?	
(d) Are there any bankruptcy actions against a director of the Bidder, its parent or associated entities, or has there been within the past five years?	
(e) Are there any de-registration actions against the Bidder, its parent or associated entities on foot, or have there been any within the past five years?	
(f) Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Bidder, its parent or associated entities on foot, or have there been any within the past five years?	
(g) Is the Bidder, 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 Bidder to provide the Goods and/or Services contemplated by this RFQ?	
(h) Are there any other factors which could adversely impact on the financial ability of the Bidder to successfully perform the obligations contemplated by this RFQ?	
(i) Is the Bidder 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, Bidders are required to undertake to provide to AHPRA upon request all such information as AHPRA reasonably requires to satisfy itself that the Bidder is financially viable and has the financial capability to provide the goods and/or services for which they are bidding and to otherwise meet their obligations under the proposed contract.	
Provide your signature as your undertaking to comply with this request.	
Will you provide valid tax invoices?	(Yes or No)

**Insurance (please provide details as relevant to your Quote)**

Proof of insurance cover:	Provider	Policy Number	Expiry Date	Limit of Liability
• Public liability				
• Professional indemnity				
• Others as relevant				
• Relevant exclusions:	(Provide separately summary of any <i>relevant</i> exclusions to the above,			

	and their potential impact on this contract)
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**Referees (please provide at least two)**

	Referee 1	Referee 2
Company Name		
Postal Address		
Contact Person		
Position/Title		
Telephone Number		
Email Address		
Nature of work performed		
Length of professional relationship		

**Proposal**

**Overview**

Describe how you intend to meet the requirements of the project, including details of how the project will be implemented, managed and monitored. The extent to which a practical and workable approach is developed is a key consideration.

Please structure this information against each of the evaluation criteria for this project, as follows:

Evaluation Criteria	Bidder’s Response to each Criterion
1	
2	
3	
4	

**Summary of costs**

Deliverables	(\$)
Stage 1 – Scoping	
Stage 2 – Model development	
Stage 3 – Implementation framework	
Other costs, eg venue, travel, catering, other expenses – please detail (if applicable)	
<b>Total Price :</b> (A\$ and GST inclusive)	

### Acceptance of Terms and Conditions

IMPORTANT: An authorised officer of the Bidder must signify acceptance of the Terms and Conditions of this Quote.

If the response is submitted by post, the authorised officer's signature as indicated in this part, and submission of a Quote in response to the request for Quote, signifies acceptance of all Terms and Conditions.

If the Quote is submitted by e-mail, you must type the words "I ACCEPT" in the signature space to signify your acceptance of all Terms and Conditions.

### Acceptance of Conditions and Endorsement

Signature of Authorised Officer	(sign here or type your acceptance)
Name of Authorised Officer	
Title/Office Held	
Date	

**Attachment 1:  
AHPRA standard contract**

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If AHPRA engages a Bidder as a result of this RFQ, it will do so on the terms of its standard contract (attached).

If a Bidder seeks amendments to the AHPRA Standard Contract, it should set out clearly, by reference to the relevant clauses, what amendments are sought in the format below and attach this to its response to this RFQ.

Clause number	Amendment sought (and explanation if required)