

Request for Proposal (RFP)

TARGETED REGIONAL INITIATIVES for SUICIDE PREVENTION (TRISP) (PAC102)

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Introduction

Capital Health Network (CHN) is the Primary Health Network (PHN) for the ACT. PHNs have been established by the Australian Government with the key objectives of:

- Increasing the efficiency and effectiveness of health 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.

PHNs are working with the Commonwealth, State and Territory governments under the National Mental Health and Suicide Prevention Agreement to progress a systems-based approach to suicide prevention, with the aim of:

- Reducing system fragmentation through improved integration between Commonwealth, State and Territory funded services;
- Addressing gaps in the system by ensuring community-based mental health and suicide prevention services are effective, accessible, and affordable; and
- Prioritising investment in prevention and early intervention.

CHN has received funding from the Department of Health and Aged Care (DoHAC) to adopt a community-led, systems-based approach to suicide prevention, targeting local populations who have been identified as at risk of suicide or suicidal distress. This funding is intended to support those in the ACT region who aren't currently connected to services to access inclusive and compassionate support in ways that meet their needs, or to gain awareness and confidence to seek the support of existing community services. This funding also aims to build capacity, connection, and capability of the suicide prevention workforce in the ACT region. While this funding is intended to support all people at risk of suicide in the ACT region, consideration should be given to support of the following identified priority populations:

- Aboriginal and Torres Strait Islander peoples
- Australian Defence Force Veterans
- Culturally and Linguistically diverse communities and refugees
- LGBTIQ+ people
- Men
- Older people (aged over 65, or over 50 for Aboriginal and Torres Strait Islander peoples)
- Young people

At this stage, the funding is not ongoing. Therefore, short-term impact and sustainability beyond the funding period needs to be considered.

Part A: Reference Schedule

Information in this Reference Schedule must be read in conjunction with **Part E** of this RFP.

Item 1	RFP Reference	PAC102
Item 2	Key contact during RFP process	Name: Mandy Larsson Email: tenders@chnact.org.au
Item 3	Timetable*	
	RFP issued	Thursday 29 th February 2024
	Briefing Session	3 – 4pm Wednesday 13 th March 2024 <i>Please register for the briefing session by emailing tenders@chnact.org.au</i>
	End of period for questions or requests for information	5.00 pm Friday 22 nd March 2024 <i>Questions or requests for information must be submitted via tenders@chnact.org.au using the subject heading PAC102– Questions.</i>
	Closing time and date	5.00 pm Friday 5 th April 2024
Item 4	Lodgement	
	Lodgement instructions	Responses must be submitted on Request for Proposal template provided. Responses to be emailed as PDF to tenders@chnact.org.au Email subject line to include: PAC102 RFP [respondent name or organisation] . All responses must respond to the Statement of Requirements (Part B) in consideration of the assessment criteria (Part C), compliance and assurance requirements (Part D) and the standard Conditions of the RFP Process (Part E).
Item 5	Additional materials and information	Nil
Item 6	Additional Rules	Applicants must adhere to: <ul style="list-style-type: none"> • The National Redress Scheme Grant Connected Policy that makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. • Commonwealth Child Safe Framework

* May be changed by CHN in accordance with the Conditions of the RFP Process set out in Part E of this RFP.

B: Statement of Requirements

Overview of Program

CHN has received funding to commission and/or adapt early intervention initiative(s) to support Canberrans struggling with, or at risk of, suicidal distress. The aim of these initiative(s) is to connect and support people who are not currently linked to mental health services within the local region. We know that people within our local community are experiencing suicidal distress without seeking the assistance of any health or community services, and that many people die by suicide without ever having engaged with the health or community sectors for support. We also know that certain groups and populations are at a higher risk of suicide and suicidal distress, including:

- Aboriginal and Torres Strait Islander peoples
- Australian Defence Force Veterans
- Culturally and Linguistically diverse communities and refugees
- LGBTIQ+ people
- Men
- Older people (aged over 65, or over 50 for Aboriginal and Torres Strait Islander peoples)
- Young people

This funding is to bring awareness, skills, and cultural safety to our community with compassionate, inclusive local initiatives. This program aims to reach people who are unable to or unwilling to access support through traditional means, to foster connection and support early intervention and prevention at a community level across the whole of the ACT. CHN, through consultation with members of local government, emergency services, carers, people with lived experience of suicidal distress, and non-government community service providers, identified the following suggested initiatives as areas of high need for resourcing in our community:

- Introducing training, educational events, campaigns and initiatives (including promotion of help seeking behaviours) within sporting clubs and sports venues, local community groups, senior citizen clubs, school Parents and Citizens Associations, youth groups, social clubs, and other community-facing groups.
- Through co-design with communities, using cultural activities to bring people and communities together to tackle the subject of suicide in culturally sensitive and relevant ways.
- Establishing, promoting, and increasing access to social and community groups to prevent isolation and disconnection.
- Utilising social media to promote suicide awareness and help-seeking.
- Promoting and providing cultural safety and diversity training through workplaces.
- Promoting and providing compassionate care and suicide awareness training for aged care staff.
- Recruiting, training, supporting, and engaging people with lived experience of suicide and suicidal distress within new and existing programs and initiatives.
- Improving suicide prevention community awareness, skill development and literacy through information sharing, awareness campaigns, and additional community resources.
- Taking a localised and culturally safe approach to support lines.
- Embedding trained interpreter services in suicide prevention programs and services.
- Providing person-centred suicide prevention training for emergency services and hospital staff in working with diverse communities.

- Providing training in suicide prevention and awareness for public-facing workers in the community, including allied health professionals, hospitality staff (e.g. baristas, wait staff, bartenders), sporting coaches, receptionists, hairdressers/barbers, retail workers, and others.
- Delivering peer-led suicide prevention campaigns in the general community, including through avenues such as pubs, gambling sites and sports games.
- Through an early intervention approach, developing programs that support connection and establish protective factors without directly referring to or being promoted as suicide prevention.

Please note: *The suggestions above are only examples of what initiative(s) could include. We welcome and encourage original and innovative applications from all types of organisations, community groups, clubs and service providers that can support people at risk of suicide or suicidal distress across the community. Initiative(s) are sought to address gaps in our local region; however, this also includes initiative(s) where additional resources in existing programs would further support people at risk of suicide and suicidal distress.*

Problem Statement

National Suicide Prevention Adviser; 2020 Final Advice

'Suicidal and self-harm behaviours are generally not well understood. They are surrounded by shame and social stigma that deter many people from seeking help with suicidal distress; approximately half of Australians lost to suicide did not have contact with mental health services at the time of their deaths.'

National Suicide Prevention Adviser. Connected and compassionate: Implementing a national whole of governments approach to suicide prevention (Final Advice). Canberra: National Suicide Prevention Adviser; 2020. Available from: <https://www.health.gov.au/resources/publications/national-suicide-prevention-adviser-final-advice>

It is recognised that not everyone who experiences suicidality or dies by suicide has lived experience of mental ill health. The causes that lead to suicidal distress are multifactorial and strongly linked to broader social determinants of health and wellbeing. Due to this complexity, a one-size-fits-all approach to suicide prevention is not suitable. The causes of suicide, as well as resources and services that are required to help prevent it, are unique for each person, community, and region.

The World Health Organization emphasises the need for national suicide prevention strategies that are adapted to engage local communities and are multisectoral. A broad systems-based approach to preventing suicidality enables a pathway to promote protective factors, respond compassionately to early signs of distress, and promote social, emotional and cultural wellbeing.

Sadly, we know Canberrans die by suicide every year without seeking support for their suicidal distress. We also have identified groups of at-risk populations in our community who are highly vulnerable to suicidal distress and behaviours.

How do we reach these groups and provide the trusted support they need, along with gaining the confidence to reach out when struggling in future?

How do we ensure Canberrans receive compassionate, inclusive and affirming care when seeking support for suicidal distress?

Key Objectives

In Scope Initiatives may include:

- Initiative(s) seeking to connect those struggling with suicidal distress who are not currently linked with clinical supports.
- Initiative(s) that aim to improve care coordination and service pathways for people at risk of suicidal ideation, who have attempted suicide, or who are bereaved by suicide.
- Establishment of new initiatives and/or adaptations and enhancements to existing initiatives to enable them to better support the community.
- Training and awareness education for those in public-facing roles in the community to identify and respond early to distress.
- Establishment of a range of services that offer compassionate support for individuals, or communities at risk, via multiple channels including online, telephone, videoconference and face to face to meet community needs.
- Building the capacity and capability of the local suicide prevention workforce and relevant community members to respond to distress and link people with appropriate supports and services.
- Establishment of peer support and mentorship programs for people at risk or impacted by suicide.
- Establishment of compassionate and culturally safe initiatives to support wellbeing and connection for those in at risk populations.

Out of Scope Initiatives:

- Initiative(s) which are currently remunerable through government or non-government providers.
- Initiative(s) beyond 30th June 2025.
- Initiative(s) for an individual.
- Initiative(s) outside the ACT region.
- Initiative(s) budgeted at less than \$10,000.00 or more than \$410,000.00.

Anticipated timeframes

This procurement activity will be undertaken in accordance with the below timeframes:

Stage 1 - Request for Proposals:

- Procurement to commence by 29th February 2024
- Stakeholder briefing 3.00 - 4.00pm, 13th March 2024
- End of period for questions or requests for information 5.00 pm, Friday 22nd March 2024
- Proposals closes 5.00pm, Friday 5th April 2024

Stage 2 - Review of Submissions:

- Review of proposals by May 2024
- Preferred supplier/s identified

Stage 3 - Contract Negotiation:

- Contract negotiation finalised by 12 June 2024

Stage 4 - Establishment:

- Establishment from 1 July 2024

Stage 5 - Services Commence:

- Services to commence 1 July 2024

Service Delivery

Initiative(s) must meet the following requirements:

- Be delivered within the ACT.
- Be intended for or support those identified as at risk of suicide or suicidal distress.
- Benefit a group of the community, not a single individual.
- Create sustainable impacts on the support and wellbeing of those in suicidal distress.
- Have the ability to maintain sustainable impacts beyond the funded period.

Service Agreements and Deliverable/Reporting Requirements

Services orders will commence on execution of the agreement and continue until 30 June 2025. Indicative deliverable requirements are detailed below. These will be finalised during contract negotiation.

Deliverable	Timeframe
Model of care documents and associated Operational Guidelines	Within one month of contract execution date
Outcomes Framework	Within one month of contract execution date
Marketing and Communications Plan	Within one month of contract execution date
Commencement of Program Delivery	1 July 2024
Performance Reports and Unaudited Financial Acquittals	Six-monthly
Status meetings and reporting	As agreed

Anticipated Service Budget

Funding will be made available following the execution of a relevant services order (contract) until 30th June 2025.

The total amount of funding (exclusive of GST) is \$410,000.00 – 2024-25 financial year.

2024-25	Total
\$410,000.00	\$410,000.00

Initiatives proposed under this funding are required to have a minimum budget of \$10,000.00 and maximum budget of \$410,000.00. Our aim is to distribute these funds strategically to enable a whole-of-system approach to suicide prevention in the ACT. All proposals budgeted within this range will be accepted, but action will be taken to ensure the full amount of funding can be distributed in the most impactful way. While there is no fixed funding amount, we are looking for sustainable initiatives that target at-risk populations, take innovative, community-based approaches to suicide prevention, and have the potential for lasting impact.

Please note: A maximum of 14.5% per budget can be allocated to administration costs.

Part C: Assessment Criteria

The following criteria will be used to assess proposals.

Assessment Criteria	Weighting
<p>1. Initiative - Proposal, Qualities and Attributes (<i>max. 1500 words</i>)</p> <p>Provide a clear proposal of the initiative(s) to be delivered. This should include a description of the proposed model of support and considerations for how the proposed initiative(s) aligns with the program overview and aims.</p> <p>Response to include:</p> <ul style="list-style-type: none"> • Defined scope of initiative(s), including inclusion/exclusion criteria to participate in the initiative(s). • Explanation of the workforce required to implement this initiative. Please include a high-level recruitment strategy that explains whether the staffing profile will be accessing existing staff and describe any recruitment and training considerations. • Understanding of the current gaps in local suicide prevention/postvention services and description of how your initiative(s) will address this unmet need. • Explanation of how the proposed initiative(s) will support those in population(s) identified as high-risk of suicide or suicidal distress in our community. • Explanation of how the proposed initiative(s) will reach those in our community who are not currently accessing existing suicide prevention or mental health services. • A high-level timeline for the proposed initiative(s). 	<p>40%</p>
<p>2. Innovation and Sustainability (<i>max. 1000 words</i>)</p> <p>Provide evidence of how your proposed initiative(s) will be innovative and sustainable.</p> <p>Consider the following elements:</p> <ul style="list-style-type: none"> • What change do you envisage your initiative(s) will create in our local region and to those who are isolated or disconnected, including our high-risk populations? • How will this initiative encourage collaboration and partnerships with other stakeholders, service providers and the community, to enhance current suicide prevention activities, share resources and minimise unnecessary duplication? • How will the initiative(s) ensure improvements to suicide prevention services and client engagement outcomes in the short term and support continuing sustainable impacts in our community? 	<p>25%</p>
<p>3. Governance Structure and Systems (<i>max. 500 words</i>)</p> <p>Outline your proposal for governance structures and systems for the proposed initiative(s), which may be based on existing governance within your organisation. Include consideration of:</p>	<p>10%</p>

<ul style="list-style-type: none"> Processes for adequate identification of risk and appropriate mitigation strategies and contingencies. Overarching governance structures and systems which outline accountability, decision making and reporting processes. 	
<p>4. Experience, Skills & Knowledge (<i>max. 300 words</i>) Demonstrate your expertise in the following:</p> <ul style="list-style-type: none"> Management and operation of a community focussed group/service/program in the local region. Accessibility to resources/infrastructure/stakeholders to engage participants and deliver the proposed initiative. 	10%
<p>5. Budget and Value for Money (<i>Itemised budget & max 300 words value commentary</i>) Provide a budget for a 12-month period. Please demonstrate the following:</p> <ul style="list-style-type: none"> Itemised budget within the range of \$10,000.00 to \$410,000.00. Adequate reflection of resourcing required for establishment and operation of initiative(s). Administrative costs are capped at a maximum of 14.5% of proposed budget. Administration and service delivery costs should be specifically defined and itemised where practical. All amounts included in the proposed budget must be GST-exclusive. <p>Please demonstrate how your budget is cost effective and delivers value for money (max. 300 words). Where relevant, consider the following:</p> <ul style="list-style-type: none"> If you are an existing service provider in the ACT, how will you leverage economies of scale to deliver efficiencies and ensure value for money? How do the initiative(s) add value to the community within a short time frame, and will they continue to add value after the funding period? 	15%

Part D: Additional Requirements, Assurance and Compliance Considerations

Additional Requirements
Nil
Assurances and Compliance
<p>The following information should be included in your response to the RFP (space provided):</p> <ol style="list-style-type: none"> Conflict of Interest Insurances Accreditation/Registration certification (as appropriate) Referees to support application

Part E: Conditions of the RFP Process

1. Application of these rules

Participation in the RFP Process is subject to compliance with the rules contained in this **Part E**.

All persons (whether or not they submit an RFP) having obtained or received this RFP may only use it, and the information contained in it, in compliance with the rules set out in this **Part E**.

All Respondents are deemed to accept the rules contained in this **Part E**.

The rules contained in this **Part E** of the RFP apply to:

- a. the RFP and any other information given, received or made available in connection with the RFP including any additional materials specified in **Reference Schedule (Part A)** and any revisions or addenda,
- b. the RFP Process, and
- c. any communications (including any Briefings, presentations, meetings or negotiations) relating to the RFP or Process.

2. Structure of Request for Proposal

This RFP consists of the following parts:

Introduction – contains an overview of the opportunity presented in, and the objectives of, this RFP.

Part A – Reference Schedule

Part B - Statement of Requirements describes the Goods and/or Services in respect of which CHN invites proposals from invited suppliers.

Part C – Assessment Criteria

Part D – Additional Requirements, Assurance and Compliance Considerations

Part E - Conditions of the RFP Process sets out the rules applying to the RFP documents and to the Process. These rules are deemed to be accepted by all Respondents and by all persons having received or obtained the RFP.

3. Request for Proposal

3.1 Status of RFP

This RFP is not an offer. It is an invitation for potential Suppliers to submit a proposal for the provision of the Goods and/or Services set out in the Statement of Requirements contained in Part B of this RFP.

Nothing in this RFP is to be construed as creating any binding contract for the supply of the Goods and/or Services (express or implied) between CHN and any Respondent until CHN and a Respondent enter into a final, binding contract.

3.2 Accuracy of RFP

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

3.3 Additions and amendments

CHN reserves the right to change any information in or to issue addenda to this RFP.

3.4 Representations

No representation made by or on behalf of CHN in relation to the RFP (or its subject matter) will be binding on CHN unless that representation is expressly incorporated into any contract(s) ultimately entered into between CHN and a Respondent.

3.5 Licence to use and Intellectual Property Rights

Suppliers obtaining or receiving this RFP and any other documents issued in relation to this RFP may use the RFP and such documents only for the purpose of preparing a proposal.

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

3.6 Availability of additional materials

Additional materials (if any) may be accessed in the manner set out in the **Reference Schedule (Part A)**.

4. Communications during the RFP Process

4.1 Key contact

All communications relating to the RFP and the Process must be directed to the Key Contact by email to tenders@chnact.org.au

4.2 Requests for clarification or further information

Any communication by a Respondent to CHN will be effective upon receipt by the Key Contact (provided such communication is in the required format).

CHN may restrict the period during which it will accept questions or requests for further information or for clarification and reserves the right not to respond to any question or request, irrespective of when such question or request is received.

Except where CHN is of the opinion that issues raised apply only to an individual Respondent, questions submitted, and answers provided will be made available to all potential Suppliers via email from tenders@chnact.org.au at the same time without identifying the person or organisation having submitted the question.

A Respondent may, by notifying the Key Contact in writing, withdraw a question submitted in accordance with this **section 4.2**, and only if the question remains unanswered at the time of the request.

4.3 Improper assistance

Respondents must not seek or obtain the assistance of Directors, employees, agents, contractors or service providers (with respect to this RFP) of CHN in the preparation of their proposal. In addition to any other remedies available to it under law or contract, CHN may, in its absolute discretion, immediately disqualify a Respondent that it believes has sought or obtained such assistance.

4.4 Anti-competitive conduct

Respondents and their respective officers, employees, agents and advisers must not engage in any collusion, anti-competitive conduct or any other similar conduct with any other Respondent or any other person in relation to the preparation, content or lodgement of their proposal. In addition to any other remedies available to it under law or contract, CHN may, in its absolute discretion, immediately disqualify a Respondent that it believes has engaged in such collusive or anti-competitive conduct.

4.5 Complaints about the RFP Process

Any complaint about the RFP Process must be submitted to the Key Contact in email to tenders@chnact.org.au immediately upon the cause of the complaint arising or becoming known to the Respondent. The written complaint statement must set out:

- a. the basis for the complaint (specifying the issues involved)
- b. how the subject of the complaint (and the specific issues) affect the person or organisation making the complaint
- c. any relevant background information, and
- d. the outcome desired by the person or organisation making the complaint.

5. Submission of Proposals

5.1 Lodgement

Respondent proposals must be lodged only by the means set out in the **Reference Schedule (Part A)**.

5.2 Late proposals

Proposals must be lodged by the Closing Time set out in the **Reference Schedule (Part A)**. The closing time may be extended by CHN in its absolute discretion.

Proposals lodged after the closing time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Process and will be ineligible for consideration, except where the Respondent can clearly demonstrate (to the reasonable satisfaction of CHN) that late lodgement of the proposal:

- a. resulted from the mishandling of the Respondent proposal by CHN; or
- b. was hindered by a major incident and the integrity of the Process will not be compromised by accepting a proposal after the closing time.

The determination of CHN as to the actual time that a proposal is lodged is final. Subject to **Section (a) and (b)** above, all proposals lodged after the closing time will be recorded by CHN, and will only be processed for the purposes of identifying a business name and address of the Respondent. CHN will inform a Respondent whose proposal was lodged after the closing time of its ineligibility for consideration.

6. RFP documents

6.1 Format and contents

Respondents must ensure that:

- a. their proposal is presented on the required template, and
- b. all the information fields in the RFP template are completed and contain the information requested.
- c. links to websites or online documents must not be included in the proposal as they will not be reviewed by CHN.

CHN may in its absolute discretion reject a proposal that does not include the information requested or is not in the format required.

Unnecessarily elaborate proposals beyond what is sufficient to present a complete and effective RFP are not desired or required.

Word limits where specified should be observed and CHN reserves the right to disregard any parts of the proposal exceeding the specified word limit.

Respondents should fully inform themselves in relation to all matters arising from the RFP, including all matters regarding CHN's requirements for the provision of the Goods and/or Services.

6.2 Illegible content, alteration and erasures

Incomplete proposals may be disqualified or evaluated solely on the information contained in its proposal.

CHN may disregard any content in a proposal that is illegible and will be under no obligation whatsoever to seek clarification from the Respondent.

CHN may permit a Respondent to correct an unintentional error in its proposal where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if CHN reasonably considers that the correction would materially alter the substance of the proposal.

6.3 Obligation to notify errors

If, after a proposal has been submitted, the Respondent becomes aware of an error in the proposal (excluding clerical errors which would have no bearing on the assessment of the proposal) the Respondent must promptly notify CHN of such error.

6.4 Preparation of proposals

CHN will not be responsible for, nor pay for, any expense or loss that may be incurred by Respondents in the preparation of their proposal.

6.5 Disclosure of Respondent contents and information

All proposals will be treated as confidential by CHN. CHN will not disclose proposal contents and information, except:

- a. as required by Law
- b. for the purpose of investigations by the Australian Competition and Consumer Commission (ACCC) or other government authorities having relevant jurisdiction
- c. to external consultants and advisers CHN engaged to assist with the Assessment Process
- d. to other government departments or agencies in connection with the subject matter of the related Commonwealth programme or Process, or
- e. general information from proposals required to be disclosed by government policy.

CHN does however, reserve the rights to benchmark costings against relevant industry standards and across other primary health network organisations.

6.6 Use of proposals

Upon submission in accordance with the requirements of **Section 5** of this **Part E** and the **Reference Schedule (Part A)**, all proposals become the property of CHN. Respondents will retain all ownership rights of intellectual property contained in the proposal. The submission of a proposal does not transfer to CHN any ownership interest in the Respondent's intellectual property rights, or give CHN any rights in relation to the proposal, except as expressly set out below.

Each Respondent, by submission of their proposal, is deemed to have licensed CHN to reproduce the whole, or any portion, of their proposal for the purposes of enabling CHN to evaluate the proposal.

6.7 Withdrawal of proposal

A Respondent who wishes to withdraw a proposal previously submitted by it must immediately notify CHN of that fact. Upon receipt of such notification, CHN will cease to consider that proposal.

7. Capacity to comply with Statement of Requirements

Part B of this RFP gives a statement of CHN requirements with regard to the Goods and/or Services the subject of this RFP. It will be assumed that each Respondent will be capable of providing all of the Goods and/or Services in full. Where Respondents believe they will not be capable of providing all the Goods and/or Services in full or will only comply with the Statement of Requirements subject to conditions, they should either not apply or set out any potential limitations in their proposal.

8. Assessment of proposals

8.1 Assessment process

Following the Closing Time, CHN intends to evaluate all proposals received.

Proposals will be evaluated against the Assessment Criteria specified in Part B of the RFP.

A proposal will not be deemed to be unsuccessful until such time as the Respondent is formally notified of that fact by CHN.

8.2 Clarification of proposal

If, in the opinion of CHN, a proposal is unclear in any respect, CHN may in its absolute discretion, seek clarification from the Respondent. Failure to supply clarification to the satisfaction of CHN may render the proposal liable to disqualification.

CHN is under no obligation to seek clarification to a proposal and CHN reserves the right to disregard any clarification that CHN considers to be unsolicited or otherwise impermissible in accordance with the rules set out in this **Part E**.

9. Next stage

9.1 Options available to CHN

After assessment of all proposals, CHN may, without limiting other options available to it, do any of the following:

- a. prepare a shortlist of Respondents and invite further response to the RFP from those Respondents,
- b. prepare a shortlist of Respondents and call for tenders for Goods and/or Services or any similar Goods and/or Services,
- c. call for tenders from the market generally for the Goods or Services or any similar or related goods or services,
- d. enter into pre-contractual negotiations with one or more Respondents without any further need to go to tender,
- e. decide not to proceed further with the RFP or any other procurement process for the Goods or Services,
- f. commence a new process for calling for proposals on a similar or different basis to that outlined in this invitation, or
- g. terminate the process at any time.

9.2 No legally binding contract

Being shortlisted does not give rise to a contract (express or implied) between the Respondent and CHN.

No legal relationship will exist between CHN and a shortlisted Respondent relating to the supply of the Goods or Services unless and until such time as a binding contract is executed by them.

10. Additional rules

Any rules governing this Request for proposal Process in addition to those set out in this **Part E**, are set out in the **Reference Schedule (Part A)**.

11. Respondent warranties

By submitting a proposal, a Respondent warrants that:

- a. in lodging its proposal it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of CHN, its officers, employees, agents or advisers other than any statement, warranty or representation expressly contained in the RFP documents,
- b. it did not use the improper assistance of CHN employees or information unlawfully obtained from CHN in compiling its proposal,
- c. it has examined this RFP, and any other documents referenced or referred to herein, and any other information made available in writing by CHN to Respondents for the purposes of submitting a proposal,
- d. it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its proposal,
- e. it has otherwise obtained all information and advice necessary for the preparation of its proposal,
- f. it is responsible for all costs and expenses related to the preparation and lodgement of its proposal, any subsequent negotiation, and any future process connected with or relating to the RFP Process,
- g. it otherwise accepts and will comply with the rules set out in this **Part E** of the RFP,
- h. it will provide additional information in a timely manner as requested by CHN to clarify any matters contained in the proposal, and
- i. it is satisfied as to the correctness and sufficiency of its proposal.

12. CHN rights

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

- a. vary or extend any time or date specified in this RFP for all or any Respondents or other persons, or
- b. terminate the participation of any Respondent or any other person in the Process.

13. Governing law

This RFP and the Process is governed by the laws applying in the Australian Capital Territory. Each Respondent must comply with all relevant laws in preparing and lodging its proposal and in taking part in the Process.

14. Interpretation

14.1 Definitions

Respondent means an organisation that submits a proposal.

Briefing means a meeting (the details of which are specified in the **Reference Schedule**) that may be held by or on behalf of CHN to provide information about the RFP and the Process.

Capital Health Network (CHN) means the organisation responsible for the RFP and the Process.

Closing Time means the time specified as such in the **Reference Schedule** by which proposals must be received.

Proposal(s) and/or Response(s) means a document lodged by a Respondent in response to this RFP containing a proposal to provide Goods and/or Services sought through this Process.

RFP Process means the process commenced by the issuing of RFP and concluding upon formal announcement by CHN of the selection of shortlisted Respondent(s) or upon the earlier termination of the process.

Assessment Criteria means the criteria set out in **Part C** of the RFP.

Goods means the goods or other products required by CHN, as specified in **Part B** of this RFP.

Intellectual Property Rights includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

Request for Proposal (RFP) means this document (comprising each of the **Parts A, B, C, D and E**) and any other documents so designated by CHN.

Statement of Requirements means the statement of CHN requirements contained in **Part B** of this RFP.

Reference Schedule means the schedule so designated forming part of **Part A** of the RFP.

Services means the services required by CHN, as specified in **Part B** of this RFP.

14.2 Instruction

In this RFP, unless expressly provided otherwise a reference to:

- “includes” or “including” means includes or including without limitation, and
- “\$” or “dollars” is a reference to the lawful currency of the Commonwealth of Australia, and
- if a word and/or phrase is defined its other grammatical forms have corresponding meaning.