



## **REQUEST FOR QUOTE**

### **CAPABILITIES FOR EXPERIENCED OSTEOPATHIC PRACTICE**

#### **1. Purpose**

To provide information to assist bidders in the preparation and submission of quotes to undertake further work on the Capabilities for Osteopathic Practice initially developed by the University of Technology Sydney.

#### **2. Background**

##### **2.1 Osteopathy Board of Australia**

The Osteopathy Board of Australia (Osteo BA) is established under the *Health Practitioner Regulation National Law Act* (the National Law) as in force in each state and territory. The Board has a range of functions set out in section 35 of the National Law, including to develop or approve standards, codes and guidelines for the health profession and to decide the requirements for registration and endorsement of registration.

##### **2.2 Australian Health Practitioner Regulation Agency**

The Australian Health Practitioner Regulation Agency (AHPRA) is the national agency established in partnership with National Boards 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 to be 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:

- Chiropractic
- Dental

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- Medical
  - Nursing and Midwifery
  - Optometry
  - Osteopathy
  - Pharmacy
  - Physiotherapy
  - Podiatry
  - Psychology

In 2012 four additional health professions will join the scheme :

- Aboriginal and Torres Strait Islander Health Practice
- Chinese Medicine
- Medical Radiation Practice
- Occupational Therapy

### **2.3 Context**

The University of Technology Sydney (UTS) was commissioned to develop capabilities for osteopathic practice by the then Osteopaths Registration Board of NSW. UTS produced a project report and Capabilities for Osteopathic Practice (the capabilities framework) (attached).

The capabilities framework is being used by the Australian and New Zealand Osteopathic Council (ANZOC), the Osteopathic Council of New Zealand (OCNZ) and others to inform regulatory, accreditation and assessment decisions. It is more broadly used as a reference document by the osteopathy profession. The OCNZ has made some revisions and additions to the framework to contextualise the capabilities to NZ society with respect to Maori cultural competence (see [www.osteopathiccouncil.org.nz/](http://www.osteopathiccouncil.org.nz/)).

The Osteo BA proposes to further develop the capabilities framework in relation to post-professional experienced osteopathic practice of at least five years in this project. Further project work may be commissioned in future for other categories of osteopathic practice such as pre-professional.

The Osteopathy Board of Australia considers that the capabilities for osteopathic practice are owned by the profession, rather than any one organisation. Accordingly, it proposes to auspice the further development of the capabilities for wider consultation with the profession. Once the revised draft of the capabilities has been developed by the Contractor, the Osteo BA will undertake consultation with key stakeholders and the profession. The Osteo BA recognises that endorsement of changes by key stakeholders and the profession is important. In recognition of this, the Osteo BA may establish a Project Reference Group for this work which would be involved in providing feedback to the Contractor via the Osteo BA on the drafts.

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## 2.4 Approach of other professions

Some other professions' approaches to documenting capabilities use a similar structure to the capabilities framework, although the terminology may vary. However where the capabilities for Osteopathic Practice framework has two levels (elements and criteria), other documents have three (elements, criteria and evidence). The first two levels are more generic, whereas the third level tends to be more detailed and profession-specific. An example is the Australian & New Zealand Podiatry Accreditation Council's 'Podiatry Competency Standards for Australia and New Zealand' available at (<http://www.anzpac.org.au/pdf/PodiatryCompetencies.pdf>).

## 3. Project Scope

### 3.1 Requirement

The key task is for the Contractor to consolidate the Capabilities for Osteopathic Practice, by adding a third level of detailed osteopathy specific information to expand on the elements and criteria that currently make up the capabilities. The Osteo BA envisages that the third level would be similar to the evidence level included in the Australian & New Zealand Podiatry Accreditation Council's 'Podiatry Competency Standards for Australia and New Zealand'.

The aim of adding the third level is to enhance the current capabilities and to increase their value and clarity in regulatory, assessment and accreditation decision-making, and to the profession more broadly. The project does not extend to developing an assessment tool, as assessment tools are likely to vary according to the use of the capabilities document.

The other key task is to add in aspects that the Osteo BA identified were missing in the documentation to date. The work should address the following issues, which are examples of gaps and not exhaustive:

1. In the introduction to the capabilities, developing an explanation of the likely users of the capabilities and how they might use the capabilities
2. developing an overview of the structure of the capabilities
3. developing osteopathy specific detail in the Clinical Analysis section of the capabilities.
  - a. related to record keeping of other than osteopathic physical examination and palpation findings
  - b. related to systems analysis:
    - Neurological, cardiovascular, respiratory, gastro-intestinal etc
  - c. related to taking and recording a medicines history
  - d. related to recognising cardinal signs of psychological and psychiatric disorders (eg depression, psychosis) which require referral
  - e. related to the interpretation (not just referral) of diagnostic imaging (eg plain films, CT, MRI etc)
  - f. related to assessing a patient's requirements and suitability for exercise and rehabilitation
4. developing osteopathy specific detail in the Care and Scope of Practice section of the capabilities
  - a. related to advice about over the counter medicines and supplements, polypharmacy and medicine interactions
  - b. related to exercise prescription

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**The Osteo BA would like osteopaths who are experienced and knowledgeable in post-professional assessment rather than pre-professional assessment to be consulted; with other health and allied professions used as a supplementary source to consult.**

### **3.2 Key Deliverables**

**The Contractor will be required to provide the following deliverables:**

<b>Deliverable</b>	<b>Timing</b>
<b>Detailed project plan for Board consideration on 19 April 2012</b>	15 March 2012
<b>Initial draft</b>	Mid July 2012
<b>Penultimate draft</b>	Mid August 2012
<b>Final revised draft</b>	8 August 2012

The Contractor must commence the Services by 24 April 2012, or if the contract is signed after that date, as soon as the contract is signed.

The Contractor must complete the Services by 8 August 2012.

The Contractor shall provide the Project Manager, Dr Cathy Woodward, Executive Officer, Osteopathy Board of Australia, with brief written reports on progress at fortnightly intervals in addition to the ad hoc verbal reports (to [cathy.woodward@ahpra.gov.au](mailto:cathy.woodward@ahpra.gov.au)).

Any matters which arise that may be deemed to materially affect the development of the project should be communicated to the Project Manager within twenty-four (24) hours of the matter being known to the Contractor.

## **4. Evaluation of Quotes**

### **4.1 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 attempt to maintain this schedule, but reserves the right to vary dates.

Date RFQ Released/advertised	16 December 2011
Closing date for requests for further information	8 March 2012
Closing date for submission of quotes	15 March 2012
Shortlisting completed by	27 March 2012
Interviews conducted (if necessary) by	6 April 2012
Board approval	19 April 2012
Service/project commencement	24 April 2012
Service/project completion	8 August 2012

A slight variation in timeframes is open to negotiation by the Contractor before acceptance of the contract. The closing date for the submission and the project completion date are not negotiable.

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## 4.2 Evaluation Criteria

The successful bidder will require a background relevant to the assignment and a demonstrated capacity to successfully undertake the project. All bidders will be evaluated against the evaluation criteria specified below.

A bidder may be a consortium of experienced osteopaths, organisation, consultants and researchers who have the combined relevant skill set. Such a partnership does not need to be auspiced by a University but must be a legal entity (see 6.5 below).

<b>Evaluation Criteria</b>
1. The bidder demonstrates a deep understanding of service requirements, and has relevant and adequate experience of similar projects in regard to Australian health professions
2. The bidder demonstrates the ability to deliver similar projects within prescribed timeframes and designated budgets.
3. The bidder demonstrates a detailed and comprehensive understanding of the osteopathic profession, the capabilities for osteopathic practice and the approach of other professions to documenting capabilities, standards or similar.
4. The proposal demonstrates a valid, quality and effective approach to the delivery of specified document that could be used as a foundation for meeting the different needs of osteopathy assessment.
5. The bidder utilises a coherent and reliable methodology to deliver the project.
6. The bidder demonstrates that the project supervisors and authors hold relevant academic qualifications and capabilities
7. The proposal includes validating the revised capabilities with experienced clinical osteopaths who also have experience of assessing osteopathic practice of practitioners with 5 years experience in a clinical setting in Australia
8. The bidder is available to undertake the project specified at the times indicated.
9. The bidder delivers high quality outputs and outcomes, which represent value for money

## 4.3 Evaluation Process

Quotes will be evaluated against the criteria listed in 4.2 above, using the following scale:

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

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Fails all aspects of the selection criterion.

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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 – see attached.

## **5. Pricing**

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

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 prices are to be fixed for at least 90 days from the date of submission of quotes.

## **6. Terms and Conditions**

The RFQ process will be managed in accordance with the terms and conditions set out below.

6.1 *General.* Bidders should familiarise themselves with this document and ensure that their quotes conform with the requirements set out in it. Bidders are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting the quote.

6.2 *Acceptance.* Non complying quotes may be rejected. AHPRA may not accept the lowest priced quote and may not accept any quote.

6.3 *Explanations.* AHPRA shall not be bound by verbal explanations or instructions given prior to acceptance of a proposal.

6.4 *Financial Assessments.* AHPRA reserves the right to engage a third party to carry out assessments of bidders' financial, technical, planning and other resource capability.

6.5 *Legal Entity.* Bidders must provide proof of their legal status. A legal agreement/contract can only be entered into by AHPRA with an organization or individual with legal status established under :

- Associations Incorporation Act
- Co-operatives Act
- Corporations Law
- Health Services Act
- an individual Act of Parliament
- Natural Person (person at least 18 years of age, with mental capacity to understand the agreement, not under any order or bankrupt)
- Trustee Act

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- 6.6 *Taxation Requirements.* AHPRA prefers to deal with suppliers who have an Australian Business Number (ABN), unless there is clear evidence that the relevant supply is not assessable for income tax purposes (i.e. hobby or recreational interest).
- 6.7 *Additional Information.* If additional information to that contained in this document is required by AHPRA when bids are being considered, written information and/or interviews may be requested to obtain such information at no cost to AHPRA. AHPRA may also provide additional information or clarification.
- 6.8 *Process.* AHPRA reserves the right to withdraw from the request for quote process described in this document for whatever reason, prior to the signing of any agreement/contract with any party for the delivery of goods or services described in this document and / or alter the process.
- 6.9 *Negotiation.* AHPRA reserves the right to negotiate with short-listed bidders after the request for quote closing time and allow any bidder to alter its quote.
- 6.10 *Part Quotes.* AHPRA reserves the right to accept quotes in relation to some and not all of the scope of activity described, or appoint one, more than one or no organization on the basis of the quotes received.
- 6.11 *Conflicts of Interest.* Bidders must declare to AHPRA any matter or issue which is, may be perceived to be or may lead to a conflict of interest regarding their proposal or participation in the supply of the goods or services described. Bidders must describe a strategy so that any conflict of interest will be avoided.
- 6.12 *Confidentiality.* All bids and any accompanying documents become the property of AHPRA. Ownership of all information, reports or data provided by AHPRA to bidders resides in AHPRA. The bidder shall not, without the written approval of the CEO of AHPRA, use the information or reports other than in the development of the quote or the delivery of the goods or services. Such information, in whatever form provided by AHPRA or converted by the bidder, must be destroyed in a secure fashion following advice of the outcome of the request for quote process or at completion of the provision of the goods or services.
- 6.13 *Notification of Probity Breach Required.* Should any bidder consider that the request for quote 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 provide immediate notice 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.
- 6.14 *Lobbying.* Any attempt by any bidder to exert influence on the outcome of the assessment process by lobbying, directly or indirectly, AHPRA staff, Board members or Members of Parliament, will be grounds for disqualification of the bid from further consideration.
- 6.15 *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.

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6.16 Pricing. All prices quotes must be represented in Australian dollars. Price variations over the period of the contract must be advised. Bidders must state the factor and reasons for any variation.

## 7. Queries

Queries can be directed to:

<b>Contact Name</b>	Dr Cathy Woodward, Executive Officer, Osteopathy Board of Australia
<b>Email Address</b>	<a href="mailto:cathy.woodward@ahpra.gov.au">cathy.woodward@ahpra.gov.au</a>
<b>Phone No.</b>	03 8708 9318 or 0435 967 862

All requests for clarification or for additional information must be lodged by the nominated date (refer Table at 4.1) 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.

## 8. Submission of Quotes

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

<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>15 March 2012 at 5.00pm (AEST)</b>



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## Response Schedule

### **Bidder Details**

Full Legal Name	
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 in Vic	
Contact Person	
Position/Title	
Telephone No	
Mobile No	
Facsimile No	
E-mail address	
Number of full time employees in the organisation	

### **Qualifications and Experience of Key Project Staff [Delete if not Applicable]**

[Name	
Title/Office Held	
Qualifications	
Previous Experience	
Role/functions to be performed	

[Repeat Table as Required]

### **Financial Capability**

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.

If the answer to any of the following questions is "yes", provide an explanation.

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| (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 |  |
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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 RFT?	
(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 RFT?	
(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 (or its nominated agent) upon request all such information as AHPRA reasonably requires to satisfy itself that bidders are financially viable and have the financial capability to provide the goods and/or services for which they are tendering and to otherwise meet their	

obligations under the proposed contract.	
Provide 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)			

**Referees (please provide at least two)**

	Referee 1	Referee 2
Company Name		
Postal Address		
Contact Person		
Position/Title		
Telephone No		
Email Address		
Nature of work performed		

**Proposal**

**1 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	Bidders Response to each Criterion
1 Service requirements	
2 Project experience	
3 Understanding	
4 Approach	
5 Methodology	
6 Qualifications and capabilities	
7 Validating	

8 Availability	
9 Outputs and outcomes	

### Summary of Costs

Deliverables	\$		
Project Plan			
Initial draft			
Penultimate draft			
Final draft			
Other costs, eg venue, travel, catering, other expenses – please detail (if applicable)			
Total Price : (A\$ and GST inclusive)			

### Acceptance Of Terms & Conditions

IMPORTANT: An authorised officer of the bidding company 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 & Endorsement

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