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WA Primary Health Alliance

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COUNTRY WA

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## SHIRE of COLLIE REQUEST FOR QUOTATION

<b>Request for Quotation:</b>	Audit of Youth Mental Health and Family Support Services in Collie
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<b>Deadline:</b>	<b>11 August 2017</b>
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<b>Address for Delivery:</b>	<p><b>By Hand :</b></p> <p>The Shire of Collie Administration Office 87 Throssell Street COLLIE WA 6225</p> <p><b>By Mail:</b></p> <p>Shire of Collie Locked Bag 6225 COLLIE WA 6225</p> <p><b>Emailed Quotations Accepted:</b></p> <p><a href="mailto:allison.fergie@collie.wa.gov.au">allison.fergie@collie.wa.gov.au</a></p>
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<b>RFQ Number:</b>	RFQ CS-01/2017
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## CONDITIONS OF RESPONDING

### CONTRACT REQUIREMENTS IN BRIEF

The Shire of Collie is seeking to engage a suitably qualified and experienced professional [the Contractor] to undertake an audit of youth mental health and family support services in Collie, Western Australia.

A full statement of the services required to complete this contract appears in the specification.

### DEFINITIONS

Below is a summary of some of the important defined terms used in this Request.

**Contractor:** Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations.

**Deadline:** The Deadline for lodgement of your Submission as detailed on the front cover of this Request.

**Offer:** Your Offer to be selected to supply the Requirements.

**Principal:** Shire of Collie.

**Response:** Completed Offer, response to Selection Criteria and Attachments.

**Request or RFQ or**

**Request for** This document.

**Quotation:**

**Requirements:** The work requested by the Principal.

**Respondent:** Someone who has or intends to submit an Offer to the Principal.

### CONTACT PERSONS

Respondents should not rely on any information provided by any person other than the person listed below

Name: Allison Fergie  
Telephone : 9734 9021  
Email: [allison.fergie@collie.wa.gov.au](mailto:allison.fergie@collie.wa.gov.au)

## **SELECTION CRITERIA**

The Contract may be awarded to a Respondent who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Response that provides all the information requested will be assessed as satisfactory. The extent to which a Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

## **COMPLIANCE CRITERIA**

These criteria are detailed within Part 3 of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Response from consideration.

## **QUALITATIVE CRITERIA**

In determining the most advantageous Response, the Evaluation Panel will score each Response against the qualitative criteria as detailed within Part 3 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Respondents address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored. Failure to provide the specified information may result in elimination from the evaluation process or a low score.

The weighting for selection will be as follows:

- Price – 30%
- Demonstrated expertise of respondent – 30%
- Demonstrated Understanding – 40%

## **PRICE BASIS**

### **LUMP SUM CONTRACT**

All prices for services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted must include all applicable levies, duties, taxes and charges for services. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

## THE PRINCIPAL'S POLICIES THAT MAY AFFECT SELECTION

The following policies may affect this selection: **regional price preference policy**.

## LODGEMENT OF RESPONSE AND DELIVERY METHOD

The Response must be lodged by the Deadline. **The Deadline for this Request is 11 August 2017.**

The Response is to be:

- (a) placed in a sealed envelope clearly endorsed with the title as shown on the front cover of this Request; and
- (b) delivered by hand to the Shire of Collie, 87 Throssell Street, Collie (by the Respondent or the Respondent's private agent) or sent through the mail to the Chief Executive Officer, Shire of Collie, Locked Bag 6225, COLLIE, WA, 6225.
- (c) emailed to [allison.fergie@collie.wa.gov.au](mailto:allison.fergie@collie.wa.gov.au) .

Responses submitted by facsimile *will not* be accepted.

## REJECTION OF RESPONSES

A Response may be rejected without consideration of its merits in the event that:

- (a) the Response is not submitted at the time and at the place specified in the Request; or
- (b) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments; or
- (c) the Response fails to comply with any other requirements of the Request.
- (d) Responses received after the Deadline will not be accepted for evaluation.

## ACCEPTANCE OF RESPONSES

The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

## RESPONSE VALIDITY PERIOD

All Responses will remain valid and open for acceptance for a minimum period of one (1) month from the Deadline.

## PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions herein and those in the General Conditions of Contract the terms and conditions appearing in this Request will have precedence.

## **ALTERATIONS**

The Respondent must not alter or add to the Request documents unless required by these Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request documents before the Deadline.

## **OWNERSHIP OF RESPONSES**

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response will become upon submission the absolute property of Principal and will not be returned to the Respondent at the conclusion of the Response process provided that the Respondent is entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

## **CANVASSING OF OFFICERS**

If a Respondent, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be), or Officers with a view to influencing the acceptance of any Respondent made to it or any other Respondent, then regardless of such canvassing having any influence on the acceptance of such Response, the Principal may at its discretion omit the Respondent from consideration.

## **IDENTITY OF THE RESPONDENT**

The identity of the Respondent and the Contractor is fundamental to the Principal.

The Respondent is the person, persons, corporation or corporations named as the Respondent in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

## SPECIFICATION AND SCOPE OF WORK

### SPECIFICATION

The Contractor is required to conduct a comprehensive audit of all services that are currently available in Collie that relate to youth mental health and youth/family support. The audit report of services that are available in Collie will identify:

- Gaps in service provision
- Services that have capacity that is not currently utilised
- Services that need to be expanded
- Pathways for access to services for youth and families in Collie.

Once completed, the outcomes of the audit report will be to provide recommendations and inform the development of an implementation plan for the long term improved provision of youth mental health and family support services in Collie, leading to better educational and social outcomes for young people and families in Collie.

The audit report will provide information to local school Principals and other stakeholders about available services and pathways.

### SCOPE OF WORK

In order to deliver an excellent outcome, responses would be required to outline the methodology that would be employed and a timeline of actions. It would be expected that respondents would be able to demonstrate:

- **Understanding of the context:** Research targeted at developing a sound and specific understanding of the unique needs of youth and stakeholders within the Shire of Collie community, including factors such as the lack of transport options available to access services.
- **Identifying needs and priorities:** A strategy which recognises the specific needs and priorities of the Shire of Collie's community but focuses on opportunities that align with youth mental health and educational outcomes.
- **Stakeholder engagement:** A highly inclusive approach to engagement which enables quality discussion through individual and group feedback. This includes ensuring all engagement activities remain culturally appropriate and encourage participation by Indigenous community members and/or representatives.
- **Securing buy-in from key stakeholders:** Recognition that the strength of any youth mental health strategy depends on active and effective partnerships between all relevant organisations and agencies operating in Collie.

It is expected that the methodology would include, but not be limited to:

- Induction meeting with members of the Shire of Collie Education Advisory Committee (EAC)
- Key stakeholder interviews/focus group sessions
- Identification of current services/gaps/needs/opportunities
- Preparation of draft report
- EAC liaison and preparation of final report with recommendations

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**RESPONDENT'S OFFER****OFFER FORM**

The Chief Executive Officer  
Shire of Collie  
87 Throssell Street  
Collie WA 6225

I/We (Registered Entity Name) \_\_\_\_\_  
**(BLOCK LETTERS)**

of \_\_\_\_\_  
**(REGISTERED STREET ADDRESS)**

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail (if any): \_\_\_\_\_

**In response to RFQ CS-01/2017**

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this Request signed and completed.

The price is valid up to ninety (90) calendar days from the date of the request closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Offer irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Offer.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of authorised signatory of Respondent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 4 are to be completed and returned to the Principal as they form part of your Response).

## SELECTION CRITERIA

### COMPLIANCE CRITERIA

Please select with a yes or no whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) <u>Compliance with the Conditions of Tendering</u>	Yes / No
b) <u>Complete Pricing Schedule</u>	Yes / No
c) <u>Professional/Corporate Information</u> <ul style="list-style-type: none"> <li>Organisation profile or copy of professional qualifications to be submitted with quotation.</li> </ul>	Yes / No
d) <u>Insurance</u> <ul style="list-style-type: none"> <li>Provide details of any relevant insurance coverage that meets the insurance requirements for this Request. (A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.)</li> </ul>	Yes / No

### QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Respondents must note the following:

- all information relevant to your answers are to be contained within your response to each criterion;
- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a qualitative criterion.

The items in the table below will be used to assist the Principal in determining the preferred quotation:

<p><b>A) Relevant Experience [30%]</b></p> <p>Describe your experience in completing /supplying similar Requirements.</p> <p>Respondents should provide information relating to the professional qualifications, skills and relevant experience of personnel proposed to undertake this project.</p>		
<p><b>B) Demonstrated Understanding [40%]</b></p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification and Scope of Works as outlined on Page 9 of 11.</p> <p><b>A project schedule/timeline that completes all works prior to Friday 20 January 2018 is to be included.</b></p>	<p><b>“Relevant Experience”</b></p>	<p><b>Tick if attached</b> <input type="checkbox"/></p>

## PRICE INFORMATION

Respondents **must** submit a detailed **“Price Schedule” [30%]**. Before submission of the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.