

Outreach Health Services Program Podiatrist Request For Tender Guidelines



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Overview

Northern Territory Primary Health Network (NT PHN) is undertaking a Request for Tender (RFT) which is open to suitably qualified and experienced Podiatrists to deliver services as part of the Outreach Health Services Program funded by NT PHN.

This RFT Guideline has been developed by NT PHN to guide prospective applicants with developing their response to this RFT.

About NT PHN

NT Primary Health Network (NT PHN) is funded by the Australian Government to develop and coordinate an equitable and comprehensive primary health care system across the Northern Territory (NT). NT PHN is a partnership between Aboriginal Medical Services Alliance NT, the NT Department of Health and the Health Providers Alliance NT.

The vision of NT PHN is that Territorians enjoy their best health and wellbeing. One of the ways this is achieved is through commissioning the delivery of health services. NT PHN commissions a range of services to meet the health needs of the NT population. Commissioning is a continual and iterative cycle which involves strategic planning, needs assessment, procuring services and monitoring and evaluation.

NT PHN priorities currently include:

- Aboriginal and Torres Strait Islander health
- Mental health and suicide prevention
- Alcohol and other drugs
- Aged care
- Digital health
- Population health
- Health workforce

Unlike other Primary Health Networks, we have a rural workforce agency.

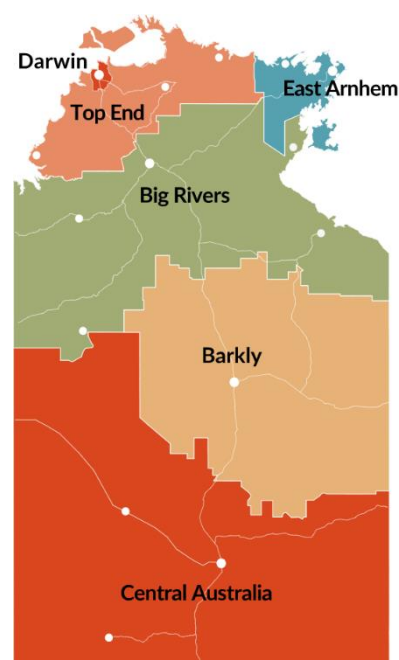
The Rural Workforce Agency (RWA) NT attracts, recruits, and supports health professionals working across regional and remote communities in the NT. Support programs include orientation for new recruits, professional development, GP locum relief, grants and scholarships, workforce planning and advice, and practice management support.

RWA NT priority areas are:

- Develop the Aboriginal and Torres Strait Islander Workforce - clinical and non-clinical
- Develop pathways into and through health careers
- Attract, maintain, and retain workforce within the Northern Territory
- Develop locally responsive, sustainable models of care.

About the Activity

The aim of the Northern Territory Outreach Health Services Program is to improve the health and wellbeing of people in regional and remote Northern Territory through increasing access to a range of health services, including expanded primary health care for Aboriginal and Torres Strait Islander people. Clinical services in this



program are funded by the Medical Outreach Indigenous Chronic Disease program and must prioritise people with chronic disease.

The service provider will be working with Aboriginal and Torres Strait Islander people residing in remote communities in the NT. The service provision may be between 36 – 344 days of service annually. Service location is expected to be in remote NT communities in the Top End, Central Australia, Barkly, Big Rivers & East Arnhem Regions of the NT, with a set daily rate of \$1,320 (inc. GST).

The contract can be ongoing until 30 June 2025, with the potential to extend after this date.

All NT-based travel and accommodation will be arranged and funded by NT PHN during the outreach visits. If the provider is based interstate, travel from interstate to either Alice Springs or Darwin is to be self-funded. Accommodation costs for one night either side of the service delivery period will be covered by NT PHN.

The service provider must comply with NT PHN Reporting requirements, which must be completed within the NT PHN online reporting system after each visit.

Assessment Criteria

Criteria	Weighting	Characteristics Sought in Response
Culturally safe practices	25%	<ul style="list-style-type: none"> Currently working with/references available from NT remote communities. Regular intercultural training, mentorship, and immersion opportunities
Experience	25%	<ul style="list-style-type: none"> Experience working with remote communities in the NT. Experience working as a Podiatrist with Aboriginal and Torres Strait Islander people
Based in Top End, Central Australia, Barkly, Big Rivers & East Arnhem Regions	10%	<ul style="list-style-type: none"> Locally based service provider. Northern Territory based provider. Interstate Service provider. Experience working in the region for an extended period.
Capacity	40%	<ul style="list-style-type: none"> Availability to deliver regular service visits e.g., every 2 months/3 months on the same day/s. Backfill capacity if regular health professional unavailable. Consistency in the same health professional visiting the same locations each time.

Who can apply?

The RFT is open to all suitably qualified and experienced Podiatrists who can provide services in the Top End, Central Australia, Barkly, Big Rivers & East Arnhem Regions, NT. A locally based provider is preferred. Applications are open for individuals and organisations to apply.

Submissions must include all the requested information in the RFT Application Form, including any requested attachments (if applicable).

- Applications received in response to this RFT will be bound by the NT PHN's Conditions of Tendering.
- Organisation should only submit one application
- All responses will be treated in the strictest confidence.

Pre-Qualification requirements

Contracted providers must be able to meet the requirements of NT PHN's Service Deed prior to entering into a contract with NT PHN.

Contracted providers are required to have the following mandatory insurances with the preferred values or as per Legislative requirements:

<u>Insurance</u>	<u>Value</u>
Public Liability	\$20,000,000
Professional Indemnity	\$10,000,000*
Workers Compensation	As required by NT Legislation

*Required if providing professional services, advice and or counselling (i.e. consultancies)

Information Briefing Session

An information briefing session will be held on Thursday 18 July 2024. This is an opportunity to ask any questions you have about the activity priorities or application process.

Date: Wednesday 14 August 2024

Time: 2:00pm (Darwin, time)

Venue: via Microsoft Teams (details will be provided on registration)

You can register for this briefing by emailed procurement team via procurement@ntphn.org.au.

Attendance at the information briefing session is optional and will not affect the outcome of your application.

The RFT Process

Completed RFT application forms should be uploaded via the TenderLink Portal <https://www.tenderlink.com/ntphn/>.

RFT Applicants will be contacted by NT PHN to discuss their applications and opportunities or approaches for the next/s stage of the commissioning process.

RFT Applicants are not guaranteed any contractual agreement with NT PHN.

RFT Applicants are advised to carefully review this document, and all attachments before applying. Applications received in response to the RFT will be bound by the NT PHN Conditions of Tendering as provided.

TenderLink systems do not allow applications to be submitted after the Closing Time. Applicants wishing to lodge a Late RFT must contact NT PHN for approval to submit a late application.

NT PHN will accept RFT applications through the TenderLink Portal until 5:00pm (Darwin Time) on 10 September 2024

RFT Timeline

Activity	Date
RFT Opening	31 July 2024
RFT Briefing	14 August 2024
RFT Closing	23 August 2024
Outcome of applications	10 September 2024
Project Start Date	*23 September 2024 Onwards

*Indicative Date

RFT Documents

The RFT documents comprise of the following:

- **Outreach Health Services (Podiatrists) RFT Guidelines (This document):** Provides an overview and background information relevant to the RFT.
- **Outreach Health Services (Podiatrists) RFT Application Form:** Applicants must complete all relevant sections in the application form and submit it along with all requested supporting documents.
- **Conditions of Tendering:** Specifies the tendering process and the formal conditions governing the submission of the RFT.

RFT Responders are advised to review all RFT documents before completing the RFT application form.