

Unsolicited Proposals Policy

Purpose

Capital Health Network is committed to implementing a clear policy and framework for the consideration of unsolicited proposals. Each year CHN identifies priority areas of focus based on the findings of our population health Needs Assessment. Activities that will be undertaken each year are generally based on these findings and will be reflected in our Activity Work Plans available on the CHN website.

Scope

CHN will call for tenders or expressions of interest for new activities through our formal procurement processes. Applicants seeking to submit an unsolicited proposal are encouraged to refer to the priorities identified in our Needs Assessment and Activity Work Plans. Applications that are outside the scope of these priorities may be considered subject to identified need and available funding.

Definitions

An unsolicited proposal is a unique or innovative proposal initiated by a primary health provider or other key stakeholder, seeking funding for a health program or service, which is in line with CHN's strategic objectives.

Principles

The principles that underpin this policy are:

1. CHN will accept unsolicited proposals and will review and consider these against priority areas identified in our Needs Assessment or against new or emerging community need.
2. The assessment of unsolicited proposals will be fair, open and consistent with probity.
3. CHN will ensure that the applicant's intellectual property is respected and protected.

Process

1. Unsolicited proposals are to be received via the tenders@chnact.org.au mailbox addressing the criteria in the Template for Unsolicited Proposals.
2. Proposals will be briefly reviewed on receipt for completion, acknowledged and the applicant will be advised of the timeframe for the formal review of their proposal.
3. Proposals will be logged in the Unsolicited Proposals Register and will be usually be considered on a six-monthly basis in February and August each year, although CHN holds the discretion to consider at other times.
4. In assessing unsolicited proposals CHN will consider:
 - a. If the proposal aligns with the strategic objectives of CHN
 - b. If the proposal represents value for money and can be funded within available resources
 - c. If funding is to be allocated from Commonwealth PHN Program funds, that the proposal aligns with the Government's policies and guidelines
 - d. If the proposal is unique and/or innovative and could not reasonably be delivered by another organisation through a competitive process within acceptable timeframes