

Request for Proposal (RFP)

Youth Mental Health Services – Property Consultant (PAC096B)

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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.

The purpose of this RFP is to identify a property consultant to scope and survey potential sites in the ACT for youth mental health services in accordance with the information outlined in the following Statement of Requirements.

Part A: Reference Schedule

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

Item 1	RFP Reference	PAC096B – Early Psychosis Youth Service – Property Consultant
Item 2	Key contact during RFP process	Name: Stephanie Lentern Email: tenders@chnact.org.au
Item 3	Timetable*	
	RFP issued	Monday 31 st July
	End of period for questions or requests for information**	5.00 pm Wednesday 9 th August
	Closing time and date	5.00 pm Wednesday 16 th August
Item 4	Lodgement	
	Lodgement instructions	<p>Responses must be submitted on the Request for Proposal template provided.</p> <p>Responses to be emailed (as PDF) to tenders@chnact.org.au</p> <p>Email subject line to include: PAC096B RFP [respondent name or organisation].</p> <p>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).</p>
Item 5	Additional materials and information***	Nil
Item 6	Additional Rules	Nil

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

** Questions or requests for information **must** be submitted via tenders@chnact.org.au using the subject heading **PAC096 – Questions**.

*** Additional materials and information should be considered by the reader alongside this Request for Proposal.

Part B: Statement of Requirements

Overview

Capital Health Network (CHN) are seeking to procure a property consultant to assist in the search for and acquisition of operational site/s for multiple youth-focused mental health services.

CHN have received funding from the Department of Health and Aged Care to commission a new Early Psychosis Youth Services (EPYS) Program site in the ACT. This program aims to reduce the incidence and severity of psychosis within the community through prevention, early detection, and coordinated care delivery. The EPYS operates as an integrated program within headspace centres, under the brand 'headspace Early Psychosis (hEP)', and is currently delivered at 14 sites across Australia. CHN's intent is for the ACT hEP to be based within headspace Canberra, which is currently delivered by Grand Pacific Health and funded by CHN through the Australian Government's PHN program.

The Specialist Youth Mental Health Outreach (SYMHO) team also operates within the ACT, and is delivered by Canberra Health Services (CHS). The SYMHO team is part of the Child and Adolescent Mental Health Service (CAMHS), and provides similar early intervention care for youth psychosis to the EPYS program. To reduce duplication of care and increase alignment between teams, CHN and CHS have declared mutual intent to explore and pursue opportunities for integration of the hEP and SYMHO services.

Problem Statement

headspace Canberra have experienced limitations regarding the physical capacity available at their current Braddon site, particularly if further enhancement and expansion of the service is to occur in the future. To support headspace Canberra to continue providing high-quality mental health support to young people in the ACT, a larger space would be valuable for the headspace team to expand into. While it is central, accessible and youth-friendly, there are other limitations to the current site, including a lack of amenities and free parking.

headspace Canberra must also accommodate the new hEP service from its establishment in 2023-24. hEP is a high-intensity program, with a large staffing cohort of up to 25-30 clinical and non-clinical FTE. Due to the nature of program delivery, hEP also necessitates some distinct site and design considerations, such as access to a company fleet and alternative entrances for emergency services. The combined headspace Canberra and hEP services will require a large operational space, and CHN wishes to draw on relevant local real estate expertise to identify this site.

Finally, in pursuit of service integration, CHN and CHS are exploring options to relocate the SYMHO team and subsequently co-locate with the new headspace Canberra and hEP site. This co-location is currently an intention only and is contingent upon the identification of funding and capacity by CHS, as well as the availability of an appropriate site.

Consultant Skills and Experience Required

The skills and experience CHN require from a property consultant include:

- Previous experience in site consultation and/or sourcing for a healthcare provider, including the ability to consider patient and staff flow, safety, specialist fit out needs, and patterns of public use.
- Understanding of specific site and design elements relevant to young people, including the unique needs of this cohort, accessibility, and creating youth-friendly atmospheres.
- Understanding of specific site and design elements relevant to First Nations people, and particularly First Nations young people, including cultural safety.
- Knowledge of the current landscape of commercial real estate in the ACT, including awareness of the subjective features of any potential site, such as suburb friendliness, public perception, and internal culture.
- Ability to consider, incorporate, and manage the distinct needs of multiple stakeholders- noting that the consultant will be required to liaise with Capital Health Network, Grand Pacific Health/headspace Canberra, headspace National, Canberra Health Services, and potentially others (e.g., Orygen, youth reference groups, community members) on this site procurement.
- Ability to generate and provide a draft/conceptual building floorplan/fit-out, based on the needs of the stakeholder health services.
 - When designing, the consultant should also be able to consider the usage needs of diverse population groups- for example, door widths and automatic doors for wheelchair users, soundproofing for counselling rooms, or non-gendered bathrooms.
- Willingness to tour shortlisted sites with stakeholder groups as required.

Key Objectives and Services Required

The property consultant will be asked to identify a large site, or create a short-list of several such sites, appropriate to house the entire current headspace Canberra service (including capacity for potential future expansion), the hEP service, and the SYMHO team. Further details on the required and preferred features of the site, as well as details of current fit-outs for reference, will be provided to the successful applicant. Stakeholders will consider best alternative arrangements, in the event that no acceptable single premises can be identified.

Upon delivering the recommended site/s, the property consultant will be required to provide a draft high-level floorplan/fit-out for the headspace Canberra and hEP location. This is not intended to be a construction, design, or furnishing plan, but to instead propose a general approach to the use of the space and ensure all functional requirements can be accommodated.

In addition to this search, the property consultant will be required to liaise with key stakeholders, including CHN, headspace National, Grand Pacific Health/headspace Canberra, the hEP lead agency, and CHS, to gauge operational needs and reach agreements on site features and selection. This will extend to participating in consultations with community members and/or other external stakeholders to support the identification of appropriate locations. The consultant may be asked to tour the preferred site/s with stakeholders to support assessment of subjective property features.

Finally, the property consultant will be required to provide advice to CHN, Grand Pacific Health/headspace Canberra, the hEP lead agency, and CHS on securing the selected property or properties. This includes guidance on costing, leasing agents or other key contacts, development controls or conditions, and/or necessary approvals, among any other relevant information or processes.

Key objectives for this activity include:

- Scoping the site requirements for the headspace Early Psychosis service, with support from CHN and other stakeholders
- Scoping the current and future site requirements of headspace Canberra, with support from CHN and other stakeholders
- Scoping the current and future site requirements of the SYMHO service, with support from CHS and other stakeholders
- Undertaking a property search and surveying potential sites
- Consulting with stakeholders and community groups
- Leading tours of shortlisted sites
- Providing advice to CHN, Grand Pacific Health/headspace Canberra, the hEP lead agency, and CHS on securing the preferred property
- Providing CHN, Grand Pacific Health/headspace Canberra, and the hEP lead agency with a suggested fit-out/floorplan for the service

Anticipated timeframes

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

Stage 1 - Request for Proposals:

- Request for Proposal released – Monday 31st July 2023
- End of period for questions or requests for information - 5.00 pm, Wednesday 9th August 2023
- Proposals closes - 5.00pm, Wednesday 16th August 2023

Stage 2 - Review of Submissions:

- Review of proposals completed by Friday 25th August 2023
- Assessment panel to be held week of Monday 28th August 2023
- Preferred provider identified by Friday 1st September 2023

Stage 3 - Contract Negotiation:

- Contract negotiation finalised by Friday 8th September 2023

Stage 4 - Services Commence:

- Services to commence from Monday 11th September 2023

Service Agreements and Deliverable/Reporting Requirements

Services Orders will commence on execution of the agreement. Indicative deliverable requirements are detailed below. These will be finalised during contract negotiation.

Deliverable	Timeframe
Project Plan and Scoping	Friday 29 th September
Site survey, property search, consultation and tours	From Tuesday 3 rd October to Friday 13 th October
Recommendations provided and site secured	From Monday 16 th October to Friday 27 th October
Project close and final deliverables submitted	Friday 27 th October

Anticipated Service Budget

Applicants to provide an itemised budget and explain how proposal and pricing principles demonstrate value for money. Funding will be made available following the execution of a relevant services order.

The amount of funding available is approximately \$35,000 - \$45,000 (GST exclusive). This amount is open to negotiation between CHN and the preferred provider. Applicants are encouraged to suggest an appropriate total costing based on the breakdown of services provided in the itemised budget under the ‘Budget and Value for Money’ assessment criterion.

Part C: Assessment Criteria

The following criteria will be used to assess proposals.

Assessment Criteria	Weighting
<p>1. Skills and experience (<i>max. 1,000 words</i>)</p> <p>Please describe your relevant skills and experience in site scoping and property searches, including:</p> <ul style="list-style-type: none"> • Demonstrated experience and success in site consultation and/or sourcing for a healthcare provider, including the consideration of: <ul style="list-style-type: none"> ○ Patient and staff flow ○ Specialist fit-out requirements ○ Patterns of public use ○ Safety/security for after-hours or high-risk health services • Understanding of accessibility, including site locations and features, transport linkages, youth-friendliness, and accommodations for diverse population groups (including First Nations people). • Knowledge of the commercial real estate landscape in the ACT and of the subjective features of Canberra, including suburb friendliness, public perception, and internal culture. 	<p>40%</p>
<p>2. Approach (<i>max. 1,000 words</i>)</p> <p>Please describe your proposed approach to providing the required services and meeting the key outcomes including:</p> <ul style="list-style-type: none"> • Project planning, including scoping the site requirements for headspace Canberra, hEP, and the SYMHO team; • Undertaking a property search and surveying potential sites; • Consulting with and leading site tours for stakeholders and community groups, and managing their distinct needs; • Providing CHN, Grand Pacific Health, and the hEP lead agency with recommendations for a potential site, including a suggested floorplan or considerations for fit-out of the service, and advice on securing the preferred site 	<p>40%</p>
<p>3. Budget and Value for Money (<i>max 1-page itemised budget and max. 500 word response</i>).</p> <p>The proposal must include an itemised budget and an explanation of how the proposal is going to deliver value for money.</p>	<p>20%</p>

Part D: Additional Requirements, Assurance and Compliance Considerations

Additional Requirements

Assurances and Compliance

The following information should be included in your response to the RFP (space provided):

- a. Conflict of Interest
- b. Insurances (as appropriate)
- c. Accreditation/Registration certification (as appropriate)
- d. 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.