
Q&A: Catheter Care Training (RFQ – PAC104)

1. Question

The RFQ states to deliver *multiple sessions* can we please have clarification of how many sessions per annum this includes, and a minimum and maximum number of attendees per session?

Answer

The number of sessions to be repeated over the year will depend on the cost, this should be included in your proposal. Minimum number of attendees for face to face sessions should be 10, with a maximum of 15. Number of attendees for online sessions should be maximised where possible but be able to run for a group of 10.

2. Question

In the overview, it also states the training should include *Community of practice sessions to assist trainers and/or facilities when a refresher/reflective session is required*. Can you please clarify this deliverable, as the other two deliverable do not include education for trainers.

Answer

Some RACFs have RNs who will be teaching their colleagues after receiving this training. The Community of Practice (CoP) would aim to support these RNs through 1- 2 sessions following their training.

3. Question

The RFQ does not mention the venue/s of the face to face training. Will Capital Health Network be providing a location for training, or will the provider need to organise this?

Answer

The provider of the training is required to provide the location for face to face training and should include this in their quote.

4. Question

Under Funding and Budget information it states, *CHN will fund a single provider following the execution of a relevant services order (contract) until 30 June 2025, with no option of extension. The training provider will be contracted via this procurement (RFQ) process for the period 1 July 2024 - 30 June 2025. Payment will be made upon execution of the services order*. Please clarify that this means the provider will not receive any payment until the 30th June 2025.

Answer

Full payment will be made upon execution of the services order. CHN will complete this by 30 June 2024 at the latest.

5. Question

Can Government Entities respond to this RFQ?

Answer

Yes, CHN has reviewed the requirements and will accept quotes from Government Entities for this service.