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## Q&A: Carer Finder Program (RFP – PAC092)

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### 1. Question

How many care finder organisations are you looking to fund?

### Answer

A reduction in the number of providers would increase the FTE per provider allowing for more robust team structures and mitigation of many WHS, HR and financial risks identified during the Aged Care Navigator Trial and local and national commissioning of the service. CHN will consider a two or three provider model depending on proposals, potential partnerships and with consideration of lessons learned.

### 2. Question

Is the funding for all providers or per provider?

### Answer

\$3,896,404.84 (GST exclusive) is the total funding available for the period of 1 September 2025- 30 June 2029. This will be distributed between the successful applicants.

### 3. Question

Will the questions be posted next Tuesday?

### Answer

All questions must be submitted by 5pm Wednesday 28<sup>th</sup> May 2025. A Q & A document will be available at [Capital Health Network | CHN Tenders and Grants - Request for Proposal – Care finder program services](#)

The document will be updated by 4pm every Tuesday and Thursday while questions are open.

The final updated Q & A document will be available Thursday 29<sup>th</sup> May and include all Q & A submitted up until the closing deadline.

### 4. Question

Is the funding amount stated per year or contract duration?

### Answer

\$3,896,404.84 (GST exclusive) is the total funding available for the period of 1 September 2025- 30 June 2029.

### 5. Question

In relation to the budget to work to, should we be aiming for a third of the funding envelope advertised?

### Answer

Proposals should be costed based on the true cost of delivering the program for your organisation over the funding period addressing local needs and enabling delivery of high quality and sustainable service. Please ensure your proposal clearly outlines how your proposed funding calculation, will support your organisation in delivering the program efficiently.

## 6. Question

Are you also able to specify what is considered administrative costs within the 14.5%?

## Answer

As a general example, administrative costs include office supplies, indirect costs, licences, utilities, cleaning and maintenance, audit fees and other indirect overheads. If there are questions about specific items and their classification, please submit these to [tenders@chnact.org.au](mailto:tenders@chnact.org.au).

## 7. Question

Should team leader and manager positions be included in the budget?

## Answer

Your proposal is to include a detailed breakdown of your proposed workforce structure including roles, FTE, qualifications, experience and areas serviced. Additionally, the proposal should be costed based on the true cost of delivering the program for your organisations over the funding period.

## 8. Question

Can you please confirm if the attachment limit is three A4 pages in total or whether we can have three attachments and if so what is the page limit for these attachments.

## Answer

The attachment limit is three A4 pages in total, e.g. three x one A4 page attachments or one x three A4 page attachments

## 9. Question

Is there any definition about what admin costs (14.5%) include?

## Answer

Refer to Question 6.

## 10. Question

Do we need to supply the actual certificates of currency within the attachment limit (p.7) or can we just fill in the details for the insurance information on p.5 of the RFP?

## Answer

Yes, please provide the Certificate of Currency for Public Liability, Professional Indemnity and Workers Compensation. These attachments are not part of the attachment limit.