

Request for Quote (RFQ)

Clinical Editor HealthPathways (CORP065)

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.

About HealthPathways

HealthPathways is a dynamic collaboration between Capital Health Network (CHN), ACT Health, COORDINARE (SE NSW Primary Health Network), Southern NSW Local Health District and Streamliners NZ. The HealthPathways Team consists of program members based in ACT and SNSW and General Practitioner Clinical Editors.

HealthPathways is an online resource for information dissemination that supports clinical best practice to enable integration and system change. It offers clinicians locally agreed clinical and referral information to make the right decisions, together with patients, at the point of care. It is designed to map both public and private health and community services to support clinicians in guiding their patients through the health system.

Overview

This Request for Quote (RFQ) relates to the provision of General Practitioner (GP) clinical editor services for ACT and SNSW HealthPathways for an average of 5 hours per week for the contract period 1 October 2025 – 30 June 2026.

Respondents must provide a current curriculum vitae and their AHPRA registration number with submission of the RFQ response form.

Price range for contract period (Oct 2025 – 30 June 2026) is \$35,000.00 to \$38,580.00

Responsibilities / Requirements

Primary Responsibilities:

- Pathways development and localisation:
 - (i) Work to achieve the program objectives under the direction of the HealthPathways program manager in collaboration with the clinical and program team
 - (ii) Gather required clinical information on assessment, management and referral processes to develop high-quality and locally relevant on-line Pathways

- (i) Work with the program team to progress Pathways within defined standard processes and timeframes
 - (ii) Collaborate with clinical and program team colleagues to ensure the production of high quality HealthPathways and to sustain a positive quality improvement focused learning environment
 - (iii) Ensure pathway approval is obtained from the relevant Subject Matter Experts (SMEs) within the tertiary health or relevant sectors prior to publishing the Pathways to ensure their clinical accuracy
 - (iv) Collaborate on QI processes with CE team to provide review and feedback on pathways
- Collaboration with sector stakeholders:
 - (i) Collaborate with GPs and other health professionals to advocate and promote HealthPathways
 - (ii) Facilitate Health Professionals understanding and impact of HealthPathways and increase user uptake through presentation and education as directed by HealthPathways team
 - (iii) Participate in the planning and follow-up of working groups as directed by HealthPathways team

Service requirements:

- Provide General Practitioner (GP) clinical editor services for ACT and NSW HealthPathways for an average of five hours per week hours during the contracted period (October 2025 – June 2026)
- Comply with the Privacy Act (1988) including the Australian Privacy Principles
- Complete required online induction modules and ongoing training to maintain the ability to provide services
- Attendance at out of hours meetings and/or events may be required
- Provide itemised invoices on the first day of each month

Additional performance requirements:

- Maintain current AHPRA registration (without conditions) as a Medical Practitioner of Australia
- Maintain Vocational Registration as a GP in ACT region
- Maintain professional liability for a minimum \$20,000,000
- Advise CHN as soon as possible of any significant event or critical incident that may jeopardise the provision of Services and provide an associated management strategy.

Payment Schedule

Payment will be made to Supplier on receipt and approval of a correctly rendered tax invoice and subsequent electronic funds transfer. The first payment will be made after Clinical Editor has verified their bank details via *eftsure*.

eftsure is bank verification software that helps CHN prevent payment fraud and secretly pay our providers.

Timeline

RFQ Open: 11 September 2025

End of period for Questions: 18 September 2025

RFQ Closes: 26 September 2025

[refer to 'RFQ Response form' for criteria]

1. Condition of quote

1.1 Purpose

This RFQ invites quotations from selected RFQ Respondents (Suppliers) for the provision of the services described in this document. All information provided in this RFQ and provided by CHN as part of the RFQ process is confidential and provided solely for the purpose of the RFQ and may not be used for any other purpose whatsoever without the written permission of CHN.

All information provided by a Supplier in response to this RFQ is considered commercial-in-confidence material and will be held, considered and disposed of in confidence, except to the extent required by law.

1.2 Quotation Accuracy

Before submitting a quotation, suppliers must:

- Examine all information relevant to the risks and contingencies and other circumstances affecting the quotation; and
- satisfy themselves:
 - a. that the price is correct; and
 - b. that it is financially and practically viable for them to enter and perform the contract.

1.3 Quotation Lodgement

Quotations (including all supporting information) must be received in full by the Closing Date. Suppliers should notify CHN in writing on or before the Closing Date and Time if they find any discrepancy, error or omission in this RFQ.

Suppliers are asked to complete and submit their responses using the Response Form provided.

1.4 Conflict of Interest

Suppliers must disclose any conflicts of interest in their quotation.

1.5 Social Procurement Approach and Not-For-Profit Approach

Suppliers must provide details of any Social Procurement practices and examples of previous Not-for-Profit participation. This includes discounts provided to not-for-profit.

1.6 Quotation Validity

It is not intended by CHN or the Supplier that an issue of an RFQ or a response to it commits, obligates or otherwise creates a legal relationship in respect to entering into a contract with that party. However, any quotation lodged with CHN will constitute an irrevocable offer by the Supplier, which remains open and capable of acceptance until six months from the RFQ closing date.

1.7 Acceptance of Quotation

CHN is not bound to accept any quotation. CHN shall not be in any circumstances responsible for any costs incurred by the Supplier in preparing and submitting a quotation. Acceptance of a quotation or part of a quotation will be subject to CHN and the successful Supplier entering into a written agreement and/or placing a Purchase Order.

1.8 References

Upon acceptance of quotation or proposal, CHN will notify the respondent when we wish to conduct reference checks from similar organisations specific to the services requested.

1.9 Notification

Following CHN's decision, all suppliers will be notified of the outcome of their submitted quotations. We ask that during the period of time between responding to the RFQ and communicated outcomes of the RFQ, the supplier does not contact CHN for updates on the process unless considered critical.

1.10 CHN Contact Person

All communications must be issued to the Contact Person listed.

RFQ Reference and Title	CORP065 Clinical Editor HealthPathways
Key contact during RFQ process	Name: Gill O'Donnell Email: tenders@chnact.org.au
Questions	Any questions relating to this RFQ should be addressed to Key contact person and sent via email.
Issue Date	Thursday, 11 September 2025
Closing Date	5:00pm Friday, 26 September 2025
End of period for Questions	5:00pm Thursday, 18 September 2025
Lodgement instructions	Responses must be submitted on the Response Form provided and emailed, with the applicants <u>current C.V</u> to tenders@chnact.org.au by the closing date specified above. Email subject line to include: RFQ – CORP065