

**Request for Quote (RFQ)**  
**Mental Health Multidisciplinary Services - GP Advisor**  
**(CORPC071)**

**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.

CHN has been selected by the Department of Health, Disability and Ageing (the Department) to commission mental health multidisciplinary services for people with complex mental health needs in ACT primary care settings. The mental health multidisciplinary services (MHMDS) program will support general practices, ACCHOs, and the primary care system to safely manage people with complex mental health needs within the community.

**Overview**

This Request for Quote (RFQ) is seeking quotations from General Practitioners (GPs) with a minimum of 3 years experience working as a GP, with an interest in mental health to provide expert advisory services to the MHMDS program and support engagement with key stakeholders. By working within the CHN project team, local primary care providers, and the commissioned service provider/s, the GP Advisor will play a key role in improving the care available to people with complex mental health needs in the ACT.

Respondents are asked to provide a current curriculum vitae (CV), proof of GP fellowship and their AHPRA registration number with submission of the RFQ response form.

The GP Advisor will be compensated at a rate of \$184 per hour (exclusive of GST). Necessary service hours are anticipated to be higher in the early stages of the contracted period, estimated at 6-8 hours per week for 12 months and an average of 2-3 hours per week thereafter. However, operational arrangements are flexible and will be negotiated with the successful respondent.

**Responsibilities / Requirements**

The GP Advisor will provide advisory and project support services for CHN and the MHMDS project on a part time basis during the contracted period (June 2026 – 30 June 2028).

Responsibilities will include:

- Providing expert clinical advice and guidance in the planning, development, implementation and evaluation of program activities.
- Engaging proactively and strategically with local primary health care practitioners to champion the program, raise awareness and encourage participation.
- Consulting with and seeking feedback from GPs and other practitioners or providers about the program to help inform the service model and address challenges, in partnership with the service provider/s and the CHN team.
- Identifying broader opportunities to strengthen multidisciplinary support within primary care for people with complex mental health needs, including through process changes, upskilling, and resources.
- Participating in status updates, stakeholder meetings and evaluation activities, as relevant.
- Supporting program risk management and incident response processes by leveraging expert knowledge of and experience in the primary care landscape.
- Working closely with CHN staff to achieve program outcomes and deliver effective care for people with complex mental health needs,

Requirements of the GP Advisor include:

- Demonstrated skills, knowledge, interest, and/or experience in mental health care, particularly in relation to complex or co-occurring needs, priority populations, access barriers, and/or the primary care sector.
- Demonstrated skills or experience in stakeholder engagement, including effective relationship management and the ability to advocate for the role of primary care services.
- Demonstrated comprehensive knowledge of the ACT mental health and primary care sectors, including relevant stakeholders, key activities, population needs, and the barriers and challenges experienced by practitioners and consumers.
- Maintain current AHPRA registration (without conditions) as a Medical Practitioner of Australia.
- Hold a minimum of three years' experience working as a fellowed General Practitioner in Australia, preferably in the ACT region.
- Comply with the Privacy Act (1988) including the Australian Privacy Principles.
- Attend limited out-of-hours meetings, events and/or other engagements, as required to support program activities. Forward notice will be provided of such meetings.
- Maintain professional liability for a minimum of \$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.
- Provide itemised invoices on the first day of each month

## **Expected Deliverables / Reporting Requirements**

Deliverable	Timeframe
Advisory and support services as agreed with CHN	Weekly
Input to Project Activity and Progress reports	Quarterly
Attendance at program status meetings with service providers	As scheduled, with attendance negotiable
Undertake or participate in relevant stakeholder engagement activities	As scheduled, with attendance negotiable

### Payment Schedule

Payment will be made monthly in arrears on the basis of hours worked as agreed with CHN.

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

### Anticipated timeline

Action	Timeframe
RFQ opens	11 May 2026
End of period for questions/request for information	22 May 2026
RFQ closes	29 May 2026
Preferred provider notified and contract negotiations	8 June 2026
Contract signed	15 June 2026
Services commence	22 June 2026
Project closes	30 June 2028

*[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.

<b>RFQ Reference and Title</b>	<b>CORP071 - Mental Health Multidisciplinary Services - GP Advisor</b>
<b>Key contact during RFQ process</b>	Name: Tahnee Thomson Email: <a href="mailto:tenders@chnact.org.au">tenders@chnact.org.au</a>
<b>Questions</b>	Any questions relating to this RFQ should be addressed to Key contact person and sent via email.
<b>Issue Date</b>	<b>11/05/2026</b>
<b>Closing Date</b>	<b>5:00pm AEDT, 29/05/2026</b>
<b>End of period for Questions</b>	<b>5:00pm AEDT, 22/05/2026</b>
<b>Lodgement instructions</b>	Responses must be submitted on the Response Form provided and emailed to <a href="mailto:tenders@chnact.org.au">tenders@chnact.org.au</a> by the closing date specified above. Email subject line to include: <b>RFQ – CORP071</b>