

Request for Quote (RFQ)

ACT Mental Health and Suicide Prevention Regional Plan Development of the Action, Implementation and Monitoring Plan (PAC134)

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.

Overview

In 2025, CHN published the [2025-2030 ACT Mental Health and Suicide Prevention Regional Plan: The Framework](#) (the Framework), which provides the strategic direction for the ACT Government and CHN to work together to improve mental health and suicide prevention in the ACT. The 2025-2030 ACT Mental Health and Suicide Prevention Regional Plan (the Regional Plan) is intended to comprise two parts – part one is the Framework, and part two will be an Action, Implementation, and Monitoring Plan (the AIM Plan).

This Request for Quote (RFQ) relates to the development of the AIM Plan in collaboration with CHN's Mental Health and Suicide Prevention team. The AIM Plan will build on opportunities identified in the Framework to create a meaningful set of specific, pragmatic, and measurable actions that align with the Regional Plan's Focus Areas. The AIM Plan will guide actions, drive evidence-based service development, and enable further collaboration with local communities to address the gaps and opportunities identified in the Framework.

CHN are seeking a consultant to develop the AIM Plan, including leading community consultation and reviewing and incorporating existing strategic documents, such as the Framework, [CHN's Strategic Plan \(2025-2027\)](#), and the [CHN Mental Health and Suicide Prevention Outcomes Framework](#)

Responsibilities / Requirements

The consultant will be responsible for the delivery of the second part of the Regional Plan, the AIM Plan. The AIM Plan will include a selection of specific actions across the Regional Plan's three Focus Areas and their Opportunities for Improvement that can be realistically implemented during the five-year lifespan of the Regional Plan (2025-2030).

While the AIM Plan should build directly on the data, consultation, and input that was gathered for the Framework in 2025, the consultant will need to lead further community consultation/s, and undertake desktop research to support prioritisation and validation of actions for the AIM Plan.

Objectives

As part of the development of the AIM Plan, the key objectives identified for this project include:

1. Identify key partners, mechanisms to establish commitment to the resources (interest in working on joint deliverables or other) to progress work on the AIM plan from all key partners before implementation can commence.
2. Ensure the AIM Plan is relevant for all by considering the key perspectives of different stakeholder groups, including consumers (engagement with lived experience representatives), carers, workers, and service providers and explore innovative approaches to integrated care inclusive of cross-sectoral planning and integration.
3. Identify 3-5 key actions with clear deliverables (outputs and outcomes for short, medium and long term), embedding the [stepped care framework](#) and evidence based strategies within the identified actions, with clear milestones in collaboration with key stakeholders.
4. Capture and detail any future priorities that could be considered beyond the scope of the 5-year timeframe (2025-2030)

In discussion with the MHSP CHN team, key stakeholders and the Framework present prioritisation matrix / indicators to identify the key priorities for the AIM plan:-

1. Magnitude of the issue in the ACT
2. Severity of the issue in the ACT
3. Urgency of the issue in the ACT (e.g. suicide prevention, early intervention)
4. Equity (people at risk of falling through the cracks)

Expected Deliverables / Reporting Requirements

Milestone	Estimated due date
Project commencement	May 2026
Status meetings with the CHN MHSP team	As required
<ul style="list-style-type: none"> • Continue status meetings with the CHN MHSP team • Stakeholder interviews • Delivery of first full draft AIM Plan 	July 2026
Delivery of final AIM Plan	August 2026

Payment Schedule

Payment	Anticipated timing	%
Payment 1	On engagement of provider and provider verified bank details via <i>*eftsure</i> and on receipt of correctly rendered tax invoice from Supplier.	50%
Payment 2	Payment on receipt of correctly rendered tax invoice from Supplier and receipt and acceptance of the first full draft AIM Plan [July 2026]	25%
Payment 3	Payment on receipt of correctly rendered tax invoice from Supplier and receipt and acceptance of the final AIM Plan [August 2026]	25%

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

Timeline

RFQ Open: 18th May 2026

End of period for Questions: 5pm 28th May 2026

RFQ Closes: 5pm 3rd June 2026

[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	PAC0134 ACT Mental Health and Suicide Prevention Regional Plan, Development of the Action, Implementation and Monitoring Plan or (MHSP_Regional_AIM Plan)
Key contact during RFQ process	Name: Mamta Porwal 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	18 May 2026
Closing Date	5:00pm AEDT, 3 June 2026
End of period for Questions	5:00pm AEDT, 28 May 2026
Lodgement instructions	Responses must be submitted on the Response Form provided and emailed to tenders@chnact.org.au by the closing date specified above. Email subject line to include: RFQ – PAC134