Request for Quote (RFQ)
Indigenous Health Projects and Events Management Services (CORP075)

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

This Request for Quote (RFQ) relates to the provision of Indigenous Health Projects and Events Management services by an Aboriginal and Torres Strait Islander person or organisation working closely with the ITC GP Advisor and the broader Primary Care Integration and Health System Improvement teams for an average of 22.8 hours per week. The contract period is from 15 December 2026 to 30 June 2027.

Respondents must provide a statement of competencies and expertise demonstrating alignment to the stated service requirements with submission of the RFQ response form.

The estimated budget available for the contract term is $85,822.08 (GST excl), inclusive of all applicable statutory payments and obligations.

Responsibilities / Requirements

Service requirements:

- Lead and manage the First Nations Health Workforce Collective (FNHWC)
    1. Maintain and update member list and promote the collective to increase membership and participation.
    2. Organise and facilitate three FNHWC forums up to 30 June 2027. The purpose of these forums is to provide an opportunity for networking, collegiality and peer support in a culturally safe space, strengthen partnerships, identify gaps, challenges, and opportunities for improvements in delivering culturally responsive healthcare services, and to identify sustainable professional development opportunities and pathways for the ACT First Nations health workforce.

3. Provide a 1–2-page report after each forum containing a summary of what was discussed, insights to gaps or challenges and proposed actions or recommendations so that CHN can work with the collective on improvement of culturally safe health care practices and professional development opportunities.

- Organise and coordinate the Cultural Learning Journey sessions facilitated by Curijo, one for each cohort (four in total) for primary care providers, allied health professionals, commissioned services and CHN new staff.

- Consultation services providing knowledge, expertise, guidance and support to ACT primary care providers and CHN staff in relation to:
    1. Aboriginal and Torres Strait Islander health and policy issues
    2. Cultural awareness, cultural responsiveness and cultural safety when working with First Nations Peoples
    3. Strategies to increase self-identification of Aboriginal and Torres Strait Islander patients within primary health care services
    4. Strategies to improve uptake of Aboriginal and Torres Strait Islander specific MBS items in general practice particularly 715 Health Assessments.
    5. Strategies to address identified gaps in prevention, identification and management of chronic health conditions in Aboriginal and Torres Strait Islander patients.
    6. Contribute content to the Indigenous Health section of CHN's 2/52 newsletter every fortnight and Health InterACTion newsletter when appropriate.
    7. Attend practice visits with the ITC GP Advisor to provide education and support to mainstream practices.

- Work with the Cultural Diversity Working Group to support the implementation of the CHN Cultural Responsiveness Framework and support the development of CHN's Reconciliation Action Plan.

- Provide Indigenous Health Projects and Events Management services for an average of 22.8 hours per week during the contracted period (15 December 2026 to 30 June 2027).

- Comply with the Privacy Act (1988) including the Australian Privacy Principles.

- Attendance at meetings and/or events.

- Provide itemised invoices on the first day of each month.

Additional performance requirements:

- Maintain Public Liability and Professional Indemnity 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.

For applications from First Nations organisations, specific working arrangements will be further discussed during contract negotiations.

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 the provider's bank details have been verified via *eftsure*.

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

Anticipated timeline

RFQ Open: 5 November 2026
End of period for Questions: 13 November 2026
RFQ Closes: 20 November 2026
Provider identified by: 4 December 2026
Services commence: 15 December 2026

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	**CORP075 – Indigenous Health Projects and Events Management Services**
Key contact during RFQ process	Name: Russelle Trinidad, Senior Manager – Primary Care Integration 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	**5 November 2026**
Closing Date	**5:00pm AEDT, 20 November 2026**
End of period for Questions	**5:00pm AEDT, 13 November 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. For individuals, please include a copy of your CV. For organisations, please include a copy of your organisation profile. Email subject line to include: **RFQ – CORP075**