

COVID-19 vaccination program for homebound vulnerable people

Do you have the capacity NOW to provide COVID-19 vaccinations on a sessional basis and hourly rate to vulnerable people who are housebound?

In brief

The Australian Government is providing Primary Health Networks (PHNs) with flexible funding support for innovative, local, short-term activities to speed up the vaccination of vulnerable populations identified as having difficulty accessing COVID-19 vaccinations.

People who cannot leave home and are frail, elderly, unwell or disabled have been identified as particularly vulnerable. Access to vaccines for them is currently limited.

North Western Melbourne Primary Health Network (NWMPHN), Eastern Melbourne Primary Health Network (EMPHN) and South Eastern Melbourne Primary Health Network (SEMPHN) have partnered to facilitate access to in-home COVID-19 vaccinations for homebound people who cannot access a home visit and vaccination through their regular GP.

This is a short-term, targeted activity, that will operate from October to December 2021 (although some second dose vaccinations may be administered in early to mid-January).

What is involved?

The PHNs will:

- create a short-term dedicated email and phone number available for referrals and for patients to contact (until December 2021)
- receive referrals from general practice, aged care, disability liaison officers and individuals
- provide staff experienced in communicating with vulnerable communities to screen and distribute referrals to the most appropriate provider per region, locality and postcodes.



What will vaccination providers do?

COVID-19 vaccination providers participating in this project will:

- indicate the regions or postcodes they are prepared to visit
- accept referrals and contact patients within 24 hours of receiving each referral
- provide staff who are experienced in communicating with vulnerable communities to schedule vaccination visits
- manage their own appointments and interpreter bookings (including booking each home visit vaccination appointment to occur within 10 days of receiving the referral)
- administer the appropriate COVID-19 vaccine to each patient (and any carers at home) for both dose 1 and dose 2
- upload all information to the Australian Immunisation Register (AIR) within 3 days of the service
- confirm to the PHN the date and number of all vaccines administered
- inform the patient's regular GP that they have been vaccinated (where possible).

Mandatory requirements

You must be able to fulfill each of the following criteria to be eligible for this project. Your practice or organisation must have:

- staff credentialed to deliver vaccines (GPs or nurse immunisers)
- completed (or will complete prior to the service) all relevant COVID-19 vaccine training modules
- have robust clinical governance structures in place. For example: a GP clinical lead, risk management, registration and credentialing documentation, escalation processes and a patient/client management system
- appropriate WorkCover, public liability and professional indemnity insurance (please attach copies of certificates of currency when submitting a response to this EOI)
- capability to receive, store, transport, manage and administer COVID-19 vaccines, as per the Therapeutic Goods Administration (TGA) and Australian Technical Advisory Group on Immunisation (ATAGI) regulations, and to perform [off-site vaccinations](#) as per the Australian Department of Health regulations, including cold chain and infection prevention control
- capability to upload vaccination data to AIR.

The evaluation criteria for this EOI are listed in the application form available on [our website](#).



Proposed financial structure

Remuneration for the home visiting vaccination service (including all associated staff, administration, consumables, overheads, operational, travel and any other costs) will be on a sessional basis. The number of hours per session and rate are to be determined.

You are invited to provide an all-inclusive quote to deliver this service for a 4-hour session, noting no additional payments will be made for after-hours or weekend services. **No MBS billing can be claimed in conjunction with any part of this service.**

The number of patients vaccinated in a session will vary and will depend on factors including the travel distances between each appointment. It is expected that grouping of referrals by geographic location will minimise travel and maximise the number of vaccines that can be delivered in one session. It is difficult to quantify what the demand for the service will be.

For these reasons we are seeking practices or organisations who can be flexible and responsive to the needs of vulnerable patients.

Payment will be considered for time taken to undertake the COVID-19 vaccine training modules, if this has not previously been completed.

Indicative timetable

This EOI closes at 11:59pm on Sunday, 17 October 2021. Interviews will be conducted over the following week, commencing Monday, 18 October 2021 (times to be confirmed).

Due to the very short timeframe for this project we hope to notify the successful applicants as soon as possible after the interviews. We will aim to complete contracts and start the service within the week commencing Monday, 25 October 2021.

Unsuccessful applicants will be notified following the appointment of successful ones.

How to apply

Please complete the application form available on [our website](#) and email it to primarycare@nwmpnh.org.au


This EOI closes at 11:59pm on Sunday, 17 October 2021.

Please direct all queries to primarycare@nwmpnh.org.au

We will publish answers on [our website](#) to any questions we receive for all potential applicants to view.

If successful, the NWMPHN project lead will work with you to determine defined geographic locations, potential sessional hours, and the number of sessions available per week.

Assessment process



NWMPHN will evaluate all accepted applications in accordance with the mandatory requirements and evaluation criteria. NWMPHN may also consider other factors relevant to the respondent's suitability to deliver the services, including but not limited to conflicts of interest, current insurance and contract departure requests. NWMPHN reserves the discretionary right to determine the successful applicants.

Where referees are requested as part of this process, NWMPHN may contact those referees and use their comments in the assessment of proposals.

Where NWMPHN considers that a proposal contains an ambiguity, unintentional error or minor omission, NWMPHN may, in its sole discretion, contact the respondent and allow them to clarify or correct the matter.


Contractual arrangements

NWMPHN receives funding from the Australian Government, the Victorian Government, and other government and non-government sources. Each funding source may have particular requirements regarding consultancies and sub-contractors. The respondent understands that it will need to comply with these requirements if successful.

The successful respondent may be asked to:

- enter into an agreement in a form specified by Melbourne Primary Care Network Ltd. Please see the [example Short Form Agreement Template \(.pdf\)](#) for review. Please identify any departures required from the application form
- sign a confidentiality and non-disclosure agreement
- provide due diligence information, such as a statement of solvency
- provide certificates of currency for relevant insurances
- provide evidence of WorkCover (or similar), public liability and professional indemnity insurance
- undertake a financial audit for services exceeding \$100,000 in the aggregate per financial year
- consider itself a "Commonwealth service provider" for the purposes of the *Ombudsman Act 1976*
- ensure that personnel, including sub-contractors, who may come into contact with "vulnerable people" as part of the work, have undertaken a National Police Check, and if relevant develop a risk assessment and management plan
- comply with relevant legislation as specified from time to time.

Respondents must disclose any actual, perceived or potential conflicts of interest. A conflict of interest arises where a person makes a decision or exercises power in any way that may or may be perceived to be, influence by either professional, commercial or personal interests or associations. NWMPHN



maintains a register of conflicts of interest and related entities, and reports this register back to our funding bodies as required.

NWMPHN may seek formal government approval and will disclose contract details including legal and trading name of successful respondent, the nature and duration of the work to be undertaken, and the procurement process. Approval is granted at the discretion of the relevant government department. Relevant departments may require additional information at any time, which NWMPHN is obliged to provide. Relevant departments may list this information on their websites.

Please note that the Australian Government reserves the right to terminate NWMPHN funding at its convenience. This requirement is passed through to the successful respondent. Expenses incurred and committed up to and including the termination date will be paid, if funds are received by NWMPHN.

No contract or warranty

No legal relationship is created by the issue of this EOI, or the submission of any proposal in response to it.

NWMPHN is under no obligation to award a contract to any respondent as a result of this EOI process.

NWMPHN has taken reasonable steps to ensure that all information presented in this EOI is accurate at the time of issue. However, NWMPHN accepts no responsibility for errors or omissions and recommends that respondents make their own enquiries about any matter relevant to the preparation of a submission.