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# State-funded General Practice Respiratory Clinic (GPRC)

# Information for the Victorian Department of Health funded General Practice Respiratory Clinics

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| **Overview**  Increasing COVID-19 cases in Victoria has highlighted the critical role of primary care in reducing demand on hospitals, including presentations to emergency departments (EDs) for respiratory-type symptoms.  The Victorian Government and Victorian Primary Health Networks are collaborating to support more Victorians to access respiratory assessments and COVID-19 testing and care close to where they live.  Twenty new GP respiratory clinics (GPRCs) will be rapidly set up across metropolitan Melbourne to support people of all ages with respiratory symptoms to access a comprehensive respiratory assessment (including COVID-19 testing) and receive immediate support in management of their illness. Services will be available to those with or without a Medicare card, at no cost to the patient, with the fit for purpose facility open after hours. GPRCs are anticipated to provide service until 30 June 2022.  This document seeks Expressions of Interest (EOI) from accredited general practices in priority local government areas to rapidly establish GP respiratory clinics that have assessment, testing and initial treatment support capabilities. Accredited general practices and community health services with GPs may express their interest in participating in the program as per the guidelines below.    This EOI is intended to identify individual general practices capable of participating in this program. An EOI should be completed for each individual practice location. |

Mandatory requirements

The proposed GPRC site must

Be located within one of the LGAs below:

* Hume
* Wyndham
* Brimbank
* Moreland
* Darebin
* Melbourne
* Maribyrnong
* Melton

Meet or have capacity to meet the GPRC specifications before commencement of the service

Agree to an external Infection Prevention Control (IPC) assessment and to action all recommendations before commencement of the service

Be able to commence the service by 6 December 2021

The EOI application form and specifications document are available on our website.

Proposed financial structure

**Set up costs**

A one-off initial payment to cover the cost of setting up facilities, including minor works, procurement of equipment, consumables and other essential establishment costs up to $150,000 excluding GST (subject to PHN review and approval).

**Monthly payments**

Monthly operational payments of $109,794.00 excluding GST to cover staffing related costs, consumables and facility running costs. (NB: clinic to claim MBS item numbers in addition). All GPRC services must be bulk billed.

Indicative timetable

This EOI closes at 5.00pm on Tuesday 9 November 2021. A market briefing will be held on 3 November. If required, interviews will be conducted over the following week, concluding Wednesday 17th November 2021 (times to be confirmed). The purpose of the interviews will be to discuss and clarify the information included in the applications.

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 so that services can be operational by Monday 6th December 2021.

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

How to apply

**Please complete the application form and specification checklist available on our website and email it to** [**tenders@nwmphn.org.au**](mailto:procurement@nwmphn.org.au)

**This EOI closes at 11:59pm on Tuesday 9th November 2021.**

Please direct all queries to [tenders@nwmphn.org.au](mailto:procurement@nwmphn.org.au) . Queries via phone will not be accepted and callers will be instructed to email [tenders@nwmphn.org.au](mailto:procurement@nwmphn.org.au) .

We will publish answers on our website to any questions we receive for all potential applicants to view.

Assessment process

NWMPHN will evaluate all accepted applications using its discretion and in reference to the eligibility criteria, specifications 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 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. A template funding agreement will be published on our website for review. Please identify any departures required in 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:
  + WorkCover (or similar),
  + Public liability and
  + Professional indemnity
* 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 from time-to-time.

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.