

PRE2089 – DiSS Primary Care Service Providers 2026 Request for Information (RFI)

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We acknowledge the peoples of the Kulin nation as the Traditional Custodians of the land on which our work in the community takes place. We pay our respects to their Elders past and present.

North Western Melbourne Primary Health Network

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PART A – Overview



1. About North Western Melbourne Primary Health Network

Melbourne Primary Care Network (MPCN) trading as North Western Melbourne Primary Health Network (NWMPHN) is an independent, locally governed and run, not for profit organisation dedicated to improving primary healthcare in local communities. NWMPHN is one of 31 Primary Health Networks (PHNs) across Australia, in operation since 1 July 2015.

PHNs were established with the key objectives of increasing the efficiency and effectiveness of medical 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.

PHNs work with the primary health care sector to improve frontline services and collaborate with local hospital networks to ensure better integration between primary and acute care services.

NWMPHN is the largest PHN in Victoria. Its region covers approximately 3,200 square kilometres across the Melbourne CBD, north and western suburbs and adjacent rural areas, encompassing 13 Local Government Areas.

NWMPHN works to improve health outcomes for communities by fostering innovation, leveraging, and coordinating existing community and organisational assets, and driving value for money.

2. Purpose

This procurement activity is intended to identify suitable Primary Care Service Providers (PCSPs) for DiSS service delivery in accordance with Victorian Department of Education program requirements and NWMPHN commissioning and procurement obligations.

We invite general practices to participate in the Department of Education-funded Doctors in Secondary Schools (DiSS) program. The opportunity is to provide GP services (one minimum 4-hour session per week per school during school terms) and aligned Practice Nurse support, with capacity for additional sessions as agreed. The opportunity is for one or both of two Victorian government secondary schools—Sunbury College and Bacchus Marsh College.

Participation in this RFI does not constitute an offer or commitment to purchase or contract. NWMPHN's assessment process is intended to identify the most suitable organisation(s) for further consideration under this program; this process is solely for information-gathering to inform future planning and procurement activities and does not constitute a binding selection or contract award by NWMPHN.

3. Background

The DiSS program funds doctors and nurses to deliver primary health care directly within 100 state government schools across Victoria, making health services more accessible for young people. NWMPHN commissions PCSPs to deliver DiSS services to 20 schools within the region, in addition to managing the state-wide telehealth service. The 2023 [program evaluation](#) demonstrated:

- Strong positive impacts on student health literacy: 75% of school staff and 88% of doctors and nurses report improved health literacy among students.
- Improved navigation of the health system: 82% of school staff and health professionals observed better understanding of health services among students and families.
- Early identification and intervention: Students are addressing health issues sooner, reducing immediate financial pressure on families.
- Broad reach: Over 86,000 doctor consultations and 24,000 individual students have received care, with 34% of Victorian secondary students having access to DiSS.



The program supports student access to primary health care in school settings by commissioning a PCSP to operate a satellite medical clinic and deliver GP and practice nurse services at one or both of the two named school sites, with continuity of care and integration with community-based services being important features of the model.

Key activities include the establishment and operation of a satellite clinic at the school, provision of GP and practice nurse sessions during school terms, activity reporting, participation in contract management and school meetings, risk and incident reporting, and compliance with program guidance.

The target population is secondary school students within either Sunbury College or Bacchus Marsh school, with service delivery focused on the identified school site and associated local service pathways.

The provider must deliver services including: minimum 4-hour GP clinic weekly; Practice Nurse aligned to GP hours; operation of a compliant satellite clinic at the school; bulk billing of all students; continuity of care pathways; activity reporting; participation in contract management and school meetings; risk and incident reporting; and compliance with program guidance.

4. Objectives

- The main objective is to secure arrangements that enable accessible, compliant, student-centred primary health care service delivery through the DiSS model.
- Intended outcomes include continuity of school-based primary health care access, timely and quality clinical service delivery, compliant reporting and governance, and effective collaboration between the PCSP, school, local referral pathways, Department requirements, and NWMPHN.



PART B – Application submission guidelines

4. Key dates

The table below summarises the key stages and indicative dates related to DiSS PCSP procurement 2026 RFI.

Stage	Date
RFI release to the market	8/07/2026
RFI clarification deadline	21/07/2026 3:00:00 PM
RFI submission deadline	28/07/2026 3:00 PM
RFI Assessment*	31/07/2026
Notification of outcome*	7/09/2026

*These dates are indicative only and subject to change without notice to meet the necessary process requirements at NWMPHN's discretion.

5. Communication and enquiries

All communications and enquiries in relation to this RFI must be directed to diss@nwmpnhn.org.au by 28 July 2026 at 3:00PM.

6. Submission method

- Applications must be submitted via the RFI Application Form (attachment 1) to diss@nwmpnhn.org.au by 28 July 2026 at 3:00PM.
- All required attachments must be included.
- Submissions must be completed before the closing time. Late applications will not be accepted.

7. Submission requirements

Accuracy of Information

Applicants must ensure that all information provided is accurate, complete, and current at the time of submission. Any changes to submitted information must be communicated in writing to NWMPHN as soon as practicable.

Format

Please follow the response structure outlined in Attachment 1 – RFI Application Form, answering all questions directly. Accepted file formats include Word, Excel, PowerPoint, and PDF.

Validity period

All information provided in response to this RFI will remain valid and open for acceptance by NWMPHN for a period of 120 days from the submission deadline, unless otherwise agreed in writing. Applicants are requested to ensure that all information and commitments contained within their response remain accurate and binding for this period. NWMPHN may use the information provided within this validity period to inform further procurement approaches or award decisions. Should there be any changes to the information provided during this period, applicants must notify NWMPHN in writing as soon as practicable.

8. Assessment process

Assessment

NWMPHN will assess responses based on the assessment criteria described in Attachment 1 - RFI Application Form.

Responses will be evaluated using a consistent framework, based on the following assessment criteria. NWMPHN will apply this framework to review and compare the information provided across the following assessment areas:

- demonstrated capacity to deliver a reliable, accessible and school-responsive Doctors in Secondary Schools (DiSS) service
- demonstrated clinician experience in working with young people and adolescent health
- demonstrated clinician experience in supporting primary mental health care needs of young people
- demonstrated experience working within multidisciplinary settings and collaborating with relevant stakeholders
- demonstrated approach to providing safe, inclusive and affirming care for LGBTIQ+ young people
- demonstrated approach to providing culturally safe and responsive care
- demonstrated arrangements to maintain service continuity, including clinician absence and backfill arrangements

Clarification

NWMPHN may seek clarification or additional information from applicants at any stage of the process.

9. Post-submission process and next steps

Following the review of all applications, NWMPHN will:

- Use submitted information to support a fair and transparent selection process, including potential direct negotiations.
- Contact shortlisted organisations for any required clarification.
- Invite short-listed organisations to an interview
- Inform all applicants of the outcome of the RFI process. Unsuccessful applicants may apply for feedback in writing via email to tenders@nwmpnhn.org.au.
- Participation in this RFI does not guarantee selection for further discussions or future procurement processes.
- The purpose of this assessment is to identify the most suitable providers for further consideration under this program. Any subsequent progression, including contract award, will be determined in accordance with relevant program requirements and governance arrangements. Participation in this RFI does not guarantee selection for further discussions or future procurement processes.





PART C – Terms and conditions

This section outlines the terms and conditions that apply to this RFI process. All applicants must review and adhere to these conditions when preparing and submitting their responses.

1. Non-binding process

This RFI is an information-gathering and assessment process only. NWMPHN will not make any binding selection or contract award as a result of this process. Any progression beyond this stage will be subject to relevant program requirements and governance arrangements.

2. No obligation to award

NWMPHN is under no obligation to select any applicant or to proceed with further procurement as a result of this RFI.

3. Right to amend or cancel

NWMPHN reserves the right to amend, suspend, or cancel this RFI at any time, for any reason, without liability to applicants.

4. Use of information

Information provided in response to this RFI must only be used for the purpose of participating in this process and not for any other purpose unless expressly permitted by NWMPHN.

5. Validity of submission

All submissions must remain valid and open for acceptance by NWMPHN for a period of 120 days from the submission deadline, unless otherwise agreed in writing.

6. Cooperation and clarification

Participants must cooperate fully with NWMPHN in responding to any requests for clarification or additional information during the assessment process.

7. Costs

All costs incurred in the preparation and submission of a response to this RFI are the sole responsibility of the applicant. NWMPHN will not reimburse any expenses.

8. Confidentiality

All information submitted will be treated as confidential and used solely for the purposes outlined in this RFI.

9. Data security and breach notification

Participants must take reasonable steps to protect any personal or sensitive information provided as part of their submission from misuse, loss, unauthorised access, modification, or disclosure. Any actual or suspected data breach involving information provided to NWMPHN must be reported immediately, with full cooperation in any subsequent investigation.

10. No misleading conduct

Participants must not engage in misleading or deceptive conduct in the preparation or submission of their response.

11. Privacy

Legal Compliance

Applicants must comply with all relevant Commonwealth and Victorian privacy laws, including the Privacy Act 1988 and Australian Privacy Principles.





Use of Personal Information

Information must be collected lawfully and used only for its intended purpose, unless consent is given or required by law.

Purpose of Collection

NWMPHN collects personal data to assess applications, verify credentials, manage enquiries, and meet legal obligations. It may also be used for planning and statistical analysis.

Disclosure

Information may be shared with affiliated entities and regulators. NWMPHN does not typically disclose data overseas.

Data Security

Applicants must protect personal data from unauthorised access, loss, or misuse, and restrict access to authorised personnel only.

Breach Notification

Any suspected or actual privacy breach must be reported to NWMPHN immediately, with full cooperation in any investigation.

12. 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. Applicants must:

- Warrant that, no actual, perceived, or potential conflict of interest exists in relation to their participation in the RFI process or the performance of any resulting activities.
- Immediately notify NWMPHN in writing if a conflict of interest arises.
- Complete the conflict-of-interest section in Attachment 1 - RFI Application Form.

Attachment 1 – RFI Application Form

Instructions for applicants:

- Provide complete and well-supported answers to all questions.
- Where specified, responses must not exceed the stated word limits.
- Use bullet points, tables, or headings to enhance clarity and readability.
- If unsure about any item, contact NWMPHN for clarification prior to the RFI clarification period closing date.

1. Organisation details

1.1	General Practice Name <i>(The legal entity which would contract with NWMPHN)</i>		
1.2	Trading name		
1.3	Entity type	Choose an item.	
1.4	ABN		
1.5	ACN		
1.6	Registered business address		
1.7	Postal address		
1.8	Telephone number		
1.9	Email address		
1.10	Website address		
1.11	Authorised Representative <i>(This is the person with the authority to submit this application, such as the Chief Executive Officer or General Manager)</i>		
1.12	Practice Manager	Name	
		Phone	
		Email	
1.13	Principal GP Name	Name	
		Phone	
		Email	
1.14	Vacant schools you are interested in applying for	☐	Bacchus Marsh College
		☐	Sunbury College
1.15	Brief overview of your organisation, including your mission and values (max 200 words): Applicant response:		
1.16	Availability	<i>Fill appropriate column(s)</i>	
		Bacchus Marsh College	Sunbury College
	Please indicate which day(s) your team is available to deliver the Doctors in Secondary Schools program at the school: <i>(Please note: The service must be delivered face-to-face one day per week. The GP must</i>	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

	<i>be available for a minimum of 4 hours and the Nurse 7.6 hours on the same day)</i>		
	Please indicate which day(s) the Practice Manager is available to meet with the PHN and school: <i>(Please note: required meetings include induction, service delivery check-ins and contract review)</i>	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

2. Assessment criteria

2.1 Mandatory assessment criteria

Applicants must meet all mandatory criteria to proceed to the next stage of assessment. Failure to meet any of these criteria will result in the application being deemed non-compliant and may be excluded from further consideration.

MANDATORY CRITERIA.		Please check the relevant box:
2.1.1	I confirm that a signed copy of NWMPHN Supplier Code of Conduct commitment letter (Attachment 2) has been included with this application.	☐ Yes ☐ No (Applications will be disqualified if unable to meet this criterion.)
2.1.2	I confirm that the completed application checklist and the signed declaration (Attachment 2) have been included with this application.	☐ Yes ☐ No (Applications will be disqualified if unable to meet this criterion.)
Applicant response:		

2.2 Mandatory Criteria – General Practice Details

	Mandatory Criteria	Details
2.2.1	Does the applicant hold current accreditation against the RACGP Standards for General Practice under the National General Practice Accreditation Scheme or be registered for such accreditation?	☐ Yes Date of Expiry: ☐ No – this will exclude applicant from this RFI
2.2.2	Evidence attached to this application	☐ Yes ☐ No
2.2.3	Does the Principal General Practitioner have an AHPRA registration with no conditions, undertakings, reprimands or tribunal decisions on their scope of practice?	☐ Yes ☐ No – this will exclude applicant from this RFI
2.2.4	Evidence attached to this application	☐ Yes ☐ No
2.2.5	Applicant has public liability insurance (minimum \$20 million per claim)	☐ Yes Date of Expiry:

	Mandatory Criteria	Details
		Value:
		☐ No – this will exclude applicant from this RFI
2.2.6	Evidence attached to this application	☐ Yes
		☐ No
2.2.7	Applicant has professional/medical indemnity (minimum \$10 million per claim)	☐ Yes
		Date of Expiry:
		Value:
		☐ No – this will exclude applicant from this RFI
2.2.8	Evidence attached to this application	☐ Yes
		☐ No
2.2.9	Applicant has workers' compensation insurance	☐ Yes
		Date of Expiry:
		☐ No – this will exclude applicant from this RFI
2.2.10	Evidence attached to this application	☐ Yes
		☐ No
2.2.11	Assurance of no known claims Assuming there are no known claims, does the applicant understand that they must declare that there are no current or historic circumstances or incidents of Child Abuse that could reasonably give rise to a liability for a child abuse claim.	☐ Yes
		☐ No – this will exclude applicant from this RFI
2.2.12	Is the general practice covered by VMIA insurance?	☐ Yes
		☐ No
		If no, please answer the following:
2.2.13	Acceptance of Child Abuse Insurance requirements Has the applicant read, understood and agrees to the requirements associated with Item 13 in the DiSS Services Agreement Template? Betrayal of trust fact sheet: The new organisational duty of care to prevent child abuse Department of Justice and Community Safety Victoria	☐ Yes
		☐ No – this will exclude applicant from this RFI
2.2.14	DiSS Service Agreement Does the applicant understand and agree to the contracted deliverables and funding model as per the DiSS Service Agreement (attached/see appendix)	☐ Yes
		☐ No – this will exclude applicant from this RFI
2.2.15	Proposed Contract Departures/ Amendments	☐ Yes - Without proposed departures/amendments

	Mandatory Criteria	Details
	Is the applicant willing to enter into a contract with NWMPHN in the form of the DiSS Service Agreement if successful?	☐ Yes- With proposed departures/amendments Applicant must complete Attachment 4 as part of the RFI response
		☐ No – this will exclude applicant from this RFI

2.3 Mandatory Criteria – General Practitioner Details

	Mandatory Criteria	Details
2.3.1	Indicate which school (tick both if applicable)	☐ Sunbury College ☐ Bacchus Marsh College
2.3.2	The General Practitioner has a medical degree with license to practice in Australia	☐ Yes ☐ No - this will exclude applicant from this RFI.
2.3.3	Evidence attached to this application	☐ Yes ☐ No
2.3.4	The General Practitioner has an AHPRA registration with no conditions, undertakings, reprimands or tribunal decisions on their scope of practice?	☐ Yes ☐ No - this will exclude applicant from this RFI
2.3.5	Evidence attached to this application	☐ Yes ☐ No
2.3.6	The General Practitioner has professional/Medical indemnity (minimum \$10 million per claim)	☐ Yes Date of Expiry: Value: ☐ No – this will exclude applicant from this RFI
2.3.7	Evidence attached to this application	☐ Yes ☐ No
2.3.8	The General Practitioner is willing to undergo and successfully obtain a Working with Children's Check and Police Check	☐ Yes ☐ No - this will exclude applicant from this RFI
2.3.9	The General Practitioner commits to participate in ongoing mandatory professional development training	☐ Yes ☐ No - this will exclude applicant from this RFI
2.3.10		☐ Yes

	Mandatory Criteria	Details
	The General Practitioner understands and will abide by the <u>Mature Minor / Gillick Principle</u> when consulting patients who are less than 18 years of age	☐ No - this will exclude applicant from this RFI
2.3.11	The General Practitioner commits to take a non-judgemental approach to care on any clinical issue that may arise	☐ Yes ☐ No - this will exclude applicant from this RFI.
2.3.12	The General Practitioner will deliver health care that is youth-friendly, inclusive and culturally safe that upholds the confidentiality of young patients	☐ Yes ☐ No - this will exclude applicant from this RFI.

2.4 Mandatory Criteria – Second General Practitioner Details

Please note that this table can be left blank if only one school is being applied for or if the same GP is to provide services at both schools.

	Mandatory Criteria	Details
2.4.1	Indicate which school (tick both if applicable)	☐ Sunbury College ☐ Bacchus Marsh College
2.4.2	The General Practitioner has a medical degree with license to practice in Australia	☐ Yes ☐ No - this will exclude applicant from this RFI.
2.4.3	Evidence attached to this application	☐ Yes ☐ No
2.4.4	The General Practitioner has an AHPRA registration with no conditions, undertakings, reprimands or tribunal decisions on their scope of practice?	☐ Yes ☐ No - this will exclude applicant from this RFI
2.4.5	Evidence attached to this application	☐ Yes ☐ No
2.4.6	The General Practitioner has professional/Medical indemnity (minimum \$10 million per claim)	☐ Yes Date of Expiry: Value: ☐ No – this will exclude applicant from this RFI
2.4.7	Evidence attached to this application	☐ Yes ☐ No
2.4.8		☐ Yes

	Mandatory Criteria	Details
	The General Practitioner is willing to undergo and successfully obtain a Working with Children's Check and Police Check	☐ No - this will exclude applicant from this RFI
2.4.9	The General Practitioner commits to participate in ongoing mandatory professional development training	☐ Yes
		☐ No - this will exclude applicant from this RFI
2.4.10	The General Practitioner understands and will abide by the <u>Mature Minor / Gillick Principle</u> when consulting patients who are less than 18 years of age	☐ Yes
		☐ No - this will exclude applicant from this RFI
2.4.11	The General Practitioner commits to take a non-judgemental approach to care on any clinical issue that may arise	☐ Yes
		☐ No - this will exclude applicant from this RFI.
2.4.12	The General Practitioner will deliver health care that is youth-friendly, inclusive and culturally safe that upholds the confidentiality of young patients	☐ Yes
		☐ No - this will exclude applicant from this RFI.

2.5 Mandatory Criteria – Practice Nurse Details

Please note that this table can be left blank if a practice nurse is yet to be recruited.

	Mandatory Criteria	Details
2.5.1	Indicate which school (tick both if applicable)	☐ Sunbury College
		☐ Bacchus Marsh College
2.5.2	The Practice Nurse has a nursing degree with license to practice in Australia	☐ Yes
		☐ No - this will exclude applicant from this RFI
2.5.3	Evidence attached to this application	☐ Yes
		☐ No
2.5.4	The Practice Nurse has an AHPRA registration with no conditions, undertakings, reprimands or tribunal decisions on their scope of practice?	☐ Yes
		☐ No - this will exclude applicant from this RFI
2.5.5	Evidence attached to this application	☐ Yes
		☐ No
2.5.6	The Practice Nurse has professional/Medical indemnity (minimum \$10 million per claim)	☐ Yes
		Date of Expiry:
		Value:
		☐ No – this will exclude applicant from this RFI

	Mandatory Criteria	Details
2.5.7	Evidence attached to this application	☐ Yes ☐ No
2.5.8	The Practice Nurse is willing to undergo and successfully obtain a Working with Children's Check and Police Check	☐ Yes ☐ No - this will exclude applicant from this RFI
2.5.9	The Practice Nurse commits to participate in ongoing mandatory professional development training	☐ Yes ☐ No - this will exclude applicant from this RFI
2.5.10	The Practice Nurse understands and will abide by the <u>Mature Minor / Gillick Principle</u> when consulting patients who are less than 18 years of age	☐ Yes ☐ No - this will exclude applicant from this RFI
2.5.11	The Practice Nurse commits to take a non-judgemental approach to care on any clinical issue that may arise	☐ Yes ☐ No - this will exclude applicant from this RFI
2.5.12	The Practice Nurse will deliver health care that is youth-friendly, inclusive and culturally safe that upholds the confidentiality of young patients	☐ Yes ☐ No - this will exclude applicant from this RFI.

2.6 Mandatory Criteria – Second Practice Nurse Details

Please note that this table can be left blank if a practice nurse is yet to be recruited, if only one school is being applied for, or if the same Practice Nurse is to provide services at both schools.

	Mandatory Criteria	Details
2.6.1	Indicate which school (tick both if applicable)	☐ Sunbury College ☐ Bacchus Marsh College
2.6.2	The Practice Nurse has a nursing degree with license to practice in Australia	☐ Yes ☐ No - this will exclude applicant from this RFI
2.6.3	Evidence attached to this application	☐ Yes ☐ No
2.6.4	The Practice Nurse has an AHPRA registration with no conditions, undertakings, reprimands or tribunal decisions on their scope of practice?	☐ Yes ☐ No - this will exclude applicant from this RFI
2.6.5	Evidence attached to this application	☐ Yes ☐ No
2.6.6	The Practice Nurse has professional/Medical indemnity (minimum \$10 million per claim)	☐ Yes Date of Expiry:

	Mandatory Criteria	Details
		Value:
		☐ No – this will exclude applicant from this RFI
2.6.7	Evidence attached to this application	☐ Yes
		☐ No
2.6.8	The Practice Nurse is willing to undergo and successfully obtain a Working with Children's Check and Police Check	☐ Yes
		☐ No - this will exclude applicant from this RFI
2.6.9	The Practice Nurse commits to participate in ongoing mandatory professional development training	☐ Yes
		☐ No - this will exclude applicant from this RFI
2.6.10	The Practice Nurse understands and will abide by the <u>Mature Minor / Gillick Principle</u> when consulting patients who are less than 18 years of age	☐ Yes
		☐ No - this will exclude applicant from this RFI
2.6.11	The Practice Nurse commits to take a non-judgemental approach to care on any clinical issue that may arise	☐ Yes
		☐ No - this will exclude applicant from this RFI
2.6.12	The Practice Nurse will deliver health care that is youth-friendly, inclusive and culturally safe that upholds the confidentiality of young patients	☐ Yes
		☐ No - this will exclude applicant from this RFI.

3 Technical assessment criteria

Applicants are required to respond to the following technical criteria. Applications must not exceed the specified word limits. Responses should be specific to the proposed clinicians and practice. Generic statements without supporting detail may not be rated as highly.

3.1 Technical Criteria

3.1.1 Technical assessment criterion 1 – Capacity to deliver a reliable, accessible and responsive service

Describe how your practice will deliver a reliable, accessible and school-responsive DiSS service, including scheduling, communication, coordination, and responsiveness to school needs.

Please also include reference to how service continuity will be maintained if the GP and/or practice nurse is unavailable for a scheduled school session (i.e. absence and backfill arrangements)

Applicant response (max 500 words):

3.1.2	Technical assessment criterion 2 – Clinician experience with young people	
	Describe your clinicians' experience in working with young people and adolescent health, including relevant qualifications, settings worked in, and how they will deliver youth-friendly care in a school-based setting.	
	Applicant response (max 500 words):	
3.1.3	Technical assessment criterion 3 – Clinician experience with youth mental health	
	Describe your clinicians' experience in supporting young people with primary mental health care needs, including assessment, brief intervention, referral pathways, and coordination with other services where relevant	
	Applicant response (max 500 words):	
3.1.4	Technical assessment criterion 4 – Multi-disciplinary settings	
	Describe the clinicians' experience in working within multidisciplinary teams, including collaboration with school staff, nurses, GPs, mental health professionals, and other relevant services.	
	Applicant response (max 500 words):	
3.1.5	Technical assessment criterion 5 – Approach to diversity	
	Describe how your clinicians will provide safe, inclusive and affirming and culturally responsive care for diverse young people in the DiSS setting, including LGBTIQ+ young people, Aboriginal and Torres strait Islander young people, and young people with varied sociocultural backgrounds	
	Applicant response (max 500 words):	

3.2 Commercial and compliance assessment criteria

Applicants must demonstrate compliance with the following risk and compliance requirements. These criteria will be assessed on a pass/fail basis or contribute to overall risk assessment.

	COMMERCIAL AND COMPLIANCE CRITERIA	RISK ASSESSMENT
3.2.1	Financial viability Confirm your Organisation's financial stability to support program delivery. Please attach your most recent annual audited income statement and balance sheet demonstrating financial integrity.	☐ Yes ☐ No
	If you have ticked no, please explain why you are unable to meet these criteria:	
3.2.2	Previous contracting Have you been contracted by NWMPHN before?	☐ Yes ☐ No – please answer below
3.2.3	References Please attach two written references	☐ Yes - Attached ☐ No – please explain below
	If you ticked no to the above, please explain why you are unable to provide references:	
3.2.4	Conflict of interest declaration Are you aware of any perceived, potential or actual conflict of interest to declare which may have an impact to your ability to deliver the proposed services? For example, do you or any of your Organisation's personnel have a person or business relationship with any of NWMPHN staff? In the event of any such conflict NWMPHN at its absolute discretion shall decide the appropriate course of action. Any perceived, potential or actual conflict of interest must be disclosed at NWMPHN as soon as it becomes apparent.	☐ Yes ☐ No
	If you answered Yes, please provide a detailed response addressing: a) the particulars of any conflicts; and b) details of the process and procedures used to manage or resolve them. Applicant response (max 250 words):	

4. Additional information

Please provide any other information you believe is relevant to your application, such as letters of support, community testimonials, or innovative approaches not already covered (optional, max 200 words).



5. Required attachments

- Resumes of key personnel
- Evidence of relevant training or accreditation
- Evidence of relevant insurance certificates
- Letters of support or references (if available)
- Annual audited income statement and balance sheet
- Any additional relevant documentation

Attachment 2: NWMPHN Supplier Code of Conduct – Commitment letter

1. Purpose

North Western Melbourne Primary Health Network (NWMPHN) Supplier Code of Conduct [NWMPHN Supplier Code of Conduct](#) applies to all suppliers providing commissioned services to NWMPHN, effective 1 September 2025.

NWMPHN is committed to working with its suppliers and supply chain to meet and/or exceed the standards outlined in the Code. The Code is not intended to supersede or alter suppliers' regulatory and contractual obligations.

NWMPHN expects suppliers to:

- Review and commit to the Code by signing the commitment letter included in Attachment 2, section 2 – Commitment letter;
- Return the signed commitment letter to NWMPHN by the due date as specified in the RFI documentation; and
- Communicate the Code to their related entities, suppliers and subcontractors engaged to supply goods and services to NWMPHN, so that they are aware of, understand and comply with the Code.

2. Commitment letter

Commitment to North Western Melbourne Primary Health Network Supplier Code of Conduct –

I acknowledge that:

- 1) NWMPHN is committed to ethical, sustainable and socially responsible procurement.
- 2) NWMPHN has a Supplier Code of Conduct (the **Code**) which describes NWMPHN's expectations of the conduct of its suppliers in relation to:
 - integrity, ethics and conduct;
 - corporate governance;
 - conflicts of interest, gifts and hospitality;
 - labour and human rights;
 - diversity;
 - health and safety; and
 - environmental management.
- 3) the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
- 4) to ensure that the Code remains current and relevant, it may be amended or updated by NWMPHN; and
- 5) the Code includes an ongoing expectation that suppliers (including my entity) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.

On behalf of my entity I:

- 1) confirm that NWMPHN's expectations of suppliers as set out in the Code are understood;
- 2) provide a commitment that if selected to supply goods and/or services to NWMPHN, my entity will:
 - periodically check with reasonable frequency for updates and amendments to the Code; and
 - aspire to meet and/or exceed NWMPHN's expectations of suppliers as set out in the Code, including as updated or amended by NWMPHN.

Commitment letter signed by the entity's authorised representative:				
Entity name	Full name	Position title	Date signed	Signature
Supplier to insert legal entity's name as listed on the Australian Business Register .	Supplier to insert authorised representative's full name.	Supplier to insert authorised representative's position title.	Click or tap to enter a date.	Authorised representative to sign by inserting their signature, typing their full name or drawing using the canvas tool ¹ .

¹ Text in blue font is guidance to complete this document.

Attachment 3 – Application checklist and declaration

1. Application checklist

Please ensure that your application includes the following components. Incomplete applications may not be considered.

- ☐ Completed RFI Application Form ([Attachment 1](#)) including:
 - Responses to all criteria and questions.
 - Copies of required insurance certificates.
- ☐ Supporting documentation, such as:
 - Resumes of key personnel
 - Evidence of relevant training or accreditation
 - Evidence of relevant insurance certificates
 - Letters of support or references (if available)
 - Annual audited income statement and balance sheet
 - Any additional relevant documentation
- ☐ Signed Commitment Letter to the NWMPHN Supplier Code of Conduct ([Attachment 2](#)).
- ☐ Completed checklist and signed declaration ([Attachment 3](#)).
- ☐ Completed proposed Contract Departures / Amendments form (Attachment 4)
- ☐ Submission of the full application to NWMPHN before the closing date and time.

2. Declaration

On behalf of the applicant, I hereby declare that:

- I have reviewed and addressed all criteria outlined in this RFI Application Form.
- To the best of my knowledge, all information provided in this application is accurate, complete, and truthful.
- I confirm that the applicant meets all eligibility requirements specified in this RFI.
- I acknowledge that the release of this RFI does not constitute an obligation by NWMPHN to award a contract.
- I undertake not to withdraw or amend any part of this application for a period of 120 days following the submission deadline.
- I will promptly notify NWMPHN if any information provided becomes inaccurate or misleading.
- I have read, understood, and accepted the Terms and Conditions outlined in Part C of this RFI.
- I am the authorised representative of the applicant, as identified in Attachment 1 – RFI Application Form.

Name:	
Position:	
Signature:	
Date:	



Attachment 4 – proposed Contract Departures / Amendments

All proposed contract departures/Amendments must be submitted with this RFI in the table below. Departures proposed outside of the RFI will not be considered.

If not proposing departures, please leave this table blank when submitting the RFI.

Clause/Item Number	Question or Proposed Change	Reason for Proposed Change	NWMPHN Response
Please indicate clearly if it is a Clause or Item of the Contract you are referring to.	Please clearly state the question and/or proposed change for NWMPHN to easily understand the matter.	Please make clear statements for NWMPHN to easily understand the matter.	If applicant is successful, NWMPHN will provide a response to questions and accept or reject departures, during negotiations.

