



Aboriginal and Torres Strait
Islander Health Practice
Chinese Medicine
Chiropractic
Dental
Medical
Medical Radiation Practice
Nursing and Midwifery
Occupational Therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Australian Health Practitioner Regulation Agency

Part D – The offer

Invitation title: Development, Implementation and Delivery of CMBA regulatory examinations

Reference number: 201907-01

Offer submitted by: Christine Wang

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Invitee information

Trading name:

Registered name:

Australian Company Number:

Date of
issue:

Australian Business Number:

Date of
issue:

Address of registered office:

Principal office in Victoria
(if applicable):

Contact details

Name of contact person:

Position title:

Address:

Postal address
(if different to above):

Email:

Website:

Telephone number:

Mobile:

The Invitee accepts the provisions contained in:

1. Section A – Part 1 – About this RFP.
2. Part B – Conditions of participation and offers to provide the services in accordance with *Part A.2 – Specifications and Part C – Proposed Contract* included in the RFP for the amount set out in this offer. The invitee warrants that they have full understanding of the requirements set out in the RFP and that no actual or potential conflicts of interest in connection with this RFP exist. The invitee warrants that they have checked any electronic files contained in their offer for viruses and that any and all offer files submitted are free from viruses. The invitee undertakes to comply with any reasonable request of the organisation for additional information to enable the organisation to undertake a full assessment of the invitee's financial viability.

Signed for and on behalf of the invitee

Invitee:

Name:

Position:

Address:

Email:

Signature of Invitee's authorised officer:

Date of signing:

Executive summary

Provide an overview of the offer.

Compliance with Part A.2 – Specifications

The invitee must provide a compliance statement against each clause number stating either 'comply', 'not comply' or 'will comply subject to conditions'.

The invitee must provide information relating to the reason for partial or non-compliance.

Section	Compliance statement	Explanation/comment

Alternative offer

Where an invitee also submits an alternative offer, it must include any supplementary material which demonstrates how the alternative offer will fully achieve and/or exceed all the specified outputs or functional and performance requirements. Invitees should also detail why the additional features are beneficial and cross reference to the appropriate clause number in *Part A.2 – Specification*.

Please submit your response to address the following criterias.

Criteria 1: Relevant experience in delivering written and clinical examinations to assess individuals' capability to practise Chinese Medicine safely and competently in Australia

All RFP will need to demonstrate that the respondent has relevant experience in delivering written and clinical examinations to assess an individual's capability to practise Chinese Medicine safely and competently in Australia in the following Divisions of the register of Chinese Medicine practitioners:

- acupuncturists
- Chinese herbal medicine practitioners
- Chinese herbal dispensers

Criteria 2: Types of written and clinical examinations that can be delivered by the respondent, including mechanisms for assuring ongoing reliability and validity

All RFP need to include details of the types of written and clinical examinations that the respondent could deliver if selected by the CMBA as a Partner Provider, including any information available on the steps the respondent would take to ensure the ongoing reliability and validity of its delivery of these examinations.

The CMBA's expectation is that the written examinations will be delivered in a multiple choice question format, but may include short answer questions if reliability and validity of these is established.

The CMBA's expectation is the clinical examinations will use multiple simulated patients and/or clients in a real clinical setting, and include assessment of an individual's ability to practise more complex and higher risk areas of practice in the following Divisions of the register of Chinese Medicine practitioners:

- acupuncturists
- Chinese herbal medicine practitioners
- Chinese herbal dispensers

All RFP need to include detailed information about the facilities, including locations, that will be used to deliver the written and clinical examinations.

Criteria 3: Costs to implement the written and clinical examinations, including value for money

All RFP need to include a detailed *indicative* budget with itemised details of income and expenditure, including any proposed charges to the CMBA and fees to examination candidates for the following two areas of work:

- a. involvement in the implementation phase of examination development (including validation of written examination questions, piloting clinical examination matrices and training examiners), and
- b. delivery of the types of written and clinical examinations described under criterion 2.

Criteria 4: Willingness to collaborate with other partner providers, if required

The CMBA may select more than one Partner Provider from this expression of interest. If this occurs, the CMBA may require collaboration between Partner Providers.

All RFP need to indicate whether or not the respondent is willing to collaborate with other Partner Providers if required. The CMBA will also consider RFP from consortiums of potential Partner Providers. A consortium is a group of education providers, professional organisations and/or other bodies who submit a single RFP that addresses the evaluation criteria for the group).

Criteria 5: Ability to partner with the CMBA and AHPRA in October 2019 and deliver CMBA Regulatory Examinations by April 2020

Respondents to the RFP must confirm that, subject to being selected:

1. the respondent is able to partner with the CMBA and AHPRA in October 2019 to assist in the implementation phase of examination development (including validation of written examination questions, piloting clinical examination matrices and training examiners). Payment for this activity will be negotiated with selected Partner Providers based on the information provided under criterion 3.
2. The respondent will be able to deliver the CMBA Regulatory Examinations by April 2020.

Provide three referees to support your ability to provide to the procurement.

Note: The organisation reserves the right to contact any of the invitee's previous customers.

References

Referee name 1:

Contact details:

Description of services:

Time:

Referee name 2:

Contact details:

Description of services:

Time:

Referee name 3:

Contact details:

Description of services:

Time:

Financial capability

Invitees are required to demonstrate that they have the financial capability to provide, over the term of the contract, all the requirements specified in this RFP. In the following table, the term ‘invitee’ applies to the business itself, its parent or any associated entities or any director(s).

If the answer to any of the following questions is ‘yes’, provide an explanation.

Are there any significant events, matters or circumstances which have arisen in the past 12 months that could significantly affect the operations of the invitee?

Are there or have there been any:

- bankruptcy and/or deregistration actions, or
- insolvency proceedings (including voluntary administration, application to wind up, or other like action)

either actual or threatened, against the invitee in the past three years? If so, what (if any) remedial action has been taken?

Is the invitee currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the invitee to meet the requirements of this RFP?

Are there any other factors which could adversely affect the financial ability of the invitee to successfully perform the obligations contemplated by this RFP?

Insurance

[Delete the forms of insurance that are not applicable.]

Public liability

Insurance company:

Policy number:

Amount \$:

Expiry date:

Exclusions, deductibles:

And/or excesses:

Product liability

Insurance company:

Policy number:

Amount \$:

Expiry date:

Exclusions, deductibles:

And/or excesses:

Professional indemnity

Insurance company:	Policy number:
Amount \$:	Expiry date:
Exclusions, deductibles:	
And/or excesses:	

Work cover

Insurance company:	Policy number:
Amount \$:	Expiry date:
Exclusions, deductibles:	
And/or excesses:	

Compliance with Part C – Proposed contract

The invitee must provide a compliance statement against each clause number stating either ‘comply’, ‘not comply’ or ‘will comply subject to conditions’.

The invitee must provide information relating to the reason for partial or non-compliance.

Clause no.	Compliance statement	Explanation/Comment

Conflict of interest

Provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest and actions to prevent or manage the conflicts of interest.

Pricing Schedule

All RFP need to include a detailed *indicative* budget with itemised details of income and expenditure, including any proposed charges to the CMBA and fees to examination candidates for the following two areas of work:

- A. Involvement in the implementation phase of examination development (including validation of written examination questions, piloting clinical examination matrices and training examiners), and
- B. Delivery of the types of written and clinical examinations described under criterion 2

Expenditure

Item	Description of expense	Rate (excl. GST)	GST	Total

Price variation

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