



# Request for Proposal (RFP) Guidelines

Alcohol and Other Drugs - Innovation Grants

**Due: 5pm, 13 December 2024**

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## 1. Introduction

COORDINARE - South Eastern NSW Primary Health Network (SENSW PHN) invites applications for innovative initiatives supporting the health and wellbeing of people who are experiencing alcohol and other drug issues. These grants aim to enhance service access and inclusion for priority populations in the SENSW PHN region to foster new and innovative initiatives and supports. SENSW PHN seeks to pilot new approaches to address unmet community needs, with potential for future scaling and funding.

## 2. Who can apply?

Organisations that currently provide services or programs to people with alcohol and other drug concerns across the South Eastern NSW region. Eligible providers may include, but are not limited to, charities and other organisations providing healthcare, health education, or health navigation services as a standalone service or alongside broader supports for consumers who are (non-exhaustive):

- Experiencing unstable housing or homelessness
- Experiencing family and domestic violence
- Socioeconomically disadvantaged
- Experiencing co-occurring conditions
- First Nations Peoples
- People in contact with the criminal justice system
- Living in a remote or isolated communities
- Culturally and linguistically diverse
- Part of the LGBTQIA+ community

### Funding amounts

A total of \$450,000 (excl. GST) is available through this initiative, with grants between \$50,000 and \$150,000 (excl. GST) to be distributed to successful applicants. Funded projects will run for 12 months from the date of execution. Services and organisations of all sizes are encouraged to apply, noting that the grant value of \$150,000 excl. GST is the maximum amount to be distributed to any one service or organisation.

### Completing the grant application template (Attachment 1)

Complete all sections of the Grant Application template (Attachment 1) and include all relevant documentation. All submissions will be reviewed by a selection panel.

**Grant applications close 5:00pm (AEST) on 13 December 2024. Late submissions after cut-off date and time will not be considered.**

## 3. Background

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities. We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

We also use our knowledge and commissioning expertise to attract new funding partners to expand our impact. Commissioning is central to COORDINARE's ability to achieve these objectives and address local and national priorities. As a commissioning organisation, COORDINARE is involved in a continual cycle of developing and implementing health services and related initiatives based on a planning, procurement,

review and evaluation cycle involving providers, communities and consumers. **More information about COORDINARE – SENSW PHN can be found on our [website](#).**

### Issue background

Despite a range of alcohol and other drug (AOD) services and programs in the SENSW region, new approaches are needed to engage and support priority populations with AOD concerns in the community, to help address gaps and barriers to accessing services and supports. Priority populations experience higher risks of AOD-related harms, face additional barriers in accessing AOD-related supports and services, and/or are under-served by the AOD service system.

### Local snapshot

COORDINARE's latest health needs assessment and service gaps analysis highlights unmet needs for priority target groups such as First Australian peoples, people experiencing homelessness, young and older people, those with disabilities, people transitioning from custody, and women escaping domestic violence.

The PHN region experiences high rates of alcohol and drug related offences, with people leaving custody facing complex issues relating to social and emotional wellbeing, homelessness, unemployment, and lack of access to health services. The catchment shows significant financial vulnerability, with high proportions of Centrelink income support recipients than both State and National figures, particularly in the Eurobodalla and Bega Valley regions. Rising unemployment rates in Shellharbour, Shoalhaven, Wollongong and Eurobodalla remain very high compared to NSW state rates. A substantial proportion of households in the region are in the bottom 40% of the income distribution, with many spending more than 30% of income of mortgage or rent payments. The figures are notably higher in Eurobodalla, Wollongong, Shoalhaven, and Shellharbour regions. Higher prevalence of lifestyle risk factors related to alcohol and other drugs particularly in the southern regions of the SENSW catchment remain.

Service gaps persist in addressing complex (and often multiple) needs including trauma, mental and physical health, poly drug use, homelessness and domestic violence. Transport issues hinder access to services, particularly in regional and rural areas. Drug and alcohol abuse contributes to homelessness, with Snowy Monaro, Bega Valley and Wollongong having high rates in the region. Youth in SENSW PHN face rising problematic drug and alcohol use, with complex issues emerging at younger ages. High relapse rates and challenges in identifying mental health problems continue.

In 2022-23, 28% of Aboriginal people used illicit drugs, up from 23% in 2019, and 33% consumed alcohol at risky levels. Methamphetamine use among Aboriginal youth and adults is a growing concern with far-reaching impacts on families and communities.

**More information about COORDINARE'S Population Health Profile and Health Needs assessment can be found on our [website](#).**

### Funding purpose and objectives

#### *Funding purpose*

These grants aim to create new opportunities for people in SENSW communities experiencing alcohol and other drug issues, particularly for those not currently engaged in services or supports but who would benefit from alternative options.

### *Funding objectives*

This funding seeks to showcase innovations in improving access to holistic alcohol and other drug programs and supports for priority populations and underserved/hard to reach communities in South Eastern NSW. It aims to improve outcomes for people with alcohol and other drugs issues and develop an evidence base for future scaling and investment.

## 4. Scope and specifications

### Location

All funded activities must occur within the **South Eastern NSW catchment**.

### Scope and specifications

This funding is for health and wellbeing initiatives, activities that will be considered include but are not limited to:

- projects that reduce gaps/barriers to access and engage with underserved priority groups
- new initiatives that aim to address social attitudes, stigma and discrimination toward AOD
- new approaches to engaging with other services, GPs and primary health providers
- new initiatives that are person centered, trauma informed and aim to build on an individual's ability and skills to manage their AOD concerns new approaches to early intervention
- projects that increase the capacity or volume of the AOD workforce in our region to better address the needs of people with AOD needs, their carers, or families
- initiatives that provide information, education and referrals and enhance harm reduction
- workforce initiatives that support lived and living experience of AOD use
- initiatives that address co-occurring needs such as mental health and AOD

### Activities out of scope

The following activities are **ineligible** for funding under this project:

- purchase of motor vehicles
- capital works
- depreciation of expenses
- activities which duplicate those funded under other PHN or government initiatives
- activities already undertaken or expenses already incurred
- items not directly related to patient outcomes
- payments for professional services (i.e., where a payment is made for a medical service item listed in the Medicare Benefit Schedule)
- conference attendances
- clinical trials
- board fees

The above list is indicative and is not intended to be exhaustive.

### Performance Indicators – outputs and outcomes

Providers will be required to implement a suite of appropriate performance indicators that enable the tracking of program activity and outcomes.

## 5. Eligibility

### Eligible and ineligible organisations

Organisations eligible to receive funding under this initiative must be an organisation or individual with established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act), and may include:

- Organisations operating within the South Eastern NSW region
- Organisations with a strong presence in their community and who work directly with priority populations

Organisations not eligible for direct funding under this initiative include:

- State government services, such as Local Health Districts, NSW Ambulance etc.

## 6. Timeline

An indicative timeline is outlined below. COORDINARE reserves the right to modify these timeframes.

Registered providers will be notified of key changes via Commissioning mailbox:

[commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au).

Activity	Date
Grant opportunity released	19 November 2024
RVSP for Industry Briefing*	4pm, 22 November 2024
Industry Briefing & Q&As via Teams	9.30am, 25 November 2024
Deadline for questions from potential respondents via Commissioning mailbox <a href="mailto:commissioning@coordinare.org.au">commissioning@coordinare.org.au</a>	4pm, 29 November 2024
Closing date and time for applications	5pm, 13 December 2024
Shortlisting of successful RFP submissions	January 2025
Clarification / negotiation with shortlisted providers	January 2025
Funding awarded	January 2025
Contracts commence	February 2025

\* Please send a request to attend Industry Briefing & Q&As session to Business Team via

[commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au)

## 7. Developing and submitting your submission

Responses to this Grant Opportunity should be submitted via [commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au) by 5:00pm (AEST) on 13 December 2024.

Applications should be aligned to the scope and specifications and address all of the assessment criteria outlined in this document.

Please ensure you read each assessment criterion carefully and answer each component and section of the proposal template by considering all information provided. Documents can be attached which are directly relevant to your response.

Please avoid attaching large documents as only the first 5 pages will be read by the Evaluation Panel. If the documents are large please specify the relevant page number(s)/section(s) to your response.

File formats accepted: word, excel, pdf and jpg files are all acceptable formats.

## 8. Respondent questions

All questions about the Grant Opportunity process or content can be submitted to the Business Team via [commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au) by 4pm, 29 November 2024.

Please note that any questions, answers and points of clarification will be shared with all other providers participating in the Grant Opportunity. Any identifying information about the organisation submitting the question will be removed.

## 9. Assessment criteria

All items listed in the table below must be addressed as part of the application.

Required Response	Weightings
<b>1. Innovation Initiative Overview (1,000 max word limit)</b>	
<p>Provide a brief overview of the proposed initiative, including the following key components:</p> <ul style="list-style-type: none"> <li>• priority population/s you will support and how your proposed initiative will address the unmet needs of your identified group/s</li> <li>• project team that will support the initiative</li> <li>• engagement with key stakeholders and services</li> <li>• geographical reach of the proposed activity</li> <li>• timelines to implement the activity</li> </ul>	45%
<b>2. Engagement and participation of priority communities (1000 max word limit)</b>	
<ul style="list-style-type: none"> <li>• outline your organisation and experience working with the identified group/s</li> <li>• outline any co-design you have undertaken or will do (if applicable) to support the proposed initiative</li> <li>• describe how the initiative will support and empower consumers to engage in improving their health and wellbeing</li> <li>• describe the outcomes sought, how these would be measured and with whom these will be achieved (consumer/carer/systems level)</li> </ul>	25%
<b>3. Evaluation and sustainability (500 max word limit)</b>	
<p>Describe how your proposed model will benefit your identified group/s including:</p> <ul style="list-style-type: none"> <li>• how you will evaluate the impact of the initiative</li> <li>• processes to collect consumer feedback</li> <li>• sustainability of the project beyond the funding period</li> <li>• potential for broader long-term impact, for example, scalability</li> </ul>	20%
<b>4. Budget and Risk Management</b>	
<p>The amount of funding available for individual grants is \$50,000 up to \$150,000. Please provide your anticipated budget:</p> <ul style="list-style-type: none"> <li>• ensure that you have completed and included the budget template provided (Attachment 2) with your application.</li> <li>• please provide a risk assessment on the initiative with details on how your organisation will mitigate any identified risk.</li> </ul>	10%

<b>Total scored criteria</b>	100%
<b>Provide copies of your current accreditation certificate(s) from your professional body (if applicable).</b>	<b>Compliance</b>
<b>Provide copies of required insurances</b> <ul style="list-style-type: none"> <li>• Public liability insurance \$20 million per claim and in the aggregate of all claims</li> <li>• Professional indemnity insurance \$10 million per claim and in the aggregate of all claims</li> <li>• Copy of your workers compensation insurance policy for NSW.</li> <li>• Cyber Security insurance - not less than \$1 million in the aggregate of all claims (Optional)</li> </ul>	<b>Compliance</b>
<b>Provide past 2 years audited financial statements or profit and loss statements.</b>	<b>Compliance</b>
<b>Include at a minimum two (2) professional referees</b>  Organisations that have previously received funding from COORDINARE are not required to provide a referee.	<b>Compliance</b>
<b>Aboriginal and Torres Strait Islander Impact Statement, Aboriginal and Torres Strait Islander Health Strategy or a Reconciliation Action Plan (Optional)</b>	<b>Compliance</b>

COORDINARE reserves the right to work with shortlisted bidders, to clarify and finetune submissions, and in some cases request revised proposals, prior to a contract being awarded.

Please refer to section 11. *Evaluation of submissions* for more information on COORDINARE’s approach to evaluating proposals.

## 10. Contracting arrangements

Successful respondents will be required to enter into a service agreement with COORDINARE. The final agreement and schedule, however, will be subject to negotiation with shortlisted respondents. Funding recipients will be required to provide progress reports on agreed milestones. The format and framework for progress reports may take account of the size, costs, complexity and relative risks of the project being undertaken.

## 11. Evaluation of submissions

Successful respondents will be selected through a competitive process. An evaluation panel will consider each submission against the mandatory requirements as well as the selection criteria outlined in section 9.

If additional information to that requested in this document is required by COORDINARE when proposals are being considered, written information and/or interviews may be requested to obtain such information at no cost to COORDINARE.

### Issues or complaints

The Respondent may, in good faith, raise any issue or complaint about the RFP or RFP process, at any time. Please contact the Business Team via [commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au).



## 12. Interpretation

### Definition of key terms

Term	Meaning
COORDINARE	The South Eastern New South Wales Primary Health Network and the organisation responsible for the RFP and the RFP process
Closing time	The time specified by which RFP responses must be received
Response(s) to RFP	A document/s lodged by a Respondent in response to this RFP containing a response to provide Goods or Services sought through this RFP process
Respondent	An entity that submits a response to this RFP
RFP Process	The process commenced by the issuing of this RFP and concluding upon formal announcement by SENSW PHN of the selection of a preferred respondent(s) or upon the earlier termination of the RFP process
Request for Proposal (RFP)	This document and any other documents designated by SENSW PHN

## 13. RFP General Terms and Conditions

ABN/Taxation requirements	COORDINARE will only deal with Respondents who have an Australian Business Number (ABN).
Acceptance	Non complying submissions may be rejected. COORDINARE may not accept the lowest priced proposal and may not accept any proposal.
Additional information	If additional information to that requested in this document is required by COORDINARE when proposals are being considered, written information and/or interviews may be requested to obtain such information at no cost to COORDINARE. COORDINARE may also provide additional information or clarification.
Assessment	COORDINARE reserves the right to engage a third party to carry out assessments of a Respondent's financial, technical, planning and other resource capability.
Conflicts of interest	Respondents must declare to COORDINARE any matter or issue which is or may be perceived to be or may lead to a conflict of interest regarding their submission or participation in the RFP process, or in the event their proposal is successful.
Expenses	All expenses and costs incurred by a Respondent in connection with this RFP including (without limitation) preparing and lodging a submission, providing COORDINARE with further information, attending interviews and participating in any subsequent negotiations, are the sole responsibility of the Respondent.
Explanations	Verbal explanations or instructions given prior to acceptance of a proposal shall not bind COORDINARE.
General	Respondents should familiarise themselves with this document and the separate online Submission Form and ensure that their proposals comply with the requirements set out in these documents. Respondents are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting the proposal.
Legal entity	COORDINARE will only enter into a contract with an organisation or individual with established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act),

or a natural person at least 18 years of age with mental capacity to understand the agreement.

Lobbying	Any attempt by any Respondent to exert influence on the outcome of the assessment process by lobbying COORDINARE staff, directly or indirectly, will be grounds for disqualification of the proposal from further consideration.
Ownership	All submissions become the property of COORDINARE once lodged. COORDINARE may copy, or otherwise deal with all or any part of a submission for the purpose of conducting evaluation of submissions.
Negotiation	COORDINARE reserves the right to negotiate with short-listed Respondents after the RFP closing time and allow any Respondent to alter its submission. Contract negotiations are strictly confidential and not to be disclosed to third parties.
No contract	Nothing in this RFP should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this RFP or the lodgement of a submission in response to it. No contract will be created unless and until a formal written contract is executed between COORDINARE and a Respondent. Respondents will not be considered approved until a final service agreement is in place.
Notification of Probity Breach	Should any supplier feel that it has been unfairly excluded from responding or unfairly disadvantaged by the process, the supplier is invited to write to the Business Team at <a href="mailto:commissioning@coordinare.org.au">commissioning@coordinare.org.au</a> .
Part applications	COORDINARE reserves the right to accept applications in relation to some and not all of the scope of activity described, or contract with one, more than one or no Respondent on the basis of the proposals received.
Process	COORDINARE reserves the right to withdraw from, or alter, the RFP process described in this document for whatever reason, prior to the signing of any agreement/contract with any party.