



## Expression of Interest Guidelines

**Collaborative Commissioning SENSW  
Chronic Obstructive Pulmonary Disease (COPD)  
Respiratory Scientist Diagnostic Service**

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

## Table of Contents

1. Introduction.....	3
2. COORDINARE – South Eastern NSW PHN.....	3
3. Expression of Interest.....	3
Background .....	3
Scope and purpose.....	4
4. Funding purpose.....	5
Eligibility.....	5
Activities not funded through the program.....	5
Outputs and outcomes .....	5
5. Timeline .....	6
6. How to contact us.....	6
7. Developing and submitting your EOI.....	6
8. Funding .....	6
9. Contracting arrangements.....	7
10. Evaluation of submissions .....	7
11. Conditions of this Expression of Interest.....	8
12. Issues or Complaints.....	8
13. EOI General Terms and Conditions.....	9
14. Interpretation .....	10
Definition of key terms .....	10
Acronyms used in this document. ....	10
15. Payment Schedule .....	10

## 1. Introduction

COORDINARE - South Eastern NSW Primary Health Network (SENSW PHN) invites Expression of Interests (EOI) from Respiratory Scientists to participate in a chronic obstructive pulmonary disease (COPD) – Respiratory Scientist Diagnostic Service.

The project aim is to provide a clear and holistic care pathway for COPD patients. This approach will ultimately provide consumers with improved health outcomes, a concise care pathway, and greater care options within the community. Through the improvements that the project will make to COPD care, a reduction in hospital presentation and admissions is also expected. These expected outcomes are based on international literature and local data analysis.

The MoH requests that the pathway does not incur any cost to the patient.

## 2. COORDINARE – South Eastern NSW PHN

COORDINARE – South Eastern NSW PHN is one of 31 Primary Health Networks (PHNs) established throughout Australia with the key objectives of improving the efficiency and effectiveness of health 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.

COORDINARE works directly with general practitioners, other primary health care providers, secondary care providers and hospitals to bring about improved outcomes for patients. Our focus is on local health needs as well as national health priorities and funded programs, particularly in the areas of chronic disease (and potentially preventable hospitalisations), mental health, alcohol and other drugs, Aboriginal health, after-hours services and healthy ageing.

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 SE NSW PHN can be found on our [website](#).

## 3. Expression of Interest

### Background

COORDINARE – South Eastern NSW PHN is one of 31 Primary Health Networks (PHNs) established throughout Australia with the key objectives of improving the efficiency and effectiveness of health 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.

COORDINARE works directly with general practitioners, other primary health care providers, secondary care providers and hospitals to bring about improved outcomes for patients. Our focus is on local health needs as well as national health priorities and funded programs, particularly in the areas of chronic disease (and potentially preventable hospitalisations), mental health, drug and alcohol, Aboriginal health, after-hours services and healthy ageing.

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 SE NSW PHN can be found on our [website](#).

Consultation with stakeholders took place in Nov-Dec 2022 using COPD X guidelines as a foundation to explore local service provision within SENSW and barriers to access for patients. A final report provided 31 recommendations for consideration of the SENSW collaborative commissioning governance groups.

A number of the recommendations require activities to be delivered within the primary care setting and will require the commissioning of General Practices. The details of the contract are under development but will involve the monitoring of COPD patients in the community. The location of the targeted General Practices in the first tranche are:

- Goulburn
- Central Shoalhaven
- Illawarra South
- Milton Ulladulla
- Eurobodalla

This project will cover off on all three strategic objectives and key priorities in [COORDINARE's Strategic Direction](#), including:

- **Accessible care** – by improving access to services such as mental health, alcohol and other drugs, chronic conditions, after hours and urgent care, especially for priority groups.
- **Systemised care** – by strengthening linkages between primary care and the broader health system. We support general practice and commission coordination and navigation services that guide individuals through their health care journey.
- **An activated community** – by fostering health across the lifespan, addressing the social determinants of health, increasing prevention activities, and improving community resilience and social connectedness.

The project also covers the following priorities for action:

- Aboriginal health.
- Social determinants for health.

## Scope and purpose

Through stakeholder collaboration a care pathway will be developed to ensure a holistic approach to health care support and management for consumers with COPD. The health care pathway will span the health care continuum and start with early diagnosis in primary care. See [care pathway](#).

This component of the program will focus on the contracting of a Respiratory Scientist who will deliver COPD diagnostics to all practices engaging in the program, during the practices' first year of implementation. This will include:

- Conducting spirometry and other COPD diagnosis at the practice.
- Providing advice and guidance to practice nurses regarding spirometry testing.
- Providing advice to the patient in relation to inhaler use.
- Providing appropriate clinical documentation to the patients care team.
- Attending a MDT led by a Respiratory Specialist, where requested, to support management of complex patients.

The project's implementation will be broken down into two phases, with the first tranche engaging with around 8 general practices, then a further 8 during the second tranche which will take place approximately

18 months later. This service will work with the enrolled for the first 12 –18 months of their implementation. It is intended that this service be used to:

1. diagnose patients with suspected COPD, and
2. confirm COPD diagnosis already made,
3. confirm the patients' level of COPD i.e. mild, moderate, severe.

Further detail on information to be included in EOIs, and evaluation criteria, can be found in sections 6. *Developing and submitting your EOI* and 10. *Evaluation of submissions*.

## 4. Funding purpose

### Eligibility

COORDINARE is looking for proposals from allied health providers, experienced in delivering spirometry services and COPD diagnosis. We are also looking to partner with providers that display numerous characteristics aligned with [COORDINARE's Population Health Profile](#). These characteristics include:

- focussing on low socio-economic regions.
- targeting areas with a high percentage of COPD patients.

The successful applicant should be familiar with the SENSW health service system including understanding current services available and current challenges in the region. The applicant should be available to deliver on the outputs stated in this EOI during a three-year period.

### Activities not funded through the program

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

- Respiratory Scientist's involvement in the initial practice-based spirometry test for targeted patients – already covered by MBS items.
- Respiratory Scientist's management of COPD patients referred by General Practitioner due to complexity of illness - already covered by MBS items.

While these activities are expected to form part of the cycle of care, they are currently funded under the MBS scheme.

### Outputs and outcomes

This project will seek to meet all four of COORDINARE's aims: improved health outcomes; better consumer experience; enhanced provider satisfaction; and increased value for money.

The Respiratory Scientist is expected to deliver COPD diagnostics to all practices engaging in the program. The outputs and outcomes will include:

- Conducting spirometry and other COPD diagnosis at the practice.
- Providing advice and guidance to practices nurses regarding spirometry testing
- Providing advice to the patient in relation to inhaler use
- Providing appropriate clinical documentation to the patients care team.
- Attending a MDT led by a Respiratory Specialist, where requested, to support management of complex patients.

## 5. Timeline

An indicative timeline is outlined below. COORDINARE reserves the right to modify these timeframes. Registered providers will be notified of key changes via the Commissioning mailbox [commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au)

Milestone	Date
Expression of Interest released	29 July 2024
Booking RSVP date for information sessions (see Attachment 2)	13 August 2024
First Information Session	20 August 2024
Deadline for questions from potential respondents	28 August 2024
Deadline for COORDINARE to respond to potential respondents	05 September 2024
Second Information Session	05 September 2024
Deadline for EOI submission	5.00 pm 13 September 2024
Evaluation process	18 – 27 September 2024
Contracts commence	From Early October 2024

## 6. How to contact us

Questions regarding the EOI process or content can be submitted to COORDINARE via the commissioning email address, [commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au) until 28 August 2024. Note: any correspondence sent to COORDINARE about this EOI and COORDINARE's responses will be shared with other respondents.

## 7. Developing and submitting your EOI

Respondents should provide a written approach aligned to the scope, specifications and criteria outlined in this document. Please ensure you read each assessment criterion carefully and answer each component by considering all information provided. The EOI Application Form (Attachment 1) should not exceed 5 (five) pages, excluding compliance components.

Please submit EOI via email [commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au) before 5:00pm on 13 September 2024.

## 8. Funding

Please provide an indicative budget. The total budget is expected to be up to \$63,000 (ex GST) over the three-year period and will cover:

1. Travel and accommodation costs associated with visiting commissioned practices to carry out spirometry testing.
2. Mentor practice staff who will be tasked with undertaking spirometry testing moving forward.

## 9. Contracting arrangements

Successful respondents will be required to enter into a Service Agreement with COORDINARE. The final agreement, however, will be subject to negotiation with shortlisted Respondents.

## 10. Evaluation of submissions

Successful respondents will be selected through a competitive process. An evaluation panel will consider each submission against the criteria outlined below.

Criteria	Weighting
1. Outline your approach to delivering spirometry testing and required support to the commissioned General Practices, over a large region ie SENSW PHN.	35%
2. Demonstrate your operational and technical capacity, capability and experience in successfully undertaking spirometry testing and result review.	30%
3. Describe your ability and past experience in supporting general practitioners with the management of difficult COPD patients through monthly review meetings.	25%
4. Budget clearly outlines the activities required to deliver the respiratory specialist's portion of the COPD Care Pathway.	10%
<b>Compliance and Eligibility</b>	
1. Provide relevant and current accreditation certificate(s)	
2. Provide copies of required insurances <ul style="list-style-type: none"> <li>• Professional indemnity insurance for the organisation: Certificate of currency - \$5 million per claim and in the aggregate of all claims.</li> </ul>	
3. Include two (2) professional referees. Applicants who have previously received funding are not required to provide a referee.	

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

## **11. Conditions of this Expression of Interest**

Contract arrangements and conditions of this funding.

The successful respondent will be required to enter a Service Agreement with COORDINARE for the period of three-years for operation of the service, dependent on the proviso that the provider continues to meet the contractual requirements.

Although the final agreement and schedule will be subject to negotiation with the preferred respondent, it is assumed that the respondent is committed to and has the capacity to provide and deliver the full scope of activities they propose in their submission and in accordance with their proposed budget.

The successful respondent will carry out each activity in accordance with the agreement, which will include meeting milestones and other timeframes specified in the schedule and any agreed transition plan. Activities will be carried out diligently, efficiently, effectively and in good faith to a high standard to achieve the aims of the activity and to meet COORDINARE's objectives.

COORDINARE – SENSW PHN reserves the right to work with shortlisted respondents, to clarify and finetune EOIs, and in some cases request revised EOIs before a contract is awarded.

## **12. Issues or Complaints**

The Respondent may, in good faith, raise with COORDINARE any issue or complaint about the EOI or EOI process, at any time via the commissioning mailbox. Email: [commissioning@coordinare.org.au](mailto:commissioning@coordinare.org.au).



### 13. EOI General Terms and Conditions

General	Respondents should familiarise themselves with this document and the separate online Submission Form and ensure that their EOIs 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 EOI.
Acceptance	Non complying submissions may be rejected. COORDINARE may not accept the lowest priced EOI and may not accept any EOI.
Explanations	Verbal explanations or instructions given prior to acceptance of a EOI shall not bind COORDINARE.
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.
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.
ABN/Taxation requirements	COORDINARE will only deal with Respondents who have an Australian Business Number (ABN).
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.
Additional information	If additional information to that requested in this document is required by COORDINARE when EOIs 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.
Process	COORDINARE reserves the right to withdraw from, or alter, the RFP/EOI process described in this document for whatever reason, prior to the signing of any agreement/contract with any party.
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.
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 EOIs received.
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 EOI is successful.
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.
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>
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 EOI from further consideration.

No contract      Nothing in this RFP/EOI should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this RFP/EOI 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.

## 14. Interpretation

### Definition of key terms

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

### Acronyms used in this document.

Acronym	Full form
ABN	Australian Business Number
COPD	Chronic Obstructive Pulmonary Disease
CHF	Chronic Heart Failure
ED	Emergency Department
EOI	Expression of Interest
GP	General Practitioner
ILSHD	Illawarra Shoalhaven Health District
PHN	Primary Health Network
NSW	New South Wales
MBS	Medicare Benefits Schedule
MoH	Ministry of Health
SE NSW	South Eastern NSW

## 15. Payment Schedule

Payments are made quarterly in April, July, October and January of the following year, for action taken during January to March, April to June, July to September, and October to December respectively. Payment will be made upon receipt of an invoice from the provider quarterly.