



## **Request for Expressions of Interest: Representation on Gippsland PHN Tender Co-Design Panel for Primary Mental Health and Suicide Prevention and Alcohol and Other Drug Programs**

**Gippsland PHN is seeking individuals to participate in a co-design panel to design tender specifications for its 2022/2023 Primary Mental Health and Suicide Prevention Stepped Care Program and Alcohol and Other Drug Programs.**

### **Background**

Gippsland PHN is seeking Expressions of Interest from qualified and experienced individuals to inform the tender specifications for its Primary Mental Health and Suicide Prevention Stepped Care Program (PMHC) and the Alcohol and Other Drug (AOD) Programs.

As part of Gippsland PHN's transition to outcomes focussed commissioning, Gippsland PHN will facilitate a competitive procurement process for services to be delivered under the PMHC and AOD Programs in 2022/23.

This process is based on the Gippsland PHN Commissioning Governance Framework and Commissioning cycle, the 2021 population health assessment, the recommendations from the Royal Commission into Victoria's Mental Health system, and current evidence-based approaches. It is further informed through consultations undertaken with key stakeholders, including current providers and people with lived / living experience.

To assist in this process, Gippsland PHN is undertaking a co-design process to support the development of tender specifications for these programs. This co-design process forms part of Gippsland PHN's commissioning strategy.

Gippsland PHN seeks to engage a diversity of panel members with knowledge regarding mental health, AOD, and tenders or a combination of these. Knowledge regarding tenders can include having designed tenders or replied to tenders.

Two panels will be convened, one for the PMHC program and one for AOD program.

- Individuals can nominate for one or both panels, depending on their areas of expertise.
- It is envisaged that each panel will consist of approx. ten members.
- Each panel may include up to two lived / living experience members (consumers) and up to two lived / living experience members (carers/family members)

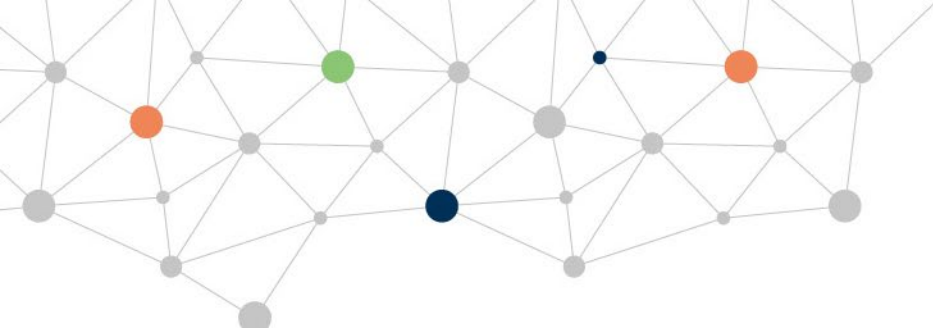
Panel members will be asked to review information (approx. time commitment one hour) prior to attendance of the online co-design workshop (mid-October during working hours). The co-design process will be facilitated by external consultants.

During the online co-design workshop, panel members will be invited to consider and discuss the necessary tender specifications for procurement.

### **Remuneration**

For individuals who are not already receiving alternative payment for their time e.g. performing duties as part of their usual paid employment, Gippsland PHN will provide remuneration for involvement in the tender co-design process at the following rates:

- \$100 per hour (plus GST where applicable) for consumers, carers and community members



## Tenders

The Primary Mental Health and Suicide Prevention Stepped Care Program (PMHC) and Alcohol and Other Drug (AOD) Program ('Program') are commissioned within the overarching parameters of the [Primary Health Network Grant Program Guidelines](#) and have the following aims:

- PMHC and Suicide Prevention Stepped Care Program is to provide access to primary mental health and suicide prevention programs within a stepped care model to improve the overall health and wellbeing of people living in Gippsland.
  - Low intensity mental health
  - Children and youth mental health
  - Psychological therapies for underserved or hard to reach groups
  - Severe and complex mental health
  - People living in residential aged care facilities, and
  - Suicide prevention programs.
- The aim of the AOD Program is to support the existing AOD service system to reduce the impact of substance misuse on individuals, families, carers and communities and improve the overall health and wellbeing of people living in Gippsland.

Gippsland PHN seeks to commission evidence-based treatment services to address gaps and integrate services within the catchment local government areas of Bass Coast, South Gippsland, Baw Baw, Latrobe, Wellington and East Gippsland.

Under the proposed procurement, Gippsland PHN will be inviting tenders that contribute to the key program objectives of:

- Increase the efficiency and effectiveness of primary mental health and suicide prevention services for people with, or at risk of, mental illness and/or suicide;
- Improve access to and integration of primary mental health care and suicide prevention services to ensure people with mental illness receive the right care in the right place at the right time; and
- Complement existing services and improve regional coordination, sector efficiency and duplication of existing initiatives.

### Expression of interest for Representation on the Co-Design Panel

Gippsland PHN is seeking Expressions of Interest from suitably experienced individuals representing a range of relevant stakeholder groups to participate in the co-design of tender specifications including:

- Subject matter experts
- People with lived / living experience
- Community groups
- Not-for-profit organisations
- Aboriginal Community Controlled Organisations
- Industry and other peak bodies
- State Government
- Public and Private Primary Health Care Providers

*PLEASE NOTE - Individuals **must not** intend to, or be associated with an organisation that intends to, lodge a tender under the proposed procurement.*



## Skills Requirements

Individuals need some experience in tenders (having developed or responded to tenders) and/or subject matter expertise (mental health/suicide prevention, AOD or both).

## Technical Requirements

Individuals will require access to an email address to receive and send electronic correspondence and have the ability to attend meetings held in an online environment via Zoom or Microsoft Teams.

Gippsland PHN can provide advice and assistance to access these tools if required.

## Conflicts of Interest and Confidentiality

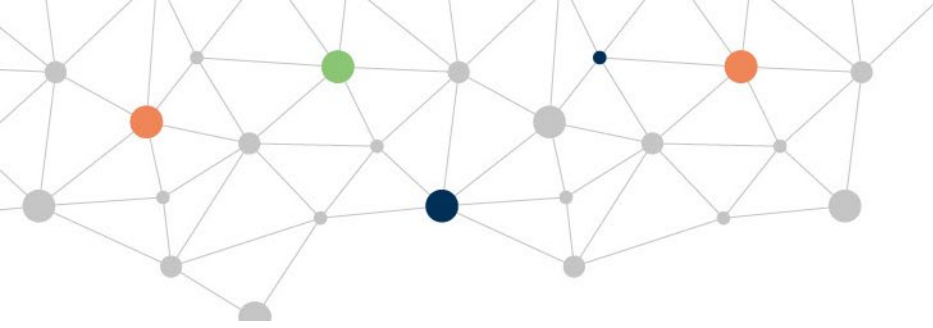
All individuals taking part in the co-design process will be required to sign a Conflict of Interest and Confidentiality Declaration Form.

Individuals will be required to:

- disclose actual, potential or perceived Conflict of Interest to Gippsland PHN;
- contribute to the co-design process in their personal capacity (including leveraging their experience and expertise) and without any input, guidance or direction from any third party (including their employer or an associated organisation); and
- secure and not disclose any information about the co-design process to any person outside the co-design process without the written and prior approval of Gippsland PHN.

Key questions for an individual when considering whether they are associated with an actual, potential or perceived Conflict of Interest include:

- Do I have a current or previous (i.e. past three years) personal, professional or financial relationship of any significance with any potential tenderers?
- Would I or anyone associated with me (e.g. spouse or other family member, business partner etc.) benefit from or be detrimentally affected by any decisions or actions that I might undertake in this role?
- Have I received a benefit or hospitality from someone who stands to gain or lose from current or future deliberations, decisions or actions that I might undertake in this role?
- Do I hold any personal or professional views or biases that may lead others to likely conclude that I am not an appropriate person to deal with matters that may arise in this role?
- Am I a member of an association, club or professional organisation or do I have particular ties or affiliations with organisations or individuals who stand to gain or lose by any deliberations, decisions or actions that I might undertake in this role?
- Could the deliberations, decisions or action I take in this role have an influence on any known future employment opportunities outside my official duties?
- Is there a realistic expectation that someone in a personal or business relationship with me will directly or indirectly gain a financial or material benefit or suffer a financial or material loss from any decisions that I may undertake in this role?
- Do I have any debts owing to a person or party that is likely to have an interest in submitting a tender?
- Do I have a second job or private business that may be affected by matters within the scope of this role, or within my ability to influence?



Some Conflicts of Interest may be manageable whilst others may result in exclusion from participation in this co-design process. Gippsland PHN can provide advice on whether you may have an actual or perceived Conflict of Interest based on individual circumstances. A Probity Practitioner will be engaged by Gippsland PHN to provide advice on management of any declared conflicts.

Gippsland PHN may remove an individual from the co-design process should Gippsland PHN deem that the individual has an unacceptable actual, potential or perceived Conflict of Interest in relation to the procurement.

### Selection Basis

Each Expression of Interest will be considered by Gippsland PHN on its own merits and with respect to the following:

- Availability during co-design panel activity time (mid to late October 2021)
- Potential for conflicts of interest
- Diverse representation across:
  - Populations / Stakeholder groups
  - Geographical regions
  - Qualifications, Program Experience, Knowledge and Skills sets

Places will be limited to ten people and the Expressions of Interest will be assessed in the order they are received.

### Availability Requirements

The key period of activity for Co-Design Panel members is expected to be mid to late October 2021.

Co-Design Panel members will be required to be available to participate in the following activities (*please note, meetings will be scheduled on weekdays during business hours*):

| Activity  | Estimated Date/s         |
|---|--------------------------|
| Review documentation provided prior to attending ( <i>duration of approx. one hour</i> )  | Mid to late October 2021 |
| Attend an online co-design workshop with external consultants and Gippsland PHN to discuss the tender specifications ( <i>duration of approx. 1.5 hours</i> ) | Mid to late October 2021 |

Notwithstanding anything else in this document, Gippsland PHN reserves the right to:

- cease to proceed with, or suspend this process;
- alter the structure and/or the timing of this process;
- vary or extend any time or date specified in this document;
- terminate the participation of any individual or organisation in this process;
- require any individual submitting an Expression of Interest to provide additional information or clarification;
- reject any Expression of Interest received after the closing time;



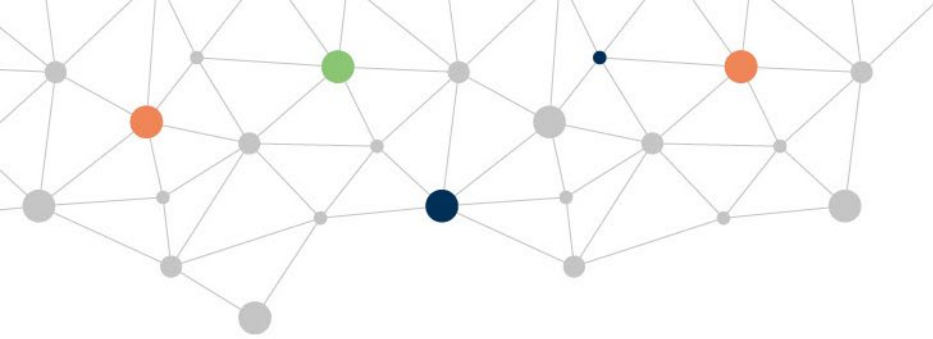
- reject any Expression of Interest that does not satisfy or comply with the requirements of this document.

This document is not a contract nor a document capable of creating legally binding rights.

**Please submit your completed Expression of Interest form via the below online link or via email:**

- [http://gphn.foliogrc.com/contracts/new?contract\\_template=120&token=utH7yFerL2vNtfJSBt-a](http://gphn.foliogrc.com/contracts/new?contract_template=120&token=utH7yFerL2vNtfJSBt-a)
- or use the form below and email to **Nicole Maloney, Coordinator Tenders and Reporting**, at [nicole.maloney@gphn.org.au](mailto:nicole.maloney@gphn.org.au) before 5:00 pm on 14 October 2021

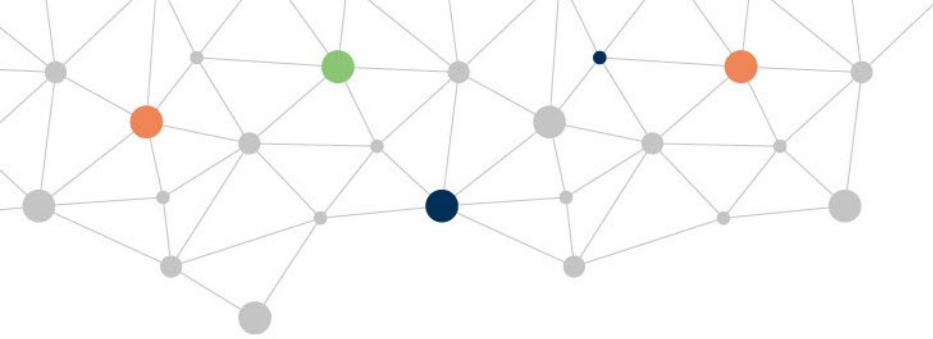
**If you require any assistance in progressing your application, please contact Nicole on 0428 446 907.**



## I wish to express interest in participating on the Co-design Panel

|  |                      |                                |             |
|--|----------------------|--------------------------------|-------------|
| Name   |                      |                                |             |
| Profession<br><i>(if applicable)</i>                 |                      |                                |             |
| Organisation<br><i>(if applicable)</i>               |                      |                                |             |
| Professional Memberships <i>(if any)</i>             |                      |                                |             |
| Email  |                      |                                |             |
| Phone  |                      |                                |             |
| Address  |                      |                                |             |
| Co-design panel nomination<br><i>(please circle)</i> | <b>Mental Health</b> | <b>Alcohol and Other Drugs</b> | <b>Both</b> |
| Signature  |                      | Date of Application            |             |

| Which stakeholder group/s do you represent? (you may select more than one) |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Consumers  | <input type="checkbox"/> | Industry and other peak bodies                | <input type="checkbox"/> |
| Carers   | <input type="checkbox"/> | Not-for-profit organisations                  | <input type="checkbox"/> |
| Subject matter experts   | <input type="checkbox"/> | Aboriginal Community Controlled Organisations | <input type="checkbox"/> |
| Lived and living experience  | <input type="checkbox"/> | Primary Mental Health Care Providers          | <input type="checkbox"/> |
|  |                          | AOD Providers                                 |                          |
| Community groups   | <input type="checkbox"/> | Government                                    | <input type="checkbox"/> |
|  |                          | Other: (please specify):                      |                          |
| <i>If you have indicated <b>Other</b> – Please provide details:</i>        |                          |   |                          |



**Please nominate if you represent a region/s of Gippsland:**

- |                              |                          |                   |                          |
|------------------------------|--------------------------|-------------------|--------------------------|
| Bass Coast / South Gippsland | <input type="checkbox"/> | Latrobe / Baw Baw | <input type="checkbox"/> |
| Wellington / East Gippsland  | <input type="checkbox"/> | Other             | <input type="checkbox"/> |

*If you have indicated **Other** – Please provide details:*

**Please briefly describe the qualifications, experience, knowledge, skills and perspective that you can bring to the Co-Design Panel:**

**Please describe your motivation for participating on the Co-Design Panel:**

**Please provide any other information which may support your application:**

**If you would like to attach any additional documents, please list them here:**

**Thank you for your interest in participating in Gippsland PHN's PMHC and AOD 2022/23 Commissioning Strategy Co-Design process.**