



## INDUSTRY BRIEFING PATHOLOGY EQUIPMENT AND ASSOCIATED CONSUMABLES HPVITS2018-115

22 March 2018, 2:00pm  
Mark Lennen  
Head of Sourcing - Equipment

### Industry Briefing

- Introducing Health Purchasing Victoria
- HPV Invitation to Supply evaluation process
- Proposed Timeline
- Tips for responding
- Next Steps
- Staying in touch with HPV

## Presentation Information

Available on HPV website – **Contracts and Documents > Tenders (ITS) > Pathology Equipment and Associated Consumables:**

- Industry Briefing presentation slides
- HPV Procurement Portal slides
- Questions and answers from industry briefing

Register on HPV website:

- Add category “Pathology Equipment and Associated Consumables” as a Favourite to receive updates

## Presentation Information

The screenshot displays the HPV website interface. The top navigation bar includes links for Home, HPV website update, About Us, News, Careers, Contracts and Documents, Resources, Contact Us, and Outlook Web Access. The breadcrumb trail shows: HOME > CONTRACTS AND DOCUMENTS > FAVOURITES > PATHOLOGY EQUIPMENT AND ASSOCIATED CONSUMABLES. The main heading is 'HPV152018-115 Pathology Equipment and Associated Consumables', which is circled in red and marked as 'Favourited'. Below this, the 'UPCOMING TENDER' section shows a 'Market Release Date' of '26 Mar 2018' and a 'Contact' button. The 'Description' section states: 'Supply of Pathology Equipment and Associated Consumables to the public pathology laboratories located at the following health services:'. A list of health services follows: Alfred Health, Austin Health, Eastern Health, Goulburn Valley Health, Melbourne Health, Monash Health, Northern Health, Peter MacCallum Cancer Centre, and The Royal Children's Hospital. The 'Category Structure' section mentions: 'The structure to source pathology equipment will occur in two stages:'. The left sidebar shows the user 'Tom O'Reilly' and a list of favourites, with 'Contract Files (0)' circled in red.

## Who is Health Purchasing Victoria?

- Facilitate large scale tenders
- Combine the collective purchasing power of more than 80 legal entities to establish whole-of-health contracts
- Foster supply chain and process improvement,
- Ensure probity is maintained in purchasing, sourcing and contracting activities
- Monitor contract compliance and performance

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## Project Team

### **Executive Reference Group**

- Senior representatives from health service pathology departments

### **Mark Lennen – Head of Sourcing Equipment**

- Support for this ITS

### **Tom O'Reilly – Category Manager**

- Provide guidance and support to the sourcing program and authorised person for this ITS

### **Nat Sweeney – Category Officer**

- Support for this ITS

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## Responsibilities

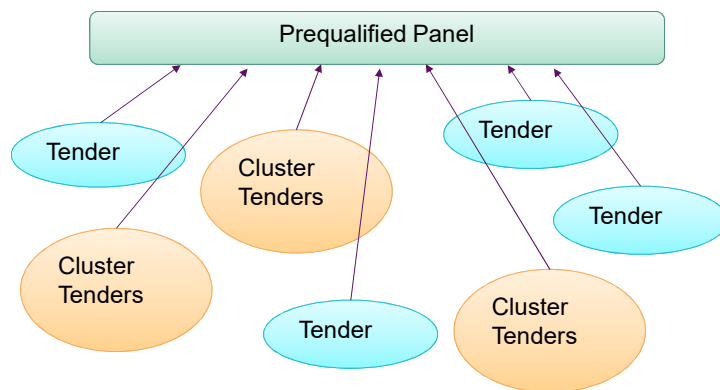
Action	Responsibility
Determine scope, high-level strategy, risks	HPV/ERG
Develop specification and evaluation criteria	HPV/ERG
Develop, release and receive Invitation to Supply (ITS)	HPV
Evaluate ITS and recommend award	HPV/ERG
Endorse and approve award recommendation	Procurement Committee
Execute contracts with suppliers	HPV
Place orders and receive goods and/or services	Health Services
Make payments	Health Services
Monitor Contract performance	HPV, Contract Management Group and Contractors
Analyse sales reports	HPV Data Administrator

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## SOURCING STRATEGY

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## Sourcing Strategy



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## 1. Prequalified Panel

Minimum Requirements  
Header Agreement  
Prequalified Panel



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## 2. Sourcing

### Sourcing Activities

- Cluster sourcing
- Single health service

### Order Contract

### Standardising Specifications



## PREQUALIFICATION

## HPVITS2015-115 Tentative Timetable

Action	Responsibility
Industry Briefing Session	Today; 22 March 2018
Planned ITS Release Date	26 March 2018
<b>ITS Closing Date and Time</b>	<b>14:00 AEST 20 April 2018</b>
Evaluation	April – June 2018
Respondents advised of outcome	July 2018
Agreement Commencement Date	1 August 2018

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## ITS Scope

- Anatomical Pathology
- Chemical Pathology
- Haematology
- Microbiology
- Molecular Pathology
- Point of Care Testing
- Generic Equipment

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## Participating Health Services

### **Victorian Public Health Services**

Health services with a pathology department:

- Alfred Health
- Austin Health
- Eastern Health
- Goulburn Valley Health
- Melbourne Health
- Monash Health
- Northern Health
- Peter MacCallum Cancer Centre
- The Royal Children's Hospital

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## Prequalification Minimum Requirements

- Financial capability
- Insurance
  - Public and product liability (\$20 million)
  - Indemnity (\$10 million) – optional for suppliers of only generic equipment
- Executed header agreement

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## Header Agreement

### **Contract Term: Evergreen contract**

- Rollover at year 5 subject to contract performance
- Periodic Reviews
  - Terms and conditions
  - Key performance indicators
- Flexibility – new suppliers / technology
- Sales reports – not applicable for existing contracts
- Aligns with health service contracts
- Focus on SRM and improved service delivery
  - Strategic supplier relationships

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## Order Contract

- Executed by health services
- Agreed equipment and consumables requirements
- Pricing
- Includes health service level terms and conditions:
  - Term
  - Delivery
  - Key performance indicators
  - Laboratory Information System (LIS) integration

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## NPC and Recall Health

### National Product Catalogue

- Applicable for consumables only
- Products and prices agreed in order contract
- Contract compliance obligation



### Recall Health

- Contract compliance obligation

## Generic Equipment

### Request for Tender

- Panel of equipment and suppliers
- Specification
- Pricing
- Volume breaks

## Distributors

Respondents nominating Distributors must:

- provide HPV with a copy of the nomination letter
- provide details for all products available through the Distributor
- inform Distributors of the ITS outcome prior to contract commencement
- update Distributors with accepted contract amendments throughout the contract term

Successful respondents are directly accountable for:

- product availability
- sales reports
- correct invoice pricing

**The contract is with you, not your Distributor**

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## HPV PROCUREMENT PORTAL

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## ITS Submission

Tender submissions shall comply with the following:

- Tenders shall be completed electronically and uploaded online via the **HPV Procurement Portal**
- Late tenders may only be accepted under the late tenders clause of the ITS conditions
  - Submit early – you can overwrite your information up to the time of closing

## The Process of Responding to the online ITS

**See HPV Website for slide deck on:**

- Registration on the HPV Procurement Portal
- How to access RFQ's
- Buyer attachments
- Format of the RFQ
  - Different envelopes
  - Types of questions
- How to send a message
- How to respond & submit
- Help available
- Tips for responding
- Any questions?

HPV Procurement Portal

<https://www.hpv.org.au>

## HPV Website 'Single Sign On'

- Allow suppliers to login via [www.hpv.org.au](http://www.hpv.org.au) and have their credentials automatically recognised for other systems they may access such as the HPV Procurement Portal (e-sourcing)
- You will only need to login via the HPV website

### What do you need to do?

- Check your registration works (or register if you haven't already done so)
- Expect an email from [noreplyhpv@hpv.org.au](mailto:noreplyhpv@hpv.org.au) with a link to update your new password for registration if you haven't registered on the HPV Website before
- Contact HPV for assistance if you are experiencing any difficulties

## Tips for Responding

- Make sure that you read all documentation and note key deadlines
- Utilise the appropriate people within your organisation
- Answer every question
- Do not assume your company is known or well known by the evaluators – instead; provide all requested information
- Do not use acronyms or abbreviations
- Do not cross-reference to other questions or answers in your responses
- Remember to save regularly
- Unanswered mandatory questions will prevent your response from uploading.

## Tips for Responding

- If you have a slow internet connection and the size of the response is in excess of 10mb, your session could time out while trying to upload the response
- Try to submit your response on the day before closing, this will give you time to address any issues that might be stopping your submission from uploading, e.g. Unanswered mandatory questions or file sizes larger than 10mb. Don't leave it till the last minute to submit your response – leave plenty of time.
- Resubmit as many times as you like, only the latest version will be visible to HPV.  
**Note: Multiples users can work on the submission. However, when submitting, only one user should be logged on to ensure the latest data is submitted and to avoid a concurrency error.**
- Use the secure messaging to communicate with the HPV and seek clarifications
- Call the BravoSolution helpdesk for technical guidance, tel (02) 8072 0644

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## Next Steps

- Check that you can access the Procurement Portal
- Once ITS is released the Procurement Portal is used **for all communication**
- ITS available for download on **26 March 2018** via HPV Procurement Portal
- Clarifications must be sought through HPV Procurement Portal to authorised contact by **13 April 2018**
- HPV reserves the right to not respond to queries raised after this time
- ITS closes 2pm AEDT, **20 April 2018**

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# Questions?