

## HPVITS2019-079 Intravenous Access Devices and Administration Consumables

Thursday 9<sup>th</sup> of August 10:00AM – 12.00PM

### Industry Briefing – Q&A Responses

#### General Note:

- HPV has altered the wording for subcategory 20.01 to reflect the broader requirements of the antimicrobial IV site dressing.

#### Q: Planned ITS Release Date (22 August 2018) – Are we expecting more documents around this time (i.e. Price and product spreadsheet, Tender Response Sheet)?

Yes, suppliers shall expect to receive the final approved 8 parts to this ITS event. The documents issued on the 9<sup>th</sup> of August were a draft version.

#### Q: Sample requirement - one (1) sample of one (1) size for each product type of each range or sub-category – What is the sample packaging requirement, the smallest unit (in piece) or the smallest orderable unit (in box)?

Two samples of the smallest unit (in piece) would be sufficient for the tender sample evaluation. Please ensure the samples are clearly labelled with the respective category and subcategory number.

Please note that the return/cost of return of the sample products will be the responsibility of the supplier.

#### Q: Will customised packs be required / included in Categories: 3, 4 & 21.

No, custom packs are currently intended for Category 16 (IV Start Kits) per the statement of requirement (Part 5).

#### Q: For referees do we have to provide a letter as well as populate the TRW spreadsheet?

At this stage, please populate the TRW spreadsheet with three Australian clinical referees (can be either public or private). If our PRG members deem the tendered products to be unknown, HPV will conduct a reference check.

It may be of your interest to get your reference letter prepared with your referee in advance for new products.

#### Q: For a new product in which we may not be able to provide a reference. How do we deal with that?

HPV suggests that you start trialling your products at the health services.

If you are unable to supply references at the time of ITS submission, please indicate this in the reference column in the TRW (Part 6).

**Q: Can we list a health service as a reference?**

No, you must list 3 clinicians from an Australian health service to be referees in your TRW.

**Q: Does a reference need to be a formal letter or can it be an email?**

The reference letter can either be a formal letterhead from the health service or email with the clinicians name, position and health service clearly identified.

Note, the email domain of the clinicians must be from a health service i.e. not their private email.

**Q: Do we have to provide an alternative product even if it is with a competitor?**

If you are an incumbent supplier on this contract, there is no requirement for you to provide alternative products from your competitor.

If you are not on the current contract, we would encourage you to list any alternatives in the 'best match column'.

**Q: Can we call anyone if we need help when completing the ITS? Who do we contact about Bravo questions?**

For Bravo Procurement Portal issues, please contact Bravo Solutions/Jaggaer on (02) 8072 0644 or [help\\_au@bravosolution.com](mailto:help_au@bravosolution.com).

For tender related issues, please message the HPV Procurement team via the Bravo messaging platform (not email).

**Q: Can we hide columns on the spreadsheet so we can see the whole spreadsheet when working on it.**

Yes, the columns can be hidden, however the cells must be populated.

**Q: For cat 20 wouldn't HPV have the usage from the Wound contract?**

For incumbent suppliers who are already supplying the IV Management category in the HPVC2015-027 Wound Care Contract, there is no need for you to submit your sales data in the TRW.

However, for new suppliers who would like to enter this category, please provide your sales data.

**Q: Can you have multiple account names when you register as a supplier on the HPV web site?**

Yes, the portal has the capability for multiple people from an organization to login and review the documents at the same time. However, the final submission can only be submitted under one person's name.

**Q: Do the hospitals also use the HPV portal?**

Only the PRG members have access to the HPV Procurement Portal to do the evaluation.

**Q: What does HPV do when the tender event is finalised?**

Once the evaluation period is finished and awarded suppliers notified of the outcome, HPV will develop transition guides to the health services.

It is the responsibility of the awarded suppliers to engage with individual health services regarding the introductions of their products.

HPV shall then form a category management plan with the PRG members to do a yearly review of the category.

**Q: Do price reviews happen after the contract is awarded? If so how are these handled?**

If there is a market dynamic in which a supplier X could offer significant savings to the health services, HPV could run a mini-price review event within the principle contract period. HPV will then reopen the subcategory to all incumbent to revisit their pricing.

**Q: During the contract if there are new products in the market place how do we approach HPV?**

HPV would like to ensure that Participating Health Services have access to new technology introduced during the Term.

HPV will consider applications from the Contractor for the supply of new-to-market technology that meets the functional requirements of the Specifications at any time during the Term.

On receipt of any such application the Organisation may:

- (i) call for competitive quotes for product that meets the functional requirements of the Specifications;
- (ii) accept any offer from the Contractor that meets the functional requirements of the Specifications and add the new product to this Agreement; and
- (iii) substitute the Contractor's existing product for the new product.

Acceptance of any such application will be at HPV's discretion in conjunction with health services discussion.

**Q: How do the category managers work with the suppliers during the 4 year contract?**

HPV aims to have at least a yearly performance meeting with incumbent suppliers throughout the contract term.

**Q: Cat 20 (in the old tender) is not awarded and now appears as Cat 19, so what has changed?**

Haemofiltration catheters and haemofiltration catheterisation kits -> now renamed to acute haemofiltration catheters, was previously not awarded due to the restricted scope of the previous statement of requirements.

**Q: Is there anything stopping us from promoting and marketing a product prior to the tender being released?**

There is nothing stopping you from promoting your products prior to the tender release. However, a black out period will commence when the ITS event is issued.