HEALTH PURCHASING VICTORIA

HPVITS2019-060 SUPPLIER BRIEFING

BEDS MATTRESSES PATIENT TROLLEYS AND

TREATMENT CHAIRS

Wednesday 12th December 2018

Natalie Sweeney

Category Manager –Equipment

Agenda

- HPV Overview

- Project Team

- Invitation to Supply
  - Timeline
  - Scope
  - ITS Features
  - Pricing Model
  - Mandatory Requirements
  - Category Management
  - TRW
  - Distributors
  - References

- HPV Procurement Portal

- Next Steps

- FAQ/Questions

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Presentation Information

Available on HPV website – ***Contracts and Documents > Tenders (ITS) > Beds mattresses patient trolleys and treatment chairs***:

- Industry Briefing presentation slides
- HPV Procurement Portal slides
- Part 5 − Statement of Requirements (specification- excel format)
- FAQ
- Sample TRW
- Sample overview tab

Register on HPV website:

- Add category "Beds mattresses patient trolleys and treatment chairs" as a Favourite to receive updates

Health Purchasing Victoria

- An independent statutory authority, established in 2001, funded by the Department of Health & Human Services

- Facilitate large scale tenders on behalf of the VIC public health services

- Foster supply chain and process improvement

- Ensure probity is maintained in purchasing, sourcing and contracting activities

- Monitor contract compliance and performance

Project Team

Product Reference Group

•Representatives from VIC public hospitals

Mark Lennen – Head of Sourcing Equipment

•Provide guidance and support to the sourcing program

Nat Sweeney – Category Manager

•Authorised person for this ITS

Ian Sheo – Category Officer

•Support for this ITS

Gordon Szegi – HPV Biomedical Advisor & Judy Esson – Clinical Advisor

•Provides guidance and support on medical products requirement and clinical/regulatory matters.

Project Team (Cont'd)

James Jayalath – HPV Sourcing Analyst

•Develop analysis tools, provides financial analysis and assists with evaluation

Roles & Responsibilities

Action	Responsibility
Determine scope, high-level strategy, risks	HPV/PRG
Develop specification and evaluation criteria	HPV/PRG
Develop, release and receive Invitation to Supply (ITS)	HPV
Evaluate ITS and recommend award	HPV/PRG
Endorse and approve award recommendation	Procurement Committee (PC)
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

Invitation to Supply (ITS)

Tentative Timeline

Key Activities	Date
Industry Briefing Session	Today, 12 December 2018
ITS Release Date	17 December 2018
Last date for ITS questions	24 January 2019
ITS Closing Date and Time	01 February 2019
Evaluation	Jan – May 2019
Respondents advised of outcome	May 2019
Agreement Commencement Date	30 June 2019

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ITS Scope

Categories – In Scope

Appendix 1 - Categories In Scope		
Category		**Subcategory**
Category 1	Acute Hospital Beds	1.01 General Ward Bed
		1.02 Floor-level Beds
		1.03 Intensive Care Unit (ICU) Beds
		1.04 Bariatric Beds
		1.05 Integrated Bed Systems
Category 2	Aged Care/Residential Care/Home & Community Use Beds	2.01 Aged Care Beds
		2.02 Residential Care Beds
		2.03 Floor-level Beds
		2.04 Home & Community Use Beds
Category 3	Mental Health Beds	3.01 Mental Health Beds
		3.02 Mental Health Mattresses
Category 4	Children's Beds, including Neonates	4.01 Neonate Bassinets
		4.02 Infant Cots
		4.03 Paediatric Beds
Category 5	Birthing Beds	5.01 Birthing Beds
Category 6	Patient Trolleys (Stretchers)	6.01 Electric Patient Trolleys
		6.02 Hydraulic Patient Trolleys
		6.03 Trauma/Emergency/Imaging Patient Trolley
Category 7	Treatment Chairs	7.01 Haemodialysis Chairs
		7.02 Chemotherapy Chairs
		7.03 Podiatry Chairs
		7.04 Outpatient Chairs
		7.05 Pre/Post Op Chairs
		7.06 OBS/GYN Chairs
Category 8	Pressure Redistribution Support Surfaces	8.01 Non-Powered Pressure Redistribution Support Surfaces
		8.02 Powered Pressure Redistribution Support Surfaces
Category 9	Accessories and Options	9.01 Bed Accessories and Options
		9.02 Mattress Accessories and Options
		9.03 Patient Trolleys Accessories and Options
		9.04 Treatment Chairs Accessories and Options
Category 10	Spare Parts	10.01 Bed Spare Parts
		10.02 Mattress Spare Parts
		10.03 Patient Trolleys Spare Parts
		10.04 Treatment Chairs Spare Parts

Categories – Out Scope

Categories Out of Scope		
Category		**Subcategory**
Out of Scope	Operating Tables	General
		Orthopaedic
		Bariatric
		Operating Table Accessories
Out of Scope	Examination Tables	Massage Tables
		Physical Therapy (Physio)
		Tilt Tables
		Plynths
		Shower Trolleys
		Ultrasound Examination
Out of Scope	Treatment Chairs	Bariatic Chairs
		Dental Chairs
		Physiotherapy
		Phlebotomy
		Patient Recliners
		Patient Day/ Bedside Chairs
		Shower and Commode Chairs
Out of Scope	Pressure Redistribution Support Surfaces	Pillows
		Seat Cushions
		Roho Cushions
		Seclusion Mattresses (Mental Health)
Out of Scope	Furniture	Over Bed Tables
		Bedside Lockers
Out of Scope	Bed Movers	Bed Movers
Out of Scope	Patient Lifters	Mobile
		Ceiling hoists

Contract Features

ITS Features

Pre-qualification of suppliers

- **Suppliers must meet min organizational and technical specifications**
  - T&C's
  - Insurance
  - Financial Assessment/ Risk Review **(New)**
  - Quality Management Certifications **(New)**

- **Open Panel arrangement (New)**
  - Flexibility- allows for new suppliers/technology during life of contract

- **Evergreen ongoing contract (New)**
  - Aligns to health service contracts and equipment life cycles
  - Removes need to retender
  - Rolls over in 5 year blocks
  - Periodical Reviews – T&Cs, specification, pricing, supplier performance and product usage

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ITS Features

- **Must offer value for money (VFM)**

  - Offers deemed non-competitive may not be awarded

- **Conditional award (New)**

  - Products on current contract tendered with nil/minimal usage in past 12 months
  - New products unknown to PRG that are yet to be trialled and evaluated- No footprint in Vic public health
  - Where reference sites cannot be validated for evaluation or demand
  - These items cannot be purchased until such time as HPV moves to full award- can be trialled and evaluated at any stage
  - HPV will publish list of conditional items for health services
  - Request to move item from conditional to full can come from supplier or health services (T&Cs agreed upon already- once health service trial eval and demand- can expedite process relatively quickly)
  - All requests to be submitted via HPV website

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Pricing Model

- **Fixed contract pricing for (fixed for 2.5 years)**

  - Equipment
  - Consumables
  - Spare parts (full list)
  - Health services have the ability to renegotiate contract pricing for bulk purchases (>1)

- **Provision for rental/ outright purchase and leasing arrangements**

  - Leasing at discretion of health service & supplier under SLA/ order contract

- **Alternative Offers (supplier discretion)**

  - Volume based discount
  - Preferred supplier arrangements

- **Group Buy process**
  - HPV able to run coordinated Group Buys to consolidate demand and maximise supplier competitive tension

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Mandatory Requirements (NEW)

- **Quality Management Certifications**

  - All items tendered must comply with ISO 14971
  - All respondents must be compliant with AS ISO 13485
    - evidence to be attached via the portal as part of your IST response

- **Financial Viability Assessment Checks**

  - Mandatory questions and documents requested via the portal- non compliance will result in non award on panel

- **Approved and non-approved cleaning agents and disinfectants**

  - A list of agents and disinfectants to be included in part 6 TRW response
  - Cleaning instructions and the list to also be included as an attachment via the portal as part of your ITS response

Category Management

- **Focus on SRM and improved service delivery**

  - Strategic supplier relationships
  - Customer service, service & maintenance response times & availability of spare parts
  - Supplier performance database
  - Best practice trial and evaluation guide

- **Category Management Group**

  - Overarching CMG for medical devices
  - Made up of health service representatives
  - Contract, supplier and product performance
    - adherence to KPIs and assist with periodical reviews
    - Demand planning

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Summary

Current	New
3 year principal period	Evergreen- ongoing
Closed Panel	Open Panel
Full Award	Full/ Conditional Award
	Quality Management and Financial Viability mandatory requirements
Pricing o Fixed for consumables & spare parts o Equipment ceiling price o Group Buy	Pricing o Fixed contract pricing for consumables equipment & spare parts o Volume Discount o Group Buy o Alternative Offers
	CMG o Best practice trial & eval guide o SRM meetings o Supplier performance database

Tender Response Worksheet (TRW)

Tender Response Worksheet (TRW)

- TRW contains detailed information on the products

- Used for product evaluation and to submit pricing

- Used to create the future pricing schedule

- Used to add Referee information however written references must accompany contact details

Instructions for completion

- Complete **all** requested information

- Find the subcategory for your product

- Do not add columns

- Provide responses in the requested format

Data Integrity in TRW - Clarifications

- Poor quality information will be returned for correction:

  o UNSPSC (at least to class level xx xx xx 00)

  o UOM descriptor must be reflective of GS1 Packaging Type descriptor (e.g. 'carton' not 'sleeve')

  o ARTG must have a number or be listed as EXEMPT

  o Country of Manufacture must be populated and reflective of GS1 code lists (e.g. 1: Australia, not Aust – e.g. 2: United States, not USA or America)

  o Ordering part numbers must be complete - no duplications

  o Products listed in only one subcategory

- This is not an opportunity to review your price – ensure it is correct (and the Net Content is correct) at time of submission

- Incomplete data at tender time may result in items being placed on conditional award

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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

References

Product References

NB this is not organizational references

Written Reference are required for:

• New products not on current HPV contract / products on current HPV contract with nil or minimum usage in past 12 months

References must be:

• have no conflict of interest

• A minimum of one written reference per product/ range

• Written and signed on hospital letterhead detailing the trial and evaluation

    • Those involved in the trial and evaluation (clinical/ product end users)

    • Clinical acceptability/ outcome of trial

    • Demand to purchase (if awarded)

• be from **Victorian public health services**

• included in the referee details section of the Tender Response Worksheet (HPV to validate written references)

ITS Submission

Tender submissions must 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

- **DO NOT disclose** your prices over the phone with anyone who is (or claims to be) a Health Service or HPV representative during the tender process

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HPV Procurement Portal

Procurement Portal- 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
  - o   Different envelopes
  - o   Types of questions
- How to send a message
- How to respond & submit
- Help available
- Tips for responding

HPV Procurement Portal

https://www.hpv.org.au

Bravo procurement portal
Bravo Solutions:
Ph: (02) 8072 0644
Email: help_au@bravosolution.com

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HPV Website 'Single Sign On'

- Allows suppliers to login via 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 with a link to update your new password for registration if haven't registered on the HPV Website before

- Contact HPV for assistance if experiencing difficulties

Tips for Responding

- Do not assume your company is known or well known by the evaluators provide all requested information

- Do not use acronyms or abbreviations

- Do not cross-refer to other questions or answers in your responses

- Remember to save regularly

- Submit early – you can overwrite your information up to the time of closing. **Late tenders may only be accepted under the late tenders clause of the ITS conditions**

- 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.

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Next Steps

Key Dates

Milestone	Timeframe
Procurement Committee Sourcing Proposal approval	05 December 2018
Industry Briefing	12 December 2018
Tender Release	17 December 2018
Tender Close	1 February 2019
PRG Award Endorsement Meeting	April 2019 (Date TBC)
Procurement Committee Sourcing Outcome Approval	01 May 2019
Health Service Notification	w/c 06 May 2019
Contract Commencement	30 June 2019

Next Steps

- Draft specification questions to be sent to HPV (n.sweeney@hpv.org.au and i.sheo@hpv.org.au) in writing by COB Thursday **13th December 2018**

- Once ITS is released the Procurement Portal is used **for all communication**

- ITS available for download on **17th December 2018** via HPV Procurement Portal

- Clarifications must be sought through HPV Procurement Portal to authorised contact by 10am AEST, **24th January 2019**

- HPV reserves the right to not respond to queries raised after this time

- ITS closes 2pm AEDT, **01st February 2019**

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QUESTIONS?