



**HPVITS2019-075 PHYSIOLOGICAL MONITORING &  
ANAESTHETIC GAS DELIVERY SYSTEMS  
SUPPLIER BRIEFING**

13th March 2019

Ian Sheo

Category Officer –Equipment

# Agenda

- HPV Overview
- Project Team
- Invitation to Supply
  - Timeline
  - Scope
  - ITS Features
  - Pricing Model
  - Mandatory Requirements
  - Specification (SoR)
  - TRW
  - Distributors
  - References
- HPV Procurement Portal
- Next Steps
- FAQ/Questions

# Presentation Information

Available on HPV website – ***Contracts and Documents > Tenders (ITS) > Physiological Monitoring & Anaesthetic Gas Delivery Systems:***

- 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 “Physiological Monitoring” 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

- **Ian Sheo** **Category Officer**  
*Lead for this ITS*
- **Natalie Sweeney** **Category Manager**  
*Support for this ITS*
- **Mark Lennen** **Head of Sourcing – Equipment**  
*Provide guidance and support to the sourcing program*
- **Gordon Szegi** **HPV Biomedical Advisor**  
*Provides guidance and support on medical products requirement and clinical / regulatory matters.*
- **Luke Dal Santo** **Sourcing Analyst**  
*Develop analysis tools, provides financial analysis and assists with evaluation*
- **Product Reference Group** **Representatives from VIC Public Hospitals**

# 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, 13 March 2019
<b>ITS Release Date</b>	18 March 2019
Last date for ITS questions	06 April 2019 14:00 AEDT
<b>ITS Closing Date and Time</b>	15 April 2019 14:00 AEDT
Evaluation	April – May 2019
Respondents advised of outcome	July 2019
Agreement Commencement Date	01 September 2019



# ITS Scope

## Categories – In Scope

Category #	Description
1	Pulse Oximeters
2	Vital Signs Monitors
3	Acute Care
4	Telemetry Units
5	ECG Machines – NEW
6	CTG Machines – NEW
7	Data Management Systems and Central Stations
8	Basic Gas Delivery Devices
9	Nitrous Oxide and Oxygen Delivery Systems
10	Anaesthetic Machines
11	Accessories, Consumables, IT Infrastructure and Options
12	Spare Parts

# 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

# ITS Features

- **Must offer value for money (VFM)**
  - Offers deemed non-competitive may not be awarded
  - Price Benchmarking
- **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

# 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

# Mandatory Requirements

- **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
- **References**
  - Minimum One VIC **Public health service** as reference. Details to be provided in part 6 TRW response

# Contract Departures

## Old Process

- Departures reviewed on a supplier by supplier basis
- Different allowances previously applied for different suppliers
- Some suppliers in a more or less favourable position
- Lack of consistency and transparency for health services

## New Process

- Consolidate all supplier departures and feedback
- Incorporate changes into revised agreement and issue to tenderers for review and acceptance
- No further negotiations once revised agreement issued
- Same allowances apply across the board to all suppliers
- Consistency for health services



# Summary

## Current

- 3 year principal period
- Closed Panel
- Full Award
- Pricing
  - Fixed for equipment, consumables and spares
  - Volume equipment purchase pricing negotiable



## New

- Evergreen – Ongoing
- Open Panel
- Full / Conditional Award
- Mandatory Requirements
  - Quality Management
  - Financial Viability
- Pricing
  - Fixed for equipment, consumables and spares
  - Volume equipment purchase pricing negotiable
  - Alternative Offers

# Statement of Requirements (SoR)

# SoR Compliance

- Used to validate supplier and product compliance

## Instructions for completion

- Complete **all** requested information
- Ensure Sections B, C, D, E and categories you are tendering in are completed
- If there are not enough columns, please add more.
- If you respond either “Partially Comply” or “Does Not Comply”, you must provide additional comments / justification
- Provide responses in the requested format

# 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
- Overview tabs must be completed in full otherwise products will only be considered for conditional award
- Provide responses in the requested format

# Data Integrity in TRW - Clarifications

- Poor quality information will be returned for correction:
  - UNSPSC (at least to class level xx xx xx 00)
  - UOM descriptor must be reflective of GS1 Packaging Type descriptor (e.g. 'carton' not 'sleeve')
  - ARTG must have a number or be listed as EXEMPT
  - 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)
  - Ordering part numbers must be complete - no duplications
  - Products listed in only one subcategory
  - Referee details must be provided (where you have provided a written reference)
- 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

# 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:

- No conflict of interest
- A minimum of one written reference per product/ range
- Email or 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

# 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
  - Different envelopes
  - 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](mailto:help_au@bravosolution.com)

# HPV Website 'Single Sign On'

- Allows 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 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.

# Next Steps

# Next Steps

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

- ITS available for download on **18<sup>th</sup> March 2018** via HPV Procurement Portal
- Clarifications must be sought through HPV Procurement Portal to authorised contact by 10am AEST, **08th April 2019**
- HPV reserves the right to not respond to queries raised after this time
- ITS closes 2pm AEDT, **15th April 2019**



# QUESTIONS?

