SUPPLIER BRIEFING

INTERVENTIONAL CARDIOLOGY

HPVITS2019-045

15 May 2019, 1pm

Minh Truong, Senior Category Manager

Luke Dal Santo, Strategic Procurement Analyst

Judy Esson, Clinical Product Manager

Agenda

1.	Introduction	20 mins (1:00pm – 1:20pm)
2.	Invitation to Supply (ITS)	20 mins (1:20pm – 1:40pm)
3.	Tender Response Worksheet (TRW)	40mins (1:40pm – 2:20pm)
4.	HPV Procurement Portal	25 mins (2:20pm – 2:45pm)
5.	Questions and Answers	15 mins (3:45pm – 3:00pm)
6.	Meeting Close	3:00pm

1. Introduction

- Background

- Objectives

- Legislative Function

- Health Service Coverage

Health Purchasing Victoria | Advancing safe, affordable and sustainable healthcare

Background

- HPV was first established in 2001 to improve the collective purchasing power of Victorian public health services and hospitals.

- We achieves best value outcomes in the procurement of health-related goods, services and equipment through more than 48 contract categories.

- We currently manage 950 million worth of spend across all our contracts.

- 120 million is under Implantables (Prostheses) across 9 contracts.

Objectives

- Facilitate access by public hospitals and health services to goods, services and equipment on best-value terms

- Combines the collective purchasing power of more than 80 legal entities to establish whole-of-health contracts

- Foster supply chain and process improvement, through developing relationships with suppliers and health services

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

Legislative Functions

HPV is an independent statutory authority under Section 129 of the *Health Services Act 1988* (Vic). HPV is responsible to the Minister for Health and works closely with the Department of Health and Human Services.

HPV is charged with a number of legislative functions under section 132 the Act that include:

- to **supply** or facilitate supply of goods and services

- to provide **advice** and **training**

- to develop **policies** and **practices** to promote **best value** and probity

- to monitor **compliance** by public hospitals and health services with HPV directions and purchasing policies and to report irregularities to the Minister for Health

- to foster improvements in use of **systems** and **e-commerce**

- to maintain **useful data** and share that with health services

- to ensure **probity** is maintained in the purchasing, tendering and contracting of public hospitals
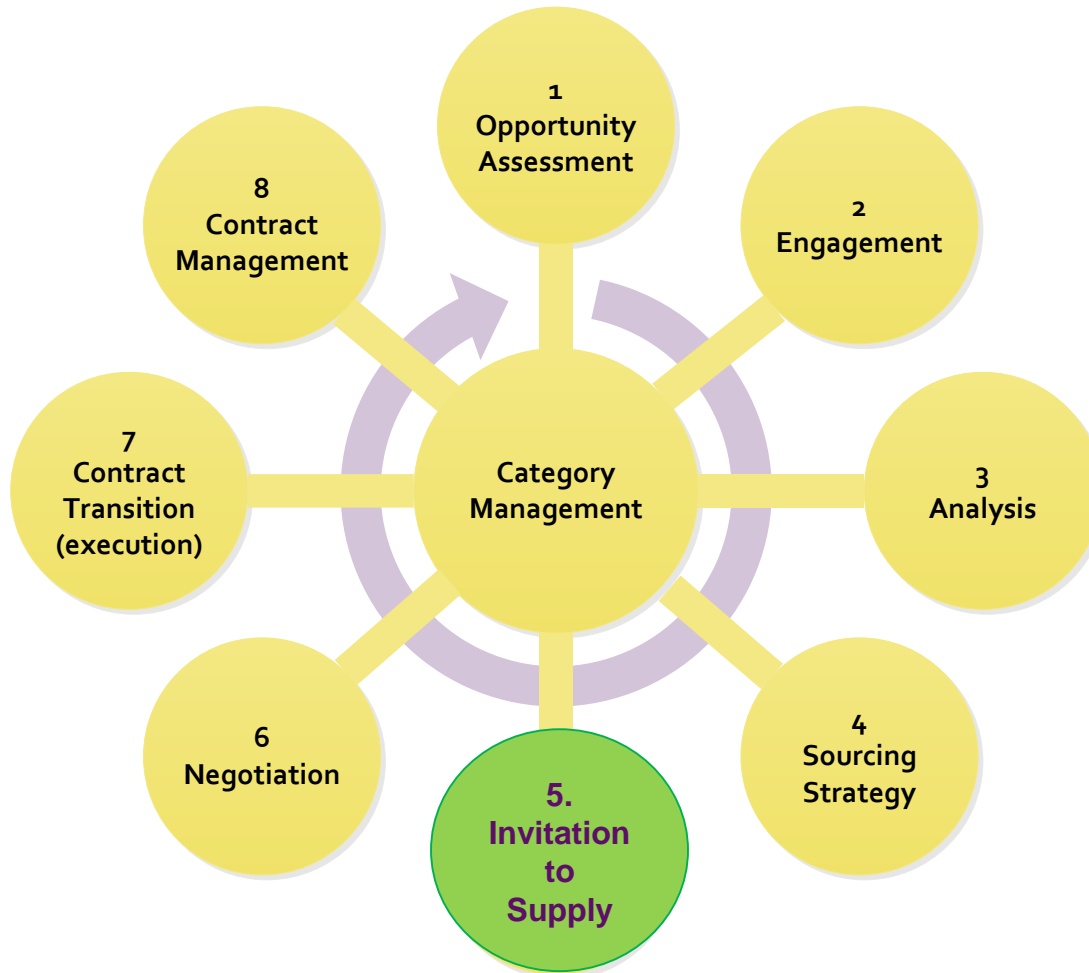
Health Services Coverage

80 Health Services

Health Related Services

2. Invitation to Supply (ITS)

- Category Management Framework

- Contract Strategy

- ITS Timelines

- ITS Documents

- ITS Categories

- Project Team

- Victorian health suppliers minimum standards

Category Management Framework

Contract Strategy

2 year Principal period + 2 x 2 year Options

Compliance
90/10 - existing
70/30 - Greenfield

Form a Contract Management Group (CMG)

Contract performance at 12 month intervals

Award restricted number of suppliers per sub-category

Best fixed price for the principal period of the contract

Tentative timelines

Key Activities	Dates
Industry briefing	15 May 2019
ITS Release	28 May 2019
Last date for ITS Questions	25 June 2019
ITS Close	27 June 2019, 2pm
Evaluation	July – September 2019
Respondents advised of outcome	October 2019
Contract Start	1 December 2019

ITS Documents

- Part 1 – Invitation and Information

- Part 2 – Interpretation

- Part 3 – General Conditions of Tender

- Part 4 – Special Conditions of Tender

- Part 5 – Statement of Requirement (available since 13 May)

- Part 6 – Response Schedule (includes TRW) → To be presented

  - User Guide Extract

  - Greenfield Product Sales Data Template

- Part 7 – Draft Agreement and Supply Schedule

- Part 8 – Returnable and Non Returnable Appendices

ITS Categories

Category Number	Category Name
1	Percutaneous Sheath Introducers and Introducer Kits
2	Guidewires for Diagnostic Catheters
3	Diagnostic Catheters and Diagnostic Catheter Kits
4	Right Heart Catheters
5	Angioplasty Guiding Catheters
6	Angioplasty Guidewires
7	Balloon Angioplasty Dilation Catheters
8	Angioplasty Accessories and Accessory Kits
9	Coronary Stents
10	Temporary Pacing Equipment
11	Thrombus Aspiration Catheters
12	Occlusion Devices - Greenfield
13	Vessel Closure Devices, Haemostatic Devices and Kits
14	Implantable Pacemakers

ITS Categories - Continued

Category Number	Category Name
15	Pacemaker Leads
16	Implantable Cardioverter Defibrillators
17	Implantable Cardioverter Defibrillator Leads
18	Pacemaker, ICD and Lead Insertion Accessories, Tools and Tool Kits
19	Remote Patient Monitoring
20	Implantable Loop Recorders
21	Electrophysiology - Standard Diagnostic Catheters - Greenfield
22	Electrophysiology – Guide Sheaths - Greenfield
23	Electrophysiology – Standard Ablation Catheters - Greenfield
24	Electrophysiology – Advanced Diagnostic Catheters - Greenfield
25	Electrophysiology – Advanced Ablation Catheters - Greenfield
26	Electrophysiology – Accessories - Greenfield
27	Transcatheter Valve Implantation - Greenfield

Project Team

- **Executive Reference Group & Product Reference Group**
  - Representative from VIC public hospitals and health services
  - Determine scope, strategy, specification, weightings and outcomes

- **Hassan Pirov - HPV Head of Clinical Sourcing**
  - Provide guidance and support to the project team throughout the sourcing process

- **Minh Truong – Senior Category Manager, Implantables**
  - Provides guidance and support to the Category Officer

- **Judy Esson – Clinical Product Manager**
  - Provides guidance and support from a clinical perspective

- **Nicky Clift – Category Officer, Implantables**
  - Authorised person for the ITS

- **Luke Dal Santo – HPV Strategic Procurement Analyst**
  - Develop analysis tools, provides financial analysis and assists with evaluation

Victorian health suppliers minimum standards

Australian Government
Department of Health
Therapeutic Goods Administration

• Therapeutic Goods – TGA approved

GS1

• GS1 data standards (NPC contract compliance obligation)

RECALLNET HEALTHCARE

• Recall Health (contract compliance obligation)

Supplier Code of Conduct

The Victorian State Government is committed to ethical, sustainable and socially responsible procurement.

In ensuring that our suppliers maintain the same values as the Government, the State has established a <u>Supplier Code of Conduct</u>.

The Code outlines minimum ethical standards in behaviour that suppliers will aspire to meet when conducting business with, or on behalf of, the State:

      A. integrity, ethics and conduct
      B. conflict of interest, gifts, benefits and hospitality
      C. corporate governance
      D. labour and human rights
      E. health and safety
      F. environmental management

It is a mandatory requirement that you understand and acknowledge commitment to the code, and ensure it is understood by related parties, contractors and sub-contractors if awarded.

3. Tender Response Worksheet (TRW)

- Tender Response Worksheet (TRW)

- Data Integrity in TRW

- Distributors

- Product Reference

Tender Response Worksheet (TRW)

- Tender Response Worksheet contains detailed information on the products
- Used for product evaluation in this tender and to submit pricing
- Used to create the future pricing schedule for participating health services (PHS)
- Used to add Referee information for new products

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

- 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 (otherwise product may be removed from further evaluation)
    - Country of Manufacture must be populated and reflective of GS1 code lists (e.g. 1: Australia, not Aust, not Victoria, not Brunswick – e.g. 2: United States, not USA or America or Iowa)
    - Ordering part numbers must be complete
    - Rebate codes must be provided or be listed as NONE AVAILABLE
- This is not an opportunity to review your price – ensure it is correct (and the Net Content is correct) at time of submission

- Any delay in the evaluation process due to poor quality data may result in HPV deeming your response non-complying and set it aside from further evaluation

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

Product References

NB this is not company information references

Reference sites are required for:

- products that are not on the current HPV contract

Referees must:

- be clinical or product end users (where applicable)

- be from private or public hospitals within Australia (or as otherwise accepted by the PRG)

- be included in the referee details section of the Tender Response Worksheet.

- have no conflict of interest

- be informed and agreed to provide reference to HPV

- be provided in the Tender Response Worksheet

4. HPV Procurement Portal

- The process of responding to the online ITS

- HPV Website 'Single Sign On'

- Tips for responding

- Next Steps

The Process of Responding to the online ITS

1. Registration on the HPV Procurement Portal.

2. How to access RFQ's.

3. Buyer attachments.

4. Format of the RFQ.
   - Different sections.
   - Types of questions.

5. How to send a message.

6. How to respond & submit.

7. Help available.

8. Tips for responding.

9. Any questions?

> HPV Procurement Portal
>
> https://www.hpv.org.au

HPV website 'Single Sign On'

•Single Sign On went Live Apr-16

•Allow you to login via www.hpv.org.au and have your credentials automatically recognised for other systems you may access such as the Procurement Portal (e-sourcing) or the Victorian Product Catalogue System (VPCS)

•You will only need to login via the HPV website

•We migrated users across these platforms as best we could

What do I need to do?

•Check your registration works (or register if you haven't already done so)

•Expect an email from isoperations@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 expecting any difficulties

Go to https://www.hpv.org.au and click Register

Register as a Supplier

Fill in the registration form

Email

supplier.one@supplier.com.au

✓ Your email address has been accepted.
Please fill out the rest of the form to complete registration.

First Name (required)

Surname (required)

ABN or ACN (required)

Lookup

Click on the Lookup button and ensure the entity name matches the ABR

ABN Entity Name (required)

Company or Corporation Trading Name

Phone (required)

Mobile Phone

Registration Complete

✓ **Registration Complete**

Thank you for registering for a supplier account on HPV's website. Your registration has been received and you will shortly receive an auto-confirmation allowing you to update your password and access supplier content on the website and the HPV Procurement Portal.

SUBSCRIBE

Subscribe to receive the HPV newsletter

| Email |

Subscribe

Resources

Contact Us

General FAQs

Terms And Conditions

General Feedback

Health Purchasing Victoria
Level 34, Casselden
2 Lonsdale Street
Melbourne, 3000

Phone: (03) 9947 3700
Fax: (03) 9947 3701

Update your password

Please enter a new password.

New Password (required)

> Type in a password

Confirm New Password (required)

* The password must have no spaces and have at least 6 characters, consisting out of a mixture of alphanumeric, upper and lower case letters and at least one of the following characters !@#$%^&*

☐ I've read and accept the terms and conditions

Update Password

You are now signed in to the HPV Website

Hello,

Quick Links

| Procurement Portal | Recall and Recall Health | Send Enquiry/Feedback |

| Submit Contract Variation |

You can now access the HPV Procurement Portal from the Quicklinks menu on your dashboard when you are signed in

When you click on the HPV Procurement Portal link, you will be redirected to your Dashboard

▼ User: Sandra Ireland

Role: Super User (with some Redefined Rights)
Division: Division

Save   ✕ Cancel

User Details

✱ Last Name	Ireland
✱ First Name	Sandra
User Status	Active
User Tag for Codes	
✱ Email	s.ireland@hpv.org.au
✱ Telephone Number	03 9947 3724
The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	+610409050188
Division Name	Division
Department	--- ⌄
Role Name	Super User
✱ Choose your Username and check it is not already in use	s.ireland@hpv.org.au;sales@hpv.org.au
✱ Preferred Language	English (UK) ⌄
✱ Time Zone	(GMT +10:00) Sydney, Canberra, Melbourne ⌄

If you are the Super User you will receive all system alerts. You can change or add email addresses using ; to separate

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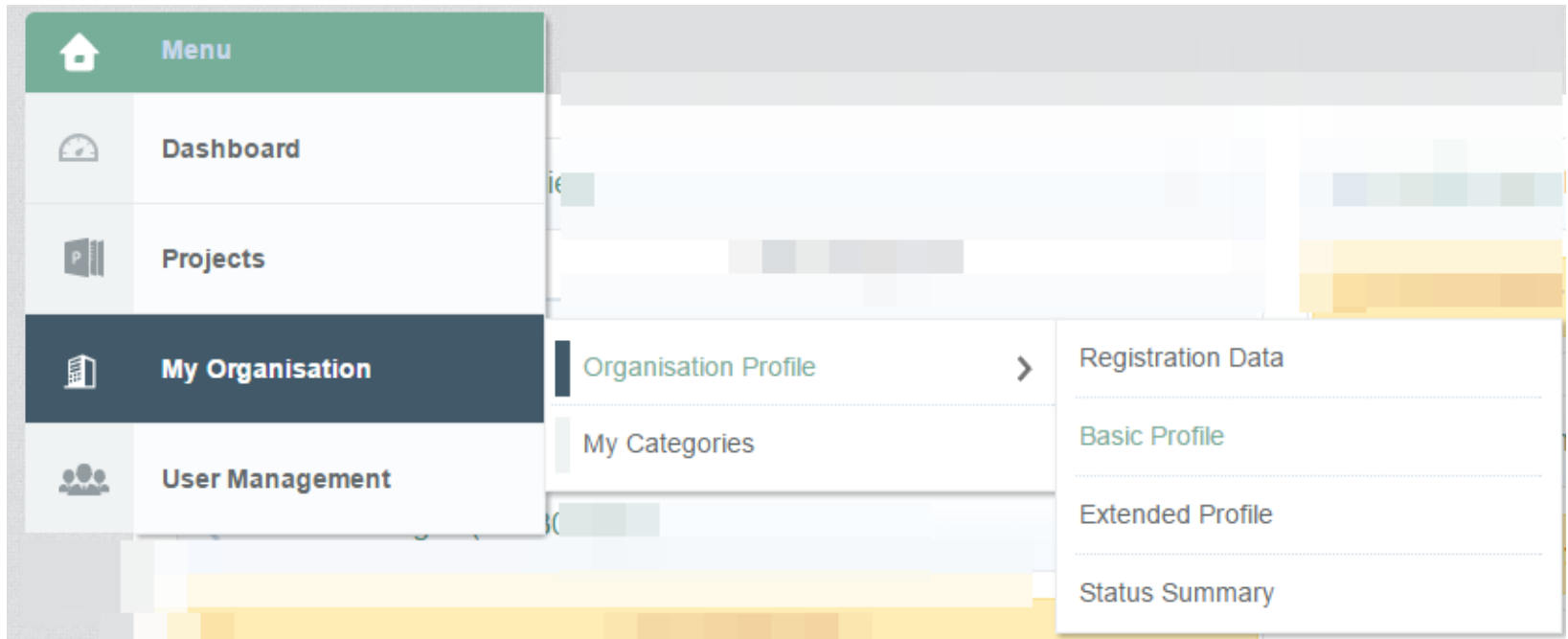
Update your organisation details if your organisation has not been registered on the HPV Procurement Portal before

To update your details, click on the Title hyperlink

▼ Basic Profile Form: Company_Information

Registration

Click Edit and complete the simple registration form with your organisation details, making sure all mandatory fields are populated

Save & Continue   ✕ Cancel

Company Details
Please provide details about the Company Operations

Organisation Trading Name	✱ Enter your Organisation's Trading Name	
		Characters available 2000
Company Details	✱ Please provide the organisation's postal address	
		Characters available 2000
Company Details	Please provide your organisation's head office address	
		Characters available 2000
Company Details	✱ Please indicate whether your organisation operates on a multinational level?	
Company Details	✱ Is your organisation a Manufacturer, Distributor or both?	☐ Manufacturer ☐ Distributor
Company Details	✱ Please select the option that best describes the corporate structure of the tendering entity.	
Company Details	If your organisation is a company, what is the organisation's date of Incorporation?	dd/mm/yyyy
Company Details	If your organisation is a company, what is the organisation's place of Incorporation?	
		Characters available 2000
Company Details	✱ Please state number of years since the tendering entity commenced operations.	
Company Details	✱ Please state number of years since current ownership commenced doing business	
Company Details	✱ Please state the number of Full Time Equivalent (FTE) employees your organisation employs?	

Next you will have to set up your organisation's categories.
Click on My Categories

Click on Add Category

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When you enter the system you will land on a dashboard
Click on the 'RFQ' line within the 'RFx Open to All Suppliers' Portlet

To find the tender that you wish to express interest in, select 'RFQs Open to All Suppliers'

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HPV Procurement Portal

Main Dashboard

RFx Open to All Suppliers

	Currently Open	Next Closing Date
RFI	1	22/03/2016 14:00
RFQ	3	23/03/2016 14:00

New Messages (last 30 days)

ⓘ No Unread Messages

HEALTH PURCHASING VICTORIA **HPV Procurement Portal**

Welcome **Diana Test**

Select the tender you would like to express interest in from the list

My RFQs **RFQs Open to All Suppliers**

Select a Filter

	RFQ Code	RFQ Title	Project Code	RFQ Status	Time limit for Expressing Interest	Buyer Organisation
1	rfq_59	HPVITS2016-109 Workplace Supplies	tender_97	Running	23/03/2016 14:00	HPV
2	rfq_48	HPVITS2015-119 Automated Blood Culture and Mycobacterium Culture Equipment and Consumables	tender_85	Running	24/03/2016 12:00	HPV
3	rfq_86	HPVITS2016-124 Hand Hygiene, Disinfectants and Chemical Products	tender_113	Running	30/03/2016 14:00	HPV

Total 3

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⊢ Back to List

...

▼ RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

🔲 Running

Project: **tender_133** - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2016 14:00:00

Response Last Submitted On: Not Submitted Yet

Warning: *You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.*

RFQ Details   Messages (Unread 0)

Settings   Buyer Attachments (1)   My Response   User Rights

Create Response   ...

⇕ View Response Index Only

▾ 1. Qualification Response (questions: 120)

▾ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section

	Note	Note Details
1.1.1	Requirement Attachment	Please note that we have uploaded attachments in the technical envelope. Companies must download these documents and consider the details before they complete their response
1.1.2	Note:	USE THE ONLINE 'HELP FOR RESPONDENTS' FUNCTION – The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software.
1.1.3	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for 15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work. This is to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!
1.1.4	Note:	Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for 15 minutes, the portal will notify you through a 'pop up'. It is vital that that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.
1.1.5	Note:	DO NOT leave your response until the last minute/hours before the deadline (if you experience connection problems you will miss the deadline. Always upload generic information early to avoid last minute time pressure).
1.1.6	Note:	Please SUBMIT your RESPONSE when completed. This will submit your response to the buyer. FAILURE TO DO THIS WILL RESULT IN YOUR BID NOT BEING VISIBLE TO THE BUYER. The 'SUBMIT RESPONSE' button can be found at the top centre of the screen.
1.1.7	Note:	If the Buyer makes any changes to the settings and questions area of a live/running tender, suppliers MUST re-publish their response – this is to ensure that changes are brought to your attention – you may receive a message prompt from the Buyer – generally this will not mean re-entering information.
1.1.8	Note:	Whilst the portal allows for large individual attachment sizes (max 50Mb at a time), we recommend that you keep attachments to a manageable size (5Mb) to ensure ease & speed of access. Only attach documents that the Buyer has requested and make sure that you attach them in the correct area.

To populate the content of your tender response, click on 'Create Response'

HEALTH PURCHASING VICTORIA

HPV Procurement Portal

Welcome **Diana Test**

Back to List

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Running

Project: **tender_133** - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016 14:00:00
Response Last Submitted On: **Not Submitted Yet**

Will advise you that you haven't submitted yet

Warning: *You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.*

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (1) | **My Response** | User Rights

You can submit as many times as you like. The latest submission will overwrite previous submissions

Submit Response

My Response Summary

1.	Qualification Response	Missing mandatory responses (87)		
2.	Technical Response	Missing mandatory responses (23)		
3.	Commercial Response	Mandatory fields missing (3)	Total Price (excluding optional sections)	0

View Response Index Only

Click on 'Edit Response'

- 1. Qualification Response (questions: 120)

Edit Response

- 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section

Note	Note Details
1.1.1 Requirement Attachment	Please note that we have uploaded attachments in the technical envelope.

The tender questions are divided into three sections. A summary of remaining mandatory questions is summarised at section level

you to quickly understand the features and benefits of the software.
ailure to do so means you risk losing your work. This is to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the

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▼ RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2016 14:00:00

Response Last Submitted On: Not Submitted Yet

⊞ Running

Edit Mode

Save and Return | 🖫 Save and Continue | ✕ Cancel

📝 Validate Response

2. Technical Response (questions: 34)

2.1 QUALITY MANAGEMENT - Section of Profile Questions

	Question	Description		Response
2.1.1	Quality Management	✱ Please state whether your organisation has a		⌄
2.1.2	Quality Management	Please attach a current certificate for your certifi		+ Click to attach file
2.1.3	Quality Management	Please state the expiry date of your certificate fo		dd/mm/yyyy 🗓
2.1.4	Quality Management	If your organisation does not have a certified Qu	ustry standards for quality	⍌ Characters available 2000

Make sure you save regularly. If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost

The response will be made up of various question types:
- Yes / No
- Text
- Numeric
- Options List
- Multiple Choice
- Date
- Attachment

HPV Procurement Portal

Welcome **Diana Test**

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2016 14:00:00

Response Last Submitted On: Not Submitted Yet

Running

**Questions for HPV?
If you need to send a clarification question to HPV use the secure messaging function**

Send Message | Save as Draft | ✗ Cancel

Message

Subject

Message

Attachments

🖉 Attachments

Attachment Name	Attachment Description	Comments
ⓘ No Attachments		

When you reply to a message in the 'Received Messages' section, the message will automatically be moved to the 'Sent Messages' folder

For technical support, please contact the BravoSolution helpdesk
Phone +61 (0)2 8072 0644
Email help_au@bravosolution.com

HPV Procurement Portal

Welcome **Diana Test**

← Back to List

▾ RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Project: **tender_133** - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2016 14:00:00

Response Last Submitted On: Not Submitted Yet

Running

RFQ Details   Messages (Unread 0)

Settings   Buyer Attachments (1)   My Response   User Rights

You'll be unable to submit a response if there are any mandatory fields outstanding

Ignore the Total Price field if the response is an attached spreadsheet

Submit Response

My Response Summary

1.	Qualification Response	Missing mandatory responses (87)		
2.	Technical Response	Missing mandatory responses (23)		
3.	Commercial Response	Mandatory fields missing (3)	Total Price (excluding optional sections)	0

⇕ View Response Index Only

VERY IMPORTANT!
When you have finished populating your tender response, make sure that click on 'Submit Response' to publish your response to HPV

HOME › CONTACT US

Contact Us

Health Purchasing Victoria

Location and postal address:
2 Lonsdale Street (corner Spring Street)
Level 34, Casselden, Melbourne, VIC 3000

Have a general query or want to provide feedback? Go to our Feedback Form

For details on HPV's compliance to the Freedom of Information Act, download HPV's FOI Policy

For details on how to make a complaint, download HPV's

Health Services
HPV Health Service Helpdesk:
Ph: (03) 9947 3900
Email: healthservices@hpv.zendesk.com

Suppliers
HPV Supplier Assistance (tender and contract queries):
Ph: (03) 9947 3700
Email: suppliers@hpv.zendesk.com

General
HPV general enquiries:
Ph: (03) 9947 3700

Media

0418 568 628

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

Tips for Responding

- Make sure that you read and digest all documentation thoroughly and make note of key actions and deadlines

- Utilise the appropriate people within your organisation

- Answer every question, including bullet points

- 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-refer to other questions or answers in your responses

- Remember to save regularly

- Unanswered mandatory questions will prevent your response from uploading.

Tips for Responding - Continued

- 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

Next Steps

- Draft specification questions to be sent to the Category Manager (n.clift@hpv.org.au) in writing by 10:00 AEST, Wednesday 22 May 2019

- ITS available for download on Thursday 28 May 2019 via HPV Procurement Portal

- Link to HPV Procurement Portal can be found on HPV website (https://www.hpv.org.au)

- Clarifications must be sought through HPV Procurement Portal to authorised contact by 14:00 AEST, Tuesday 25 June 2019

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

- ITS closes 14:00 AEST, Thursday 27 June 2019

QUESTIONS?