

Supplier Briefing

Continence Management Products HSVITS2023-009

8 February 2023 11:00 AEDT Jared Tang Senior Category Manager

Acknowledgement of Country

"I would like to acknowledge the traditional owners of country throughout Australia, and recognise their continuing connection to land, waters and culture. I pay my respect to Elders past, present and emerging"

HSV Project Team

Jared Tang – Senior Category Manager

Authorised person for this ITS and ongoing contract management

Judy Esson- Clinical Product Manager (CPM)

Clinical interface with Health Services and assists with evaluation

Luke Andrews - Clinical Product Advisor (CPA)

Clinical interface with Health Services and assists with evaluation

James Jayalath – Sourcing Analyst

Provides financial analysis and assists with evaluation

Sophia Javier – Supply Chain Information Operations Analyst

Provides supply chain analysis and guidance on Data Integrity

Product Reference Group (PRG)

Specialist subject matter experts from Health Services



Agenda

HSV Overview

Invitation to Supply

- ITS objectives
- Proposed Timeline
- Scope
- Tender Response Worksheet (TRW)
- Data Integrity
- Reference and sample requirement
- Distributors

HSV Procurement Portal Next Steps



HealthShare Victoria

Our purpose

- HSV is an independent public sector and commercially oriented supply chain, procurement and corporate services organisation.
- HSV partners with public health services and suppliers to deliver significant public health system benefits including consistent access to goods, improved quality of care and substantial savings, helping to deliver better healthcare for all.

Our core functions

- Manage a state-wide supply chain for medical consumables, including PPE
- Coordinate state-wide strategic procurement
- Deliver more efficient corporate services

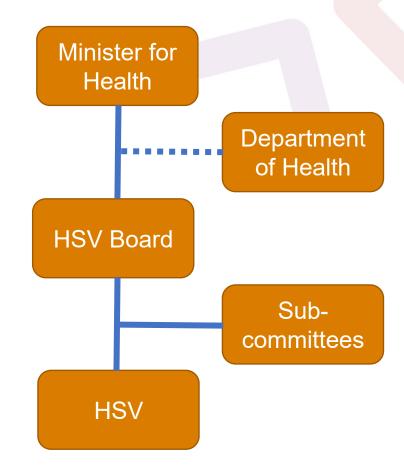
Our vision

• We help to deliver safe, affordable and sustainable healthcare.



HSV Organisation

- Independent statutory authority funded by the Department of Health
- Established on 1 January 2021, HSV brings the former Health Purchasing Victoria's existing functions and major supply chain assets under single management
- Receives legislative support to establish whole of health contracts
- Processes based on the Victorian Government Procurement Board's Strategic Sourcing Principles





HSV Objectives

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

Victorian health suppliers minimum standards





TGA approved



GS1 data standards
 (NPC contract compliance obligation)



 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:

- integrity, ethics and conduct
- conflict of interest, gifts, benefits and hospitality
- corporate governance
- labour and human rights
- health and safety
- 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.



ITS Objectives

- Achieve Best Value for Money
- To source for innovative and better-quality products for this contract
- Create efficiency in tendering and category management through use of the National Product Catalogue
- Transparent and efficient bidding process
- Develop supplier relationship management

Tentative Timeline

Key Activities	Date
Industry Briefing Session	Wednesday, 8 Feb 2023 11:00 AEDT
ITS Release Date	Wednesday, 22 Feb 2023 14:00 AEDT
Last date for ITS questions	Wednesday, 15 Mar 2023 14:00 AEDT
ITS Closing Date and Time	Wednesday, 22 Mar 2023 14:00 AEDT
Evaluation	Apr - May 2023
Respondents advised of outcome	Mid June 2023
Agreement Commencement Date	27 July 2023



Scope

Coverage:

The scope covers Continence Management Products used in public health services

Term:

4-year principal period with 1 x 2-year option (4+2)

Price Features:

Fixed based pricing with volume pricing (FIS)

Category Number	Category Description	Category Number	Category Description
1	Urine Drainage Bags, Bedside Type, with sampling port	13	Disposable Pull on pads –Protective underwear, Adult
2	Urine Drainage Bag Holders, Bedside Type	14	Paediatric Nappies and Training Pants
3	Urine Drainage Bags, Leg Type	15	Skin Care Products
4	Leg Type Urine Drainage Bag, Strap and Holders	16	Faecal Management Systems and Kits
5	Male Incontinence Sheaths (external urinary catheter)	17	Rectal Tubes
6	Indwelling Urethral Catheters	18	Underlay Protectors and Underpads
7	Urethral Catheter Anchoring Devices	19	Spigots
8	Catheter Valves	20	Bladder evacuators
9	Intermittent/Nelaton Urethral Catheters and Dilators	21	Supra-pubic catheters and kits
10	Urodynamic Consumables	22	Bedpans and urinals
11	Continence Pads & Stretch Pants for Continence Pads	23	Compact catheters
12	Not Tendered	24	Catheter Kits, Patient Discharge (take home)

Tender Response Worksheet (TRW)

- The TRW is used to collect detailed data on the products tendered, including price and supplier/distributer data. The TRW has changed since the last tender
- Data will be used to evaluate your products. If your data is wrong or incomplete your product may be (inadvertently or consciously) not awarded
- Data will ultimately feed into Pricing Schedules, the Common Catalogue, EDI (purchasing systems), WMS etc. Its not just for clinicians
- Processes in HSV and Health are becoming more automated If your data is incorrect, ultimately it will be harder for your customers to find, use, understand and buy your products!

Tender Response Worksheet (TRW)

Instructions for completion

- Complete <u>all</u> requested information
 - Mandatory data missing = Product won't be awarded
- Tender products once only, in the most appropriate sub category
- The "Commercial" and "Clinical" tabs are linked for each Category by the "Auto populated" (Grey) Cells. <u>Do not override or delete these formulas and do not add or</u> delete columns, or individual cells
- To add rows (if >500 products per category) ensure that rows are added to both the "Commercial" and "Clinical" tabs & all formulas "fill down". Contact HPV if required
- Provide responses in the requested format (and units if applicable)

Data Integrity - Product Descriptions

All descriptions will be short (< 140 characters), in UPPER CASE, will start with a major noun, then minor noun, then adjectives or properties to describe the product, followed by the brand in brackets and either the manufacturer part number or item number that is visible on the packaging. i.e.

MAJOR NOUN MINOR NOUN PROPERTY 1 PROPERTY 2 PROPERTY 3 PROPERTY 4 PROPERTY 5 PROPERTY 6... (BRAND NAME) MANUFACTURER PART NUMBER/ITEM NUMBER

For example: **DRESSING FILM** TRANSPARENT ADHESIVE 20cm x 30cm LATEX-FREE STERILE (TEGADERM) 1629

Major Noun:

DRESSING (Expressed as the singular)

Minor Noun: **FILM**

• Properties:

TRANSPARENT ADHESIVE 20cm x 30cm LATEX-FREE STERILE

Brand (<u>as visible on the packaging</u>): (TEGADERM) (<u>Always enclosed in brackets</u>)

• Manufacturer Part Number/Item number (as visible on the packaging): 1629

Description will be devoid of symbols unless they are required for joining a word or representing a strength e.g. NON-STERILE, LATEX-FREE, 2-PLY, 5% or 350mg/ml etc

All descriptions in upper case, except for the unit of measurement



Data Integrity in TRW

Poor quality information will be returned for correction (or product not awarded)

- Human and machine understandable short descriptions
 - i.e. it must be easy for non-specialists to interpret
- No (very limited) abbreviations, especially if not common or ambiguous to a non-expert (Don't write N/S for non-sterile, Sz for size, Disp for disposable, similarly L/LG/LRG may not appear in a search for "Large"
- Give appropriate units where required: Don't write 100x5; Use 100mm x 5mm.
- If sizing is not standardised withing the category (between suppliers), consider adding dimensions or a more standardised sizing measure as well
- Avoid using Brand names, ®, ™, and company specific jargon unless required. Add standard terminology if jargon may not be understood by non expert
- All components of Kits must be listed
- Ordering part numbers & descriptions must be complete and unique*



Data Integrity in TRW

Poor quality information will be returned for correction (or product not awarded)

- Any delay in the evaluation process due to poor quality data may result in HSV deeming your response noncomplying and set it aside from further evaluation
- The UNSPSC must be given to at least Level 3 (preferably L4)
 (L3 = 42XXXXX00)
- The ARTG must have a number or be listed as "EXEMPT" (TBC / TBA / Pending = Non Award)
- UOM descriptor must be reflective of the standardised GS1 Packaging Type descriptor

(e.g. 'carton' not 'sleeve')

- Country of Manufacture must be populated and reflective of GS1 code lists
 - (e.g. 1: Australia, not Aust, not Victoria e.g. 2: United States, not USA or America)
- Use commas or semi colons to separate properties where appropriate
- Use S.I. or industry standard (e.g. ISO related if applicable) units. Avoid mixing units and imperial measurements
- Ensure all Clinical Properties requested are completed
- For Free text fields, if a property is Not Applicable to your product, please add "N/A" rather than leave blank



Product References

*NB this is not company information references

Reference sites are required for:

- Products that are not on the current HSV contract.
- Minimum two Australian clinical references or product user referees per product or product range

Referees must:

- Be clinical or product end users (where applicable)
- Be from private or public hospitals and health services within Australia
- Be included in the referee details section of the Tender Response Worksheet
- Have no conflict of interest
- Be informed and agree to provide reference to HSV
- Be provided in the Tender Response Worksheet

Submission:

- The form will be provided in HSV website HSVITS2023-009 Continence Management Products Cabinet. Please download and start to prepare as soon as possible.
- Form needs to be returned by the referees to HSV at <u>Helpdesk@healthsharevic.org.au</u>, prior to the tender close date.

Product samples (products not on current HSV contract)

HSV team are endeavouring to reduce workload and streamline the process of samples being provided to HSV

- TRW for each product category will request Instructions for Use, Cleaning instructions, if relevant and compliance to stated Standards
- Our CPAs will review details of all new products submitted at close of tender to ensure they are in scope of the category and allocated to the correct category. It is the Respondent responsibility to submit their products in the correct subcategory.
- HSV will decide if a desk top evaluation can be completed without a sample or if one is required
- In place of samples, we may request additional information like detail product specification, packaging artwork, labelling, ARTG certificate, reference letter available.
- Product references are very important as we will ring the referees to confirm their knowledge of request from suppliers and their evaluation of the products
- If it is determined that samples are still needed, HSV will reach out to the respective respondent of this tender to provide them. Respondents are required to provide the requested number of samples clearly labelled with supplier name, product part no., product description and subcategory no..
- If a product range is being tendered, please provide samples of the most common items (e.g., different length or size) in that range. You may also be required to pack samples into separate sets for distribution to evaluators.
- Samples are not required if the product is currently on an HSV contract.
- Any samples requested and not submitted by respondent in the tender will not be evaluated and may not be awarded
- Samples will be sent attention to: Jared Tang and Respondent will be informed on when and where the samples needs to be
 delivered to.



Distributors

Respondents nominating Distributors must:

- Provide HSV 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



HSV Procurement Portal

Procurement Portal

Tender document download, tender related questions, and tender submission from the HSV Procurement Portal ONLY

Register/Access at <u>healthsharevic.org.au</u>

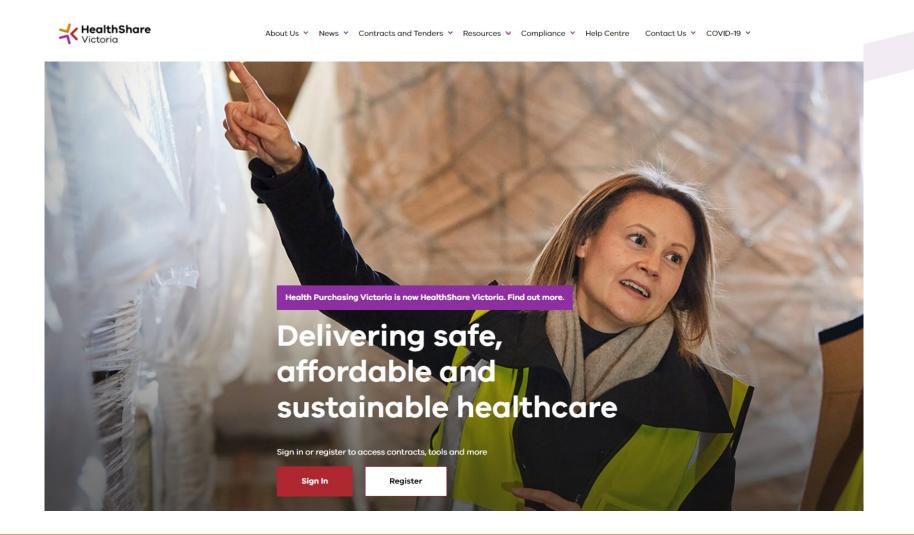
Each HSV Procurement Portal company account has one superuser responsible for managing subusers, including visibility of the EOI documentation

Technical Issues? Contact HSV Procurement Portal (Jaggaer)
Customer Support

Ph: 02 8074 8627 customersupport@jaggaer.com



New User? Go to <u>healthsharevic.org.au</u> and click *Register*



Register

Welcome to HealthShare Victoria's website. To register for an account to access targeted content, please register as a supplier or health service below.



To create your account:

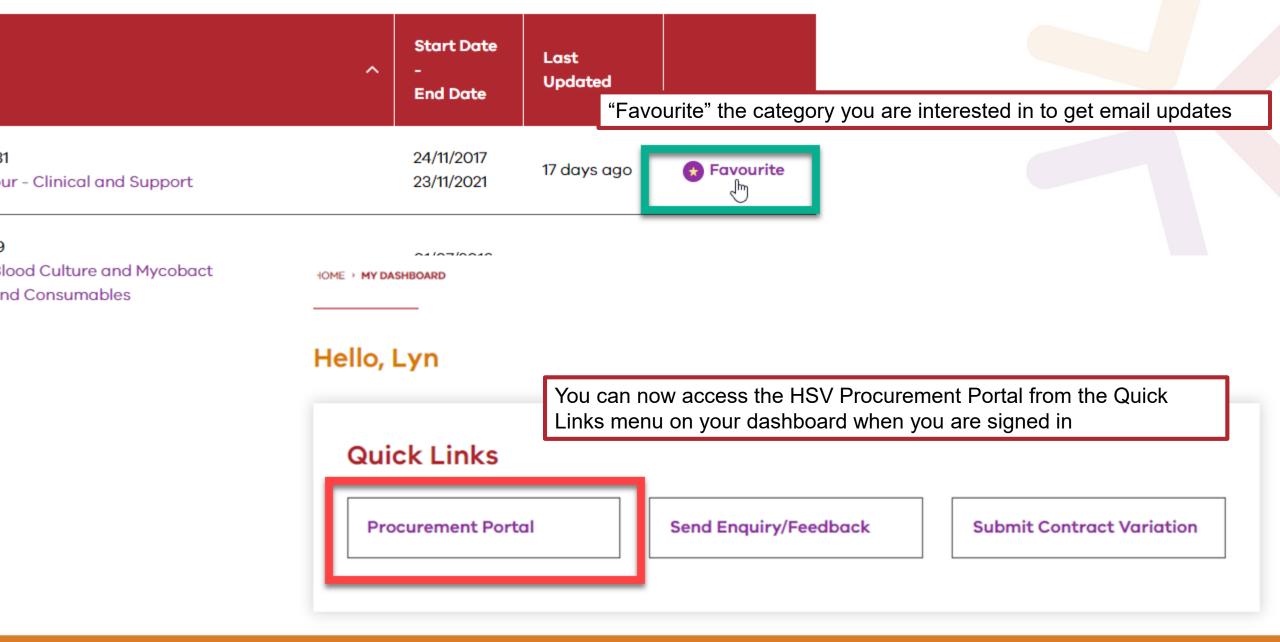
- 1. Select the "I am a Supplier" option
- 2. Enter your business specific email address
- 3. Click "Next"

Complete your registration and you will receive a new account email with a password setup link

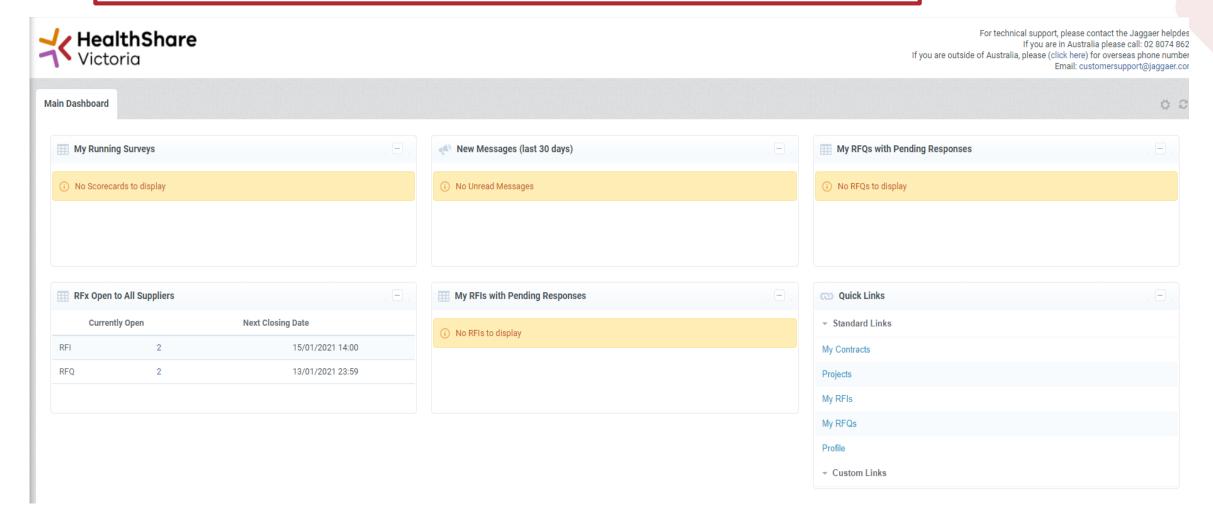
Important! Tender under the ABN that would sign the contract!

New distributors should register a separate account.

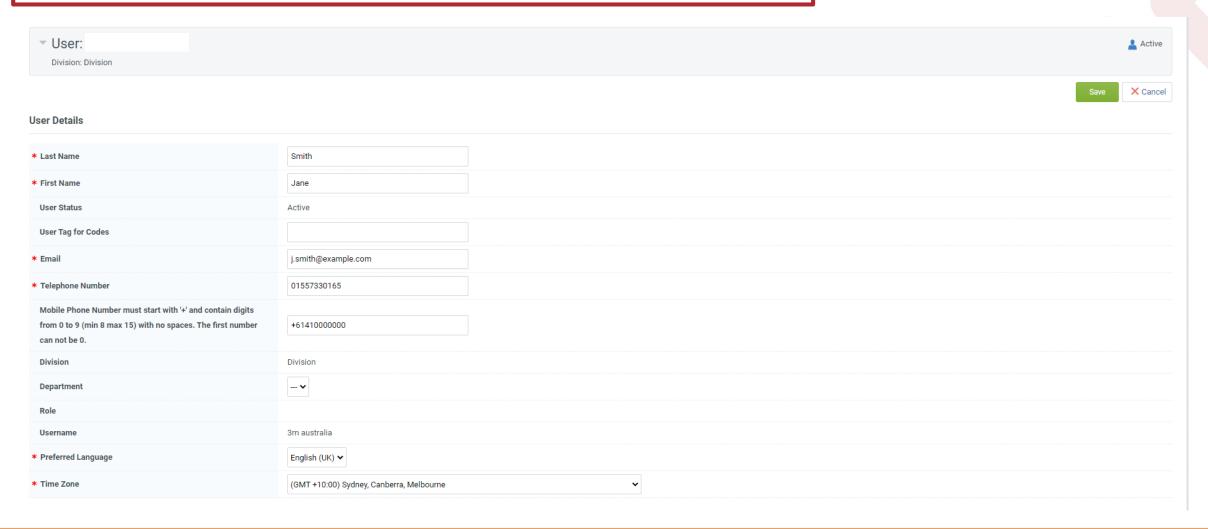
Next



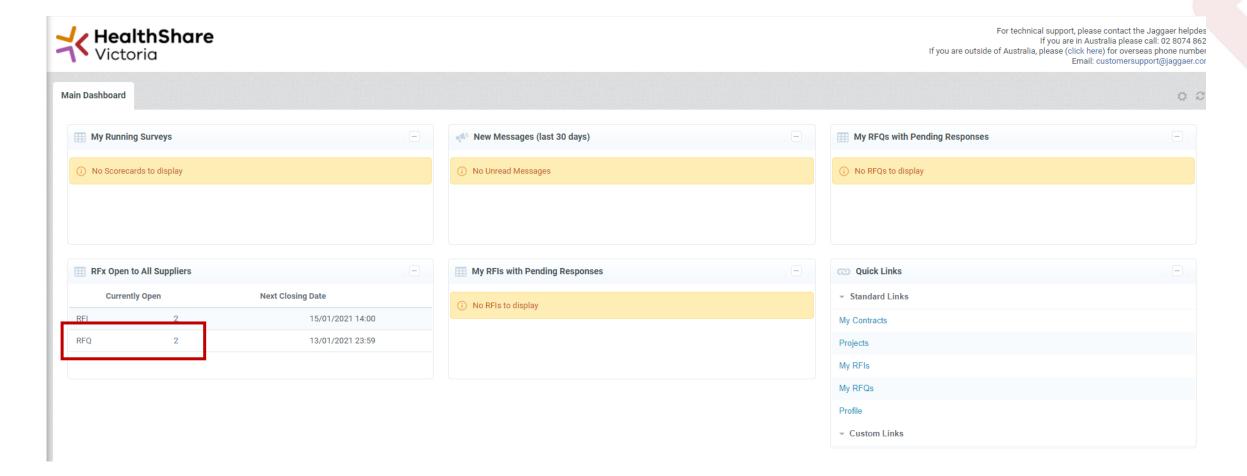
You will be directed to the Procurement Portal where you can access any open RFx or edit your personal profile



If you are the Super User you will receive all system alerts. Add additional contact email addresses to yours using; as a separator.

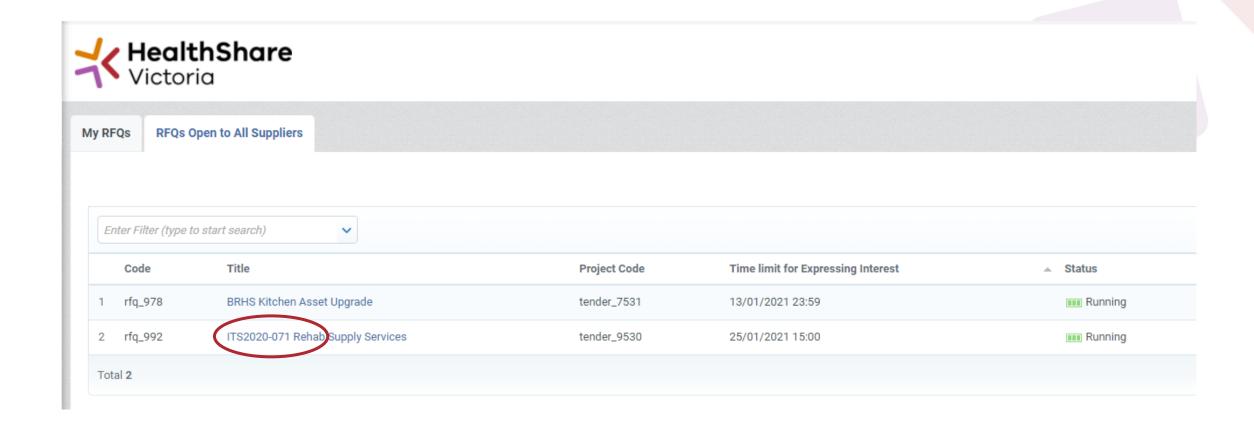


From the Portal click on the 'RFQ' line within the 'RFx Open to All Suppliers'





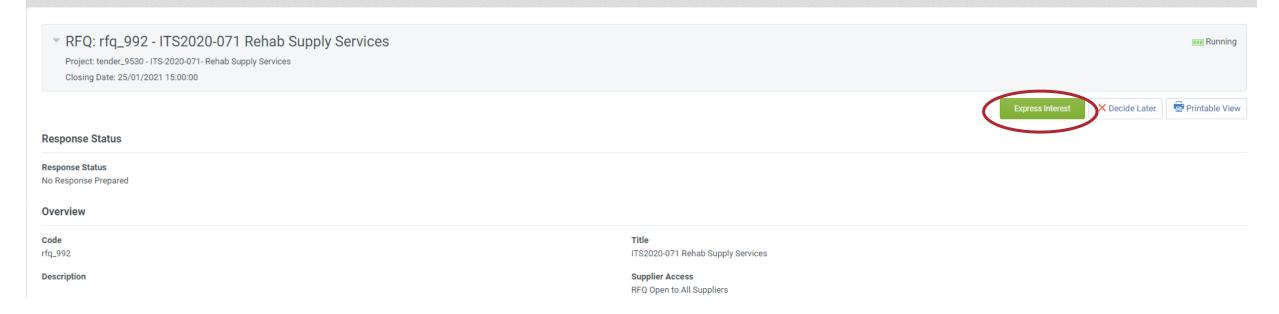
Select the tender you would like to express interest in



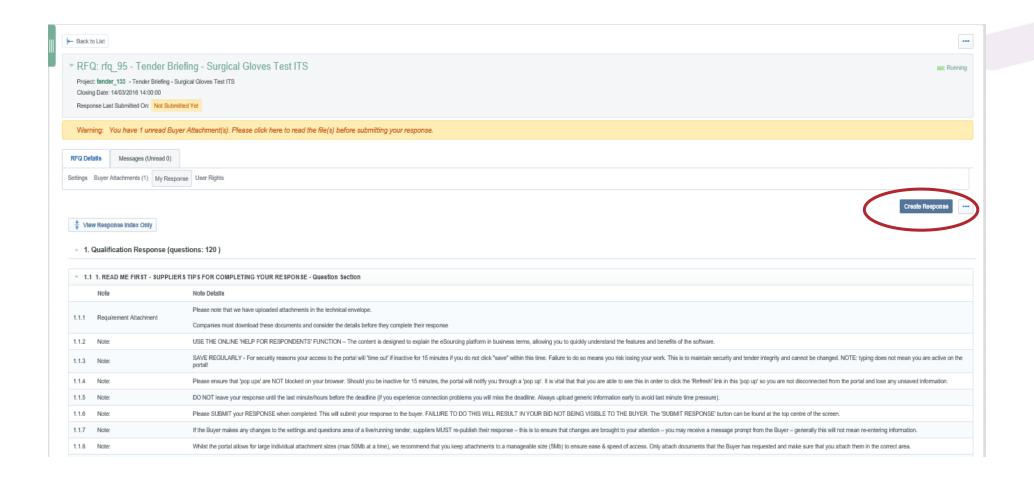
Click on 'Express Interest'. This is the only way to access the event.



For technical support, please contact the Jaggaer helpdes
If you are in Australia please call: 02 8074 862
If you are outside of Australia, please (click here) for overseas phone number
Email: customersupport@jaggaer.cor

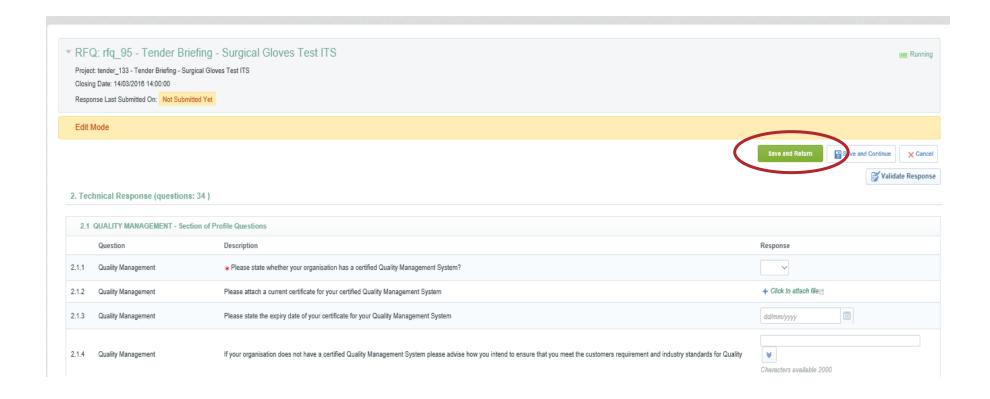


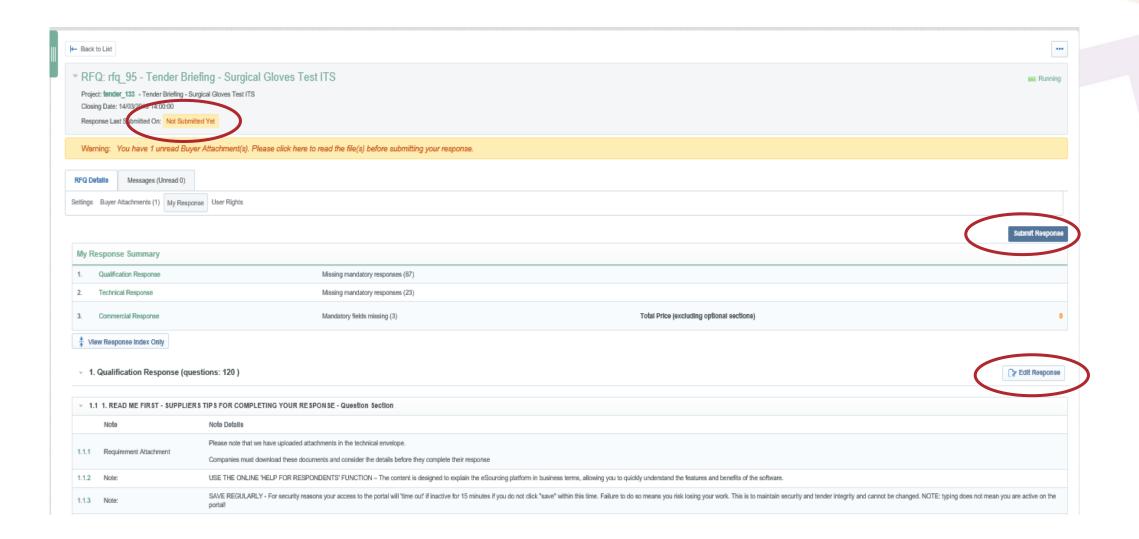
To populate the content of your tender response, click on 'Create Response'



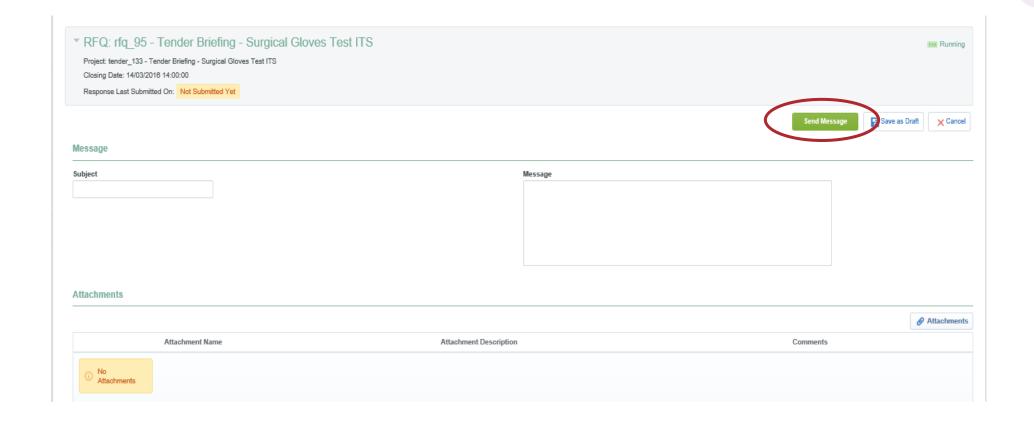
SAVE REGULARLY.

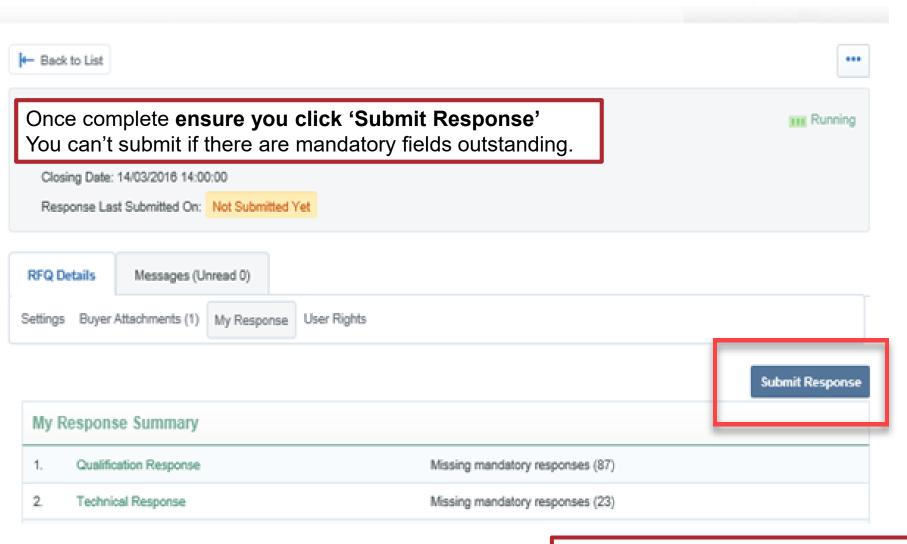
If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.



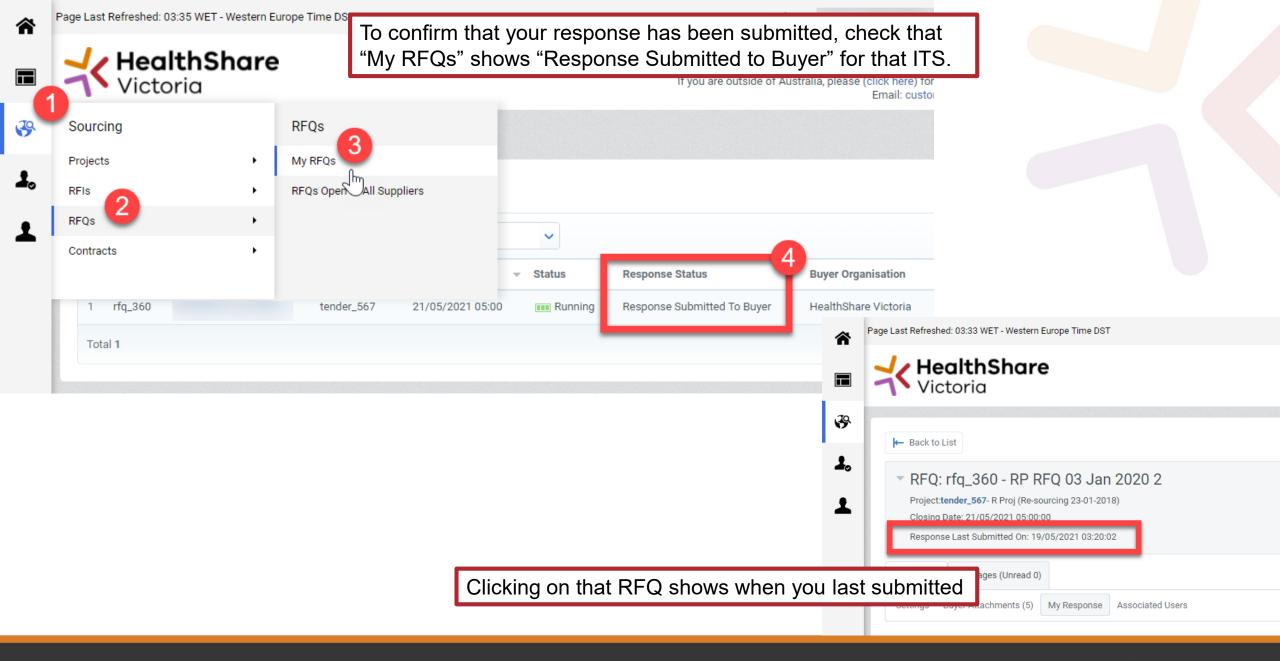


If you need to send a clarification question to HSV use the secure messaging function





Note that responses – including pricing – are sealed until tender close. Your response is locked and inaccessible to the buyer until then.





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
- Any files need to be attached against the relevant questions in the ITS.
- Remember to save regularly
- Check all questions on every tab on worksheets are answered.
- **Submit early** you can overwrite your information up to the time of closing. Late submissions can only be accepted if they meet the strict conditions of the *ITS* Late Responses clause
- Multiple users working on a submission can cause errors and delays. It is strongly recommended that only one user be logged on at one time to work on a submission.



Briefing Pack

The following documents will be available on HSV website: Contracts and Documents > Tenders (ITS) > HSVITS2023-009 Continence Management Products:

- Draft Statement of Requirement (SOR)
- Draft changes in category listing
- Reference Letter Template
- Industry briefing presentation slides

Please ensure to favorite the following cabinet: "HSVITS2023-009 Continence Management Products" to receive further updates.

Questions about the industry briefing, draft SOR and draft category listing can be sent to <u>j.tang@healthsharevic.org.au</u> and will close AEDT 12:00 on Tuesday 14 February 2022. HSV Q&A responses to be posted after this date.



END

Thank you