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Supplier Briefing

Defibrillators & Associated Consumables
HPVITS2023-070

Tuesday 22nd August 2023 (1:00pm- 2:30pm)

Nat Kamil; Category Manager

Agenda

HSV Overview

Project Team

Invitation to Supply

- ITS Objectives
- Contract Features
- Proposed Timeline
- Product Evaluation

SoR

Tender Response Worksheet

HSV Procurement Portal

Next Steps

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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.

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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 (VGPB) Strategic Sourcing Principles

Minister for Health

Department of Health

HSV Board

Sub-committees

HSV

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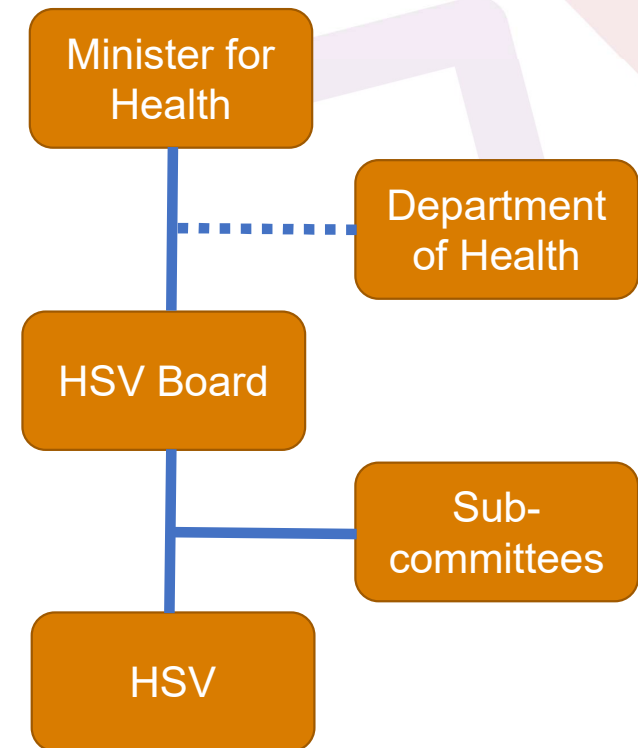
HSV Objectives

- Facilitate access to goods, services and equipment on best-value terms

- Collective purchasing power to establish whole-of-state contracts

- Foster supply chain and process improvement

- Ensure probity is maintained in all activities

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Victorian health suppliers minimum standards

- **Therapeutic Goods**
  – TGA approved

- **GS1 data standards**
  (NPC contract compliance obligation)

- **Recall Health**
  (contract compliance obligation)

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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 [Supplier Code of Conduct](#).

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.

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Project Team - Members

Nat Kamil
Category Manager
Lead for this ITS

Gordon Szegi
HSV Biomedical Advisor
Provide guidance and support on products, regulatory and general requirements of this ITS

Mark Lennen
Head of Sourcing- Equipment
Provide guidance and support to the sourcing program

Product Reference Group (PRG)
Representatives from VIC Public Hospitals
Assist with the development and endorsement of the ITS strategy and specification & award outcome

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Project Team - Roles & Responsibilities

Scope	Responsibility
Scope, Specification & evaluation criteria	HSV/PRG
ITS Evaluation, recommend award	HSV/PRG
Approve award	HSV
Execute contracts with suppliers	HSV
Place orders & receive goods/services	HSV/Health Service
Make payment	HSV/Health Service
Monitor contract performance	HSV/Health Service

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Invitation to Supply (ITS)

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ITS Objectives

- Achieve Best Value for Money (VFM)

- Expand scope and value under contract (Greenfield Categories)

- Create efficiency in tendering and category management through use of the National Product Catalogue (NPC)

- Transparent and efficient ITS process

- Develop supplier relationship management

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Contract Features

- **Structure:** Open Panel

- **Term:** 5+2 years

- **Scope:**
  - Inclusion of Cardiac Resuscitators & service and maintenance

- **Pricing:**
  - Bulk purchase (>1) of capital equipment, options & accessories - negotiable
  - Consumables / semi-consumables - fixed pricing
  - Mandate of volume breaks for equipment, semi-consumables and consumables
  - Mid-term price review mechanism

Contract Features

- **Header Agreement:**
  - Standardised T&Cs
  - Mandate of Service & Maintenance agreement and sales data
  - Introduction of Service Credits
  - Form of Order Template

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Timeline

Key Activities	Date
Industry Briefing Session- TODAY	22 August 2023
ITS Release Date	28 August 2023
Last date for ITS questions	20 September 2023
ITS Closing Date and Time	25 September 2023; 2PM AEDT
Evaluation and Clarification Period	August 2023- November 2023
Respondents advised of outcome	December 2023
Agreement Execution	December 2023
Health Service Notification of outcome	January 2023
Agreement Commencement Date	01 May 2024

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Distributors

Respondents nominating Distributors must:

- Provide nomination letter

- Reflected in TRW

- Inform Distributors of the ITS outcome

- Provide Distributors with contract

Successful respondents (Contract Holder) is accountable for:

- Product availability (backorders, recalls)

- HSV Sales reports and Stock on Hand Reports

- Correct invoice pricing

- Contract Variations

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Tendered Product References

Reference sites are required for:

- All products that are not on the current HSV contract

- Currently contracted products with nil usage (includes those on full award and conditional award)

Referees must:

- Be from the approved list of health services and specialities as per Tender Response Worksheet (TRW)

- No conflict of interest

- Be informed and agree to provide reference to HSV

- Contact details must be provided in the TRW

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Statement of Requirements (SoR)

- Used to validate supplier and product compliance

- Tendered Equipment in TRW must align with SoR & product catalogue

- List products in one sub-category only

- "Partially Comply" or "Does Not Comply" responses must provide comments / justification

- Must be submitted in full and only to be provided in the requested format in xls file only

- Refer to SoR file for categories in scope

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Product Catalogues

- Tendered Equipment in TRW must be in catalogue

- List equipment in only one subcategory as per TRW

- Health services use to evaluate products

- Must be submitted in full and only to be provided in the requested format in xls file only

- Do NOT add rows within table

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Tender Response Worksheet (TRW)

- Used to create product & price list

- Used for product evaluation

- Used to create the pricing schedule

- Referee details to be captured in TRW

- The TRW has changed since the last tender

- If you require a copy your latest pricing schedule extract, request via email after this session

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Tender Response Worksheet (TRW)

Instructions for completion

- Complete **all** requested information
  - Mandatory data missing = Product won't be awarded
- Only tender a product once, in most relevant subcategory
- The "Commercial" and "Clinical" tabs are linked for each Category by the "Auto populated" (Grey) Cells. <u>Do not override or delete these formulas</u>
- 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 HSV if required
- <u>Do not add or delete columns, or individual cells</u>, this may create unforeseen issues with the "Auto populated" cells for that category
- Provide responses in the requested format (and units if applicable)

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Data Integrity – Product Description

Product Naming Convention:

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

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 (as visible on the packaging): **(TEGADERM)** (Always enclosed in brackets)
- Manufacturer Part Number/Item number (as visible on the packaging): **1629**

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

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

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Data Integrity in TRW

Poor quality information may result in non-award of tendered items

- **Human and machine understandable descriptions** i.e. it must be easier for non-specialists to interpret e.g.
  - **No (or 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 among 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 Sets (and kits if applicable) must be listed
- Ordering part numbers & descriptions must be **complete and unique**

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Data Integrity in TRW

- The **UNSPSC** must be given to at least **Level 3** (preferably L4) (L3 = 42xxxx00)
- The **ARTG must have a number** or be listed as "EXEMPT" (TBC/TBA = 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 or Iowa)
- Use **commas or semi colons** to separate properties where appropriate
- **Use S.I. units**
- 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

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Data Integrity– TRW Errors

- **ITS Missing Data-By Category**
 - Use this summary to ensure the same number of products in the "Commercial" and "Clinical" tabs

- **ITS Missing Data-By Subcategory**
  - Use this summary to ensure the same number of products in each subcategory in the "Commercial" and "Clinical" tabs

- **ITS Missing Data-Full Breakdown**
  - Use this summary for a full breakdown of missing data and possible errors. In most cases hyperlinks from this sheet will take you straight to the error for speedy rectification.

Tip: If the TRW is running slow, set calculations to manual while entering data, and back to auto-calculate once finished to check if any data is incorrect or missed

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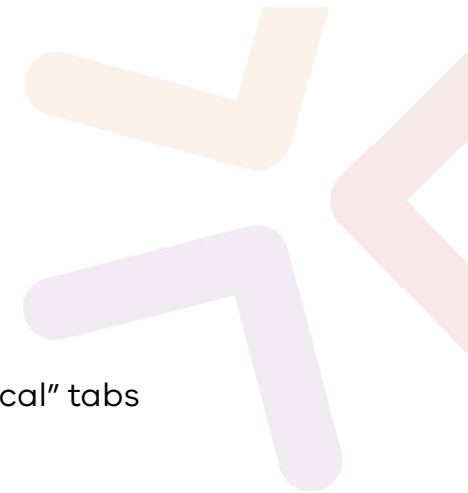
Tips for Responding

- Provide all requested information at time of tender

- Do not use acronyms or abbreviations

- Do not cross-reference 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.

- Recommended that only one user be logged on at one time to work on a tender submission.

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Questions?