

## Reference Groups

### What is a reference group?

For each sourcing project, HSV will engage a range of subject matter experts from Victorian public health services to form one or more Reference Groups. Reference Group members provide detailed and in-depth knowledge of the sourcing category and are critical in defining the sourcing strategy and minimum requirements.

### Executive reference group

#### Pre-tender

- Collaboratively determines and endorses the most appropriate sourcing strategy.
- Identifies risks and recommends mitigation strategies.
- Reviews recommended evaluation criteria and weightings.

#### Post-tender

- Reviews and endorses award recommendation.
- Facilitates operational implementation of the contract at the hospital or health service.

### Product or Service Reference Group

#### Pre-tender

- Collectively develops and approves a customised specification.
- Identifies evaluation criteria and weightings.
- Collaboratively determines minimum service requirements (Key Performance Indicators – KPIs) and contract management strategies.
- Identifies transition cost and risks.

#### Post-tender

- Evaluates tender responses and makes a collaborative award recommendation.
- Facilitates operational implementation of the contract at the hospital or health service.

### Why should I participate in a reference group?

- Your chance to ensure that the requirements of your health service are heard.
- Provide in-depth knowledge of the services/products being sourced to determine an appropriate scope.
- Lend your expertise to the project to ensure that HSV creates a contract that adequately captures the requirements of the state.

## What is expected of reference group members?

- Be the collective voice of their health service to ensure that the health service's requirements are considered in the sourcing strategy and specification.
- Actively participate in Reference Group meetings and discussion (face-to-face, via email and online).
- Review documentation prior to scheduled meetings.
- Attend face-to-face meetings at the HSV office (or arrange attendance via web or teleconference)\*

## Executive Reference Group

### Pre-tender

One 2-hour (approx.) meeting pre-tender.

### Post-tender

One hour to review the award recommendation to highlight any risks.

## Product Reference Group/Service Reference Group

### Pre-tender

- One half hour meeting with the HSV Category Manager either at your health service or over the phone to provide some background information on the project and ensure the reference group member understands the time commitments and effort.
- One full-day meeting to discuss specification, KPIs, evaluation criteria and weightings - depending on the complexity of the category and availability of reference group members this might possibly be done via email or screencast or video-conferencing
- One half-day meeting to finalise specification, KPIs, evaluation criteria and weightings (if required)

### Post-tender

- One half-day or full-day meeting to evaluate and grade responses (in some instances this can be completed remotely).
- One to two full-day meetings to finalise evaluation and develop and sign-off an award recommendation – if there is nothing contentious about the award and it is aligned with the evaluation plan, this could be done via circular resolution.

\*Note that these are typical meeting requirements; actual meeting requirements may vary depending on the complexity of the sourcing category.

At a maximum, time at HSV could be two days prior to tender release and three days after for the award recommendation (a total of five days).

At a minimum, no time spent at HSV but reference group members should allow a day to review the requirements prior to tender release and potentially seek further feedback from other stakeholders within your health service.

Reference group members are likely to need at least half a day to evaluate submissions (remotely) after tender release then another couple of hours at a later date to review the recommendation and identify any risks prior to endorsing the outcome (a total of two days).

### More information

If you have further questions about HSV Reference Groups, in the first instance you should contact the Category Manager in charge of the category you are interested in being a part of. You can find this information on the HSV website ([www.healthsharevic.org.au](http://www.healthsharevic.org.au)) under Tenders & Contracts.

For general enquiries, contact [helpdesk@healthsharevic.org.au](mailto:helpdesk@healthsharevic.org.au) or 03 9947 3900.