

Expression of interest - Development of detailed requirements for an e-portfolio to support prevocational (PGY1 and PGY2) medical training in Australia

1. Introduction

1.1 About the work

The Australian Medical Council Limited (AMC) is seeking expressions of interest to develop a detailed requirements document for an e-portfolio to support the implementation of a revised training framework for doctors in their first and second year of postgraduate (PGY1 and PGY2) training Australia. The detailed requirements will be used as the basis for a request for proposal and procurement process for the development of the e-portfolio.

The prevocational e-portfolio is a critical component of the revised Framework and will provide greater individual accountability for learning and support the assessment processes. It will also facilitate a longitudinal approach to prevocational training, providing a mechanism to support development across the two years and streamline administration of the program. The system will act as a central repository for prevocational doctors to record their learning and assessment.

1.2 About the organisation

The AMC is an independent national standards body for medical education and training. The AMC's purpose is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

The AMC is developing a revised two-year prevocational medical training Framework on behalf of the Medical Board of Australia and the Health Chief Executive Forum. The project scope includes an e-portfolio to support the implementation of the revised two-year framework. The AMC has been appointed to develop specifications for the e-portfolio.

1.3 About the EOI process

AMC will evaluate expressions of interest based on best value principles using the process summarised below.

The expression of interest process will commence on 8 December 2021 and close on 7 January 2022.

2. The National Framework for Prevocational Training project and e-portfolio

2.1 Project background and context

The AMC is developing a two-year framework for prevocational training on behalf of the Medical Board of Australia and Health Chief Executives Forum. The work includes the development of a two-year Capability and Performance Framework, Entrustable Professional Activities (EPAs) and specifications for an e-portfolio, on

behalf of the Health Chief Executives Forum (previously Australian Health Ministers’ Advisory Council). This work arose from Health Ministers’ 2018 response to the 2015 Review of Medical Intern Training.

The Health Ministers’ response to the 2015 Review of Medical Intern Training included a recommendation for national specifications for the e-portfolio with development and implementation at state and territory level. During the Framework Review, the AMC has received strong and consistent feedback from key stakeholders supporting a national approach to development and implementation of a prevocational e-portfolio. The AMC has submitted a proposal requesting consideration of a national approach to the e-portfolio. In the interim the AMC is progressing with developing detailed requirements.

AMC will complete the Framework review and development work in late 2021. 2022 will include preparation for implementation and the development of an e-portfolio. Implementation of the revised Framework is intended to commence in a phased approach across 2023 - 2024.

2.2 Project governance

The AMC is developing e-portfolio specifications on behalf of the Health Chief Executive Forum and as part of the review of the National Framework for Prevocational Medical Training.

The development and approval of the detailed requirements document will sit within the current Framework project governance processes (including expert and representative Committee and working party). Further information about project governance can be found on the [website](#).

The process of developing the detailed requirements will require engagement with a wide range of defined stakeholders groups (including government, postgraduate medical councils, prevocational doctors and health services).

3. Scope of work

3.1 Overview

The AMC has developed high level specifications for the e-portfolio which have been through multiple consultations with stakeholders to determine the key functions and requirements. These high level specifications will be used as the basis to develop the detailed specifications document and the most recent draft is available [here](#).

3.2 Deliverables/ outputs

The following describes the key outputs of the requirements document:

- Use specifications developed by the AMC to build a detailed requirements document to be used as the basis for a request for proposal and procurement process including:
 - System overview
 - Overall system architecture and components
 - Overall data requirements
 - Overall functional and architectural requirements
 - Ongoing configuration requirements
 - System functional requirements including:
 - Capabilities
 - Conditions
 - Interfaces

- User characteristics
- Integration/ migration requirements
- Non-functional and service requirements including
 - Policy and regulation requirements
 - User numbers
 - Performance requirements
 - System configuration
 - System administration
 - Security roles and permissions
 - Technical requirements
- Usability requirements
- System acceptance criteria

There is scope for the work to expand from the development of detailed requirements to the development of a request for proposal for an e-portfolio if a national system is agreed to and once the governance of the next stage of the project is confirmed.

3.3 Timeframes

It is proposed that the following timetable will apply. The AMC will strive to adhere to this timetable, however mitigating factors may affect proposed timetable.

Key Activity	Date
EOI phase	
Release of invitation for Expression of interest	8 December 2021
Expressions of interests close	7 January 2021
Successful applicant notified	Mid-January 2022
Requirements development	
Development of detailed requirements	January 2022
Completion date	February 2022

4. Expression of interest process

4.1 Process

The expression of interest will be conducted as follows:

- Application - Expressions of interest submitted according to template and addressing eligibility criteria
- Assessment/evaluation - Submissions will be evaluated according to the eligibility criteria listed below
- Successful applicant appointed.

Please note that in this evaluation, the AMC may seek information and referee reports from other sources. The selection of a preferred applicant will be based on the most efficient outcome for the Australian Medical Council and this involves assessing value for money and quality of service against this EOI.

4.2 Eligibility criteria

Submissions for expressions of interest must include and will be considered according to the following elements, which represent the criteria for selection of the provider.

Criteria	Weighting
Ability to meet outputs requirements	40%
Proposed methodology and approach	10%
Cost	30%
Timing	20%
Non weighted essential criteria	
Demonstrated experience of developing specification documents for similar organisations and systems	
Demonstration evaluation (Clarity and effectiveness of technical demonstration)	
Expertise of proposed project personnel	

4.4 How to apply?

Expressions of interest addressing the application template should be sent by email to prevac@amc.org.au and received by **COB on 7 January 2022**.

5. Contact details

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