



**Request for Tender: Development and
Implementation of a National E-Portfolio to
Support Prevocational (PGY1 and PGY2) Medical
Training in Australia**

Part A – Conditions for Participation

July 2023

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PART A – RFT Conditions for Participation

A0. Overview (including Key Dates and Lodgement Instructions)

The Australian Medical Council (AMC) is an independent national standards body for medical education and training. The purpose of the AMC is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community. Detailed information about the functions of the AMC can be found at <https://www.amc.org.au>.

The AMC is seeking to engage a supplier to develop and implement a National E-Portfolio solution that will support prevocational Postgraduate Year 1 (PGY1) and Postgraduate Year 2 (PGY2) medical training nationally in accordance with the Detailed Requirements (Part B).

The AMC may at its discretion also elect to engage the successful supplier who develops the National E-Portfolio solution to also provide ongoing support for the solution post-implementation.

Key Dates and Lodgement Instructions

RFT Issue Date	Monday, 3 July 2023
RFT Closing Time and Date	11.59pm AEST, Friday, 28 July 2023
Lodgement Information	As per online instructions. Alternatively, email responses including all required documentation to eportfolio@amc.org.au by RFT Closing Time and Date.
Use Email Subject:	National E-Portfolio Tender Submission - (<i>insert respondent organisation's name</i>)
Contact Officer (for all enquiries pertaining to this RFT):	David Sostaric National E-Portfolio Project Manager Email: eportfolio@amc.org.au
Additional Information	Applications to be submitted in line with these lodgement instructions. The AMC will not accept applications that are hand-delivered, delivered via post, or faxed.

A1. Invitation

Applicants are invited to make an offer that meets the requirements of this Request for Tender (**RFT**).

This RFT is expressly not a contract between the AMC and the Applicant. Nothing in this RFT or in any proposal is to be construed as to give rise to any contractual obligations, express or implied.

The AMC reserves the right to stop or vary the tender process, determine a shortlist of Applicants, negotiate or decline to negotiate with any Applicant, negotiate with more than one Applicant, or re-tender, at any time. The AMC is not bound to accept the lowest priced Tender or any Tender.

If the AMC makes a variation to the original RFT, we will take all reasonable efforts to ensure that the Addenda or supplement is given the same distribution as the original RFT.

A2. Enquiries by Applicants

All enquiries by potential Applicants for information should be addressed only to the nominated Contact Officer named in this RFT and should be made via email.

A3. Lodgement of Responses to RFT

Responses must be lodged by the RFT Closing Time and Date shown in this RFT. Late Tenders will not be accepted.

A4. Ownership of Proposal documents

All Tender documents become the property of the Australian Medical Council on lodgement.

A5. Non-Compliance

Any non-compliant Tenders may be excluded from consideration.

A6. Applicants to meet costs

Applicants are to meet all costs of responding to this RFT, including preparation, submission, lodgement and negotiation costs.

A7. Applicants to inform themselves

Applicants are considered to have:

- (a) examined the RFT and any documents referred to in the RFT;
- (b) satisfied themselves as to the correctness and sufficiency of their Tenders including prices.

A8. Improper assistance and collusive Proposals

It should be noted that the AMC shall exclude from further consideration, Tenders which have been compiled:

- (a) with improper assistance of employees, ex-employees, any consultant or adviser to the AMC; or
- (b) in collusion with other Applicants.

A9. Draft General Conditions of Contract

This RFT for the Development and Implementation of a National E-Portfolio to Support Prevocational (PGY1 and PGY2) Medical Training in Australia is comprised of the following parts:

- 1. Part A - Conditions for Participation
- 2. Part B - Detailed Requirements
- 3. Part C - IT Service Management Requirements
- 4. Part D - AMC Standard ICT Contract
- 5. Part E - RFT Applicant Information (to be completed by applicants)
- Workbook (to be completed by applicants)

Each part of this Tender must be satisfactorily completed by the successful Applicant at the sole discretion of the AMC. Where a part of this Tender is not satisfactorily completed, the AMC will reserve the right to exclude the Tender from further consideration.

A10. Conflict of Interest

You must declare any actual or perceived conflict of interest that is likely to arise if your submission is the successful Tender and how this conflict is proposed to be managed. This may include for example, where your organisation is also a product vendor or provider of technology solutions.

Where, in the opinion of the AMC, the conflict of interest is one that compromises the integrity of the Tender process and is unlikely to be satisfactorily managed, the AMC reserves the right to treat your submission as unsuccessful.

Response to Conflict of Interest should be provided in **Part E Section 2.2 Conflict of Interest**.

A11. Proposed Procurement Timetable

It is proposed that the following procurement timetable shall apply. We will strive to adhere to this timetable but reserve the right to vary dates whenever necessary. Where this timetable varies significantly, we will attempt to notify prospective Applicants as soon as is practicable.

Date	Activity
3 July 2023	RFT issued
28 July 2023	RFT closes
31 July – 11 August 2023	<ul style="list-style-type: none"> - Tenders evaluated by the Tender Evaluation Panel (TEP) - Shortlisted Applicants notified and invited to provide demonstration
14-25 August 2023	Shortlisted Applicants provide demonstration / deliver showcase to TEP
28 August – 8 September 2023	<ul style="list-style-type: none"> - Successful Applicant notified - Contract executed - Unsuccessful Applicants notified
Mid-September 2023	<ul style="list-style-type: none"> - Kick-off meeting - Work to commence

A12. Security, Probity and Financial Checks

We may, as part of the evaluation process, conduct such security, financial or probity checks as we consider necessary in relation to any Applicant, its officers, employees, partners, related entities and nominated subcontractors.

Applicants will be expected to provide reasonable assistance to us regarding such checks, including supplying further information as we may request.

Any failure by an Applicant to assist us in conducting these checks may have an adverse impact upon the evaluation of the affected Proposal.

A13. Notification

All Applicants will be informed in writing of the outcome of their submission at the earliest opportunity.

A14. Confidentiality of Applicant's Information

Applicants should note that if successful, parts of their response may be included in a subsequent contract. Applicants must identify any aspects of their Response or the proposed contract that they consider should be kept confidential, including reasons.

Applicants should note that the AMC will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, Applicants acknowledge that the AMC has the right to publicly disclose the information.

A15. Proposal documents

Responses to this RFT should include the following:

- Part E RFT Applicant Information (including responses to weighted evaluation criteria)
- Workbook (Excel), which has been designed to capture:
 - Company Details
 - Part B – Detailed Requirements;
 - Part C – ITSM Requirements; and
 - Pricing Information including:
 - Schedule of Service Charges
 - Implementation and Transition In
 - Changes and Transition Out
 - Schedule of Professional Rates

Evaluation of Proposals

A16. Criteria

The AMC will appoint a Tender Evaluation Panel (TEP) to review and select the successful Tender against the criteria summarised below (your responses should be provided in **Part E Section 7 Weighted Evaluation Criteria**).

Weighted Criteria	Weighting
1. Ability to meet the Detailed Requirements (Part B) within budget, including your experience and capability in developing e-portfolios for healthcare professionals (or other relevant experience or capability) <i>Word limit: 1,500 words</i>	40%
2. Proposed approach to successfully delivering a national E-Portfolio that can be officially launched by 1 January 2025 <i>Word limit: 600 words</i>	15%
3. Please describe the training and support you will provide to healthcare professionals during e-portfolio development and implementation <i>Word limit: 600 words</i>	15%
4. Please describe the user experience and design principles that you will apply to facilitate national e-portfolio usability and accessibility for health professionals <i>Word limit: 600 words</i>	15%
5. Budget/costs: Please provide a detailed indicative budget for the development and implementation of a national e-portfolio in consideration of RFT requirements and available funding <i>Word limit: 600 words</i> Note: Response to this criterion should include an estimate of envisioned ongoing costs following official launch of a National E-Portfolio by 1 January 2025 (e.g. ongoing licensing costs; annual SaaS subscription fees; other relevant costs).	15%
TOTAL	100%
Non-weighted essential criteria	
Evaluation of showcase / demonstration Note: Shortlisted applicants may be invited to provide a showcase / detailed demonstration against system and functional requirements (up to a 4-hour presentation).	
Ability of proposed e-portfolio to support needs of users and other relevant stakeholders (including the AMC and Postgraduate Medical Councils)	

Ability of the vendor to support ongoing operation, maintenance and support at a reasonable cost post-implementation (this may include but is not necessarily limited to future enhancements, help desk support, maintenance and other relevant costs)	
Quality of proposed project personnel	
Confirmation of ability to commence work by early September 2023	
References provided	
Conflict of Interest information	
Analysis of risks and how risks are proposed to be managed	
Ongoing operating costs	
Professional Indemnity Insurance (min. \$20 million)	
Public Liability Insurance (min. \$20 million)	
Product Liability Insurance (min. \$10 million)	

Shortlisted applicants will be invited to provide a detailed demonstration or showcase against the system requirements, with applicants presenting for up to 4 hours. The presentation should include the proposed implementation team. Weighted criteria will assist in shortlisting proposed applicants.

A final recommendation on the Applicant to be engaged will be made by the TEP in consideration of both weighted and non-weighted evaluation criteria, and in consideration of the detailed demonstration / showcase presentation by shortlisted Applicants.

A17. Your submission complying with all Parts of this Tender

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 AMC and this involves assessing value for money and quality of service against this RFT.