**Request for Tender for development of outline of Cancer Equity Framework**

**Tender/RFQ Process Objective**

The Victorian Comprehensive Cancer Centre Alliance Ltd, **VCCC Alliance**, is releasing a (public/market) call for Expressions of Interest (EOI) to find an external provider to scope and develop a Cancer Equity Framework (CEF).

**Background**

Victoria has some of the best cancer patient outcomes in the world and is recognised as having a leading cancer system. However, these positives are not experienced equally by all Victorians. People living outside of metropolitan areas, from lower socio-economic groups, who are Aboriginal and Torres Strait Islander or from culturally diverse communities, are more likely to be diagnosed with late stage or preventable cancer and have poorer experiences of care and outcomes.

There is an urgent requirement to better understand the needs of people in our community who are underserved by the current systems of cancer care. Effective responses need to be developed, regardless of geography, social, cultural, physical, or economic circumstances. The Health Equity Program will build on existing achievements, learnings, resources and data, engaging across and beyond the VCCC Alliance to establish new partnerships and strategies to contribute to addressing inequities in cancer care and outcomes.

A fundamental goal of the VCCC Alliance is improving outcomes for all Victorian patients with cancer. There is increasing recognition that to improve outcomes for all and eliminate health disparities between communities, more targeted and strategic work needs to be done. Scoping by the health equity team has determined that there is no overarching collation of principles, tools and resources for embedding health equity within cancer research training, consumer engagement and health service delivery. The creation of the Cancer Equity Framework will address this.

**Purpose**

The development of an outline of a Cancer Equity framework (CEF) is a key deliverable of the Health Equity Program (Program 8 within the [Strategic Program Plan](https://vcccalliance.org.au/about-us/strategy/strategic-planning/strategic-program-plan-2021-24/#:~:text=In%202020%2C%20the%20Victorian%20Government,of%20cancer%20outcomes%20in%20Victoria.)). Preliminary scoping has commenced using existing resources within the program; the focus has been on alliance partners. There is dedicated budget for the development of the outline of the CEF, as part of the formulation of the Health Equity Program.

The scoping to date has identified that while several equity frameworks exist, none of them are fit for purpose for application in the Australian cancer context. This RFQ represents the first step towards a practical cancer equity framework for implementation by all stakeholders in the system, including researchers, education facilities, consumers and health services.

**Scope**

The scope of work includes:

* Rapid review of literature (academic/peer-reviewed and grey) nationally and internationally to identify any existing equity frameworks and tools/resources
* Identification and ranking of evaluated or tested tools
* Assessment of validated tools’ suitability for the Australian cancer context
* Development of an outline of the Cancer Equity Framework with clear demarcation of themes and intended audiences
* Comprehensive documents detailing:
  + The location and format of existing validated good practice resources
  + Areas of the framework that require content generation

**Pre-evaluation Criteria**

1. This project needs to be undertaken in conjunction with community and/or consumer-based organisations. Where there is no contract or MOU between parties, providers must list organisations and demonstrate how community or consumer-based organisations will be involved in project design and delivery.
2. Adherence to the requirements of this tender process, and comprehensiveness of quote provided inclusive of ongoing support.
3. Providers should be able to demonstrate skills and experience in health research and in working collaboratively with community organisations using a participatory co-design methodology. Specific expertise in cancer research is desirable.
4. Integration with VCCC Alliance systems –
   1. Ability to work collaboratively with the VCCC Alliance team and other key stakeholders
   2. Acceptance of VCCC Alliance Agreement T&Cs
   3. Upon development, CEF will become the property of the VCCC Alliance. All processes, including research and scoping, undertaken as part of this project will remain the property of the VCCC Alliance.
5. An understanding of the health care system, health research industry and the barriers to achieving equity in cancer prevention, treatment, and care.
6. Effective project management and adherence to project deadlines and budget, including regular communication with the health equity team.

1 Applicant Details

Name of Business

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ABN

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Contact details

Name of Key Contact

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Address

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Email

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Phone:

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2 Team to Deliver Proposed Works

Please provide the names of key personnel that are proposed to contribute to delivering this proposal, including qualifications and any relevant background information.

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3 Relevant experience

3.1 Health equity

Please outline the experience and knowledge that the proposed team has in terms of health equity research, training and/or program delivery (300 words maximum)

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3.2 Community development, stakeholder engagement

Experience of community development and engagement, including experience of co-design methodologies (300 words maximum)

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3.3 Health Policy and Implementation Frameworks

Understanding and experience of the development and implementation of health policy and frameworks (300 maximum)

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3.4 Cancer prevention, treatment and care in the Australian context

Understanding and experience of cancer prevention, treatment and care in the Australian context (200 words maximum)

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3.5 Other relevant experience

Please provide any other experience relevant to this proposal (200 words maximum)

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4 Schedule of work

Outline the proposed schedule of work identifying:

* Key project milestone
* Methodology and tools used
* Resource allocation

The schedule should refer to the scope of the project and clearly propose start and end date of the proposed works. (800 words maximum)

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5 Quotation of works

Please provide an itemised quote (excluding GST) including a payment schedule linked to the schedule of works, key milestones and deliverables. The work is to be delivered at a fix-fee.

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6 Identified Risks and Issues

Please note any potential issues or risks with the proposed works, along with mitigation/management strategies. (200 words maximum)

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7 Other relevant information

Please provide any other information, including demonstrated experience, that you think might be relevant to this proposal. (200 words maximum)

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8 Referees

Please provide the contact details of two referees that the VCCC Alliance could approach to discuss this application.

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9 Declaration of Offer

Please provide a statement of the conditions of this offer

Signed:

Position:

Date:

**Key Selection Criteria**

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| **Criteria** | **Percentage** |
| Experience in the field of health equity | 30% |
| Community development and stakeholder engagement experience | 30% |
| Experience in relation to the development of health policy and frameworks | 20% |
| Budget approach and cost effectiveness | 10% |
| Overall experience and evidence of past performance as it relates to this RFQ | 10% |

**Timeline & Review Process**

The project is expected to be completed within 6 months of award date.

Review process

The EOIs will be reviewed using the following process:

1. Completeness of application
2. Ranking and shortlisting against criteria (below)

The EOI evaluation panel will consist of:

1. Chair, Equity Advisory Group, VCCC Alliance
2. Consumer member, Equity Advisory Group, VCCC Alliance
3. Two Equity Advisory Group ordinary members
4. Health Equity Manager, VCCC Alliance
5. Head, Quality and Strategic Initiatives, VCCC Alliance

*NOTE:*

\* The EOIs received will be reviewed by a panel of experts from the VCCC Alliance and its members, as well as any external experts as required.

\* Strict confidentiality regarding any submissions by respondents will be adhered to and is noted in the *Terms and Conditions.*

\* Please note that costs associated with additional staff salaries and/or third-party fees are not considered in scope for this EOI. Respondents should limit details of their indicative costings to the provision of the services outlined above.

\* Respondents may be called upon to provide additional details, and/or to meet with the VCCC Alliance project management team to clarify any aspect of their submission.

\* The successful respondent/potential vendor will be asked to undertake a process to enter into a contract with the VCCC Alliance.

**The VCCC Alliance procurement processes will be adhered to at all times. These processes aim to align with the Victorian Government Purchasing Board policies.**

For further information about this RFQ, please contact the Health Equity Manager, Dr Vijaya Joshi: [vijaya.joshi@unimelb.edu.au](mailto:vijaya.joshi@unimelb.edu.au)

RFQs should be submitted no later than 5pm on Monday 5th September 2022 to [vccc-contracts@unimelb.edu.au](mailto:vccc-contracts@unimelb.edu.au)