



Request for Quote (RFQ)

Consumer Leadership Masterclass Program

RFQ Issued: Monday 17 June 2024

RFQ Due Date: Monday 8th July 2024, Close of Business

Extended to 15th July 2024, Close of Business

Submit RFQ response to: contracts@vcccalliance.org.au



1. Purpose of RFQ

VCCC Alliance Ltd, trading as VCCC Alliance, is releasing a (public/market) Request for Quotation (RFQ) to find an education provider to develop and implement an immersive, multimodal consumer leadership masterclass program.

A unique partnership has been established with the VCCC Alliance, Monash Partners Comprehensive Cancer Consortium, Regional Trial Network Victoria, Cancer Council Victoria, and the University of Melbourne to support and amplify consumers throughout the cancer sector. Collectively, the partnership aims to build consumer capacity and capability for system-wide change in engagement practices.

1.1 Contact

If you have queries about this RFQ document, please contact Program Manager, Consumer Leadership Pauline Ryan at Pauline.ryan@vcccalliance.org.au

2. Background

In December 2023, the Victorian State Government announced funding for the '[Consumers Leading Transformational Change in the Cancer Sector](#)' research partnership. This statewide initiative will support key projects, including consumer-led research, and development and implementation of a consumer leadership program as a pathway for consumers to gain knowledge, skills, and confidence to enhance their contribution to cancer-related care delivery, research, and education. The multi-organisation collaboration is committed to address engagement challenges in the cancer sector through collaborative, consumer-led approaches. In addition, to develop a statewide network of consumer leaders whilst building consumer, and organisational capability through implementation.

3. Outline

The education provider will be responsible for delivering co-design methodologies aimed at empowering diverse consumer leaders in the development and implementation of an immersive, multimodal leadership program (pilot with 20 participants). This can include online modules and in-person workshops, designing curriculum, setting learning objectives, defining evaluation metrics. In addition, to facilitate consumer project placements across the partner organisations including support and structure for consumers, supervisors, and consumer mentors. Implementation of the leadership program will embody practices to enable cancer consumer leaders as co-educators, mentors, facilitators, and presenters.



4. Major deliverables

The Consumers leading transformational change in the cancer sector views the paramount importance of a shared vision to enable consumer leaders. Whilst this RFQ is responsible to co-design and deliver an immersive, multimodal consumer leadership masterclass, the initiative overall is steadfast in pursuing the following aims within a research paradigm:

- Execute a consumer-led research project to evaluate consumer influence.
- Co-design and deliver an immersive, multimodal consumer leadership masterclass.
- Develop a network of diverse consumer leaders to promote equity and embed with projects in clinical care, research, and education across Victoria.
- Embrace a paradigm of action research, research, and reflection contributing to the scholarship around the value of consumer leadership.
- Facilitate knowledge and resource sharing across partners for collective benefit.
- Serve as a catalyst for advancing effective consumer engagement practices.

Table 1: Outline of deliverables

	Activity	Deliverable	Due
1	Consumer Leadership masterclass curriculum development	Use co-design methodologies to plan, develop and deliver an interactive, multimodal, skill-based consumer leadership masterclass: <ul style="list-style-type: none"> • Analyse and identify educational needs with consumer leaders • Curriculum for online modules • Curriculum for in-person workshop • Learning objectives • Evaluation metrics. 	Q4 2024
2	Consumer Leadership masterclass delivery	Work together with a Working Group of consumers and key stakeholders to: <ul style="list-style-type: none"> • Deliver skills-based consumer leadership masterclass with online and in-person workshops • Develop and deliver a minimum of six (6) online learning modules. 	Q4 2025
3	Consumer placement	Plan and design consumer placement program with consumer including: <ul style="list-style-type: none"> • Aims and objectives • Placement selection and supporting resources for supervisors and organisations • Evaluation metrics of placement, supervisor, and organisations. 	Q2 2025
4	Consumer mentor	Design and implement a consumer-peer mentor program for masterclass participants.	Q2 2025



5	Evaluation of Consumer leadership masterclass	<ul style="list-style-type: none"> Evaluation report of consumer leadership masterclass, based on developed evaluation metrics (either stakeholder surveys, focus groups or interviews). Ensure evaluation and quality improvement processes align with the research intent and outcome (in conjunction with the Research Fellow) 	Q3 2026
6	Reporting and administration	<ul style="list-style-type: none"> Develop reports, briefs, and presentations to communicate outcomes and progress Report to the program Steering and Working Groups as required. 	Continual

5. Partnership support

The following can be provided to support the work detailed in this RFQ:

- Program plan submitted to the Department of Health (in confidence).
- Guidance from Program Manager, Consumer Leadership and Senior Manager Consumer Involvement, VCCC Alliance (project lead).
- Support and collaborative opportunities with the Research Fellow, Collaborative Practice Centre, University of Melbourne.
- Support in-kind from across the partner organisations.

6. RFQ response inclusions

Organisation (if applicable)	Name of Business ABN Contact details Name of Key Contact Address Email Phone
Team to Deliver Proposed Works (if for organisational application)	Please provide the names of key personnel that are proposed to contribute to delivering this proposal, including qualifications and any relevant background information.



Please outline relevant experience providing provide 2-3 examples of evidence for the following:	
Co-designing a Health Project	<ul style="list-style-type: none"> Competency and experience in co-design methodologies with health consumers. Evidence of working with underserved populations and community groups. Experience in digital or other platforms to ensure equity of consumer and community engagement.
Stakeholder mapping and engagement	<ul style="list-style-type: none"> Experience in stakeholder mapping, including consumers, and engagement in a health, research and/or education environment. Evidence of approaches to reflect a broad and diverse engagement practice that reflects the Victorian community. Evidence of experience with adult learning practices
Cancer prevention, treatment, and care in the Australian context	<ul style="list-style-type: none"> Understanding of cancer control including cancer prevention, treatment, and care in the Australian context.
Schedule of work	<p>Outline the proposed schedule of work identifying:</p> <ul style="list-style-type: none"> Key project milestone Methodology and tools used Resource allocation. <p>The schedule should refer to the scope of the project and clearly propose start and end date of the proposed works using Table 1 deliverables as a structure.</p>
Identified Risks and Issue	Please note any potential issues or risks with the proposed works, along with mitigation/management strategies.
Other relevant information	Please provide any other information, including demonstrated experience, that you think might be relevant to this proposal.
Referees	Please provide the contact details of two referees that the VCCC Alliance could approach to discuss this application.

7. Budget

Respondents are to provide an itemised quote (excluding GST) including a payment schedule linked to the schedule of works, key milestones and deliverables (Table 1). The work is to be delivered at a fixed fee.

Total project budget range over the full Term
\$250,000 - \$290,000 (inclusive of GST)



8. Declaration of Offer

Please provide a statement of the conditions of this offer

Signed:

Position:

Date:

9. Key Selection Criteria

Educational background, teaching/facilitation Skills	Possess relevant academic qualifications in education, public health, design thinking, or related disciplines. A master's degree or higher is preferred. Capable of designing and delivering workshops, training sessions, and educational programs for adult and diverse audiences.
Competency and experience in co-design methodologies	Demonstrated proficiency in co-design methodologies, participatory design, and co-creation processes, preferably in healthcare or related fields.
Consumer and community engagement	Experienced in consumer engagement principles and organisational practices to enable best practice. Track record of working with underserved populations and community groups.
Communication and collaboration skills	Exhibit excellent verbal and written communication skills, with experience in developing educational materials. Proven ability to collaborate with multidisciplinary teams and stakeholders to develop co-design initiatives.

10. Review Process

The RFQ will be reviewed using the following process:

1. Completeness of application
2. Ranking and shortlisting against criteria (below)
3. The applicants must declare any conflicts of interest and enter into confidentiality agreement with the VCCC Alliance, via completing a VCCC Alliance Conflict of Interest and Confidentiality Undertaking Deed.
4. Terms and conditions are non-negotiable.



NOTE:

- * The RFQs received will be reviewed by an independent group of representatives.
- * Strict confidentiality regarding any submissions by respondents will be adhered to and is noted in the *Terms and Conditions* (available upon request). Respondents should sign and return this form together with their response to the RFQ
- * Please note that costs associated with additional staff salaries and/or third-party fees are not considered in scope for this RFQ. 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 service provider will be asked to undertake a process to enter a contract with the VCCC Alliance. The respondent will need to accept VCCC Alliance Terms and Conditions of contracting.

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

Timeline for RFQ

Request for quote process opens **Monday 17 June 2024** till the close of business **Monday 15 July 2024**.

- Potential education providers to submit queries until the 30 June 2024.
- Application review: 16-19 July 2024.
- Potential education providers will be notified and might be invited to meet with the VCCC Alliance team for interviews by 27 July 2024.

Contact Details

Program Management:

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Contract Management:

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General queries:

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