

Leading for Impact Program Leadership Program Development Request for Quote



Request For Quote (RFQ) Objective

The objective of this request for quote process is to find a provider to design, develop and deliver/facilitate a bespoke leadership program for cancer workforce and consumers, for the Leading for Impact program. This will also involve evaluating materials (such as the Leadership Capability Matrix and Leadership Learning Road Map) that have been developed and leveraging of these and consultation with key stakeholders.

Organisational Background

The [Victorian Comprehensive Cancer Centre Alliance](#) (VCCC Alliance) is Australia's first and largest comprehensive cancer centre providing a multidisciplinary, integrated approach to cancer research, education, and clinical care. It is a powerful alliance of 10 leading research, academic and clinical institutions working together to accelerate and amplify leading-edge cancer research, knowledge, and expertise to benefit the Victorian community and to improve outcomes for Victorian cancer patients. Our alliance members include many of Victoria's premier medical research organisations and hospitals. We have affiliate collaborations with a growing number of regional cancer centres and work closely with many organisations in the health and medical sectors.

Project Background

Over its history, the VCCC Alliance has developed a range of high-quality educational products, services and collaborations and integrated education into all our programs of work. A key focus of the VCCC Alliance Strategic Program Plan (SPP) 2021-24 is building diversity and excellence in leadership across the cancer sector. This is done through an equitable and exceptional leadership program that supports empowerment, unity, cultural change, and improved patient outcomes and experiences.

The Leading for Impact program is formally known as Develop Leadership Skills and Empowerment of Researchers, Clinicians and Consumers. It is one of the ten programs of work that make up the VCCC Alliance SPP. Effective and cohesive leadership can significantly benefit the healthcare workforce and overall culture while also positively influencing patient outcomes and experiences. Yet our perception of what and who leadership is, is changing and evolving. In health settings, the patient experience has been elevated in importance. In cancer discovery, consumers, clinicians and researchers are working more closely together to overcome complex problems, recognising that harnessing a collective effort is the way to deliver the most meaningful gains. The ability and willingness to participate in collaboration must be fostered and requires a new era of leadership where diversity and partnership are championed.

By creating and delivering a leadership program that empowers and prioritises the development of an inclusive leadership mindset across all areas, the VCCC Alliance will be well positioned to stand as a world-leading cancer collaboration.

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Measures of Success of Provider

- Adherence to the requirements of this RFQ process, and comprehensiveness of quote provided.
- Ability to work collaboratively with VCCC Alliance team, Leading for Impact Steering Group and other key stakeholders.
- An understanding of the health care system, and the educational needs of the workforce.
- Appropriateness of experience and expertise in healthcare and consumer involvement; education within the clinical services and medical research institutes, tertiary and specialist college sectors including medical, nursing, allied health, professional development etc.
- Effective project management and adherence to project deadlines and budget.
- Ability to address the deliverables to an exceptional quality, in a timely manner, to budget and the satisfaction of all stakeholders.
- Ability to engage in quality improvement process and incorporate feedback

Scope

The project requires the design, development and delivery/ facilitation of a bespoke leadership program for cancer workforce and consumers, for the Leading for Impact program. The program should include but is not limited to the following focus areas/domains in:

- Leads self: Demonstrates integrity and resilience and is reflective to ensure continued growth
- Performance driven: Demonstrates critical thinking to enact and evaluate evidence-based plans
- Innovates and collaborates: Welcomes diversity to enhance collaborative problem solving across boundaries
- Shares vision: Motivates and inspires others to see connections between the organisational vision and their work

The provider is expected to review documentations including the SPP 2021-2024, Leading for Impact program's vision, missions, principles, leadership capability matrix and leadership learning road map. Interviews with key stakeholders (up to 10) will also be a key component of the consultation process.

Budget

The scope of the budget of approx. \$50,000 - \$75,000 with the option of additional budget for clearly defined add-ons. The following should be considered and outlined:

- Establishment of relationships, roles, and responsibilities
- Review of pre-existing materials
- Consultation
- Research
- Production of a bespoke leadership program
- Consultation and iteration
- Communications and finalisation

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- Delivery/ facilitation of program (3 runs, up to 30 participants each run)

As a guide, potential providers should consider use of the following examples to illustrate their approach, capabilities, and costings. Potential providers are free to add additional examples if they choose to do so.

Deliverables

A bespoke leadership program for cancer workforce and consumers, for the Leading for Impact program. The program should address the focus areas/ domains listed in the 'Scope' section.

The bespoke leadership program should comprise of the below, amounting to approximately 10 hours of time commitment:

- 1-hour pre-course work – online
- Providing participants with their leadership profiles
- 1-day case studies and skill practice – face-to-face with an option for an online run. Preference is for face-to-face modality. The 1-day case studies and skill practice may be ran via online modality, depending on government restrictions.

These will include:

- A project schedule - Develop a schedule for the entire project of work that identifies expected delivery dates for key deliverables and review periods
- Consultation points with VCCC Alliance team to ensure project adheres to deliverables
- Consultation points with appointed expert leadership working group to formulate the program and communication plan
- Fortnightly progress reports (either written or via progress meeting)
- Detailed document that outlines the content of the major pieces of work
- Consultation plan including meetings with VCCC Alliance team and Leading for Impact steering group, timelines, and evaluation questions
- Implementation of the consultation and review of all documentation
- Design and development of the bespoke leadership program and implementation plan
- Presentation of the bespoke leadership program at appropriate fora e.g., Leading for Impact steering group meetings
- Delivery/ facilitation of the finalised bespoke leadership program course content – 3 runs
- Incorporating feedback from quality improvement process and evaluation
- Provide training and support of VCCC Alliance team if appropriate.

Please note these deliverables will be decided upon with the successful provider.

Schedule

- RFQ process opens 21 November 2022 – 9 December 2022
- Potential providers will need to respond to the RFQ by 16 December 2022
- Potential providers will be notified and interviewed by 20 January 2023
- Second round interviews may be necessary
- Providers should be able to provide their services from February 2023 to June 2024

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- February 2023 – May 2023: Design and develop bespoke leadership program with VCCC Alliance
- June 2023 - June 2024: Deliver/ facilitate 3 runs of bespoke leadership program.

The schedule can be brought forward if the successful provider is able to meet the timelines earlier

The EOIs received will be reviewed by a panel of experts from the VCCC Alliance. Strict confidentiality regarding any submissions by potential providers will be adhered to. Potential providers may be called upon to offer additional details, presentations and to meet with the VCCC Alliance project team to clarify any aspect of their submission. All conflicts of interest must be declared, via completing VCCC Alliance Conflict of Interest and Confidentiality Undertaking Deed.

The successful provider will be asked to enter a contract with the VCCC Alliance. Unsuccessful applicants will be notified of the decision and be provided with feedback regarding the decision. The VCCC Alliance RFQ processes will be always adhered to. These processes aim to align with the Victorian Government Purchasing Board policies regarding procurement.

Evaluation Criteria

1. Understanding of the VCCC Alliance and education in the cancer sector
2. Demonstrated experience in developing educational products and services
3. Demonstrated experience and understanding in the provision of education within the tertiary healthcare, and research sectors including medical, nursing, and allied health training programs, consumers, professional development etc.
4. Ability to meet the measures of success outline above.
5. Demonstration of working with an alliance and responding to group needs.
6. Evidence of capacity to conduct the consultation and deliver the finalised bespoke leadership program and implementation plan by the end of February 2023 or earlier.
7. Value for money
8. Fee structure for additional programs of work.

Submission requirements

Respondents are to submit a proposal to outline:

- A written submission which responds to the evaluation criteria and measures of success.
- Examples and referees of previous experience, in a related field, with an Alliance organisation.
- Demonstration of understanding of the Alliance and our needs for this provision of services
- Indicative costs
- Personnel involved in the provision of services and their relevant experience and how they will participate in the work
- Risk mitigation strategies, in the event of key personnel unable to continue

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Contract Management

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Project specific queries

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RFQs should be submitted no later than 5pm Friday 16 December 2022 to vccc-contracts@unimelb.edu.au, with email copy (cc) to chan.g1@unimelb.edu.au