



Request for Quotation (RFQ)

Impact Report for the VCCC Alliance

RFQ Issued: Tuesday 2 April 2024
RFQ Due Date: Tuesday 16 April 2024, 5.00PM AEST
Submit RFQ response to: contracts@vcccallyiance.org.au

1. Purpose of RFQ

The VCCC Alliance Ltd, trading as VCCC Alliance, is releasing a (public/market) Request for Quotation (RFQ) to find an external provider to develop and produce an Impact Report for VCCC Alliance covering activities accomplished both as part of the *Strategic Program Plan (SPP) 2021-2024* (available for download at <https://vcccalliance.org.au/about-us/strategy/>), and as part of the VCCC Alliance's broader strategy

1.1 Contact

If you have queries about this RFQ document, please contact Associate Head, Quality and Strategic Initiatives, Dr Joanne Britto, joanne.britto@vcccalliance.org.au.

2. VCCC Alliance background

Vision

The vision for the VCCC Alliance is to save lives through the integration of consumer-engaged cancer research, education, and patient care.

Founded in the holistic principles of the internationally recognised Comprehensive Cancer Centre model, the VCCC Alliance brings together 10 of Victoria's leading research, academic, and clinical institutions to achieve what can only be done through state-wide collaboration. Together we will improve outcomes in cancer in metropolitan, regional and rural Victoria, and forge novel approaches to cancer research, education, and patient care for all.

Operating Environment

The VCCC Alliance, adopting a collective impact approach, brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), the University of Melbourne, Walter and Eliza Hall Institute of Medical Research, The Royal Women's Hospital, The Royal Children's Hospital, Western Health, St Vincent's Hospital Melbourne (including St Vincent's Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children's Research Institute to improve outcomes for people affected by cancer.

This is achieved through the VCCC Alliance SPP 2021–2024, a Victorian Government initiative to help deliver the *Victorian cancer plan 2020–2024*. The SPP 2021–2024 is funded by a 3.5 year agreement administered through the Department of Health to 30th June 2024. Funding is to develop, implement and deliver 10 programs of work with goals, key performance indicators (KPIs) and key measures set out in the SPP 2021–2024. The VCCC Alliance also supports other areas of work as part of its strategy, including the [Master of Cancer Sciences](#), [SKILLED Clinical Trial Internships](#) and [Statewide Consumer-led Research Partnership](#).

3. VCCC Alliance strategy

The 10 programs of work span 4 key goals of Discovery, Acceleration, Equity, and Leadership. Additionally, the VCCC Alliance has other programs of work that fall outside the SPP remit. These include the Victorian COVID-19 Cancer Network and education programs such as SKILLED and the Master of Cancer Sciences, and the Statewide Consumer-led Research Partnership. These additional programs achieve important outcomes and evaluation metrics. The VCCC Alliance is seeking to produce an Impact Report that captures the SPP 2021-24 achievements as well as expanding on evaluations from these other programs.

The objectives of the Impact Report are to:

1. Summarise the achievements of the Strategic Program Plan (SPP) 2021-24 containing the 10 programs of work across 4 key goals of Discovery, Acceleration, Equity, and Leadership.
2. Summarise achievements in other VCCC Alliance activities and areas of work (e.g. Master of Cancer Sciences etc.)
3. Identify impact of collective achievements at the state, national and international levels
4. Focus recognition of areas of impact through the grouping of activities into themes
5. Examine the impact of investment for improving patient outcomes
6. Finalise an impact scorecard to support tracking of the VCCC Alliance impact against strategic priorities, and any unintended benefits that have occurred.

4. RFQ scope

The scope covers the necessary work to identify VCCC Alliance's key areas of impact and produce an Impact Report as per the deliverables outlined in Table 1.

The VCCC Alliance has internal resources in Communications, Education, Research, and Quality and Strategic Initiatives Teams who will be available to support various aspects of the work outlined. The VCCC Alliance team will also draw in other key teams and leadership groups, such as the Distributed Leadership, SPP programs committees and working groups, Board sub-committees, and VCCC Alliance Board, to support the engagement, sense checking, and successful implementation of this work.

The key deliverables for this piece of work are to:

- 1. Develop a Framework for the Impact Report including identification of key stakeholders, engagement plan, impact themes, data sources and timeline.**

The VCCC Alliance has a program logic, defined evaluation areas for the whole SPP 2021-24, and a program evaluation framework for each of the ten programs. As an additional resource, the SPP has an external mid-program evaluation report that can be referenced. To complement this work, the successful tenderer will analyse existing evaluations, program logics, reporting, and data sources to identify and plot key elements and stages of the Impact Report process.

Outputs:

1. A short report outlining the approach, identification of key impact themes and justification for their focus in the Impact Report (5-10 pages)
2. A timeline of activities in the form of a GANTT chart or similar

2. Collection of data

VCCC Alliance Program Managers will provide any available data that is collected as part of routine monitoring and evaluation, by 14 June 2024. The successful tenderer will analyse available data, noting any gaps in data required to produce the Impact Report. Once identified, the successful tenderer will develop a plan to collect any missing data. This process will be assisted by institutional knowledge and relationships held by VCCC Alliance staff and stakeholders.

Outputs:

1. A short report summarising and grouping currently collected data into themes
2. Identification of any missing data and a plan for collection

3. Collective Impact Dashboard for the VCCC Alliance

Develop a strategic approach to measuring VCCC Alliance's impact by reviewing and integrating all current, and routinely collected measures into a collective impact scorecard. This will include current and new board metrics, Benefits Management Plan metrics, program measures, and any other routinely collected measures that can demonstrate organisational impact against current and future strategic goals.

Early work was completed on this activity in 2023 and can be made available to be developed further to support the finalisation of a visual scorecard that the VCCC Alliance can use to promote its impact on the cancer education and research environment.

Outputs:

1. Collective Impact Dashboard and scorecard
2. Identification of data sources and owners to allow dashboard to be updated in the future

4. Impact Report

An Impact Report of no more than 20 pages, organised thematically, using evidence, narratives and case studies to demonstrate the VCCC Alliance's Impact to cancer patients and the cancer research and education sector.

Outputs:

1. Draft Impact Report
2. Final Impact Report

While the exact areas of the Impact Report are yet to be determined, the VCCC Alliance strategy identifies the key area of regional engagement, consumer involvement, and health equity. It is anticipated that these three (3) themes will be included in some format within the Impact Report.

The RFQ scope *excludes* venue hire and catering associated with any in-person workshops. It is expected that the successful candidate would work with both internal and external parties to align the new pieces of work (Impact Report) to relevant other concurrent work such as government advocacy work and funding directions related to cancer research, education, and care.

5. VCCC Alliance support

To support the work detailed in this RFQ, VCCC Alliance will provide:

- Draft Evaluation framework outlining the overall evaluation and data collection plan for each of the ten programs
- SPP document 2021-2024
- Department of Health Annual and Interim reports (2021-2024)
- BMP baseline and progress reports
- Draft work completed on the Impact Dashboard in 2023
- Stakeholder lists to assist the selection of invitees for focus groups and interviews
- Consumer involvement data (2021-2023)
- Victorian Department of Health Centre for Evaluation and Research Evidence 2023 evaluation of the VCCC Alliance
- Activity specific evaluations that have been completed

6. Major deliverables:

Table 1 – Major deliverable for VCCC Alliance Impact Report 2024

	Activity	Deliverable	Due
1.	Document the framework that defines the final structure of the impact report	<ol style="list-style-type: none"> 1. A short report outlining the approach, identification of impact themes and justification for these (5-10 pages) 2. A timeline of activities in the form of a GANTT chart or similar 	10 May 2024
2.	Collection and analysis of data	<ol style="list-style-type: none"> 1. A short report summarising and grouping currently collected data into themes 2. Identification of any missing data and a plan for collection 	12 July 2024

3.	Collective Impact Dashboard for the VCCC Alliance	<p>Review the early work completed in 2023. Map existing data sources and processes, missing elements and develop a template for a collective impact dashboard suitable for internal and external purposes.</p> <p>Map a process to indicate progress towards the long-term impact of VCCC Alliance in reaching strategic goals.</p> <p>Provide a prototype that VCCC Alliance can use to demonstrate impact to date and can continue to grow to show the ongoing progress in the key strategic areas.</p>	26 July 2024
4.	Draft Impact Report	Develop a draft report for VCCC Alliance feedback and final report following feedback.	30 August 2024
5.	Final Impact Report	Final report for VCCC Alliance, incorporating feedback	20 September 2024

Activities 1-5 of the project are expected to be completed by 20 September 2024.

7. RFQ response inclusions

Organisation	Name of Business ABN Contact details Name of Key Contact Address Email Phone
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.
<p>Please outline relevant experience providing provide 2-3 examples of evidence for the following:</p>	
Impact Reporting	<ul style="list-style-type: none"> The proposed team has experience and knowledge in impact reporting in a health, research and/or education environment. Include how this has been completed and provide two examples of previous work that has been undertaken to demonstrate this experience

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 • Includes how you have approached this and what resources you draw on, to reflect a broad and diverse approach that reflects the Victorian community. • Previous experience with use of digital or other platforms to ensure equity of community and consumer engagement
Problem identification and synthesis	<ul style="list-style-type: none"> • Understanding and experience in the development and implementation of health policy and frameworks • Synthesis of large amounts of qualitative and quantitative data into a meaningful written and visual document that can be utilised for future work and presentations.
Cancer prevention, treatment, and care in the Australian context	<ul style="list-style-type: none"> • Understanding and experience of cancer prevention, treatment, and care in the Australian context
Impact Evaluation Scorecard	<ul style="list-style-type: none"> • Experience in developing an impact evaluation scorecard that is easily understood and supports presentation of key relevant evidence supporting strategy implementation
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>
Quotation of works	<p>Please 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.</p>
Identified Risks and Issue	<p>Please note any potential issues or risks with the proposed works, along with mitigation/management strategies.</p>
Other relevant information	<p>Please provide any other information, including demonstrated experience, that you think might be relevant to this proposal.</p>
Referees	<p>Please provide the contact details of two referees that the VCCC Alliance could approach to discuss this application.</p>

8. 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
\$120,000 - \$150,000 (inclusive of GST)

9. Declaration of Offer

Please provide a statement of the conditions of this offer

Signed:

Position:

Date:

10. Key Selection Criteria

Criteria
Experience in the field of Impact Reporting
Stakeholder engagement experience
Experience in relation to the understanding and implementation of health policy and frameworks, with a desirable component being in relation to cancer
Budget approach and cost-effectiveness
Overall experience and evidence of past performance as it relates to this RFQ

11. 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.

The RFQ evaluation panel will consist of:

1. Head QSI Team, and two other members of the VCCC Alliance Leadership Team.

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 attached *Terms and Conditions*. 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 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 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 **2 April 2024** till the close of business **16 April 2024**.

- Potential providers to submit queries until the 12 April 2024
- Application review: 16-19 April 2024
- Potential providers will be notified and might be invited to meet with the VCCC Alliance team for interviews by 26 April 2024

Contact Details

Program Management:

Dr Joanne Britto joanne.britto@vcccallyance.org.au

Contract Management:

Faiza Usman Faiza.usman@vcccallyance.org.au

General Queries:

Craig Zanker craig.zanker@vcccallyance.org.au