

# Expression of Interest

## Guidance document

### Community Group Suicide Prevention Capability and Capacity Building Program

Expression of Interest released: 8 December 2023

Deadline for submissions: 29 January 2024

*Well People, Resilient Communities across the Murrumbidgee*

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While the Australian Government has contributed to the funding of this document, it has not reviewed the content and is not responsible for any injury, loss or damage however arising from the use of or reliance on the information provided in this document.

Murrumbidgee Primary Health Network acknowledges and pays respect to Aboriginal and Torres Strait Islander peoples and Elders past, present and future as custodians of all country in Australia.

# 1 OVERVIEW

Murrumbidgee Primary Health Network (MPHN) has been funded by the Department of Health and Aged Care (the Department) under The Targeted Regional Initiatives for Suicide Prevention. This initiative builds on the success of the national suicide prevention trials and supports regional initiatives for suicide prevention in Primary Health Networks.

Under this measure, MPHN is seeking to support eligible community groups to increase their capability and capacity in suicide prevention through evidence-based suicide prevention activities and to support increased connection with other similar groups across the region.

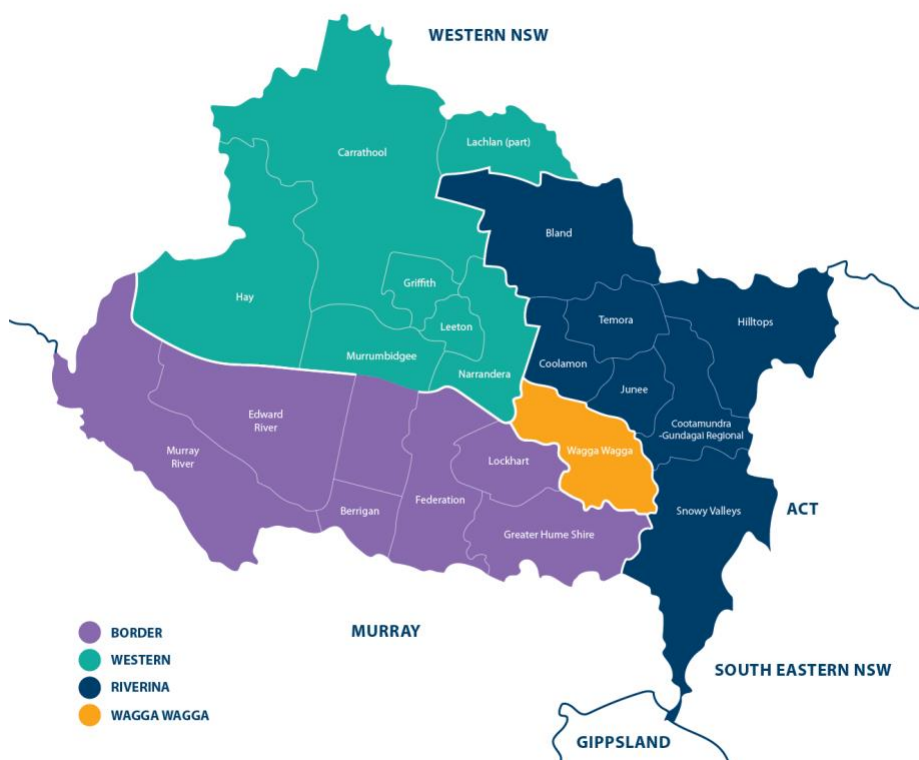
# 2 MURRUMBIDGEE PRIMARY HEALTH NETWORK

Murrumbidgee Primary Health Network (MPHN) is a not-for-profit organisation servicing more than 252,358 people, living across a land mass of 126,124 square kilometres. It is one of 31 local and independent PHNs established nationally to support the primary healthcare sector and improve health outcomes, particularly for those at-risk populations.

MPHN achieves this by understanding the region’s health needs to inform:

- Funding services to meet population health needs;
- Integrating local services and systems and improve coordination of care; and
- Supporting the development of a local sustainable health care workforce through quality improvement and professional development.

For more information regarding Primary Health Networks, visit the [Department of Health](#) website.



### 3 OPPORTUNITY ON OFFER

MPHN invites established OR currently establishing community groups who have a focus on suicide prevention and /or mental health located within Murrumbidgee PHN region, to apply. This could include wellbeing action groups, mental health action groups, suicide prevention networks or collaboratives.

This opportunity is twofold with funding provided to community groups to:

1. Identify and implement suicide prevention specific activities to help build their capability and capacity of their group and/or community in suicide prevention; and
2. Engage in a community of practice facilitated by MPHN to support community groups to connect, network, share learnings, participate in training opportunities and support newly establishing community groups.

#### **1. Building capability and capacity:**

Locally led grassroots community groups will be supported to undertake activities that address an identified suicide prevention need by:

- Building capability and capacity to respond to suicidality within their local community.
- Raising awareness of suicide prevention and aftercare services and encouraging help seeking behaviours.
- Empowering communities to take a preventative approach to reduce the risk of suicide.

Identified suicide prevention activities will need to be evidence-based or evidence-informed, be community driven and demonstrate long-term benefits for the community group and the community they operate within.

#### **2. Establishing a Community of Practice:**

To facilitate the establishment of a Community of Practice, MPHN will host an initial workshop with successful applicants, to understand what strategies are currently being implemented by the community groups, any support needs required, training needs and future goals. This workshop will be delivered face to face or online, depending on the geographical spread of the participating groups. Successful applicants will be required to participate in this initial workshop.

After this workshop MPHN will support the establishment and ongoing coordination of the Murrumbidgee Community Group Suicide Prevention Community of Practice (CoP). It is envisaged the Community of Practice will meet monthly in the initial stages to support the establishment of the CoP with meetings moving to bi-monthly once the group is well established. The initial workshop will occur in March 2024 with the establishment of the Community of Practice following soon after. Successful applicants will be required to participate in this Community of Practice.

## 4 FUNDING

This is a competitive offer of funding.

Funding is available to support up to six eligible community groups with activities to be completed by 30<sup>th</sup> November 2024. Each successful group will receive \$7,000.00 (GST exclusive) to support:

- development and implementation of capability and capacity building activities and
- participation in the initial CoP workshop.

Additional funding in line with ATO travel rates will be available to cover travel costs associated with face-to-face attendance at the initial workshop, if required.

MPHN is keen to identify community groups interested in joining the Community of Practice once established. Please use the EOI response form to indicate your interest is joining the CoP. Please note, participating in the CoP once established has no attached funding.

## 5 ELIGIBILITY TO APPLY

To be eligible to apply groups must be:

- Established OR currently establishing community groups who have a focus on suicide prevention and /or mental health
- Located within Murrumbidgee PHN region.
- Have an ABN and associated bank account\*

\* Applicants will be asked to provide an ABN in the name of their organisation or community group and bank account details for direct deposit of funds. Organisations without an ABN will be required to partner with a local community organisation who permits use of their ABN and associated bank account for the grant activity and will sign a legal document verifying their permission.

## 6 AGREEMENT AND REPORTING

Successful applicants will enter into a grant agreement with MPHN. Once the grant agreement has been executed, MPHN will issue an RCTI (Recipient-created tax invoice) and transfer funds using the bank account details provided by the applicant.

All participating groups will be required to participate in an overarching evaluation which may include survey or focus group at commencement and completion of the program. In addition, all participating groups will need to complete a short evaluation report at the completion of the funded activity that describes the outcomes achieved, as well as a brief financial acquittal.

## 7 HOW TO CONTACT US

For any enquiries relating to this opportunity, please reach out to MPHNs point of contact as below.

Our Point of Contact

**Name:** Emma Bromham

**Title/role:** Suicide Prevention Lead

**Email address:** emma.bromham@mphn.org.au

**Phone:** 0436 608 203

## 8 TIMELINE FOR THE EXPRESSION OF INTEREST (EOI) PROCESS

Milestone	Date
EOI documents released	8 December 2023
<b>CLOSING DATE for EOI (via tenders@mphn.org.au).</b> (Late applications will not be accepted)	29 January 2024
<b>Evaluation of submissions and contract negotiations</b>	8 February 2024
Successful applicants notified and contacted	12 February 2024

This timeline is provided as a guide. MPHn reserves the right to make alterations to the timetable for this EOI process. Please ensure that any persons listed as the contact for the submission are available to respond if required.

## 9 DEVELOPING AND SUBMITTING YOUR EOI

An EOI Response Form (in Word format) was emailed with this Guidance Document. Interested and eligible groups are invited to complete the Response Form and submit it as set out below.

Email: Please email your completed EOI Response form to: [tenders@mphn.org.au](mailto:tenders@mphn.org.au)

The EOI response form template includes the following areas we will be evaluating to select the successful groups.

Submission criteria	
1	What is the Name of your community group?
2	What is the geographical area or communities your group covers?
3	What is the focus and purpose of your group? E.g., suicide prevention, mental health.
4	<p>Is your group:</p> <ul style="list-style-type: none"> <li>- an already established community group OR</li> <li>- are you a group who are currently in establishment stage?</li> </ul> <p>Please list:</p> <ul style="list-style-type: none"> <li>- names of group members</li> <li>- organisational affiliations</li> </ul> <p>How long has your group been established/establishing for?</p>
5	<p>Select which opportunity you are applying for?</p> <ul style="list-style-type: none"> <li>- the funding opportunity and participating in the Community of Practice</li> <li>- participating in the Community of Practice</li> </ul>
6	<p>Describe the suicide prevention activities or initiatives you are proposing to implement. (500 words)</p> <p>Include in your response how this activity will:</p> <ul style="list-style-type: none"> <li>- build capability and capacity to respond to suicidality within your local community.</li> <li>- raise awareness of services and encourage help seeking behaviours.</li> <li>- empower community to take a preventative approach to reduce risk of suicide.</li> <li>- represents value for money.</li> </ul> <p><i>Refer to section 10.4 for activities that are out of scope.</i></p>
7	<p>Are all the members of your group willing to be part of this opportunity?</p> <p>And do group members have capacity to commit to the requirements of your proposed activity?</p>
8	<p>Is your group currently receiving, or has recently received, funding or other supports from government agencies, MPHn or similar organisations or peak bodies?</p> <p>If yes, please provide details of this funding and/or supports.</p>

## 10 ASSESSING SUBMISSIONS.

### 10.1 Criteria for assessing submissions.

Expressions of interest will be assessed by a suitably qualified evaluation panel using the following criteria:

- Does the EOI meet the eligibility requirements as set out in *Section 5 Eligibility*.
- To what extent does the response to Question 6 meet the following objectives:
  - Build capability and capacity to respond to suicidality within their local community.
  - Raise awareness of services and encourage help seeking behaviours.
  - Empower community to take a preventative approach to reduce risk of suicide.
  - The application represents value for money.
- MPHNS may use information provided in Question 7 to prioritise EOI applications that demonstrate strong membership engagement with the activity.
- MPHNS may use information provided in Question 8 to prioritise EOI applications from groups that have not received funding to encourage establishment of new groups across the region

### 10.2 Respondents to provide additional information

MPHNS may request additional information considered necessary to evaluate the response.

### 10.3 Acceptance of responses

Acceptance or rejection of a response is at the absolute discretion of MPHNS. MPHNS may accept no responses(s) or any response(s), whether conforming or not.

### 10.4 Activity OUT of scope for funding

Applications which include any of the following elements are ineligible for funding and will be declined:

- initiatives that duplicate existing activities and services
- activities that are more appropriately funded under another funding source
- initiatives that require ongoing funding beyond the EOI timeframe
- alcohol purchases, or events where alcohol consumption is a key component of the activity
- projects that subsidise commercial activities (e.g. ongoing business operational costs)
- capital works or construction, including refurbishment, repair or maintenance of existing community infrastructure
- purchasing of assets (e.g., buildings, vehicles, or other equipment)
- creating memorials
- funding events that have already occurred
- purchasing of merchandise for sale
- fundraising activities such as raffles etc.
- events that require a cost for community to participate, such as an entry fee
- insurances



# 11 CONDITIONS OF THIS EXPRESSION OF INTEREST

## General

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1. Nothing in the EOI gives rise to a process contract or any other right.

## Your Proposal

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2. You must:
  - a. familiarise yourself with this EIO document and documents included with or referred to in this document;
  - b. ensure your Proposal complies with the requirements set out in the EOI;
  - c. satisfy yourself that you are not participating in any anti-competitive, collusive, deceptive or misleading practice in or in relation to Your Proposal;
  - d. submit your Proposal as set out in the EOI;
  - e. be an entity with the capacity to contract or a natural person at least 18 years of age with legal capacity; and
  - f. have an Australian Business Number (ABN).
3. You agree that Your Proposal is open for us to accept for 60 working days (or any longer period specified in the EOI) from the Closing Time.
4. Verbal representations by or on our behalf do not bind us.
5. Your participation in the EOI process is at your sole risk and cost.
6. Proposals may not be amended after submission.

## Evaluation

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7. We will only agree to extensions to the Closing Time in exceptional circumstances and, if approved, the extension will apply equally to all Respondents.
8. We will not consider any Proposals received after the Closing Time unless the Proposal is late due to Our mishandling or error.
9. We intend to evaluate proposals in accordance with these Conditions and the EOI.
10. We will not evaluate any Proposal that does not meet a Mandatory Condition in the EOI.
11. We reserve the right to contact your referees, or any other person without notifying you.
12. We may engage individuals outside our organisation to assist with evaluation or evaluate Proposals.
13. We reserve the right at Our discretion to:
  - a. reject any or all Proposals;
  - b. evaluate or not evaluate any or all Proposals;
  - c. accept or not accept any or all Proposals;
  - d. negotiate with one or more Respondents;
  - e. seek clarification or additional information from, or enter into discussions and negotiations with, any or all Respondents;

- f. terminate or suspend or alter the EOI for any reason;
  - g. resume a terminated or suspended EOI ;
  - h. accept Proposals in relation to some and not all of the scope of activity described in the EOI, or contract with one, more than one or no Respondent on the basis of the Proposals received;
  - i. take any course of action We consider appropriate in relation to the EOI.
14. We reserve the right at Our discretion to shortlist one or more Proposals and request the Respondent to submit a Best and Final Offer (BaFO) in relation to all or certain aspects of their respective Proposal. For the avoidance of doubt, these Conditions continue to apply to the submission of any BaFO. MPHN is under no obligation to give Respondents the opportunity to submit a BaFO.
15. We will tell all Respondents of our final decision.

### **Legislative and other requirements and privacy**

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16. You acknowledge that We may be subject to requirements under Our Funding Deed. This may involve disclosing Your details and details about any contract We enter with You. The *Freedom of Information Act 1982* may apply to information we hold about You.
17. You agree to comply, and to ensure that Your officers, employees, agents and subcontractors comply with the *Privacy Act 1988* (Cth).
18. All applications and any accompanying documents become Our property. Ownership rights of all information, reports or data remain unchanged.

### **Probity and confidentiality**

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19. You must tell us immediately if any actual, potential or perceived conflict of interest arises.
20. If You consider that We have failed to provide a fair right to be considered as a Respondent or that You have been prejudiced by a breach of these Conditions, You must provide us immediate notice including details of the alleged failure or breach.
21. Attempting to exert influence on the outcome of the assessment process by lobbying Us, directly or indirectly, will be grounds for disqualification from the EOI process.
22. You must identify any part of your Response that you consider should be kept confidential and provide reasons for that. We will take reasonable steps to treat your information as confidential if it is consistent with the requirements of our Funding Deed to do so.

### **Definitions**

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**Closing Time** means the closing time specified in the EOI.

**Conditions** means these conditions.

**Funding Deed** means our funding deed with the Commonwealth of Australia.

**Mandatory Condition** means a condition of the EOI that is mandatory.

**Proposal** means a proposal submitted in response to the EOI.

**Request for Proposals** or **EOI** means any request for proposals, tenders or expressions of interest we issue.

**Respondent** means any person or entity that submits a Proposal in response to the EOI.

**We** or **Us** means first Health Limited trading as Murrumbidgee Primary Health Network.

**You** means you the Respondent.