Industry Briefing
Enteral Feeding & Oral Nutrition Support – Supplementary 2017
HPVITS2016-018.001

Monday 21 August 2017, 1:30pm
Agenda

1. HPV Overview
2. Invitation to Supply (ITS)
3. Tender Response Worksheet (TRW)
4. HPV Procurement Portal
5. Questions
Presentation Information

• Industry Briefing presentation slides
• Part 5 – Statement of Requirements, Addendum 1

Register on the HPV Website as a supplier and add this category as a Favourite to receive updates
Enteral Feeding and Oral Nutrition Support

Current Contract

Description
Provision of a range of Enteral and oral nutrition products to Victorian public hospitals and health services and includes home enteral nutrition services.

Option Period
2 x 2 years

Option (14/02/2018 to 13/02/2020) - Extension of contract price review and Supplementary ITS
HPV is looking into the extension of the current contract with a possible supplementary tender been conduct on selected sub-categories to incorporate ENFit compliance devices into the contract.

Please register your company on HPV website and favourite this contract number for more updates to come.
Health Purchasing Victoria (HPV) Overview
At Health Purchasing Victoria (HPV) we help public health care services deliver high quality patient care by ensuring they have a reliable and agile supply chain.

We do this by:
✓ Partnering with them to organise collective contracts for the things they buy.
✓ Providing advice and education on how to get their supply chain working at its best.
✓ Ensuring Victorian Government health purchasing policies are complied with.
HPV Organisation

- Independent statutory authority established in 2001, funded by the Department of Health
- Receives legislative support (through Competition and Consumer Act exemptions) to establish whole of health contracts
- Processes based on the VGPB Strategic Sourcing Principles
HPV Objectives

- Facilitate access by public hospitals and health services to goods, services and equipment on best-value terms
- Combines the collective purchasing power of more than 80 legal entities to establish whole-of-health contracts
- Foster supply chain and process improvement, through developing relationships with suppliers and health services
- Ensure probity is maintained in purchasing, sourcing and contracting activities
Project Team

Product Reference Group
- Representative from VIC public hospitals and health services
- Determine scope, strategy, specification, weightings and outcomes

HPV Senior Head, Procurement Operations Transformation – Dylan Cross
- Provide guidance and support to the sourcing program

HPV Senior Category Manager – Jared Tang
- Authorised person for this ITS

HPV Clinical Product Advisor – Judy Esson
- Provides guidance and support to the Category Manager on medical products requirement and clinical/regulatory matters

HPV Category Officer – Michele Phey
- Provides support to the Category Manager

HPV Sourcing Analyst – James Jayalath
- Develop analysis tools, provides financial analysis and assists with evaluation

Health Purchasing Victoria  |  Working with Victoria’s health sector to achieve best-value supply chain outcomes
## Responsibilities

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine scope, high-level strategy, risks</td>
<td>HPV/PRG</td>
</tr>
<tr>
<td>Develop specification and evaluation criteria</td>
<td>HPV/PRG</td>
</tr>
<tr>
<td>Develop, release and receive Invitation to Supply</td>
<td>HPV</td>
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<tr>
<td>Evaluate ITS and recommend award</td>
<td>HPV/PRG</td>
</tr>
<tr>
<td>Endorse and approve award recommendation</td>
<td>HPV CEO / Procurement Committee (PC)</td>
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<tr>
<td>Execute contracts</td>
<td>HPV</td>
</tr>
<tr>
<td>Place orders and Receive goods and/or services</td>
<td>Health Services</td>
</tr>
<tr>
<td>Make payments</td>
<td>Health Services</td>
</tr>
<tr>
<td>Monitor contract performance</td>
<td>HPV, Contract Management Group and Contractors</td>
</tr>
<tr>
<td>Analyse sales reports</td>
<td>HPV Data Administrator</td>
</tr>
</tbody>
</table>
Invitation to Supply (ITS)
In Scope – Open to Market

The scope for this supplementary Invitation to Supply (ITS) are as follows:


- Subcategory 02.03 – < 1 Kcal/mL (<4.2 kJ/ml) Non Milk type without added fibre
- Subcategory 02.11 – 1.5 - 2 Kcal/mL (6.3 – 8.0 kJ/ml) Milk type with added fibre
- Subcategory 02.12 – 1.5 - 2 Kcal/mL (6.3 – 8.0 kJ/ml) Non Milk type without added fibre
- Subcategory 03.02 – Level 150 Fruit Juice Base
- Subcategory 03.07 – Level 400 Fruit Juice Base
- Subcategory 03.12 – Level 900 Fruit Juice Base
- Subcategory 04.01 – Thickening Agents
- Subcategory 05.01 – Glucose Polymers
In Scope – Open to Market

- Subcategory 05.02 – Protein Powder
- Subcategory 05.05 – Combination Product
- Subcategory 06.01 (renamed) – Pump-driven administration sets – with or without ENFit
- Subcategory 06.02 (renamed) – Gravity administration sets – with or without ENFit
- Subcategory 06.03 (renamed) – Feeding bags with integral administration sets – with or without ENFit
- Subcategory 09.01 – Enteral Syringes, non sterile – oral
- Subcategory 09.02 – Enteral Syringes, sterile – oral
- Subcategory 09.03 – Enteral Syringe Accessories – oral
  - Note: Category 9 has been renamed from Oral Dispensers to Enteral Syringes and Accessories
In Scope – Open to Market

B) Greenfield categories:

- Subcategory 07.02 – Enteral Syringe Driver Feeding Pumps
- Subcategory 09.04 – Enteral Syringes, non sterile - ENFit
- Subcategory 09.05 – Enteral Syringes, sterile - ENFit
- Subcategory 09.06 – Enteral Syringe Accessories - ENFit
Out of Scope

The Supplementary ITS does not include:

- Categories not listed for a supplementary ITS will undergo a price review and will be restricted to incumbent suppliers only.

- Price Review will not be conducted through the Procurement Portal. The price review has been communicated to the incumbent suppliers via email for their response.

- Any products currently on other active HPV contracts
### HPVITS2016-018.001 Tentative Timetable

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Briefing Session</td>
<td>21 August 2017</td>
</tr>
<tr>
<td>Supplementary ITS release</td>
<td>30 August 2017</td>
</tr>
<tr>
<td>Supplementary ITS close</td>
<td>14:00 AEST 20 September 2017</td>
</tr>
<tr>
<td>Last time and date for enquiries</td>
<td>10:00 AEST 15 September 2017</td>
</tr>
<tr>
<td>Evaluation completion</td>
<td>October 2017</td>
</tr>
<tr>
<td>Respondents advised of outcome</td>
<td>November 2017</td>
</tr>
<tr>
<td>Agreement Commencement Date</td>
<td>14 February 2018</td>
</tr>
</tbody>
</table>
ITS Features

• Current Contract Term: 2 year principal period with 2 x 2 year option (2+2+2).

• The outcome of the price review and supplementary tender will take effect upon exercise of the first Option period which is for a term of 2 years.

• Fixed Pricing with a review two years into the principal period of the agreement

• National Product Catalogue and Recall Health are mandatory requirements (6 months to become complying from contract commencement)

• Supplementary tenders during the contract term for new to market products / technology
Pricing

• One price for all Participating Health Services
• No volume or commitment pricing
• Fixed price for the principal term of contract
• Free Into Store (FIS) – no additional freight charges
• Suppliers (contract holder) to ensure the pricing for Distributors includes all added costs (including FIS).
Samples to be provided

- For all new items not on current contract including greenfield
- Two samples/one size only and a representation of range of new products offered.
- Sample’s sub-category numbers to be indicated clearly outside the shipping boxes.
- To be delivered to HPV before Tender Closing Date and Time
- Tender document has instructions for collection or return at suppliers cost
Supply Chain Efficiency – additional savings

• Additional supply chain efficiencies/incentive measures:
  • Larger pack size price
  • Discount % rates for
    • e-commerce,
    • early payment,
    • minimum order dollar value

• Note: these additional supply chain savings will not be used in the evaluation process. The evaluation committee (PRG) will only see the base UOM (eg: the box or carton) for evaluating value for money
• Health Services will then see these measures in the User Guide to assist their decision on product choice
Product References

*NB this is not company information references*

Reference sites are required for:

- products that are not on the current HPV contracts
- minimum **three** clinical or product use referees per product or product range

Referees must:

- be clinical or product end users (where applicable)
- be from private or public hospitals within **Australia**
- be included in the referee details section of the Tender Response Worksheet.
- have no conflict of interest
- be informed and have agreed to provide reference to HPV
Victorian health suppliers minimum standards

Goods – TGA approved

GS1 data standards (NPC contract compliance obligation)

Recall Health (contract compliance obligation)
Distributors

Respondents nominating Distributors must:
• provide HPV with a copy of the nomination letter
• provide details for all products available through the Distributor
• inform Distributors of the ITS outcome prior to contract commencement
• update Distributors with accepted contract amendments throughout the contract term

Successful respondents are directly accountable for:
• product availability
• sales reports
• correct invoice pricing

The contract is with you, not your Distributor
ITS Submission

Tender submissions must comply with the following:

• Tenders must be completed electronically and uploaded online via the HPV Procurement Portal

• ONLY samples (where requested) are to be delivered to HPV

• Submissions in any other form will not be accepted

• Late tenders will not be accepted
  ▪ Submit early – you can overwrite your information up to the time of closing
Evaluation & Approval

Stage 1: Business
- Check for complying submissions
- HPV and PRG evaluate responses against criteria

Stage 2: Product
- PRG evaluates clinical acceptability of products (where known)
- Reference sites contacted

Stage 3: Financial
- HPV and PRG complete financial evaluation and develop sourcing recommendation

Stage 4: Approval
- PRG identifies risk and endorses recommendation
- Procurement Committee approves
- CEO / HPV Board notes
- Respondents advised of outcome

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Tender Response Worksheet (TRW)
Tender Response Worksheet (TRW)

- Tender Response Worksheet contains detailed information on the products
- Used for product evaluation in this tender
- Used to create the future pricing schedule for participating health services (PHS)
- Used to add Referee information for new products

Instructions for completion

- Complete all requested information (including product photo in jpeg format if requested)
- Find the appropriate subcategory for your product and product should only be tendered in one sub-category only.
- Do not add columns
- Provide responses in the requested format
Data Integrity in TRW

- Poor quality information will be returned for correction:
  - UNSPSC (at least to class level xx xx xx 00)
  - UOM descriptor must be reflective of GS1 Packaging Type descriptor (e.g. ‘carton’ not ‘sleeve’)
  - ARTG must have a number unless product is EXEMPTED under TGA and listed accordingly.
  - Country of Manufacture must be populated and reflective of GS1 code lists (e.g. 1: Australia, not Aust, not Victoria, not Brunswick – e.g. 2: United States, not USA or America or Iowa)
  - Ordering part numbers must be complete

- No second chances at getting the price correct (unless HPV exercises a BAFO round) – ensure it is correct (and the Net Content is correct) at time of submission
- Any delay in the evaluation process due to poor quality data may result in HPV deeming your response non-complying and set it aside from further evaluation
The Process of Responding to the online ITS

- Registration on the HPV Procurement Portal
- How to access RFQ’s
- Buyer attachments
- Format of the RFQ
  - Different envelopes
  - Types of questions
- How to send a message
- How to respond & submit
- Help available
- Tips for responding
- Any questions?

HPV Procurement Portal
https://www.hpv.org.au
The Enteral Feeding & Oral Nutrition Support Supplementary event will be set up in the HPV Procurement Portal as follows:

   >> This Supplementary Invitation to Supply (ITS) is open to the market.
   >> Respondents to download all ITS documents and answer all questions and provide all attachment requested in Qualification and Technical sections.
   >> Upload the completed Tender Response Worksheet (TRW) to the Commercial section of this rfq_405.
# HPV Procurement Portal

- Browser and Systems Capabilities

<table>
<thead>
<tr>
<th>Settings</th>
<th>Your Settings</th>
<th>Technical Requirements</th>
<th>Not Recommended</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Internet Explorer 10 and 11</td>
<td>Internet Explorer 9</td>
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<tr>
<td></td>
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<td>Google Chrome</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mozilla Firefox (ESR) 38+</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safari 8 for MacOS 10.10</td>
<td></td>
</tr>
<tr>
<td><strong>IP Address</strong></td>
<td>114.141.105.250</td>
<td>Microsoft Vista, Microsoft Windows 7, Microsoft Windows 8, Microsoft Window 10.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other operating systems such as Linux, Mac OS X or other versions of Windows although not officially supported, may be compatible with supported browser</td>
<td></td>
</tr>
<tr>
<td><strong>Operating System</strong></td>
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<tr>
<td><strong>JavaScript Version</strong></td>
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<td>1.3</td>
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<td><strong>Screen Resolution</strong></td>
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<td><strong>Colour Depth</strong></td>
<td>24 bit</td>
<td>16 bit +</td>
<td></td>
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<tr>
<td><strong>Processor</strong></td>
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<tr>
<td><strong>Java Applets Supported</strong></td>
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<tr>
<td></td>
<td></td>
<td>is required for online Auction advanced features</td>
<td></td>
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</tbody>
</table>
Go to https://www.hpv.org.au and click Register
To create your account click on the ‘Supplier’ link.
Register

Email *(required)*

Please use an organisation specific email, or contact HPV.

NEXT

Type in your organisation specific email
Fill in the registration form.
Register

Registration Complete

Thank you for registering for a supplier account on HPV’s website. Your registration has been received and you will shortly receive an auto-confirmation allowing you to update your password and access supplier content on the website and the HPV Procurement Portal.

Subscribe to receive the HPV newsletter

Your email address

SUBSCRIBE
Change your password

Please enter a new password.

New Password (required)

[Enter new password]

Confirm New Password (required)

[Enter new password again]

* The password must have no spaces and have at least 6 characters, a mixture of alphanumeric, upper and lower case letters and special characters e.g. !#$

I've read and accept the terms and conditions

CHANGE PASSWORD
You are now signed in to the HPV Website
You can now access the HPV Procurement Portal from the Quicklinks menu on the home page when you are signed in.
When you click on the HPV Procurement Portal link, you will be redirected to your Dashboard.
Update your organisation details if your organisation has not been registered on the HPV Procurement Portal before.
To update your details, click on the Title hyperlink
Click Edit and complete the simple registration form with your organisation details, making sure all mandatory fields are populated.
Next you will have to set up your organisation’s categories. Click on My Categories.
Click on Add Category
Select the categories you provide from the list. Use the search facility if required.

Search results are highlighted in yellow. Select the relevant boxes and click Confirm Current Selection.

You will now receive an email when HPV engages in a relevant activity.
When you enter the system you will land on a dashboard. Click on the ‘RFQ’ line within the ‘RFx Open to All Suppliers’ Portlet.
<table>
<thead>
<tr>
<th>RFQ Code</th>
<th>RFQ Title</th>
<th>Project Code</th>
<th>RFQ Status</th>
<th>Time limit for Expressing Interest</th>
<th>Buyer Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>rfq_148</td>
<td>Open Lot 2</td>
<td>Running</td>
<td>28/10/2016 12:00</td>
<td>Australia Admin</td>
</tr>
<tr>
<td>2</td>
<td>rfq_147</td>
<td>Open Lot 1</td>
<td>Running</td>
<td>28/10/2016 12:00</td>
<td>Australia Admin</td>
</tr>
</tbody>
</table>

Click on the RFX you are interested in and it will prompt you to Express Interest.
You can not see any further information unless you Express Interest.
To populate the content of your tender response, click on ‘Create Response’. Click on ellipsis (…) for further options e.g. export/import.
Will advise you that you haven’t submitted yet.

You can submit as many times as you like. The latest submission will overwrite previous submissions.

Click on ‘Edit Response’

The tender questions are divided into two sections. A summary of remaining mandatory questions is summarised at section level.
Make sure you save regularly. If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.

The response will be made up of various question types:
- Yes / No
- Text
- Numeric
- Options List
- Multiple Choice
- Date
- Attachment
Questions for HPV? If you need to send a clarification question to HPV use the secure messaging function.

When you reply to a message in the ‘Received Messages’ section, the message will automatically be moved to the ‘Sent Messages’ folder.
You’ll be unable to submit a response if there are any mandatory fields outstanding.

Ignore the Total Price field if the response is an attached spreadsheet.

VERY IMPORTANT! When you have finished populating your tender response, make sure that click on ‘Submit Response’ to publish your response to HPV.
Contact Us

HPV location
Location and postal Address: 2 Lonsdale St (Cnr Spring St) Level 34, Casselden Place, Melbourne, VIC 3000

General Contacts
HPV reception/general queries
Tel: (03) 9947 3700
Email: feedback@hpv.zendesk.com

HPV general sourcing (tenders and contracts queries)
Email: contracts@hpv.zendesk.com

HPV website queries
Email: webgeneral@hpv.zendesk.com

Bravo Procurement Portal helpdesk
help_au@bravosolution.com or (02) 8072 0644
Tips for Responding

• Make sure that you read and digest all documentation thoroughly and make note of key actions and deadlines

• Utilise the appropriate people within your organisation

• Answer every question, including bullet points. Unanswered mandatory questions will prevent your response from uploading

• Do not assume your company is known or well known by the evaluators – provide all requested information

• Do not use acronyms or abbreviations

• Do not cross-refer to other questions or answers in your responses

• Where a question asks for text, do not refer to an attachment

• Remember to save regularly
Tips for Responding

• If you have a slow internet connection and the size of the response is in excess of 10mb, your session could time out while trying to upload the response.
• Don’t leave it until the last minute to submit your response – leave plenty of time – the system allows submission more than once (saves over your last submission). This will give you time to address any issues that might be stopping your submission from uploading, e.g. Unanswered mandatory questions or file sizes larger than 10mb.
• **Note:** Multiples users can work on the submission. However, when submitting, only one user should be logged on to ensure the latest data is submitted and to avoid a concurrency error.
• Use the secure messaging to communicate with the HPV and seek clarifications.
• Call the BravoSolution helpdesk for technical guidance.
Next steps after briefing

- If you have questions on draft specification or on briefing, please email to the Category Manager (j.tang@hpv.org.au) by 2pm AEST, 24 August 2017.
- Once ITS is released, the Procurement Portal (messaging) must be used for all communication on tender and not by email.
- ITS available for download on 30 August 2017 via HPV Procurement Portal.
- Clarifications must be sought through HPV Procurement Portal to authorised contact by 10am AEST, 15 September 2017. HPV reserves the right to not respond to queries raised after this time.
- ITS closes 2pm AEST, 20 September 2017.
Questions