

Response Form 1 – Offeror authorisation and certification

Information Required	Details
Please specify the legal entity type of the Offeror:	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Overseas Incorporated Company <input type="checkbox"/> Trust <input type="checkbox"/> Other – please specify
Please specify the legal name of the Offeror: <ul style="list-style-type: none"> • If Offeror is an individual - specify the full name (given names and surname) and address of each individual; • If Offeror is a partnership - specify the full name and address of each partner; • If Offeror is a company – specify the full company name; • If Offeror is a trust - specify: <ul style="list-style-type: none"> ○ the legal name and address of each trustee authorised to make the Offer on behalf of the trust; and ○ the name of the trust. 	Health Leaders Australia Limited (HLA)
Offeror's Australian Company Number (ACN) (if applicable):	ACN: 155 047 779
Offeror's active Australian Business Number (ABN):	ABN: 40 155 047 779 OR if no ABN – have you submitted a 'Statement by a supplier – Reason for not quoting an Australian Business Number (ABN) to an enterprise' form? Yes <input type="checkbox"/> No <input type="checkbox"/>
Offeror's registered Business Name (BN) (if applicable):	Health Leaders Australia Limited (HLA)
Is the Offeror registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
State or Territory in which Business / Corporation / Individual is registered:	Queensland
Name of Holding Company / Corporate Group (if applicable):	Nil – N/A
Offeror's Postal Address:	PO Box 1227, Stafford, Qld 4053
Offeror's Street Address (registered office address of the Offeror):	Unit 1b, 32 Billabong Street, Stafford, Qld 4053
Offeror's contact person:	
Name:	Mr Peter Harrison
Title:	Chief Executive
Telephone number:	<input type="text"/>

<p>Facsimile number:</p>	<p>07 3552 8188</p>
<p>E-mail address:</p>	<p><input type="text" value=""/>@healthleaderaustralia.org</p>
<p>Is it proposed to sub-contract any part of the Services?</p> <p>If "YES", please specify full name and address of each sub-contractor and their relevant experience and expertise in relation to the Offered Services:</p>	<div style="border: 2px solid red; height: 200px; width: 100%;"></div>
<p>Are Notices relating to the potential Agreement to be directed to the above Contact Name and details?</p> <p>If "NO", please insert alternative details:</p>	<p>Yes <input type="checkbox"/> Y No <input type="checkbox"/></p>
<p>Is there any part of the Offer of concern to the Offeror, if released under the <i>Right to Information Act 2009</i> (Qld)?</p> <p>If "YES", please specify the component of your Offer and which of the following categories it relates to:</p> <p>Note: This information is being sought for the purposes of applying any relevant exemptions that might be available under the <i>Right to Information Act 2009</i> (Qld). However, the Department of Health and the Eligible Customer can give no guarantee to the Offeror that the information will be protected from disclosure under the <i>Right to Information Act 2009</i> (Qld).</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X</p> <p><<if "YES", please specify the component of your Offer>></p> <p>Please specify which of the following categories is applicable to the above component:</p> <p><input type="checkbox"/> Trade Secret</p> <p><input type="checkbox"/> Commercial value</p> <p><input checked="" type="checkbox"/> Results of research</p> <p><input type="checkbox"/> Confidential nature</p>

<p>Authorisation, Certification and Execution by an Offeror (company)</p>	
<p>The Director and Director/Secretary named below certify that in submitting the Offer on behalf of the Offeror:</p> <p>(a) they have read, understood and complied with the requirements of the Invitation;</p> <p>(b) the enclosed Response Forms are a true and accurate account of their Offer; and</p> <p>(c) they have provided details of any Proposed Departures in Response Form 2.</p>	

Response Form 2 – Proposed Departures

Note: These conditions will not form part of the Agreement unless agreed between the Department and the Successful Offeror in writing.

Sections	Clause Number	Proposed Departures/Variations/Additions Give details of each and every departure/ or additional provision
Specification	<<insert clause number>>	<<insert details of Proposed Departures, variations, additions>>
	<<insert clause number>>	<<insert details of Proposed Departures, variations, additions>>
Particulars	<<insert clause number>>	<<insert details of Proposed Departures, variations, additions>>
	<<insert clause number>>	<<insert details of Proposed Departures, variations, additions>>
Agreement	<<insert clause number>>	<<insert details of Proposed Departures, variations, additions>>
	<<insert clause number>>	<<insert details of Proposed Departures, variations, additions>>
Other	<<insert clause number>>	<<insert details of Proposed Departures, variations, additions>>
	<<insert clause number>>	<<insert details of Proposed Departures, variations, additions>>

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Response Form 3— Offeror Details

1. Provider/Offeror	Name:	Health Leaders Australia Ltd
	ABN/ACN:	ACN: 155 047 779
	Address:	PO Box 1227, Stafford, Qld 4053
	Telephone:	07 [REDACTED]
	Facsimile:	07 3552 8188
	Email:	[REDACTED]@healthleaderaustralia.org
2. Offeror's Authorised Officer Note: insert name of the person representing the Offeror for the Agreement	Name:	Mr Peter Harrison
	Position:	Chief Executive and Company Secretary
	Telephone:	07 [REDACTED]
	Facsimile:	07 3552 8188
	Email:	[REDACTED]@healthleaderaustralia.org

Where the name of the Provider is different to the legal name of the Offeror at Response Form 1 please indicate the relationship of these entities:.....

3. Delivery Date/Period	Ideally 3.25 years (inclusive of 3 month pre-operations 'transition' period) from date of commencement – otherwise 3.0 years from date of commencement.
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4. Key Personnel	
Where Key Personnel are associated with the Agreement please specify the names and qualifications of personnel who are to undertake the Services for the Provider.	
Name:	Mr Peter Harrison
Qualifications:	B.A., B.Bus, Grad. Dip. Ed.
Experience:	Two years as CEO of HLA concurrent with service as CEO CSQTC/GPTQ = 2012 to present. [REDACTED] as CEO of CSQTC/GPTQ and of GPET = [REDACTED]. [REDACTED] as State-wide Regional Health Information Officer for Qld Divisions of General Practice ([REDACTED]). [REDACTED] as Principal, Toowong College/SHS = [REDACTED]. [REDACTED] Head of Study Program (Business Management), Qld Dept. of Employment, Vocational Education and Training = [REDACTED]. [REDACTED] as Officer-in-Charge/Head of School/Senior Technical Teacher (Various TAC Colleges) = [REDACTED]. [REDACTED]
Expertise:	[REDACTED] as CEO/Principal of post-compulsory GP training company/ secondary college/SHS [REDACTED] as a secondary and tertiary education and training sector business studies

	(accounting/management/economics) teacher and s47(3) as a TAFE teacher training teacher s47(3)(b) s47(3) as an health information management officer s47(3)(b)
Proposed tasks in this Agreement:	Chief Executive oversight of the prevocational medical accreditation services unit
Name:	s47(3)(b)
Qualifications:	
Experience:	
Expertise:	
Proposed tasks in this Agreement:	Executive management of corporate business services

s47(3)(b)

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9. Provision of the Services

Provide comprehensive details of the capacity, processes, systems and time frames for achieving the service as outlined in Section C 'Specification'. The following questions/areas should be answered in the response:

- 1) In submitting proposals, offerors should provide detailed information on the processes and systems that they intend to implement to successfully provide prevocational accreditation services in Queensland. For example:
 - Stages of the accreditation cycle (pre survey / site visit / report)
 - Length of accreditation cycle
 - Survey process: unit-by-unit Vs sampling process
 - Numbers of surveyors anticipated for site visits
 - Use of paper-based systems Vs electronic systems
 - Details of any activity or surveys undertaken within an accreditation cycle
 - Process for notification of changes between surveys
 - Estimated time frames to complete site visits
 - Allowance for public – private partnership arrangements for intern accreditation
 - Staffing / governance arrangements should also be outlined
- 2) Offerors should provide information on how their service will align with the AMC Draft National Standards for Intern Training
- 3) Offerors should outline whether their submission includes PGY2 accreditation services (as well as Intern accreditation services) and how the PGY2 will be managed in line with intern accreditation. Offeror should outline any additional costs, if any, involved in undertaking PGY2 accreditation.
- 4) The successful offeror may be subject to review by the AMC as part of the draft 'Quality framework for the review of intern accreditation bodies'. They would be assessed on the following five domains:
 1. Governance - The intern training accreditation body effectively governs itself and demonstrates competence and professionalism in the performance of its accreditation role.
 2. Independence – The intern training accreditation body carries out independently the

- accreditation of intern training programs.
3. Operational management - The intern training accreditation body effectively manages its resources to perform functions associated with accreditation of intern programs.
 4. Processes for accreditation of intern programs - The intern training accreditation body applies the approved national standards for intern training in assessing whether programs will enable interns to progress to general registration in the medical profession. It has rigorous, fair and consistent processes for accrediting intern programs.
 5. Stakeholder collaboration - The intern training accreditation body works to build stakeholder support and collaborates with other intern training accreditation bodies, and medical education standards bodies.

It would be beneficial for offerors to outline in a few sentences, how they meet or plan to meet the domain requirements in their submission.

Successful proposals will identify innovative ways to reduce cost and streamline processes whilst still conforming to the high standards of prevocational accreditation set by the AMC and MBA. Please list innovative processes / systems to be employed

SEE ATTACHED ANNEXURE FOR SECTION 9

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10. Staffing / governance arrangements should also be outlined, and costed in the proposals.

HLA Company Membership

HLA Ltd is owned by 3 individual Members as follows:

Dr Geoff Kiel

Professor Geoff Kiel has had an extensive career as a management educator, academic researcher, management consultant and senior manager. He was Senior Deputy Vice Chancellor and Dean of Business at the University of Notre Dame, Australia. Prior to Notre Dame Australia, for many years he was Professor of Management at The

University of Queensland and headed the Graduate School of Management at that university. He is an Emeritus Professor of the University of Queensland.

Geoff is well-known for his work in corporate governance and advises many boards on a range of matters. He has been one of the major presenters on director education throughout Australia for the Australian Institute of Company Directors. He has published more than 100 research papers and numerous books including *Boards that Work* and *Board Director and CEO Evaluation*, both of which are published through McGraw Hill.

He was the founder of the Queensland based management consultancy Competitive Dynamics Pty Ltd which specialises in governance and strategy consulting for clients throughout Australia and internationally. Geoff has been a director of several other organisations and is a Fellow of the Institute of Company Directors and has been a member of the Mater Research Board since 2006.

Dr Geoff Mitchel

Dr Geoff. Mitchell (PhD MBBS, FRACGP, FACHPM) is Professor of General Practice and Palliative Care at the University of Queensland, and Head of the MBBS program at Ipswich. He is also a partner in a general practice in Ipswich.

Geoff's main research interest is in the role of General Practitioners in palliative care, cancer in general, and complex conditions. Current research includes interventions to improve outcomes for caregivers with advanced cancer, health services research in palliative care and primary care, and single patient trials. He has published over 150 peer-reviewed publications.

Dr Mitchell has been a CI on over \$16m of research funding. He has an extensive record in the training of general practitioners from 1984 until the present time. Geoff was a regional training advisor from 1986-88, and a Board Member of the then Central and Southern Queensland Training Consortium (the largest GP training Regional Training Provider in Australia, from 2006-2011).

Dr Mitchell served as Chair of the inaugural CSQTC Board Risk Management Committee during his service as a CSQTC Board Director

Mr Myles Clacherty

Myles Clacherty has operated as an education and training systems consultant in both the public and private sectors since 1995. During part of that time, from early 2005 to mid-2007 he was engaged as Chief Executive Officer by Central and Southern Qld Training Consortium Ltd (now General Practice Training Queensland).

Prior to retiring as a Queensland Public Service 'Senior Executive Service' officer in 1995, Myles had a career in education and training in the Queensland public sector spanning 30+ years.

For the past 11 plus years, Myles has concentrated on the General Practice medical training sector. Apart from his work with Central and Southern Qld Training Consortium Ltd as Chief Executive Officer, he has consulted with Health Queensland on behalf the three Queensland regional training providers (RTPs) of Australian General Practice Training (AGPT), worked with General Practice Education and Training Ltd (the AGPT program manager for the Commonwealth) at the national level, has current consultancies with the sector including an executive function on behalf of the 17 RTPs in Australia.

Myles has been involved with a range of cutting edge initiatives in public and private sector education and training settings over his career, including the Australian General Practice Training sector since its inception in 2002. He is an experienced corporate leader with practical administrative and management skills to balance his strategically biased thinking and career history.

Health Leaders Australia Ltd Board of Directors

HLA Ltd is governed by a Board of very experienced and renowned Directors as follows:

Dr Nicki Murdock (HLA Board Chair)

Dr Nicki Murdock, (FRACP, FRACMA, FRACGP, FAICD, EMBA), is a medical practitioner with specialist qualifications in general practice, paediatrics and medical administration; she is the Executive Director of Gladstone Hospital. Nicki is President-Elect of the Paediatrics and Child Health Division of the Royal Australasian College of Physicians (RACP) and will take up the Presidency in May 2014.

Nicki has been a Director of not-for-profit companies in Australia for over ten years including service as Chair of the Capricornia Division of General Practice in 2008. For six years Nicki was a Board Director of Central and Southern Queensland Training Consortium, the largest GP training provider in Australia. She also served for a period as the CSQTC Company Secretary. Nicki is on the Board of the RACP and chairs the Board Risk Management Committee and the Board International strategy working group. Nicki has been a Fellow of the Australian Institute of Company Directors since 2011.

Corporate governance in health care organisations is a particular interest of Nicki's and she has been part of senior leadership teams in the Royal Children's Hospital and Central Queensland Hospital and Health Service concentrating on Quality and Risk Management. Nicki is a PMCQ auditor, being a member of the PMCQ Accreditation Committee and is a member of the ACHS Paediatric Indicator Group. Nicki is also part of the Executive committee associated with the design of the SPPP programme, supporting physicians in their professional practice, a framework for professional standards which is being considered as part of a Revalidation Framework for paediatricians and physicians.

Dr Murdock is Chair of the Health Leaders Australia Ltd Board of Directors, a role she has served from the incorporation of the Company to current.

Dr Jim Finn

Dr James (Jim) Finn's, (Dip. Teaching, B.Ed., B.Medicine /B.Surgery, FRACGP, and FACRRM) medical career post-medical Internship includes service as:

- PHO/registrar at Roma District Hospital;
- Acting Medical Superintendent at Roma District Hospital;
- Medical Superintendent for Dirranbandi Multipurpose Health Service which also incorporated Hebel and Bollon;
- Dispensing Practice Principal of Dirranbandi Medical Practice; and as
- Senior Medical Officer of the North Metro Mental Health & ATODS, based at Melaleuca Clinic of the Prince Charles Hospital, and also serving Roma and St Biala.

Prior to pursuing his medical career, Jim was a Queensland secondary school science teacher for 9 years.

Dr Finn's other professional roles and memberships include:

- Former RLO 2005 to 2007 RRQC(Now QRME)
- Board Director RDAA 2008_2009
- President Rural Doctors Association of Qld 2008 to 2009
- Vice President Rural Doctors Association of Australia 2010
- Board Director CSQTC (GPTQ) 2009 to present

- Vice Chairman of Board CSQTC (GPTQ) May 2012 to present
- Clinician Performance Support Service (CliPP's) Quality Assurance Committee Member (Patient Safety Centre) 2009 to 2013
- Foundation Board Director Health Leaders Australia 2012 to current
- State Secretary ASMOFQ 2013 to current.
- Member of: Australian Professional Society of Drugs and Alcohol; Royal Australasian College of Physicians.; Queensland Addiction Medicine Collaborative; AMA
- Vice President Kitchener Road Early Child Care Centre (registered Charity)

Assoc. Prof. Michael Greco

Michael Greco is Director of Client-Focused Evaluations Program (CFEP) which has offices in Australia and the United Kingdom, Chief Executive of Patient Opinion Australia, and is involved primarily in the provision of patient and colleague feedback to clinicians and healthcare organisations. He shares his commitments between both countries, and recently received British citizenship after spending seven years there as the Director of Patient Experience for the National NHS Primary Care Team.

In the United Kingdom, CFEP is a lead provider of patient surveys in the British General Practice contract, and is working closely with the General Medical Council on its revalidation instruments and the Health Foundation in the training of clinicians in patient self-care skills. In Australia, CFEP works closely with Regional Training Providers of General Practice Registrars, the RACGP Quality Assurance and Continuing Professional Development Program, and the peak body in the accreditation of Australian general practices.

He holds honorary Associate Professor and Senior Research Fellow posts with the School of Medicine Griffith University, Australia and the Peninsula Medical School, United Kingdom. His academic background focused on healthcare, evaluation and clinical pastoral education, and includes a PhD in medical education and a Bachelor of Theology.

Michael is a Director of the Health Leaders Australia Board, and Chair for the General Practice Training Queensland (formerly known as CSQTC) Aboriginal & Torres Strait Islander Health Training Advisory Committee. He is also a Director of the Check-Up (formally known as General Practice Queensland) Board, and is a former Director of the ACCORAS Board (formerly known as the Brisbane South Division of General Practice) and of the Central and Southern Qld Training Consortium Board.

HLA Chief Executive Qualifications and Experience

Peter Harrison

- Mr Harrison (B.A., B.Bus., Grad. Dip.Ed.) has executive level leadership experience in a variety of education and training and business including:
 - Two years as CEO of HLA concurrent with service as CEO CSQTC/GPTQ = 2012 to present.
 - s47(3)(b) as CEO of CSQTC/GPTQ and of GPET = 2002 to 2006 and 2007 to present).
 - s47(3)(b) as State-wide Regional Health Information Officer for Qld Divisions of General Practice -
 - s47(3)(b) as Principal, Toowong College/SHS
 - s47(3) Head of Study Program (Business Management), Qld Dept. of Employment, Vocational Education and Training.
 - s47(3)(b) as Officer-in-Charge/Head of School/Senior Technical Teacher (Various TAC Colleges.
 - s47(3)(b)

This experience encompasses:

- s47(3) as CEO/Principal of post-compulsory GP training company/ secondary college/SHS

- s47(3) as a secondary and tertiary education and training sector business studies (accounting/management/economics) teacher and s47(3) as a TAFE teacher training teacher
- s47(3)(b)
- s47(3)(b) as a health information management officer
- s47(3)(b)

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Pages 26 through 53 redacted for the following reasons:

Out of scope
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Out of scope

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11. Experience.

Please provide comprehensive details to demonstrate your company's experience and outcomes in work of a similar

nature:

The HLA Board and senior executives are very experienced in the establishment and consolidation of 'greenfield' education and training and health service business enterprises. The establishment of CSQTC as a 'greenfield' initiative, from a successful Commonwealth Government tender to its current status as the largest and highly regarded provider of accredited GP education and training and associated services of the 17 accredited Australian GP Regional Training Providers (RTP), provides excellent demonstrated evidence of HLA's capability and capacity to deliver the performance outcomes that are expected by the Office of the Principal Medical Officer(OPMO), for the benefit of the State of Queensland. The Chief Executive of HLA was the inaugural CEO of CSQTC (2002-2004) and following subsequent service as the CEO of GPET, returned as CEO of CSQTC (now trading as GPTQ) (2007-current) and is the inaugural CEO of HLA. (2012-current). The Members and Board of Directors of HLA also bring excellent expertise in the ownership and governance of HLA.

The strong and effective strategic business relationship between HLA Members, Directors and senior executive with: CSQTC/GPTQ, TMT, corporate Queensland Health and HHSs, Medicare Locals, tertiary and primary health sector medical specialty colleges, non-public hospitals, GPET, PMCO, MBA, CPMEC, AMC,AHPRA, the GPTQ, TMT, QRME and all of the other accredited GP training RTPs, University Medical Schools, AMAQ, AMA, AMA Doctors in Training, RDAA, RDAQ, NGPSA, GPRA, GPSN, the Going Places Network, HWA, HWQ, Amen, dotcom, and other medical training stakeholder organisations, brings a unique skill-set and highly important stakeholder network to the strategic and operational planning and delivery of prevocational medical accreditation for the State of Queensland.

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- Recognising and appropriately celebrating good practice.

Response Form 4 – Pricing

The Services and Pricing offered by the Offeror are as follows:

In accordance with clause 15.1 (b) and (c) prices must include all costs to the customer including delivery, royalties, levies, duties and taxes.

Item 1 – Description and Unit Offer Prices

Offerors should clearly articulate the proposed costings for PGY1 and PGY2 accreditation (if included) in the tables below.

Costings should be provided for a full three year period.

Please use the tables below as a guide only.

PGY1 (intern) Accreditation in Queensland

Description	Offer Price (Excl. GST) \$
<	\$
s47(3)(b)	
Total Tender Price for 3 years including transition period	\$1,820,000.00

PGY2 Accreditation in Queensland

Description	Offer Price (Excl. GST) \$
Included in an integrated PGY1 & PGY 2 funding framework above	\$0

TOTAL Accreditation costs for a three year period

Description	Offer Price (Excl. GST) \$
Total Accreditation costs for a three year period	\$1,820,000.00

When invoices will be issued:

- For 'transition' funds – All in advance following execution of contract.
- For recurrent funding - monthly in advance.

Item 2 - Estimate of Approved Expenses

N/A

Item 3 - GST, discounts, and payment

Description	Response
<p>Clause 15.1(c) of the Conditions of Offer, Part A of this document, requires that the offered prices shall be exclusive of Goods and Services Tax (GST). NB: Only one (1) of the following must be ticked.</p>	
<p>However, for administrative purposes, Offerors are required to advise the GST status applicable to the items that you have offered.</p>	<p><input type="checkbox"/> All items offered are GST Free. <input type="checkbox"/> GST is applicable to all items offered.</p>
<p>Where the GST status of the items is mixed, Offerors must submit a list titled "GST Status of Items Offered" and identify the status for each item.</p>	<p><input type="checkbox"/> Mixed (Attach a list identifying status of each item)</p>
<p>What is the average discount offered off your normal list price for the items offered? Please note that your response will be used to assess the effectiveness of implementing the Agreement.</p>	<p>%</p>

Item 4 - Discounts

Not applicable

Item 5 - Payment Method

Description	Response
<p>Offerors will be asked to invoice Queensland Health for the services. Does the Offeror comply with this request?</p>	<p>Yes <input type="checkbox"/> Y No <input type="checkbox"/></p>
<p>Other payment methods acceptable to the Offeror (e.g. cheque, electronic funds transfer, etc)</p>	<p>Electronic funds transfer (EFT)</p>

Item 6 - Price Variations

Not applicable

Item 7 - Price variation – ABS indexation

Not applicable

Item 8- Price Variations - Other Factors

Not applicable

Item 9– Price Variations – Detailed terms and worked examples

Not applicable

The Department of Health or the Eligible Customer may seek further information, including verification of amounts and proposed methodology from an Offeror.



Pages 65 through 66 redacted for the following reasons:

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Response Form 6 – Quality Assurance

Part 1 – Quality Assurance Contact Details

Name and Contact Officer:	Mr Peter Harrison
Position Title of Contact Officer:	Chief Executive
Telephone No:	07 <input type="text"/>
Fax No:	07 3552 8188

Part 2 – For Providers with a current Accredited Quality Assurance System **N/A**

Certification Details: Please check the appropriate box	<input type="checkbox"/> 2 nd Party Certification	<input type="checkbox"/> 3 rd Party Certification
	Certification No:	<<insert>>
NB: Attach copy of Certificate	Issuing Certification Body	<<insert>>
	Date Certification Issued:	<<insert>>
	Next External Audit Date:	<<insert>>
Is your business registered in the Queensland Government's "Register of Quality Assured Suppliers"?	<input type="checkbox"/> Yes, as a Certified Quality Assured Supplier	
	<input type="checkbox"/> Yes, as a "Self Assessed" Supplier	
	<input type="checkbox"/> Yes, for selected elements only	
	<input type="checkbox"/> No	
Does the scope of your capability statement cover the requirements of Quality Assurance for this offer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Certification No.	<<insert>>

Part 3 – For Providers wishing to offer but who do not have an accredited Quality Assurance System

What is the status of your Quality Assurance System?	<input type="checkbox"/> Quality Assurance System documented and operational to the point that an audit would result in your obtaining certification which meets the Quality Assurance requirements of this offer.	
	<input type="checkbox"/> Currently implementing a Quality Assurance System which meets the Quality Assurance requirement of this offer.	
	Y <input type="checkbox"/> Prepared to implement a Quality Assurance System which meets the Quality Assurance requirements of this offer.	
	<input type="checkbox"/> None of the above.	
Do you have a Quality Assurance Certification Body commissioned to carry out the audit of your Quality Assurance System?	<input type="checkbox"/> Yes	X <input checked="" type="checkbox"/> No
	Certification Body:	<<insert>>

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Response Form 7 – Sustainability

Financial viability

Offerors must demonstrate a sound financial record highlighting a viable long-term business model. Each Offeror must provide financial information of sufficient volume and quantity and other supporting documentation to enable the Eligible Customer to undertake a risk assessment of the financial position of the Offeror, including but not limited to:

- for public companies, large proprietary limited companies and other companies required to lodge their financial statements with ASIC, a copy of its latest three annual reports;
- for an Offeror not covered by (a) a copy of the Offeror's financial statements for the most recent three financial years and copies of any interim accounts (if any) after the latest balance date, certified by the Offeror or an Auditor (and where the Offeror is a company by a director of the company);
- details of the financial and commercial activities undertaken by the Offeror if not provided in (a) or (b);
- details of the finance facilities available, the undrawn balances and any conditions on the use of these facilities;
- a graphical representation of the Offeror's group structure, and details of the financial (including credit support arrangements) and other commercial activities and arrangements between the group (if applicable); and
- details of any agreements between the Offeror's group entities to provide the technical, financial, managerial, intellectual property and operational capacity to provide the Services (if applicable).

See Statutory Report for 2012-2013 financial year below.

NOTE: 2012-2013 is the first full financial year for trading for HLA. We are currently trading within the 2013-2014 financial year and thus there is no Statutory report for the 2013-2014 financial year at this time.

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Response Form 8 – Declaration of commission and incentives, conflict of interest and collusion

1. Commission and Incentives (clause 22 of Conditions of Offer)

In submitting its Offer, the Offeror warrants to the Department of Health and the Eligible Customer that to the best of its knowledge, as at the date of the Offer, that :

- (a) no family, business or pecuniary relationships exist between the Parties to the Request for Offer Process that would adversely impact on the Request for Offer or any Agreement established as a result of the Request for Offer Process;
- (b) neither the Offeror nor its officers, employees, agents and/or sub-contractors have:
 - (i) engaged in any unethical behaviour or sought and/or obtained an unfair advantage; or
 - (ii) received or will receive any pecuniary or in-kind advantage from any other Offeror, in relation to the Request for Offer Process;
- (c) no officer, employee, agent, sub-contractor or family member associated with the Offeror is or has been engaged by the Department of Health in a position or role that in any way relates back to the Offer; and
- (d) no officer, employee, agent, sub-contractor or family member associated with the Department of Health has been offered any benefit or inducement associated with the Offer, including any offer relating to employment.

The Offeror must immediately notify the Contact Officer in writing if any warranty contained in this Response Form becomes incorrect.

2. Conflict of Interest (clause 22 of Conditions of Offer)

Offerors must supply details of any possible Conflict of Interest that exists or may arise in relation to the Request for Offer process.

If there is nothing to declare, Offerors must insert "Nil".

Nil

3. Collusion (clause 22 of Conditions of Offer)

In submitting its Offer, the Offeror warrants to the Department of Health and the Eligible Customer that it fully complies with Clause 22.3, except as expressly disclosed in this Response Form. The Offeror must disclose the full nature and extent of any agreements with competitors to the Eligible Customer below:

If there is nothing to disclose, Offerors must insert "Nil".

Nil

Offerors must disclose any proceedings relating to anti-competitive behaviour in Australia or overseas to which the Offeror and/or any corporations or person associated with the Offer, including directors or senior management, have been subject to

including:

- (a) the names of the parties to the proceedings;
 - (b) the case number;
 - (c) the general nature of the proceedings; and
 - (d) the outcome or current status of the proceeds.
- If there is nothing to disclose, Offerors must insert "Nil".

Nil

Please provide details of the course of action implemented to ensure that anti-competitive behaviour, as disclosed above, will not reoccur.

N/A

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Response Form 9 – Declaration of engagement of former Department of Health Public Service/Sector employees

Offerors shall indicate if they are aware that any of their employee(s) or sub-contractor(s) is/are former Queensland public service or public sector employees currently within the benefits period of a retirement/redundancy benefits package,

Directive 11/12 Early Retirement Redundancy and Retrenchment

A person who has received an early retirement package, redundancy package or retrenchment package and who is subsequently engaged in one Queensland Government entity or more as a consultant, contractor, or employee for a total cumulative period of more than twenty full-time equivalent (20) working days in the severance payment period is required to refund to the Crown a portion of their severance payment. The person will be entitled to retain only that portion of the severance payment which covers the period of time for which they were not engaged in a Queensland Government entity or a minimum of twenty days' salary, whichever is the greater.

Name	Role/Position
Nil	N/A

RTI Released

Response Form 10 – Statement of competitive neutrality

This section is not applicable as HLA is an independent, not-for-profit limited by guarantee public company.

Statement of Competitive Neutrality (clause 16 of Conditions of Offer)

Government owned entities seeking to supply to the Queensland Government are required to indicate whether their Offer for the provision of Services complies with the competitive neutrality principles of the Offeror's jurisdiction.

If Statement of Competitive Neutrality is applicable in some or all areas please select "Compliant" or alternatively if this is not applicable please select "Not Applicable".

To be completed by Government owned entities, external to Queensland:

For government owned entities outside Queensland, including local government and Commonwealth, State or Territory government, the Offer has been priced to comply with the competitive neutrality principles of the government of the Offeror's jurisdiction.

Compliant OR Not Applicable

To be completed by Queensland Government owned entities:

For Queensland Government Bodies, the Offer has been priced to comply with the Queensland Government's policy statement on the application of competitive neutrality to government business activities, "Competitive neutrality, and Queensland Government Business Activities" located at www.treasury.qld.gov.au

Compliant OR Not Applicable

To be completed by Queensland Local Government entities

The Offer has been priced to comply with the competitive neutrality policy arrangements established by the Queensland Government.

Compliant OR Not Applicable

RTT RESQS

Response Form 11 – Checklist

Note: The checklist is provided to assist Offerors submitting an Offer. The list is not exhaustive and should not be relied upon as the sole quality check.

	Check List Questions	Have you met this requirement:
1	Have you read and understood the Conditions of Offer in Part One of this Request for Offer and the Additional Conditions of Offer in the Request for Offer Details?	Yes Y No <input type="checkbox"/>
2	Have you read and understood the terms and conditions of Part Two of this Request for Offer?	Yes Y No <input type="checkbox"/>
3	Are you submitting your Offer in accordance with on the requirements about how to submit your Offer, including those in the Request for Offer Details?	Yes Y No <input type="checkbox"/>
4	Have you signed your Offer on the "Offer Authorisation and Certification" page of Response Form 1?	Yes Y No <input type="checkbox"/>
5	Have you completed Response Form 8 Declaration of Commissions and Incentives, Conflict of Interest and Collusion?	Yes Y No <input type="checkbox"/>
6	Have you answered all questions and responded to all requirements specified in the Response Forms?	Yes Y No <input type="checkbox"/>

If your answer to any of the above questions is "NO", your Offer may be considered non-conforming, in accordance with Clause 9 of the Request for Offer – Conditions of Offer

RTI RELEASED