



PSPPCM006

Select providers and develop contracts

Assessment 4 of 4

Project



Assessment Instructions

Task overview

This assessment task is divided into three [3] tasks. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- Learning material
- Public Announcement Template
- Final Evaluation Report (Assessment 2)



Assessment Information

Submission

You are entitled to three [3] attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.



Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Case study

For the purpose of this assessment, you will play the role of the procurement officer of the Australian Department of Health.

The Australian Department of Health was seeking to select a provider for a new Electronic Medical Records (EMR) system.

In the previous assessment, you developed and formalised the contractual agreements with the provider and the stakeholders.

Your final step of this process is to debrief the market and other stakeholders.

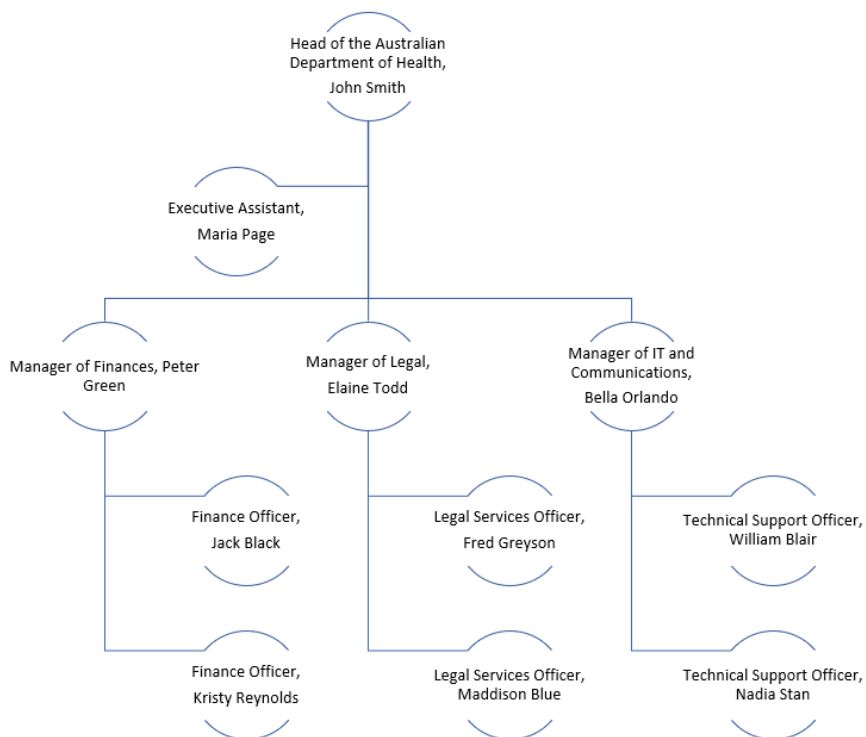
Task 1

In this task, you will need to provide advice on the contractual arrangements to internal stakeholders. You will need to send an email to all the Senior Managers as well as the Head of the Australian Department of Health and inform them about the finalisation of the contracts.

In your email, you will need to:

- Explain the purpose of your email
- Attach the signed finalised contracts
- Inform them about your next steps, which include: a) informing the unsuccessful providers and b) making the details of the successful provider public.

Review the organisational chart below to find the names of the recipients:



[Approx. word count: 80 - 100 words]

Assessor instructions: Students must review the organisational chart and select the team members to form the panel covering the requirements in the instructions.

In their email, they will need to:

- Explain the purpose of your email
- Attach the signed finalised contracts
- Inform them about your next steps, which include: a) informing the unsuccessful providers and making the details of the successful provider public

Students' responses need to reflect the content in the sample answer provided below.

Email Template

| | |
|--------------|---|
| To: | <<Add name(s) and position title of main email recipients here>> Head of the Australian Department of Health, John Smith Manager of Finances, Peter Green Manager of Legal, Elaine Todd Manager of IT and Communications, Bella Orlando |
| From: | <<Add your name and position title here>> Procurement Officer, Student's name |
| CC: | <<Add names and position titles of carbon copy email recipients here>> |
| Date/time: | <<Add the time and date of the email here>> 24.03.23, 10:30 a.m. |
| Subject: | <<Add the subject of the email here>> Seeking approval to enter negotiations |
| Attachments: | <<Add the name of any attachments here>> |

Dear <<Add email recipient(s) name here>>,

<<Add message here>>

Dear John, Peter, Elaine and Bella,

I am sending you this email to inform you that the contractual arrangements with Cloud to Clinic have now been finalised. I have attached the final signed contract to this email.

I would also like to inform you about the next steps:

a) The unsuccessful providers will be informed

b) The details of the successful provider will become public.

If you have any questions, feel free to contact me.

Regards,

Student Name

Procurement Officer

Regards,

<<Add your name here>>

<<Add your job position here>>

**Australian
Department of
Health**

1 King Street, Sydney, NSW 2000

Phone: 02 987 654

Task 2

Now you will need to **send two (2) emails**, one to each unsuccessful provider. You will need to use the information provided in Assessment 2 and your final evaluation report and fill out the email templates below.

[Approx. word count: 50 – 100 words]

Assessor instructions: Students must send two (2) emails, one to each unsuccessful provider using the email templates below. Their feedback needs to match the information they provided in their final evaluation report in Assessment 2.

Students' responses need to reflect the content in the sample answer provided below.

Email Template

| | |
|------------|--|
| To: | <<Add name(s) and position title of main email recipients here>> <i>MedicalDirector</i> |
| From: | <<Add your name and position title here>> <i>Procurement Officer, Student's name</i> |
| CC: | <<Add names and position titles of carbon copy email recipients here>> |
| Date/time: | <<Add the time and date of the email here>> <i>24.03.23, 10:30 a.m.</i> |
| Subject: | <<Add the subject of the email here>> |

Contract Award Decision

Attachments: <<Add the name of any attachments here>>

Dear <<Add email recipient(s) name here>>,

Thank you for your offer dated [insert date of tender] for [insert title of contract]. We have now completed our evaluation of all the offers received for this contract, and on behalf of the [insert contracting authority], I must inform you that on this occasion, your tender has not been successful.

The table below shows the individual scores given against the published criteria in respect of your submission and those of the winning tenderer [insert name of winning tenderer].

| <i>PUBLISHED EVALUATION CRITERIA</i> | <i>YOUR SCORE</i> | <i>WINNING TENDERER'S SCORE</i> |
|--------------------------------------|-------------------|---------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| <i>OVERALL SCORE</i> | | |

If you would like to receive further information on why you were unsuccessful, please contact us in writing within 30 days. We will respond to you within 30 days of receipt of your letter.

May I take this opportunity to once again thank you for your interest in this contract and remind you that further contracting opportunities from the Australian public sector can be found on the AUS TENDER [AusTender Homepage: AusTender \[tenders.gov.au\]](http://AusTender.tenders.gov.au).

Dear MedicalDirector,

*Thank you for your offer dated **30.03.23** for the **EMR System**. We have now completed our evaluation of all the offers received for this contract, and on behalf of the **Australian Department of Health**, I must inform you that on this occasion, your tender has not been successful.*

*The table below shows the individual scores given against the published criteria in respect of your submission and those of the winning tenderer **Clinic to Cloud**.*

| <i>PUBLISHED EVALUATION CRITERIA</i> | <i>YOUR SCORE</i> | <i>WINNING TENDERER'S SCORE</i> |
|---|--------------------------|--|
| Technical Capability: The EMR has the ability to integrate with existing healthcare systems and workflows, and they offer technical support and maintenance services. | 150 | 150 |
| System Functionality: The EMR has average reporting and analytics capabilities to support data-driven decision-making. | 125 | 100 |
| User experience and usability: Reviews of previous customers suggest that the EMR is somewhat user-friendly for healthcare providers and staff. Some of their clients suggested that the staff required further training. | 60 | 100 |
| Compliance: The EMR is compliant with Australian healthcare regulations and standards, including data privacy and security requirements. | 75 | 75 |
| Price: Total cost: \$42,500 | 10 | 50 |
| <i>OVERALL SCORE</i> | 420 | 475 |

If you would like to receive further information on why you were unsuccessful, please contact us in writing within 30 days. We will respond to you within 30 days of receipt of your letter.

May I take this opportunity to once again thank you for your interest in this contract and remind you that further contracting opportunities from the Australian public sector can be found on the AUS TENDER [AusTender Homepage: AusTender \[tenders.gov.au\]](http://AusTenderHomepage: AusTender [tenders.gov.au].).

Regards,

Student Name

Procurement Officer

Regards,

<<Add your name here>>

<<Add your job position here>>

| | |
|--|--|
| Australian Department of Health | 1 King Street, Sydney, NSW 2000 Phone: 02 987 654 |
|--|--|

Email Template

| | |
|--------------|---|
| To: | <<Add name(s) and position title of main email recipients here>> Best Practice Software |
| From: | <<Add your name and position title here>> Procurement Officer, Student's name |
| CC: | <<Add names and position titles of carbon copy email recipients here>> |
| Date/time: | <<Add the time and date of the email here>> 24.03.23, 10:30 a.m. |
| Subject: | <<Add the subject of the email here>> Contract Award Decision |
| Attachments: | <<Add the name of any attachments here>> |

Dear <<Add email recipient(s) name here>>,

*Thank you for your offer dated **[insert date of tender]** for **[insert title of contract]**. We have now completed our evaluation of all the offers received for this contract, and on behalf of the **[insert contracting authority]**, I must inform you that on this occasion, your tender has not been successful.*

*The table below shows the individual scores given against the published criteria in respect of your submission and those of the winning tenderer **[insert name of winning tenderer]**.*

| <i>PUBLISHED EVALUATION CRITERIA</i> | <i>YOUR SCORE</i> | <i>WINNING TENDERER'S SCORE</i> |
|--------------------------------------|-------------------|---------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| OVERALL SCORE | | |

If you would like to receive further information on why you were unsuccessful, please contact us in writing within 30 days. We will respond to you within 30 days of receipt of your letter.

May I take this opportunity to once again thank you for your interest in this contract and remind you that further contracting opportunities from the Australian public sector can be found on the AUS TENDER [AusTender Homepage: AusTender \[tenders.gov.au\]](http://AusTender.tenders.gov.au).

Dear Best Practice Software,

*Thank you for your offer dated **30.03.23** for the **EMR System**. We have now completed our evaluation of all the offers received for this contract, and on behalf of the **Australian Department of Health**, I must inform you that on this occasion, your tender has not been successful.*

*The table below shows the individual scores given against the published criteria in respect of your submission and those of the winning tenderer **Clinic to Cloud**.*

| <i>PUBLISHED EVALUATION CRITERIA</i> | <i>YOUR SCORE</i> | <i>WINNING TENDERER'S SCORE</i> |
|---|-------------------|---------------------------------|
| Technical Capability: The EMR does not have the ability to integrate with existing healthcare systems and workflows, and they offer technical support and maintenance services. | 30 | 150 |
| System Functionality: The EMR has exceptional reporting and analytics capabilities to support data-driven decision-making. | 125 | 100 |
| User experience and usability: | 20 | 100 |

| | | |
|---|------------|------------|
| Reviews of previous customers suggest that the EMR is not very user-friendly for healthcare providers and staff. The staff will require training for 3 – 6 months, depending on their current skills. | | |
| Compliance: Their EMR is compliant with Australian healthcare regulations and standards, including data privacy and security requirements. | 75 | 75 |
| Price: Total cost: \$44,800 | 10 | 50 |
| OVERALL SCORE | 260 | 475 |

If you would like to receive further information on why you were unsuccessful, please contact us in writing within 30 days. We will respond to you within 30 days of receipt of your letter.

May I take this opportunity to once again thank you for your interest in this contract and remind you that further contracting opportunities from the Australian public sector can be found on the AUS TENDER [AusTender Homepage: AusTender \[tenders.gov.au\]](http://AusTender.tenders.gov.au).

*Regards,
Student Name
Procurement Officer*

Regards,
<<Add your name here>>
<<Add your job position here>>

**Australian
Department of
Health**

1 King Street, Sydney, NSW 2000
Phone: 02 987 654

Task 3

Your last task is to make the details of the successful provider public. You will need to prepare a public announcement to be posted on the organisation's website. Use **Public Announcement Template** provided.

Assessor instructions: Students must prepare a Public Announcement using the template provided. In their announcement, they must include all the relevant information accurately.

Students' wording may vary, but their answers must reflect the content in the sample public announcement provided under the name **Public Announcement – Assessor Guide**.

Assessment checklist:

Students must have completed all three [3] tasks within this assessment before submitting. This includes:

| | | |
|---|-----------------------------|--------------------------|
| 1 | Task 1: Email | <input type="checkbox"/> |
| 2 | Task 2: Two [2] Emails | <input type="checkbox"/> |
| 3 | Task 3: Public Announcement | <input type="checkbox"/> |



Congratulations, you have reached the end of Assessment 4!

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