Be You Pre-Service Implementation Model Pilot

Request for Proposal

ISSUE DATE:  Friday, 24 January 2020

CLOSING DATE:  5.00pm (AEST), Friday, 14 February 2020

Please note that late responses will not be accepted

EMAIL ADDRESS:  Proposals are to be lodged by email only to procurement@beyondblue.org.au
1 About this Request for Proposal (RFP)

1.1 Aim

Beyond Blue is a national, independent, not-for-profit organisation working to increase awareness and understanding of depression, anxiety and suicide prevention in Australia and reduce associated stigma.

Be You is a mental health initiative led by Beyond Blue, that aims to provide pre-service and current educators with knowledge, resources and strategies for helping children and young people achieve their best possible mental health.

This Request for Proposal (RFP) is an invitation to service providers (Service Providers) to submit a proposal (Proposal Response) in the development of the Be You Pre-Service Implementation Model to be piloted in selected Vocational Education and Training (VET) institutions to increase engagement with mental health and suicide prevention content in pre-service education and training courses through the mechanism of Be You (Project).

The aim of the Be You Pre-Service Implementation Model is to increase engagement with mental health and suicide prevention content in pre-service education and training courses at VET institutions through the mechanism of Be You. The pilot is expected to trial innovative and sustainable ways of increasing engagement with Be You modules and resources within VET institutions, which has the potential to be scaled up nationally. Please note that the Service Provider will not be providing direct delivery of any professional learning to teachers or students.

Details of the services required are described in the proposal brief in Schedule One.

1.2 Communications

a) The Service Provider must direct all enquiries in relation to this RFP, including any questions or requests for clarification, to Beyond Blue’s Procurement Manager, via email to procurement@beyondblue.org.au

b) Unauthorised communication with other Beyond Blue employees or other Service Providers may lead to disqualification of the Service Provider from the RFP process.

c) The Service Provider must register an intent to submit on the RFP by emailing procurement@beyondblue.org.au by 5.00pm (AEST) Monday, 3 February 2020 to be eligible to submit a Proposal Submission. The sender of the email is assumed to be the key contact for communication during the procurement process. Recipients will receive a return email acknowledging intent has been registered and will also receive a briefing pack containing additional information on Be You.

1.3 Questions

a) Prior to the closing date of the RFP, all questions received from a Service Provider, and the subsequent answers to such questions, may be shared amongst all registered Service Providers as addendums to this RFP.

b) Beyond Blue may refuse to answer any question received after the due date (5.00pm (AEST), Thursday, 6 February 2020) for submission of questions.
2 The RFP process

2.1 RFP process timetable

The expected timetable for this RFP process, subject to change at Beyond Blue discretion is:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP issued</td>
<td>Friday, 24 January 2020</td>
</tr>
<tr>
<td>Registration of intent</td>
<td>Monday, 3 February 2020</td>
</tr>
<tr>
<td>Last date for Service Providers to submit enquiries and questions to Beyond Blue</td>
<td>Thursday, 6 February 2020</td>
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<tr>
<td>Last date Beyond Blue may provide response to enquiries and questions</td>
<td>Monday, 10 February 2020</td>
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<td>Closing date</td>
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<tr>
<td><strong>Late responses will not be accepted</strong></td>
<td>5.00pm (AEST), Friday, 14 February 2020</td>
</tr>
<tr>
<td>Evaluation and shortlisting of Service Providers</td>
<td>Week commencing 17 February 2020</td>
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<tr>
<td>Shortlisted Service Providers notified</td>
<td>Week commencing 24 February 2020</td>
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<tr>
<td>Interview with shortlisted Service Providers</td>
<td>Week commencing 9 March 2020</td>
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<tr>
<td>Negotiations with preferred Service Provider, execution of contract</td>
<td>Week commencing 23 March 2020</td>
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<tr>
<td>Anticipated commencement of Project</td>
<td>Week commencing 6 April 2020</td>
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</table>
2.2 Conduct of the RFP

Beyond Blue reserves the right, in its absolute discretion, to:

a) at any time during the RFP process, accept or reject any conforming or non-conforming Proposal Response;
b) engage in discussions with any Service Provider for the purpose of clarifying the Proposal Response;
c) at any time amend the timetable (including the closing date) or any other requirements of this RFP;
d) at any time cease this RFP altogether, with or without awarding any contract to any Service Provider;
e) select the Service Provider to provide all or only part of the services;
f) refuse to accept a Proposal Response from any Service Providers;
g) provide any further information that it considers relevant in relation to the RFP;
h) issue a new RFP in the event it chooses not to proceed with this RFP for any reason; and
i) at any time, amend the scope of the project brief outlined in Schedule One and reissue that part of the scope.

2.3 Submission of Proposal Response

In submitting a Proposal Response, the Service Provider acknowledges and agrees that:

a) it accepts and will fully comply with the terms and conditions set out in this RFP;
b) the Proposal Response will become the property of Beyond Blue at the time of lodgement and will be treated as commercial-in-confidence; and

c) Beyond Blue and its advisors may use and copy the Proposal Response as required for the purposes of the RFP process including evaluating the Proposal Response, negotiating and preparing contract documents and audit requirements.

The Service Provider must lodge an electronic copy of its Proposal Response to procurement@beyondblue.org.au by 5.00pm (AEST) on Friday, 14 February 2020 (if the document is smaller than 5MB) or otherwise on a USB drive delivered to: Procurement Manager, Beyond Blue, Level 2, 290 Burwood Road, Hawthorn VIC 3122. Hard copy Proposal Responses will not be accepted.

Service Providers are required to prepare the Proposal Response in a direct, concise and relevant manner. The Proposal Response should not exceed more than 20 pages excluding Attachments.

Service Providers should address all of Beyond Blue’s stated requirements and preferences but are encouraged to propose differing approaches within their Proposal Response if they are able to demonstrate a clear rationale for doing so.

The Proposal Response constitutes an irrevocable offer by the Service Provider and must remain valid for acceptance for a period of 120 days from and inclusive of the closing date.

2.4 Costs and expenses

Beyond Blue will not be liable to any Service Provider for, and each Service Provider agrees that it must not claim against Beyond Blue, any costs or expenses incurred in connection with the preparation or submission of the Proposal Response. All such costs and expenses will be borne entirely and exclusively by the Service Provider, regardless of whether Beyond Blue executes a contract with any Service Provider, or otherwise alters, cancel or abandons this RFP process.

Beyond Blue is not liable for any loss, damage, claim, cost or expense incurred by the Service Provider or any other person if, for any reason, the Proposal Response or any other material or communication relevant to this RFP is not received on time, is corrupted or altered or otherwise not received as sent, cannot be read or decrypted, or has its security or integrity compromised.
2.5 Confidentiality

All information included in this RFP is confidential and only for the Service Provider’s knowledge. No information included in this RFP or in discussions connected to it may be disclosed to any other party.

Each Service Provider must maintain the security and confidentiality of all information provided, or to be provided by Beyond Blue to the Service Provider in respect of this RFP.

2.6 Partnerships and/or Consortia

Due to the nature of this RFP, Service Providers may wish, and are permitted, to form partnerships and/or consortia to ensure they have the relevant multidisciplinary expertise required to undertake and deliver on the distinct components of the Project.

If this does occur, the Service Provider must indicate in their Proposal Response who the lead organisation will be (i.e. the main contact and contract holder), and the arrangements that will be put in place to manage partner providers and sub-contractors. It should be noted, Beyond Blue will only deal directly with the lead Service Provider. The lead Service Provider is responsible for contract deliverables, and for managing any sub-contractors.

Service Providers should disclose sub-contracted collaborations in their Proposal Response and approval of sub-contractors is at Beyond Blue’s discretion.

Furthermore, in the selection process, Beyond Blue may recommend and introduce a sub-contractor to a Service Provider for the best outcome of the Project. In any such arrangement, the lead organisation should be ready to commence the Project as per the timeline stated in section 2.1.

2.7 Provision of information

Service Providers should complete and submit the following attachments together with its Proposal Response:

a) Attachment 1: Service Provider Response Form;
b) Attachment 2: Corporate Profile;
c) Attachment 3: Pricing; and

3 Evaluation process

3.1 Evaluation of Proposal Responses

The information furnished by the Service Providers during the RFP process will be used to assess the Service Providers suitability to carry out the services required by Beyond Blue.

Proposal Responses will be assessed on the basis of best ‘value for money’ as a whole, through the application of the following evaluation criteria:

a) The capability and capacity of the Service Provider to provide the services, in accordance with the requirements of the proposal brief in Schedule One.

b) The extent to which the Service Provider has the relevant expertise and experience to conduct the Project as evidenced by any specified or key personnel and previous performance in a project of this nature.

c) The extent to which the proposed methodology meets the requirements for the provision of the services to Beyond Blue and demonstrates a valid, innovative and effective approach, as evidenced by a detailed plan for conducting all aspects of the services to Beyond Blue.
d) The extent to which the Service Provider demonstrates it has the readiness, infrastructure, resource capacity and management approach to provide the services required by Beyond Blue.

e) The Service Provider’s pricing structure including any itemised budget, proposed payment schedules, as well as any proposed pricing model or and any other pricing information provided.

f) The extent which the Service Provider promotes mental health in the workplace. For more information, refer to www.headsup.org.au.

g) The extent which the Service Provider contributes to reconciliation between Aboriginal and Torres Strait Islander people and non-Indigenous people, for example, a Reconciliation Action Plan (RAP). For more information, refer to www.beyondblue.org.au/about-us/procurement

To assist with the consideration of the Proposal Response, Beyond Blue advises that:

a) Proposal Responses may be screened for completeness.

b) Proposal Responses should be concise, easy to understand and demonstrate real project related value.

c) No advantage is gained for the visual “wow” factor of a Proposal Response.

d) Service Providers should avoid responses such as “To be provided after award of contract” as there may not be an opportunity to do so.

e) Shortlisted Service Providers may be invited to an interview or presentation with the Evaluation Panel to discuss the Proposal Response in greater detail.

f) Service Providers should not underestimate the importance of a comprehensive quality (technical) submission. Beyond Blue is looking for clear evidence of the Service Provider’s knowledge and understanding of the services required. The Service Provider should demonstrate its capability to complete the Project within time, on budget and to the technical standards required.

Beyond Blue is not bound to accept the lowest priced, or any other Proposal Response.

3.2 Independent enquiries

a) Beyond Blue may make independent enquiries about any of the matters that may be relevant to the evaluation of any Proposal Responses (including past performance of the Service Provider) and may take this into consideration when evaluating the Proposal Responses.

b) Beyond Blue reserves the right to contact a Service Provider's referees, or any other person, directly and without notification.

4 Engagement of Service Provider

4.1 Formation of contract

This RFP does not represent a legally binding offer from Beyond Blue and is merely an invitation to Service Providers to submit a Proposal Response.

Despite submission of any Proposal Response, no Proposal Response will be deemed to have been accepted and no contract will arise between any Service Provider and Beyond Blue, until a written contract is executed between Beyond Blue and the successful Service Provider.

Any contract between Beyond Blue and the successful Service Provider will be in the form of the contract (contract template will be emailed upon registration of intent).

All unsuccessful Service Providers will be notified once a contract is in place with the successful Service Provider.
4.2 Execution of contract

If Beyond Blue decides to proceed with the procurement of the services, Beyond Blue will issue a notice of acceptance to the successful Service Provider, followed by the execution of a contract.
ATTACHMENT 1 – SERVICE PROVIDER RESPONSE FORM

The Service Provider should complete and submit this Service Provider Response Form with its Proposal Response.

1. **Service Provider name**
   - If a company
     - Company name
     - ACN
     - Name of director(s) and company secretary
   - If a partnership
     - Trading name (if any)
     - Full names of partners
   - If any other type of organisation
     - Name of organisation
     - Type of organisation

2. **ABN**

3. **Trust status**
   - If the Service Provider is a trustee and is submitting a Proposal Response as trustee of the trust
     - Name of trust

4. **Contact for liaison and notices**
   - Name
   - Postal Address
   - Telephone
   - Email address

5. **Disclosure and Conflict of interest**
   - The Service Provider confirms that there are no circumstances or relationships which constitute or may constitute a conflict or potential conflict of interest in relation to this RFP or the Service Provider’s obligations under any contract resulting from this RFP other than:

The Service Provider undertakes to advise Beyond Blue in writing of any additional actual or potential conflicts of interest immediately after becoming aware of it.
6 Location of Premises

The Service Provider confirms that, if successful, the Service Provider will perform the services at the following address:

7 Confirmation

7.1 The Service Provider confirms:

a) offers to supply the services described in the RFP are at the prices specified in the Proposal Response;

b) the Proposal Response remains valid and open for acceptance by Beyond Blue for a period of 120 days from the closing date;

c) it is not insolvent, bankrupt, in liquidation, or under administration or receivership;

d) its capacity to enter into a contract and that there is no restriction under any relevant law to prevent it from providing a Proposal Response;

e) it gives Beyond Blue consent to undertaking checks in accordance with this RFP; and

f) there is no past, current, pending or finalised litigation against the Service Provider, or an explanation of any such litigation.

7.2 The Service Provider warrants that neither the Service Provider nor any of its officers, employees, agents, and subcontractors has, in relation to the preparation, lodgement or assessment of the Proposal Response:

a) improperly obtained confidential information;

b) received improper assistance from employees or former employees of Beyond Blue;

c) engaged in collusive, anti-competitive conduct, unlawful, unethical or other similar conduct with any other Service Provider or other person; or

d) attempted to improperly influence an officer or employee of Beyond Blue, violate any applicable laws regarding the offering of inducements or approached any officer or employee of Beyond Blue (other than as permitted by this RFP).

7.3 The Service Provider notes that giving false or misleading or deceptive information is a serious offence and confirms that all information in its Proposal Response is true and correct in every material respect.
8 Signature on behalf of Service Provider
(Note: To be signed by the Service Provider personally, or if the Service Provider is not an individual, by someone authorised to sign on behalf of the Service Provider, e.g. managing director)

Signature

Name

Position

Signature of Witness

Name of witness

Address of witness

Date / / 2020
ATTACHMENT 2 – CORPORATE PROFILE

The Service Provider should provide a document including the information on the Service Provider’s capability and capacity as required by this Attachment 2.

If forming a partnership, the corporate profile should be completed for the lead Service Provider and consortium member organisations.

**Information required:**

a) information on how the Service Provider promotes mental health in the workplace (refer to [www.headsup.org.au](http://www.headsup.org.au) for more information);

b) information on how the Service Provider contributes to reconciliation between Aboriginal and Torres Strait Islander people and non-Indigenous people, for example, a Reconciliation Action Plan (RAP) (refer to [www.beyondblue.org.au/about-us/procurement](http://www.beyondblue.org.au/about-us/procurement) for more information);

c) information on corporate and ownership structure, including information on related bodies corporate;

d) brief description on how the Service Provider’s corporate values align to Beyond Blue corporate value (refer to [https://www.beyondblue.org.au/about-us/who-we-are-and-what-we-do/our-people](https://www.beyondblue.org.au/about-us/who-we-are-and-what-we-do/our-people) for more information);

e) if a company, names of all shareholders holding 10% or more of any issues share capital;

f) name of ultimate holding entity (if applicable);

g) details of its enterprise profile, including the size, location of sites and principal locations for the provision of the Service;

h) copy of the Service Provider’s last audited annual financial statements;

i) brief history, including year established;

j) particulars of any petition, claim, action, judgement or decision which is likely to affect the Service Provider’s performance;

k) contact details (email and telephone) for at least two referees for whom the Service Provider has provided similar services over the past three (3) years, including:

   i) purchaser, period and value; and
   
   ii) sample designs and case studies; and

l) if the Service Provider is lodging the Proposal Response for a consortium, its Proposal Response should:

   i. provide full details of that legal entity, the consortium members and any proposed subcontractors;
   
   ii. include the information sought in this RFP for each member of the consortium;
   
   iii. describe in detail the relationship between each member of the consortium and the structure proposed for the management of the consortium;
   
   iv. confirm that if a new entity is established to lead the consortium and contract with Beyond Blue, the consortium members will guarantee the performance of that new entity; and
   
   v. include such other information that Beyond Blue requires to undertake a risk assessment of the Proposal Response.
ATTACHMENT 3 – PRICING

The Service Provider should provide a document including the information on price as required by this Attachment 3.

Introduction

a) All prices must be quoted in Australian dollars on a GST exclusive basis with any GST component separately identified.

b) The pricing model should be inclusive of all contingencies.

Fees and Costs

The Service Provider should provide an itemised budget and/or proposed pricing model detailing all fees, prices and charges related to each component of the services.

Payment to the successful Service Provider will be based on fees for specific deliverables, and the budget should be broken down in separate stages with the following items detailed separately:

a) any items over $10,000;

b) reimbursable expenses, such as travel and accommodation, participant incentives, etc.

Please note: a fee range may be quoted provided an explanation is provided as to the rationale behind determining the minimum and maximum within the range.

The following template is provided as an example only.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Fees and Costs ($) (ex GST)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><strong>Proposed Budget / Pricing Model</strong></td>
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<td></td>
<td><strong>Subtotal Service Delivery</strong></td>
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<tr>
<td></td>
<td><strong>Reimbursable Expenses</strong></td>
<td></td>
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<tr>
<td>1</td>
<td>Travel &amp; Accommodation, etc.</td>
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<td>3</td>
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<td></td>
<td><strong>Subtotal Reimbursable Expenses</strong></td>
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<td><strong>SUBTOTAL</strong></td>
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<td><strong>TOTAL</strong></td>
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In addition, Service Providers should also provide an hourly rate for the calculation of any additional requirements or variations.
Payment terms

Service Providers should propose a payment schedule for the payment of all fees and costs in relation to the provision of the services on the understanding that all payments will be made by Beyond Blue upon completion of Service components, and within 30 days of receipt of a valid tax invoice.
# ATTACHMENT 4 – INSURANCE POLICIES

The Service Provider must complete the following table:

<table>
<thead>
<tr>
<th>Policy Type</th>
<th>Insurer</th>
<th>ABN</th>
<th>Policy No.</th>
<th>Insured Amount</th>
<th>Expiry Date</th>
<th>Exclusions (if any)</th>
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</thead>
<tbody>
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<td>Public Liability</td>
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<tr>
<td>Professional Indemnity</td>
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<tr>
<td>Workers' Compensation</td>
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</table>

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<tr>
<th>State</th>
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<th>ABN</th>
<th>Policy No.</th>
<th>Insured Amount</th>
<th>Expiry Date</th>
<th>Exclusions (if any)</th>
</tr>
</thead>
</table>
1 Overview

1.1 Background Information

Launched in November 2018, Be You is a mental health initiative aimed at providing pre-service and current educators with knowledge, resources and strategies for helping children and young people achieve their best possible mental health. Funded by the Australian Government Department of Health, Be You is led by Beyond Blue with the support of delivery partners headspace and Early Childhood Australia (ECA). Individual educators are encouraged to join Be You and register their early learning service or school. Be You Consultants across both ECA and headspace provide direct support to early learning services and schools registered for Be You.

Be You provides an online evidence-based framework for taking action to foster a mentally healthy learning community. Be You empowers pre-service educators, and educators working in or aspiring to work in early learning services and primary and secondary schools with the resources and support needed to increase their confidence, knowledge and skills to promote and protect the mental health of children and young people. It also allows them to respond effectively to children and young people with an emerging or existing mental health condition or suicidality. Be You Consultants support participating early learning services and primary and secondary schools to create an Action Team that is responsible for developing, implementing and monitoring a whole-of-learning community approach to mental health promotion.

The intended beneficiaries of Be You are children and young people, parents and carers, and society more broadly. Be You ultimately aims to achieve change at five levels: educator, Action Team, education setting, children and young people and parents and carers.

Existing Be You resources and support available to Pre-Service educators

The resources and services offered to pre-service and current educators include:

- accredited online Professional Learning modules;
- Handbooks including two versions tailored for pre-service educators – one for those studying to work in early learning services and one for those studying to work in primary and secondary schools;
- Be You Fact Sheets;
- Tools and Guides such as a Programs Directory; and
- Events and webinars.

These resources, aside from the Handbooks, are not specific to the pre-service educator cohort, rather are designed to be applicable to a broad educator audience.

To date, Be You has engaged with pre-service educators from Vocational Education and Training (VET) organisations (TAFEs and Registered Training Organisations (RTOs)) and universities across Australia, primarily on an individual basis. Individual pre-service educators can join Be You and engage with the content and resources available to all educators. Beyond Blue will continue to engage with pre-service educators individually through targeted marketing campaigns via social media and other mediums.

The next phase of Be You aims to increase awareness of Be You in tertiary institutions, focusing initially on the VET sector, and increase institutional access and use of Be You professional learning and materials within their education and training courses and programs. As such, the target audience in the scope of the RFP are VET organisations, whereby the Service Provider will have points of contact with pre-service educators via institutional take-up of Be You as core course content.
Rationale for Be You pre-service pilot in VET institutions

There is an opportunity to increase the training and support provided to pre-service educators to ensure they are equipped with a strong foundation in mental health literacy. Developing pre-service educators’ knowledge, skills and confidence in mental health can also support their own wellbeing as they transition into education careers and ensure the children and young people in their care receive appropriate support. Furthermore, research shows that children and young people with good mental health are more motivated learners, have fewer behavioural issues and show greater commitment to their schoolwork. To meet this need, institutions that provide pre-service education and training courses could leverage the learning and framework in Be You. By engaging with Be You, the benefits would be felt by pre-service trainers and teachers in the VET sector, individual pre-service educators, the services and schools they work in and ultimately the children, young people and families in their learning community.

Beyond Blue has committed to increase the inclusion and coverage of mental health and suicide prevention in pre-service education as a core Be You contractual deliverable with the Department of Health. Specifically, Beyond Blue has developed an internal Be You Pre-Service Strategy to ensure Australia’s future education workforce is ready to support the wellbeing of children and young people around the country.

The development and establishment of the internal Pre-Service Implementation Model (the Model) to be piloted will play an important role in connecting VET institutions with Be You and providing pre-service educators the opportunity to engage with Be You content. The key rationale behind developing and piloting a model with Vet institutions is to enable pre-service educators to engage with Be You with the support of their institution and not purely as a voluntary undertaking as an individual. Initial institutional take-up of Be You via the pilot is seen as an important lever in embedding mental health literacy in pre-service training across Australia.

1.2 Project aims and objectives

Project aim

A key strategic goal of the Be You Pre-Service Strategy is to engage with institutions to generate best-practice models for inclusion of mental health and suicide prevention in pre-service education and training courses. In collaboration with a Service Provider, Beyond Blue seeks to, develop and pilot a Be You Pre-Service Implementation Model (Model) for the VET sector including setting targets, timelines and outcomes.

The aim of the Be You Pre-Service Implementation Model (to be piloted) is to increase engagement with mental health and suicide prevention content in pre-service education and training courses through the mechanism of Be You. The pilot is expected to trial innovative and sustainable ways of increasing engagement with Be You modules and resources within VET institutions, which has the potential to be scaled up nationally. The Model should embrace virtual/online modalities that sit as part of the Be You framework.

The focus of the Project is on encouraging and equipping VET teachers and trainers within selected institutions to use the online Be You platform to support pre-service educators to actively engage with Be You material. The pilot should not involve the direct delivery of any professional learning to teachers or students by the Service Provider.

The Be You Pre-service Implementation Model to be piloted at selected VET sector institutions will incorporate the following features:

- Individual pre-service educator registration on the Be You website;

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• Use of Be You online Professional Learning modules and resources, such as the Pre-service Educator Handbook, Be You mental health and wellbeing Fact-sheets and other tools and resources available to all educators;
• Mechanisms to engage and support VET institutions to use the Be You framework to support the increased mental health literacy of teachers and trainers working with pre-service educators, encourage the completion of Be You modules by pre-service educators and incorporate mental health literacy training within education and training courses.

Project objectives

1) **Develop** an adaptable Be You Pre-Service Implementation Model to be piloted in a representative sample of VET institutions (TAFEs and/or RTOs) covering:
   i. Diverse locations: rural, regional, metro sites;
   ii. Diverse types and sizes of institutions/sites, including small and large organisations;
   iii. Ranges of pre-service courses in early childhood (certificate, diploma etc), including early childhood educators, teacher aides and support teachers;
   iv. Across all States and Territories (if possible).

2) **Pilot** the Be You Pre-Service Implementation Model in VET sites from May 2020 for a period of six to nine months across a diverse range of institutions that provide pre-service education and training courses within the VET sector.

3) **Assess** the pilot of the Be You Pre-Service Implementation Model and translate findings for a national roll-out (assessing both the success of the pilot and recommendations on scalability of the Model).
   - It is anticipated the pilot will be used as a benchmark for a national roll-out across the VET sector. National roll-out is out of scope for this RFP; a separate Project for a national roll-out may be conducted, based on an assessment by Beyond Blue of the recommendations from the pilot.
   - Any assessment of the pilot would identify the core and flex components of the Model and what elements may need to be revised and/or tailored for national roll-out.

The Services

2.1 **Overview**
Beyond Blue is seeking Proposal Responses from Service Providers for the development and delivery of the Be You Pre-service Implementation Model pilot within a sample of VET institutions. The Proposal Response should address the key issues described in the sections below.

**Intellectual Property**
Commonwealth Government, Department of Health will be vested with exclusive ownership of all intellectual property created in relation to the Project including the raw data, all reports and electronic databases. The successful Service Provider needs to abide by Beyond Blue’s data governance practices in relation to data access, retrieval, storage, disposal, and backup of Beyond Blue data assets.

The successful Service Provider will not be able to publish materials, findings, scientific papers or any other reports during the Project without Beyond Blue’s prior written consent.

Relevant Beyond Blue personnel are to be invited to co-author manuscripts and co-facilitate at conference, seminar and workshop presentations.
Ownership of all intellectual property arising from the Project will be non-negotiable with the successful Service Provider.

**Governance**

Beyond Blue reserves the right to peer review, provide feedback and approve the Project, including Model design and the pilot approach, proposed timeframes and performance indicators prior to its implementation. Beyond Blue will appoint a Liaison Officer to be a point of liaison and provide day-to-day oversight for the Project until the completion of the Project.

Additionally, given the importance of the Project, Beyond Blue’s established National Advisory Council (NAC), will provide Beyond Blue with strategic advice on the Project to ensure that it meets Beyond Blue objectives, the needs of the relevant agencies, and to ensure the successful translation of findings into improved practice within the pre-service education and training sector. The NAC includes subject matter experts in the implementation of mental health initiatives, VET sector specialists, government representatives from the Department of Health and the Department of Education, Beyond Blue representatives as well as other experts and stakeholder representatives. The NAC will provide advice only and will have no decision making authority. The successful Service Provider will be informed of any relevant discussions or advice provided by NAC members.

**Ethics for pilot assessment**

The successful Service Provider will be required to obtain formal ethics approval from a Human Research Ethics Committee (ethical consideration within context of institution) on the basis of risk of harm as required. Protocols such as informed consent, confidentiality of data, right to withdraw at any point, referral protocols in case of distress etc. should be outlined in the Proposal Response will be referenced in the Services Agreement with the successful Service Provider.

Service Providers should consider the potential complexities associated with securing ethics approval for the Project and incorporate these considerations into their Proposal Response.

**Working with Children/Police Checks**

The successful Service Provider will be required to ensure all staff working on the Project has cleared Working with Children and Police Check.

### 2.2 Proposal Response

The Service Provider is expected to provide an innovative approach to engaging VET institutions (providing pre-service early learning educator training including teacher aide and support teacher qualifications) and developing a Pre-Service Implementation Model to be piloted at a diverse range of sites/institutions.

Service Providers are to provide a Proposal Response which demonstrates understanding of the work required and addresses the following points:

**a) Project design**

i) An outline of the Service Provider’s proposed Pre-Service Implementation Model that addresses the aims and objectives set out in Section 1.2 of this RFP;

ii) The Proposal Response should address considerations for testing and assessing the pilot of the Pre-service Implementation Model at the selected VET institutions.

**b) Approach to project management**

i) An outline of the proposed approach to managing the Project, including details of proposed project team structure, project administration and risk management procedures;
ii) Information on the Service Provider’s ability to meet the timeline or milestones nominated by Beyond Blue for these Services, or if these cannot be met, the proposed timelines for provision of these Services;

iii) Details of existing networks and relationships with relevant stakeholders and plans for engaging new and existing stakeholders (i.e. VET institutions).

c) Service providers previous experience similar to this Project, including specific examples of an understanding of the following:
   o early childhood educators;
   o pre-service educators;
   o teachers and trainers in the VET sector;
   o early childhood teacher aides and support teachers;
   o health sector in Australia, with a particular focus on promotion and prevention of mental health programs for pre-service educators or other real-world mental health programs;
   o education sector in Australia, particularly the VET sector.

d) Details of key personnel including qualifications, skills and an outline of the capability and capacity of individual members of the project team including:
   i) demonstrated capacity and expertise of the project team identified to deliver on the services and of key personnel such as the project manager/s and relevant support staff. Beyond Blue will look favourably on multi-disciplinary project teams that are composed of a range of personnel with expertise in pre-service education and training within the VET sector;
   ii) details of how the various project team members and organisations will interact, including effective coordination and management;
   iii) provide a brief biography or CV for each member of the project team.

e) Project assessment design/methodology, including:
   i) feedback collection and analysis to inform recommendation reports;
   ii) ethical considerations for any data collection.

f) Reporting capabilities
   i) reporting outlined in section 1.2 under the pilot deliverables;
   ii) the Service Provider is expected to have excellent written and verbal communication skills with the ability to write for different target audiences.

g) Risk considerations
   i) Identification of known risks for the Project.

h) Proposed timelines.

2.3 Service Requirements

The Service Provider must ensure that all components necessary to deliver the services are provided. Services include, but are not limited to, the provision of the following:

(a) Collaborate with the Beyond Blue Project Team;
(b) Review background information provided by Beyond Blue, including the Be You framework, and developing a competent understanding of Be You content and resources;
(c) A detailed Pre-Service Implementation Model including:
   • the Model design
   • Stakeholder Consultation and Management Plan, with reference to the approach to recruit VET institution
• Assessment Plan
• the proposed approach to project management
• pilot timelines
• budget
• risk management
• key personnel and their respective expertise and experience
(d) Development of a suitable scope and methodology for the pilot; including detailed plans on the following requirements for the pilot sites including:
  i) number of pilot sites;
  ii) consideration of pilot sites/institutions location, type and size;
  iii) consideration of diverse pre-service education and training courses;
  iv) project timelines, considering pilot roll-out and assessment periods.
(e) Roll-out plans for pilot of the Pre-Service Implementation Model in selected VET institutions;
(f) Project management reporting as follows:
  i) appoint a project manager/account manager to liaise on a day-to-day basis with Beyond Blue’s Liaison Officer for the duration of the project;
  ii) required to provide regular verbal updates to Beyond Blue’s Liaison Officer by phone. The Service Provider will highlight emerging concerns or risks to the Project, and work with Beyond Blue to resolve these.
(g) Required to attend virtual meetings as required;
(h) Status reports, an Interim Recommendation Report and a Final Report, in the format outlined below, and additional or supplementary reports and presentations as required throughout the Project
(i) An Engagement Plan if engaging with Aboriginal and Torres Strait Islander communities;
(j) Engagement and management of sub-contractors (if applicable); and
(k) Audit, review and recommendations

2.4 Project Delivery

It is anticipated that the services will be completed as follows:
<table>
<thead>
<tr>
<th>Milestones</th>
<th>Details</th>
<th>Due dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be You Pre-service Implementation Model plan</td>
<td>A plan which includes the pilot methodologies, scope and target institutions, estimated performance indicators, risk assessment and timeline forecast</td>
<td>Late April 2020</td>
</tr>
<tr>
<td>Stakeholder Consultation and Management Plan</td>
<td>Plan to ensure stakeholder engagement with key VET stakeholders, including plans for how the Service Provider will engage VET intuitions for the pilot (VET institution recruitment plan)</td>
<td>Late April 2020</td>
</tr>
<tr>
<td>Assessment Plan</td>
<td>Plan to ensure there is a robust mechanism to gather feedback from professional and academic staff and students</td>
<td>Late April 2020</td>
</tr>
<tr>
<td>Presentation of Pre-service Implementation Model delivery plan, stakeholder management plan and assessment plan</td>
<td>Present a detailed delivery plan of the Pre-service Implementation Model pilot and supporting stakeholder management plan and assessment plan to Beyond Blue for review and feedback</td>
<td>Early May 2020</td>
</tr>
<tr>
<td>Pilot commencement</td>
<td>Roll-out of pilot at the selected range of institutions that provide pre-service education and training courses within the VET sector</td>
<td>Mid May 2020</td>
</tr>
<tr>
<td>Status Reports</td>
<td>Regular written progress update highlighting Project status, key actions over the time period, upcoming actions and milestones, stakeholder management and risk assessment, including an assessment of barriers and enablers to the Project to be discussed at a fortnightly meeting. These reports will be discussed during a fortnightly verbal update (online/phone meeting)</td>
<td>Fortnightly (ongoing) as of early April 2020</td>
</tr>
<tr>
<td>Interim Recommendation Report</td>
<td>Interim recommendations of content suitability and suggested enhancements to Be You content to suit a pre-service audience (this will involve a review of Be You to determine any gaps or amendments in the content of Be You Professional Learning modules, Fact Sheets etc)</td>
<td>Mid August 2020</td>
</tr>
<tr>
<td>Internal stakeholder workshop</td>
<td>Facilitate an internal stakeholder workshop with Beyond Blue to present the findings for Be You content suitability and enhancements for a pre-service audience</td>
<td>Mid August 2020</td>
</tr>
</tbody>
</table>
The Final Report is to be provided on 24 December 2020; and must include the following:

i) an Executive Summary (1-2 page);
ii) overall summary (3 pages)
iii) the aims and objectives of the project;
iv) the methodology;
v) a detailed analysis and assessment of the pilot; and
vi) key findings, lessons learnt, conclusions and recommendations for national roll-out (no more than 20 pages overall).

Recommendations are to include, but are not limited to:

- the core and flexible elements of the Model that can support a national roll-out,
- system level changes, considering feedback that would support national roll-out

Presentation of findings and recommendations to Beyond Blue

<table>
<thead>
<tr>
<th>Presentation on Final Assessment Report – lessons learnt and recommendations for scaling pilot for nationwide roll-out</th>
<th>Mid December 2020</th>
</tr>
</thead>
</table>

2.5 **Budget**

The Service Provider is invited to provide a reasonable and market competitive costing and budget (ex GST) to complete this piece of work and outline the itemised budget using the Attachment 3 – Pricing template.

2.6 **Reporting Requirements**

The Service Provider will be required to provide the following reports:

a) **Project management reporting** - a verbal update on the progress of the Project to the Beyond Blue on a fortnightly basis and to highlight emerging concerns or risks to the Project, and work with Beyond Blue to resolve these.

b) **Status Reports**: Regular written progress update highlighting Project status to be discussed at the fortnightly meeting.

c) **Interim Recommendation Report**: Interim recommendations of content suitability and suggested enhancements to Be You content to suit a pre-service audience.

d) **Final Report**: The Service Provider is expected to provide two draft versions of the Final Report for review and approval by Beyond Blue. The Final Report must include the report aspects outlined under 2.3.

2.7 **Any Other Matters**

Please detail any matters which have not been covered in previous sections, which the Service Provider believes need to be taken into consideration when their Proposal Response is being evaluated, e.g. any areas of non-conformity with the RFP, any value-add services. 500-word limit.