

Mental Health Community Support Services Procurement Reference Group

Terms of Reference

1. Purpose

- 1.1. To provide oversight in the development of key procurement and evaluation documentation, to engage non-government organisations to deliver mental health community support services across Queensland from 1 July 2019.

2. Key Deliverables

- 2.1. Request for Offer (RFO) documentation (including development of local specifications) for release on Qtenders site to procure non-government organisations to deliver mental health community support services across Queensland from 1 July 2019.
- 2.2. Evaluation plan (including weighted criteria) to be used by evaluation panel to assess offers received from non-government organisations through the RFO process.

3. Stakeholder Roles and Responsibilities

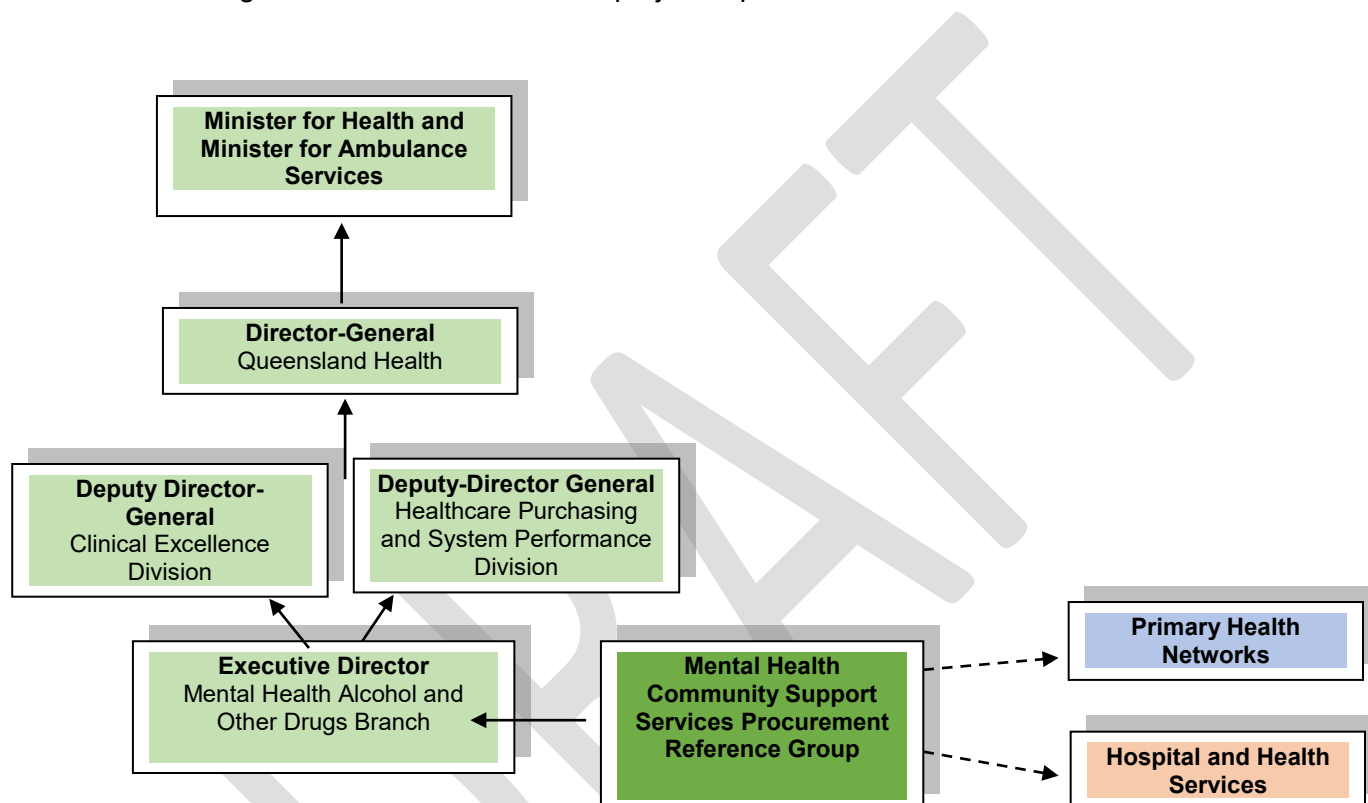
Stakeholder	Roles and Responsibilities
1. Mental Health Alcohol and Other Drugs Branch (MHAODB)	<ul style="list-style-type: none"> • Chair reference group meetings. • Facilitate advice from subject matter experts to develop RFO documentation and evaluation plan • Arrange approval of RFO documents and evaluation plan
2. Community Services Funding Branch (CSFB)	<ul style="list-style-type: none"> • Procurement policy advice in development of RFO and evaluation plan. Lead evaluation process following endorsement of evaluation plan
3. Consumer representatives	<ul style="list-style-type: none"> • Provision of advice regarding the experience of access to and delivery of services by mental health health community support services
4. Hospital and Health Services (HHSs)	<ul style="list-style-type: none"> • Provision of specialised clinical advice regarding the interface between public sector mental health services and State-funded mental health community support services, and local content knowledge to inform RFO documents and evaluation plan
5. Primary Health Networks (PHNs)	<ul style="list-style-type: none"> • Provision of specialised advice regarding the interface between primary care, public mental health services and State-funded mental health community support services, and local content knowledge to inform RFO documents and evaluation plan
6. Indigenous mental health	<ul style="list-style-type: none"> • Provision of specialised advice regarding Indigenous health, social and emotional wellbeing
7. Prison Mental Health Services (PMHSs)	<ul style="list-style-type: none"> • Provision of specialised advice regarding the interface of prison mental health transition services and targeted mental health community support services for individuals transitioning from

4. Guiding Principles

- 4.1. Queensland Procurement Policy 2018
- 4.2. *Financial Accountability Act 2009 and Financial and Performance Management Standard 2009*

5. Governance and Authority

- 5.1. Members are collectively responsible for contributing to advice provided to the Department of Health.
- 5.2. The governance structure for the project is pictured below.



6. Membership

Members:

- 6.1. The Reference Group will comprise representatives from:
 - MHAODB (including Chair and Secretariat)
 - CSFB
 - 2 Health Consumers Queensland mental health lived experience representatives
 - 14 HHSs
 - 7 PHNs
 - 2 Aboriginal and Torres Strait Islander Health Branch
 - 5 PMHSs
- 6.2. The Chair may invite other participants or groups to present to, or observe meetings. Guest attendance is limited to the duration of discussion on that specific topic.
- 6.3. Membership of the reference group may be drawn upon to form evaluation panels.

Change to membership:

- 6.4. Subject to probity advice, the membership may be altered following consultation and endorsement by the Chair.

Chair:

- 6.5. The Committee will be chaired by the Senior Director, Strategy, Planning and Partnerships Unit, MHAODB, or their delegate.

Secretariat:

- 6.6. The Secretariat will be provided by Strategy, Planning and Partnerships, MHAODB. The Secretariat will coordinate meeting arrangements and facilitate provision of the agenda, minutes, and papers for agenda items.

Delegates:

- 6.7. Subject to probity advice, delegates are permitted, if suitably briefed and have the authority, to attend as the representative of the group member.

7. Responsibilities of chair and members

7.1 The Chair is responsible for:

- Ensuring the meetings focus on matters relevant to the specified purpose and consider each matter with appropriate care and diligence.
- Ensuring that appropriate and timely reporting occurs and any major issues are appropriately escalated, if required.
- Managing logistical and administrative matters associated with the operation of the reference group.

7.2 It is expected that all Members will:

- Attend and prepare for meetings accordingly, or nominate a proxy.
- Represent the perspectives of their organisation in a respectful way.
- Pass on relevant information to appropriate person/s from their organisation.
- Facilitate and support the resolution of risks and issues.
- If requested, participate in the RFO evaluation panel.

8. Confidentiality

- 8.1. Members may receive information that is regarded as 'commercial-in-confidence', clinically confidential or have privacy implications. By accepting membership of the committee or an invitation to attend as a guest, meeting attendees acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain. Members will demonstrate this through submission of the *Acknowledgment of Obligations* form, to be submitted prior to commencement of the first meeting.

9. Declaration of Conflict of Interest

- 9.1. Members will be required to disclose all past, current and anticipated interests which may conflict with impartial involvement in the activities of the reference group and provide commitment that they will not engage in any activity or obtain any interest likely to conflict with their impartiality.

Members will declare any such conflict, or perceived conflict immediately to the Chair. Members will demonstrate this through submission of the *Acknowledgment of Obligations* form, to be submitted prior to commencement of the first meeting.

10. Quorum

10.1. A quorum for a meeting is 50% of its members plus one additional member.

10.2. If a quorum is not met, the meeting may continue at the Chair's discretion.

11. Out of session business

11.1. Business may be initiated and progressed out of session by the Chair. Papers will be circulated to members for feedback by a specified date. In these circumstances, the Chair will determine the final position based upon member feedback. The Secretariat can update members accordingly.

12. Meeting Schedule

12.1. Frequency of the meetings to be determined by the members at the first meeting.

13. Lifespan

13.1. The reference group will continue to meet as required to ensure completion of all relevant procurement activities. It is expected that the reference group will be dissolved after approval is provided for advertisement of the RFO to procure non-government organisations to deliver mental health community support services. It is proposed that the RFO

14. Amendment, modification or variation to the Terms of Reference

14.1. The Terms of Reference may be amended, modified or varied following governance group consultation and endorsement by the Chair.

Document history:

Version	Date	Author	Comments	Approval
0.1	06/07/2018	Rebecca Wakefield, SPP, MHAODB	Initial draft	N/A