



Request for Offer (RFO)

The provision of services to undertake an evaluation of the Australasian College for Infection and Control’s education and professional development offerings.

Contents

Request for Offer (RFO)	1
Schedule 1: RFO Details	2
Due Date	2
Lodgment of Offers	2
Format of Offers.....	2
Evaluation of Offers	2
Contracting the Successful Vendor.....	2
Completion of the Review	2
Contact Officer	2
Evaluation of Offers	2
Schedule 2: Statement of Requirement.....	3
Introduction	3
Background	3
Objectives	4
Scope.....	5
Review Requirements	5
Schedule 3: Information Required for Offers	6
Schedule 4: Terms and Conditions for the RFO	8



ACIPC

Australasian College
for Infection Prevention and Control

Schedule 1: RFO Details

Due Date

Offers will be accepted until **6 p.m. (AEDT)** on Monday 14 April 2025.

Lodgment of Offers

Offers should be lodged via email to office@acipc.org.au. You will receive confirmation via email.

Format of Offers

All offers are to be submitted via email with both a PDF and a word document of your offer. Offers should be no more than 15 pages, excluding appendices

Offers must include the information in *Schedule 3: Information Required for Offers*. Offers may include additional information.

Evaluation of Offers

The College expects offers will be evaluated within four weeks of submission.

Contracting the Successful Vendor

The College expects to contract the successful shortly after the evaluation has been completed.

Completion of the Review

The College anticipates a review will take 6 months from the signing of a contract.

Contact Officer

For questions relating to this RFO, please email:

Ben Thiessen
Executive Manager
ACIPC
executive@acipc.org.au

Evaluation of Offers

ACIPC will consider the following criteria when evaluating offers.

- Scope
- Approach and Methodology
- Project Plan and Milestones
- Personnel
- Experience
- Cost





ACIPC

Australasian College
for Infection Prevention and Control

Schedule 2: Statement of Requirement

Introduction

The Australasian College for Infection Prevention and Control (ACIPC, www.acipc.org.au) is the peak body for Infection Prevention and Control professionals within the Australasian region and operates as a not-for profit organisation. ACIPC is seeking to engage a qualified organisation to undertake an external evaluation of the education and professional development programme delivered by ACIPC for members.

ACIPC provides an evidence-based education and professional development programme to advance infection prevention and control practices across Australasia. As the peak body for infection prevention and control professionals in the region, ACIPC is uniquely positioned to offer high-quality, up-to-date education that reflects current evidence and best practices. By collaborating with infection prevention and control experts to develop educational activities, ACIPC ensures that practitioners have access to the most relevant and effective training. This approach not only enhances the skills and knowledge of individual professionals but also contributes to reducing the overall burden of infection in healthcare settings and the broader community.

The aim of the request for offer is to undertake a scoping study of the education and training needs of members while evaluating the ACIPC education and professional development programme regarding meeting the needs of stakeholders, and providing value to ACIPC members, with a view to identifying opportunities to strengthen offerings and provide improved value for members.

This RFO is important to ensure that ACIPC is providing its members with industry leading and innovative opportunities to develop professionally and keep abreast of changes in infection prevention and control practices thereby contributing to an IPC workforce that is up to date in relation to knowledge and practice.

Background

The current pathway to employment as an IPC professional in Australasia is variable, with generally no mandatory training or education requirements, no employment pre-requisites and no standardised job descriptions, professional development modules, or evidence-based program designs resulting in variability of skills and expertise of IPC professionals and potentially variability in the provision of care and outcomes for patients/clients. Continuing professional development (CPD) is therefore crucial for infection prevention and control (IPC) professionals to maintain and enhance their knowledge, skills, and competencies in an ever-evolving field. The landscape of infectious diseases, healthcare-associated infections, and antimicrobial resistance is constantly changing, with new pathogens emerging and existing ones developing resistance to treatments. IPC professionals must stay abreast of the latest evidence-based practices, guidelines, and technologies to effectively prevent and control infections in various healthcare settings.

Accessing CPD is a component of maintaining and enhancing the skills and knowledge of health professionals. In Australia, various regulatory bodies mandate CPD as a requirement for ongoing registration, ensuring that health professionals stay current with the latest evidence-based practices, technologies, and guidelines in their respective fields. For example, the Dental Board of Australia stipulates that dental practitioners must complete 60 hours of CPD activities over a three-year cycle,



ACIPC

Australasian College
for Infection Prevention and Control

the Nursing and Midwifery Board of Australia requires registered nurses and midwives to complete a minimum of 20 hours of CPD per registration period, and the Paramedic Board of Australia requires registered paramedics to complete at least 30 hours of CPD each year. The CPD activities supported are diverse and may include attending conferences, participating in workshops, completing online courses, engaging in peer review activities, and undertaking self-directed learning. These activities not only help professionals meet regulatory requirements but also contribute to improved patient care, career advancement, and the overall quality and safety of healthcare delivery.

For IPC professionals accessing CPD allows them to adapt to new challenges and implement innovative strategies in their practice. It fosters critical thinking, problem-solving skills, and the ability to apply theoretical knowledge to real-world situations. Through ongoing education and training, IPC professionals can improve patient outcomes, reduce healthcare costs associated with preventable infections, and contribute to the overall quality and safety of healthcare delivery. CPD also supports career advancement, professional credibility, and the development of leadership skills, which are essential for driving organisational change and promoting a culture of safety within healthcare institutions.

ACIPC recognises the importance of CPD and has identified in the Strategy & Implementation Plan 2023-28 five strategic goals and objectives that includes that ACIPC will provide membership services to our members that are responsive to their needs and will provide evidence-based education and professional development that is relevant to IPC. The drivers of these being that ACIPC will provide opportunities for members to develop professionally through mentoring, education and credentialing pathways, expand CPD offerings to meet the needs of our members and stakeholders, while offering members, stakeholders, and industry a suite of relevant, evidence-based, high-quality CPD, shorter courses, and high-level IPC education. The key action supporting this RFO being 4.3 from the Strategy & Implementation Plan 2023-28: Scoping study of education and training needs. With the key outcome being that ACIPC continues to be recognised as a valued source of expertise and training needed to limit the spread of infectious disease.

Objectives

The objectives of this evaluation are to:

- Assess alignment with current evidence and best practices:
Evaluate how well ACIPC's educational content reflects the most up-to-date infection prevention and control evidence and recommendations.
- Evaluate effectiveness in skill development:
Determine if the education and professional development activities are successfully providing participants with practical skills and knowledge that can be applied in their workplaces.
- Analyse career advancement outcomes:
Examine whether participation in ACIPC's education and professional development activities supports career progression for participants.
- Review course accessibility and delivery:
Assess the effectiveness of ACIPC's delivery of education and professional development activities in meeting the needs of busy professionals.



ACIPC

Australasian College
for Infection Prevention and Control

- Evaluate specialty course offerings:
Examine the relevance and effectiveness of specialised offerings, such as those for aged care settings and veterinary practices.
- Assess credentialing pathway:
Evaluate how well the education and professional development activities support ACIPC's credentialing pathway and prepare participants for further postgraduate study.
- Review collaboration with experts:
Assess the effectiveness of ACIPC's collaboration with infection prevention and control experts in developing education and professional development activities.
- Evaluate international applicability:
Assess the relevance and effectiveness of ACIPC education and professional development activities for professionals across ACIPC's footprint and beyond.

The outcomes of the evaluation should provide recommendations on:

- Alignment of education and professional development activities with current evidence and best practices in infection prevention and control
- Support for career advancement and professional growth of participants
- Pathways for further education and professional development after activity completion
- Alignment with industry needs, including specific sectors like aged care
- Partnerships with universities and other educational institutions
- Collaboration with infection prevention and control experts in course/activity development
- Strategies to expand reach and impact globally
- Ideal structure for education and professional development activities
- Increasing industry recognition of ACIPC's education and professional development activities.

Scope

It is proposed that the evaluation examine this core set of elements:

- education and professional development activities approaches and design
- participant experience and engagement
- quality of education and professional development activities
- benchmarking of education and professional development activities against similar peak health bodies within Australia
- benchmarking of education and professional development activities against similar peak health bodies internationally
- Barriers to participation in ACIPC's education and professional development activities.

Review Requirements

ACIPC will be responsible for supplying data or information required to undertake the evaluation. However, the vendor will be responsible for obtaining data for review outside ACIPC, and suitable information for the investigative review.



ACIPC

Australasian College
for Infection Prevention and Control

Schedule 3: Information Required for Offers

- Include the following information in your offer
- Offers may include additional information
- Offers should be no more than 15 pages, excluding appendices
- Supply both a PDF and a word document of your offer

Item	Required
Organisation	Organisation name: Postal address:
ABN	ABN: CAN/ARBN (if applicable):
Contact Person	Name: Position title: Telephone: Email:
Approach and Methodology	A detailed description of the proposed approach and methodology proposed to meet the objectives and scope.
Project Plan and Milestones	A detailed project plan with timelines and dependencies, including: <ul style="list-style-type: none">○ Stakeholder engagement○ Main review phases○ Key milestones○ Briefings to ACIPC
Personnel	Details of the project leader, highlighting the relevant experience and skills that make them suitable to lead this project. Details of project team members, highlighting the relevant experience and skills that make them suitable team members for this project. Project team members' availability for the duration of the contract and coverage arrangements from other staff, if required. Include details of proposed backup personnel.
Experience	Provide examples of previous experience and performance on comparable projects that indicate the respondent's experience, capacity, and quality of work. Provide summaries of comparable projects.
Referees	Provide professional referees from previous contracts, including the referees' name, organisation, project name, and contact details
Conflicts of Interest	Include details of any conflicts of interest, including any potential conflicts that may arise.
Insurance	Include details on insurance policies held including workers' compensation, public liability, and professional indemnity.



ACIPC

Australasian College
for Infection Prevention and Control

Cost	<p>Provide a total fee for the offer. The fee must be inclusive of all expenses that are required to successfully complete the offer, including but not limited to:</p> <ul style="list-style-type: none">• Travel, travel time, and transport fares• Software and communications costs• Accommodation and meals• Costs incurred in collecting and analysing information• Document reproduction• Document delivery <p>The offer must include:</p> <ul style="list-style-type: none">• A breakdown of costs showing various stages, components and work times of personnel engaged in undertaking the project.• Proposed payment schedules
-------------	---





ACIPC

Australasian College
for Infection Prevention and Control

Schedule 4: Terms and Conditions for the RFO

Prospective vendors are agreeing to the following terms and conditions when submitting an offer.

1. The Australasian College for Infection Prevention and Control (ACIPC) is seeking offers for the provision of the services described in the Statement of Requirement.
2. Prospective vendors can submit offers that address the Statement of Requirement Required and include the Information Required for Offers.
3. ACIPC, at its discretion, may discontinue this RFO, decline to accept any offer, decline to issue any contract, or satisfy its requirement separately from this RFO process.
4. Each prospective vendor agrees that participation in any stage of the RFO is at their sole risk and cost.
5. If selected by ACIPC, a prospective vendor agrees to enter into a contract to provide the services in accordance with the RFO. The contract will include clauses covering intellectual property rights, privacy, confidentiality and managing information provided by ACIPC.
6. Acceptance of an offer will occur only when a contract is executed.
7. No commitment or contract exists until a contract is executed.
8. Each prospective vendor agrees to include all actual or potential conflicts of interest in their offer.
9. Each prospective vendor agrees to notify ACIPC immediately if new actual or potential conflicts of interest arise after they have submitted an offer.
10. Each prospective vendor warrants their offer has not been prepared with the assistance of employees or office holders of ACIPC without being declared in their offer.

