

Expression of Interest

**Research into Simulation in undergraduate
nursing and/or midwifery education programs**

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Executive summary

The Australian Nursing & Midwifery Accreditation Council (ANMAC) is calling for Expression of Interest for a research and funding partnership to answer the following questions:

1. Can simulation be used to provide clinical learning experiences equal in quality to workplace experience?
2. How can the quality of simulation be measured relative to mandated professional practice hours?

Key priority areas are detailed in Attachment A.

Submissions from interested parties are required to be received at ANMAC's Majura Park office by Friday, 1 February 2019.

While tenderers are encouraged to submit a proposal that provides for innovative service delivery that benefits ANMAC their response must, at a minimum, be consistent with the services requested through this expression of interest. Proposals for services that vary or are in addition to those requested should be identified separately.

Background information

The Australian Nursing and Midwifery Accreditation Council (ANMAC) is the independent accrediting authority for nursing and midwifery education under Australia's National Registration and Accreditation Scheme (NRAS) in accordance with the Health Practitioner Regulation Law 2009.

ANMAC is a not-for-profit company limited by guarantee and is registered through the Australian Securities and Investment Commission (ASIC) and the Australian Charities and Not-For-Profit Commission (ACNC).

ABN: 91 021 040 318

ACN: 143 879 396

<https://www.anmac.org.au>

Part A – Expression of Interest (EOI) conditions

1. Expression of Interest (EOI)

Tenders must be lodged in accordance with these Conditions no later than 5.00 p.m. AEST on Friday, 1 February 2019.

2. Submission of tender

All Expressions of Interest must be lodged and received prior to Closing Time via email to the Contact Officer.

3. Communication

Tenderers must direct all communications concerning this Expression of Interest through the Contact Officer unless directed otherwise by the Contact Officer.

Unauthorised communication by a Tenderer with other staff of ANMAC may lead to the exclusion from consideration of the submission lodged by that Tenderer.

4. Contact officer

For the purposes of this tender, the Contact Officer is:

Margaret Gatling – Director Accreditation Services

margaret.gatling@anmac.org.au

0412 833 365

15 Lancaster Place

CANBERRA AIRPORT ACT 2601

5. Request for tender timetable

ANMAC will be adhering to the following timeline

Issue of Expression of Interest: Thursday, 20 December 2018

Closing Time: Friday 1 February 2019

Proposal Evaluation: Monday 4 February 2019 to Friday 21 February 2019

Notification of Outcome: Week beginning Monday, 25 February 2019

6. Addenda

6.1 No explanation or amendment to the request for tender will be valid unless it is in the form of a written addendum issued by ANMAC.

6.2 All addenda to the request for tender become part of the request for tender.

7. Late tenders

Tenders received after the Deadline or in a place other than that stipulated in this request will not be accepted for evaluation.

8. Acceptance of tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the requirements and may be accepted by the Principal either wholly or in part. ANMAC is not bound to accept the lowest EOI and may reject any or all EOIs submitted.

9. Tender validity period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the closing date of this request for Expression of Interest. Tenderers may choose to state in their submission a period of more than 90 days.

10. Rejection of tender

A Tenders submission may be rejected if it fails to fully comply with the terms of the request for Expression of Interest.

11. Alteration or illegibility

11.1 A Tenderer must initial any alteration made to a submission.

11.2 A Tenderer should immediately notify the Contact Officer in writing if it reasonably believes there is a discrepancy, error, ambiguity, inconsistency or omission in this request for expression of interest.

12. Suspension or cessation

ANMAC may cease to proceed with, or suspend the process, or any stage of it, outlined in the Expression of Interest or any negotiations being conducted at that time with any Tenderer.

13. Confidentiality

Tenderers should be aware that ANMAC will treat information submitted as part of the tender as a 'confidential item', in which case only limited information will be disclosed on pricing. However, all Tenderers will be advised of the name of the person or company awarded the contract.

14. Content and format of tender

14.1 Tenders must include all the information requested in the request for tender unless expressly specified otherwise.

14.2 If the Tenderer intends to utilise a subcontractor, all the information requested in the request for tender be provided in full for each subcontractor.

15. Price

All monetary amounts are to be expressed in Australian Dollars and exclusive of GST.

16. Conflict of interest

16.1 The work of ANMAC is underpinned by a commitment to collaboration between Nursing and Midwifery organisations, education providers and other stakeholders. To this end, the process of developing ANMAC's research agenda has been a collaborative effort, as will the assessment of all proposals. This means that there is a reasonable probability that conflicts of interest may arise.

16.2 The Tenderer must disclose to ANMAC any circumstances, arrangements or relationships which constitute, or might reasonably be considered to constitute, an actual or potential conflict of interest with the Tenderer's obligations under the Tender Documents or under any Contract that might be entered. The Tenderer shall make this disclosure to the Company as soon as becoming aware of it and, in any event, prior to submitting any Tender.

17. Intellectual property

ANMAC recognises the fundamental importance of identifying and classifying intellectual property (IP) developed from research activities funded by ANMAC as well as protecting background IP provided to research activities by other parties in carrying out the research activity. Request for tender applicants should be aware that if they are successful in obtaining research funding that IP will be discussed and negotiated to achieve equitable outcome for all parties as part of the ANMAC's general research funding agreement negotiations.

18. Evaluation of submissions

18.1 Rather than automatically accepting the lowest price, the submission evaluation process will apply weighting for skills, quality, experience and previous performance in a manner to ensure value for money.

The submission evaluation process will involve assessing each of the submissions according to the following two core section criteria:

- Technical Assessment of the Tenderer's Capability
- Price Assessment

17.2 The Technical Assessment of the Tenderer's capability will involve assessing the Tender's ability to meet ANMAC's Requirements, including technical and management competence, financial viability, relevant skills, experience and availability of personnel.

17.3 The Price Assessment will be based on the extent to which the proposed fees represent value for money and whether the tender has supplied a realistic costing that is based on the understood work and effort needed to deliver the services.

19. Research principles

ANMAC has a highly collaborative approach to setting research priorities and supporting research activities. ANMAC's research priorities are focussed on key issues in the accreditation of nursing and midwifery education programs. ANMAC consults widely with stakeholders in identifying issues which require further enquiry in order to strengthen the platform of knowledge supporting accreditation standards for the nursing and midwifery professions.

ANMAC supports research that has the clear purpose of providing objective, evidence-based findings which will inform and enhance nursing and midwifery education.

ANMAC adheres to the principles of the *Australian Code for the Responsible Conduct of Research 2018*:

1. *Honesty in the development, undertaking and reporting of research*
 - *Present information truthfully and accurately in proposing, conducting and reporting research.*
2. *Rigour in the development, undertaking and reporting of research*
 - *Underpin research by attention to detail and robust methodology, avoiding or acknowledging biases.*
3. *Transparency in declaring interests and reporting research methodology, data and findings*
 - *Share and communicate research methodology, data and findings openly, responsibly and accurately.*
 - *Disclose and manage conflicts of interest.*

4. *Fairness in the treatment of others*
 - *Treat fellow researchers and others involved in the research fairly and with respect.*
 - *Appropriately reference and cite the work of others.*
 - *Give credit, including authorship where appropriate, to those who have contributed to the research.*
5. *Respect for research participants, the wider community, animals and the environment*
 - *Treat human participants and communities that are affected by the research with care and respect, giving appropriate consideration to the needs of minority groups or vulnerable people.*
 - *Ensure that respect underpins all decisions and actions related to the care and use of animals in research.*
 - *Minimise adverse effects of the research on the environment.*
6. *Recognition of the right of Aboriginal and Torres Strait Islander peoples to be engaged in research that affects or is of particular significance to them*
 - *Recognise, value and respect the diversity, heritage, knowledge, cultural property and connection to land of Aboriginal and Torres Strait Islander peoples.*
 - *Engage with Aboriginal and Torres Strait Islander peoples prior to research being undertaken, so that they freely make decisions about their involvement.*
 - *Report to Aboriginal and Torres Strait Islander peoples the outcomes of research in which they have engaged.*
7. *Accountability for the development, undertaking and reporting of research*
 - *Comply with relevant legislation, policies and guidelines.*
 - *Ensure good stewardship of public resources used to conduct research.*
 - *Consider the consequences and outcomes of research prior to its communication.*
8. *Promotion of responsible research practices*
 - *Promote and foster a research culture and environment that supports the responsible conduct of research*

(National Health and Medical Research Council, 2018).

Part B – Requirements

Introduction

Simulation-based education is used in all entry to practice nursing and midwifery education programs to prepare students for workplace experience. However, the quality of the simulation experience varies widely depending on teaching staff skills and knowledge, the modes used, and the standard of any equipment employed. In the US, research has shown that quality use of simulation can replace some workplace experience time. Exploring this in an Australian context would inform the issue of mandated workplace experience hours as well as leading to development of ANMAC standards supporting quality use of simulation.

Objective

The Australian Nursing & Midwifery Accreditation Council (ANMAC) is calling for Expressions of Interest for a partnership approach in a research project to answer the following questions:

1. Can simulation be used to provide clinical learning experiences equal in quality to workplace experience?
2. How can the quality of simulation be measured relative to mandated professional practice hours?

Scope

The scope of the research project is limited to undergraduate programs nursing and /or midwifery programs that are of three or more years duration and are at a minimum of AQF level 7.

Deliverables

The deliverables include a project management plan with milestones, timelines, a communications plan and risk matrix at commencement of research project. Any requirement for ethics approval must be met by the research organisation.

A comprehensive, evidence-based report is to be provided at the conclusion of the research project. The report is to include synthesis, analysis and recommended options based on the research findings.

Evaluation of Expressions of Interest

The following evaluation criteria will be used for the evaluation of all submissions and determination of the successful tenderer. Value for money is taken into consideration when evaluating proposals.

Evaluation criteria specified as 'mandatory' must be met. Failure against these criteria will mean the tender is designated 'non-compliant': non-compliant tenders may be rejected without further consideration unless clearly indicated as alternative, non-conforming proposals and documentation is provided that supports their validity in achieving the requirements of this procurement.

Tenderers are to provide their response to the evaluation criteria below:

Criterion #	Criterion name	Descriptor	Expected bidder's response	Criterion weighted value
1	Understanding the breadth of issues relevant to the use of simulation in entry to practice nursing and /or midwifery education programs	<p>Detailed knowledge and understanding of requirements of accreditation standards relating to nursing and midwifery entry to practice programs including:</p> <ul style="list-style-type: none"> relationship between nursing/midwifery entry to practice programs and RN and/or Midwife standards for practice current use of simulation as a tool for preparing students for professional workplace experience requirements and expectations of students undertaking professional work place experience 	<p>Bidder must demonstrate a strong understanding of the national registration and accreditation scheme in particular the accreditation standards for education programs leading to eligibility to apply for registration as a nurse or midwife in Australia.</p> <p>Bidder must demonstrate sound understanding of the depth and breadth of knowledge and skills expected of students in order to meet the relevant standards for practice on graduation.</p> <p>Bidders must demonstrate strong knowledge of emerging technologies that influence the education and preparation of health professionals.</p>	Vital (3)
2.	Qualifications and experience of key staff	<p>Appropriate and relevant capability (credentials and experience of at least 5 years) in research design and implementation to ensure scientific principles are applied to research and analysis phases of project.</p> <p>Demonstrated contemporary knowledge and understanding of recent issues, factors of relevance, legal considerations in relation to use of simulation in education of health professionals.</p>	<p>Bidder must demonstrate experience in similar research work that has been delivered successfully, including the ability to reflect research findings into an easily accessible report with recommendations demonstrating a comprehensive understanding of the relevant regulatory context.</p> <p>Bidders must also demonstrate experience in development of theoretical and practical nursing and midwifery education models that encompass use of simulation.</p>	Vital (3)
3.	Research methodology	The ability to clearly document and articulate the research methodology to be used and the rationale for the selection.	The bidder's approach described must be valid, innovative and effective to ensure delivery of project outcomes and deliverables as specified.	Highly important (2)
4.	Proposed research organisation	Satisfactory financial, technical support and project management capability to fulfil the specifications of the project as reflected in a submitted workplan with	The bidder is available to fulfil the requirements of the tender specification within agreed timeframe and within the designated budget proposed.	Highly important (2)

Criterion #	Criterion name	Descriptor	Expected bidder's response	Criterion weighted value
		achievable milestones /project outcomes and a proposed budget with fees payable schedule.		
5.	Communication and stakeholder engagement	Demonstrated experience and excellent track record of successfully engaging, motivating and communicating with a diverse range of stakeholders	Bidder must be able to provide evidence of stakeholder engagement, the ability to manage stakeholder expectations and a draft high-level communications plan	Vital (3)

Scoring

Tenders will be scored against the following scale:

Evaluation	Score
Exceeds all aspects of the evaluation criterion	4
Exceeds some aspects of evaluation criterion (and meets all other aspects of the evaluation criterion)	3
Meets the evaluation criterion	2
Fails some aspects of the evaluation criterion (and meets all other aspects of the evaluation criterion)	1
Fails all aspects of the evaluation criterion.	0

Weighting

The evaluation criteria have been weighted to reflect their relative importance. The weighting scale is:

Importance of criterion	Weighting
Vital	3
Highly important	2
Desirable	1

PART C - Form of Expressions of Interest

Tenderers must provide their tender via electronic copy to the designated contact

Margaret Gatling – Director Accreditation Services
margaret.gatling@anmac.org.au

Contents of tender

The Tender must address all evaluation criteria specified in Part B above and include:

Executive Summary

1. An outline of the organisation
2. Research experience and client base

Resourcing

3. An outline of Staff Resources including:
 - a. Partners and Manager
 - b. Structure & location of proposed team/team members and their relevant experience

Approach to research project

4. Strategy and planning
5. Scope and materiality
6. Reporting
7. Any requirements for ANMAC resources

Quality Assurance

8. Overall approach to quality assurance
9. Proposed timeline for completion including availability of key personnel
10. Approach to potential conflict of interests

Fees & Insurance

11. Schedule of fees outlining the component of fee schedule
12. General overview of schedule and timing of invoices
13. Details of insurance including type of insurance, the name of insurer, nature of cover, maximum amount of cover, period of cover and details of policy exclusions relevant to ANMAC's requirements

Referees-

14. The names and contact details of at least two current or previous clients that can act as referees.

References

National Health and Medical Research Council. (2018). *Australian Code for Responsible Conduct of Research* National Health and Medical Research Council.