‘Research for Dietitians’

For the Dietitians Association of Australia,
Centre for Advanced Learning

Tender No. 11
1. STATEMENT OF REQUIREMENT

1.1 Key Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer</td>
<td>The ‘Customer’ in this document refers to Dietitians Australia</td>
</tr>
<tr>
<td>The Contracting Organisation</td>
<td>The ‘Contracting Organisation’ in this document refers to Dietitians Australia</td>
</tr>
<tr>
<td>Service Provider</td>
<td>The ‘Service Provider’ in this document refers to the individual(s) bidding for tender</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Friday 20th August</td>
</tr>
<tr>
<td>Closing Time</td>
<td>5PM</td>
</tr>
</tbody>
</table>

1.2 Key Dates and Times

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefing</td>
<td>Unless otherwise notified by an addendum, there are no briefing sessions for this ATM.</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Friday 20th August</td>
</tr>
<tr>
<td>Closing Time</td>
<td>5PM</td>
</tr>
<tr>
<td>Expected Contract Execution Date</td>
<td>Friday 27th August</td>
</tr>
<tr>
<td>Expected Completion of works*</td>
<td>23rd December 2021</td>
</tr>
<tr>
<td>Estimation of Budget*</td>
<td>Up to $10,000.00</td>
</tr>
<tr>
<td>*Negotiable with successful service provider</td>
<td></td>
</tr>
</tbody>
</table>

1.3 Submission of the Tender Deadline

The Customer will accept responses lodged in the following formats: Word Doc (.docx) or PDF (.pdf). Responses should be emailed to the Contact Officer by the ATM Closing Date. The Contact Officer is:

Name/Position: Rebecca Mete, Education & Professional Services Manager
Email Address: eps@dietitiansaustralia.org.au

1.4 Enquires

All enquiries about matters relating to this ATM are to be sent in writing to the Contact Officer and will be shared with other tenderers.

1.5 Contracting Organisation

The Contracting Organisation is: Dietitians Australia of 1/8 Phipps Close, Deakin, ACT.
2. THE REQUIREMENT

2.1 Background

Dietitians Australia’s Centre for Advanced Learning (CAL) develops and provides continuing professional development (CPD) opportunities for graduate dietitians that are evidence-based, high-quality and peer-reviewed.

Dietitians Australia are committed to providing CPD opportunities for members in the Research practice area. Ensuring members are skilled and have adequate knowledge in research will help support current and future workforce capacity. The specifications outlined in this Tender form ‘phase one’ of a larger CPD plan in which future Research CPD courses will be built upon.

From May-July 2021, a consultation process and environmental scan was conducted by the Education Team in the Research practice area. Outcomes from member consultations and the environmental scan have been used to inform the specifications outlined in Section 3.3 of this document.

The primary audience for this course consists of:

- Dietitians who have a basic research understanding and who have either limited or no experience conducting research or being part of a research team or,
- As a refresher.

This course is not intended for Dietitians who have extensive research experience.

The proposed aims of this course are:

- To provide an overview of various Qualitative, Quantitative and Mixed Method methodologies with practical application examples that can be seen within dietetics,
- To provide an overview and understanding of how to interpret common statistics,
- To provide an overview of the practical considerations when planning to conduct research and,
- To understand the considerations and steps when conducting a quality improvement project within clinical and non-clinical dietetic areas of practice.

*Subject to negotiation and consultation with successful service provider*
3. **STATEMENT OF REQUIREMENT**

3.1 **Personnel**

The Service Provider’s team who are contributing to the provision of requirements must include personnel with the following skills:

- Academic experience and/or teaching/education experience,
- Accredited Practising Dietitian (APD) status/Advanced APD status and,
- Recent relevant experience conducting research in both clinical and non-clinical settings.

3.2 **An Online Course**

3.2.1 **Structure Overview**

Driven by consultations from Dietitians Australia members, it is proposed that this online course be comprised of **three** main modules.

- Research Methodology Refresher
- Setting up for Research
- Quality Improvement

*Subject to negotiation and consultation with successful service provider

Course structure considerations:

- Each module should be designed to ‘stand-alone’,
- Creative licence is encouraged regarding the module content and structure. The tender applicant is encouraged to propose alternatives in their submitted responses with a rationale and,
- Each module should be designed to be self-paced and 100% virtual with no ‘human input’.

Please enquire with the Contact Officer to obtain more detailed information about the specifications of the five modules.

**Name/Position:** Rebecca Mete, Education & Professional Services Manager  
**Email Address:** eps@dietitiansaustralia.org.au
### 3.2.2 Expectations

It is expected that the Service Provider will:

- Propose clearly defined learning objectives for each module,
- Ensure course content is developed with an interactive and practical lens, prioritising practical learning that can be supported via an online format (for example, case-studies or other interactive applications),
- Ensure that any support material included in each module is accommodated by no more than eight (8) pre-readings and includes national and international practice standards where appropriate,
- Provide a practical summation of the main points and their relation back to the learning objectives where appropriate throughout each module,
- Ensure at least one (1) assessment activity is include per module. The assessment item(s) must be structured to enable automatic grading by a computer system (e.g. multiple choice). Assessment items should not require human intervention for grading,
- Ensure consistent referencing as per the AMA Referencing Style Guide, both in and end of text referencing,
- Include a ‘glossary’ of terms,
- Limit the inclusion of external links to content to reduce the risk of ‘broken’ links in the future,
- Ensure all finalised submitted documentation is correctly formatted as per the Dietitians Australia Style Guide,
- Ensure developed course content aligns with the functionality and capability of Moodle,
- Develop a project plan that ensures contract requirements are adhered to within the Contract Term,
- Participate in progress meetings,
- Ensure all relevant literature is reviewed to support developing evidence-based materials,
- Submit evidence of seeking permissions for use of content/pictures,
- Ensure a peer-review process for each module*.

* Blinded peer-review of content should occur at designated stages during course development, determined in the initial Project Plan meeting between the Service Provider and Dietitians Australia. Dietitians Australia can assist in facilitating the review process. The purpose of the peer-review process is to ensure the integrity and evidence-based nature of the course content, its clinical accuracy and relevance, as well as course interactivity and useability. Peer-reviewer positions will be voluntary and non-paid.
4. **STANDARDS**

The Service Provider must ensure that any goods and services proposed comply with all applicable Australian standards (or in its absence an international standard) and best practice standards including any requirements or standards specified in this Statement of Requirement.

4.1 **Delivery of Requirements**

4.1.1 **Milestones**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Delivery Location</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Plan</td>
<td><a href="mailto:eps@dietitiansaustralia.org.au">eps@dietitiansaustralia.org.au</a></td>
<td>Decided at initial Project Plan meeting</td>
</tr>
<tr>
<td>Pre-peer review content</td>
<td><a href="mailto:eps@dietitiansaustralia.org.au">eps@dietitiansaustralia.org.au</a></td>
<td>Decided at initial Project Plan meeting</td>
</tr>
<tr>
<td>Post-peer review content</td>
<td><a href="mailto:eps@dietitiansaustralia.org.au">eps@dietitiansaustralia.org.au</a></td>
<td>Decided at initial Project Plan meeting</td>
</tr>
<tr>
<td>Final education materials</td>
<td><a href="mailto:eps@dietitiansaustralia.org.au">eps@dietitiansaustralia.org.au</a></td>
<td>Decided at initial Project Plan meeting</td>
</tr>
</tbody>
</table>

4.1.2 **Reporting Requirements**

During the term of the Contract, the Service Provider must provide the Customer with reports as outlined in the table below.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Detailed Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Project Plan</td>
<td>The successful Service Provider will be required to provide a finalised detailed project plan. This plan should ensure all that all expectations have been considered, and that learning outcomes and content align in each module, assessment item and other support materials. This Project Plan is to be confirmed at the initial Project Plan meeting.</td>
<td>Initial Project Plan meeting.</td>
</tr>
<tr>
<td>Progress Reports/Verbal Updates</td>
<td>The successful Service Provider will be required to provide weekly reports of the project progress. This can be either verbal or via written means. Updates should provide a description on: progress</td>
<td>Weekly commencing agreement.</td>
</tr>
</tbody>
</table>
4.1.3 Meetings

The Service Provider will be required to convene and attend meetings as decided upon at the initial Project Plan meeting, for the provision of this requirement.

5. INTELLECTUAL PROPERTY

For the purposes of this clause:

“Intellectual Property Rights” means all intellectual property rights which may subsist in Australia or elsewhere, whether or not they are current or future or registered or capable of being registered, including without limitation in relation to, copyright, designs, trade marks (including unregistered marks), business and company names, domain names, database, circuit layouts, patents, inventions, discoveries, know-how, trade secrets and confidential information, but excluding Moral Rights”.

The Customer owns the Intellectual Property Rights in the Material created under the Contract.

To the extent the Service Provider or a third party holds any Intellectual Property Rights in any existing Material, the Service Provider hereby agrees to licence the Customer to enable the Customer to exercise full rights and interests in the Intellectual Property Rights in any Material provided under the Contract. The Service Provider agrees to create, execute or sign any documents and perform all acts which may be necessary to allow the use of those rights by the Customer for any purpose.

The Customer grants to the Service Provider a non-exclusive, non-transferable, irrevocable, royalty-free licence for the Contract Term to exercise the Intellectual Property Rights in the Material for the sole purpose of fulfilling its obligations under the Contract. The licence in this clause is subject to any conditions or limitations of third parties that the Customer notifies to the Service Provider.

Intellectual Property Rights in Goods provided under the Contract or pre-existing Intellectual Property of the Service Provider, set out below, will not change because of the Contract.

6. CONDITIONS OF APPOINTMENT OF A SERVICE PROVIDER

The successful Service Provider shall, as a minimum, be capable of developing evidence-based course content and educational material for a postgraduate audience.

In their response, the Service Provider should demonstrate their ability to provide the following:
1. **Ability** – Service Providers are required to demonstrate their ability to provide the required services as detailed in the ‘Statement of Requirements’ above.

2. **Financial viability** – Service Providers are required to demonstrate their financial credibility and proof may be requested.

3. **Proven track record** – Service Providers are required to demonstrate their experience.

4. **References** – Service Providers are required to submit the details of at least three referees who will be contacted by representatives of the evaluation team. Details required are name, contact information, project with which they were/are associated and position in relation to that project. Additional letters of reference may also be attached.

5. **Staffing** – Service Providers are required to give an overview of their infrastructure including staffing, experience and accreditation, including ability to meet the requirements identified in the Statement of Requirements – Personnel above. Service Providers must also demonstrate a suitable infrastructure in terms of office equipment, project management software, computer and data security mechanisms and other necessary equipment.

6. **Electronic Management** – Service Providers should demonstrate their IT capability, capacity and ability to provide electronic facilities in a secure environment.

7. **Fees and Cost Structure** – Service Providers are required to clearly set down fees to be charged for services.
6.1 Evaluation Criteria

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> CAPACITY</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Ability to meet the requirements:</strong> The extent to which the service provider demonstrates that the offered services meet the tender requirements.</td>
<td></td>
</tr>
<tr>
<td><strong>Sufficient capacity to provide the Services:</strong> The extent to which the service provider demonstrates: capability, expertise and, skilled personnel to support and implement the services offered.</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> CAPABILITY AND EXPERIENCE</td>
<td>70%</td>
</tr>
<tr>
<td><strong>Services Suitability:</strong> Compliance, quality, and capability of the service provider’s proposed services approach against the Statement of Requirement.</td>
<td></td>
</tr>
<tr>
<td><strong>Services Experience:</strong> The extent and relevance of the service provider’s demonstrated operational experience, high level of knowledge in delivering online educational material and other products to meet the Statement of Requirement.</td>
<td></td>
</tr>
<tr>
<td><strong>Support Capability</strong> – The extent to which the service provider can demonstrate responsive support and communication during the delivery of services.</td>
<td></td>
</tr>
</tbody>
</table>

6.2 Complaint’s Handling

Any complaints relating to this procurement should be referred to:

Name: Robert Hunt
Position: CEO, Dietitians Australia
Email: ceo@dietitiansaustralia.org.au