



An Australian Government Initiative

connecting you to health

headspace Centre Onkaparinga (formerly Noarlunga)

Request for Tender - Guidelines

CLOSING DATE AND TIME: 12pm ACST Tue 12 Dec 2017

All applications must be lodged through the Adelaide PHN eTender portal www.tenderlink.com/adelaidephn

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1 Purpose

Adelaide Primary Health Network (Adelaide PHN) has issued a Request for Tender (RFT) from organisation(s) interested in becoming the Lead Agency for headspace Centre - Onkaparinga (formerly Noarlunga).

The purpose of this document is to outline important information about the service specifications and operational details of the existing service to be transferred to the new Lead Agency, and the application process, to allow potential applicants to understand the requirements of the RFT and expectations and responsibilities of the successful applicant.

2 Background

Following the Australian Government's announcement regarding reforms to Australia's primary mental health care services in November 2015, relationships between the Adelaide PHN, headspace National (hNO) and headspace Centres have changed. Key points related to these changes and relevant to this RFT include:

- Adelaide PHN to take contractual responsibility over existing headspace lead agencies and maintain the operation of headspace Centres in line with the existing headspace model of care and funding levels;
- hNO to move towards a supportive role for headspace Centres with a focus on workforce training, quality accreditation and data/performance monitoring on behalf of the PHNs.

The Australian Government Department of Health recently requested Adelaide PHN to approach the market and transition to a new Lead Agency for headspace Onkaparinga by 30 June 2018.

The current Lead Agency for headspace Onkaparinga is headspace Services Limited (hSL).

For more information on the Australian Government's announcements and reforms, please refer to:

- <http://www.health.gov.au/internet/main/publishing.nsf/content/mental-review-response>
- http://www.health.gov.au/internet/main/publishing.nsf/Content/PHN-Mental_Tools

The following information provides high-level descriptions of the role, purpose and function of the headspace Centres, Lead Agencies, Adelaide PHN, hNO and the Adelaide headspace Youth Early Psychosis Program (hYEPP).

2.1 headspace Centres

headspace Centres were established in 2006 and formed the major component of the activities, strategies and other youth mental health services led by the headspace Youth Mental Health Foundation. headspace Centres aim to improve mental health outcomes for young people aged 12-25 years with, or at risk of, mild to moderate mental illness. headspace Centres are located across metropolitan, regional and rural areas of Australia,

delivering access and linkages to health and wellbeing services covering mental health, physical health, work and study support and alcohol and other drug services.

Currently the Adelaide PHN region has four headspace centres in operation under three lead agencies:

- headspace Edinburgh North (Northern Health Network)
- headspace Port Adelaide (Centacare)
- headspace Onkaparinga (hSL)
- headspace Adelaide (hSL)

headspace Centres are underpinned by a local consortium/partnership model, which seeks to draw together existing local service capacity as well as creating additional capacity.

2.2 Lead Agencies

All headspace Centres are operated by Lead Agencies whom receive the funding. The Lead Agency is responsible for the clinical, operational and financial oversight of the service including ensuring contractual requirements are met as well as coordinating the local consortium.

Together with consortium partners, key stakeholders, mental health/alcohol and other drug services, health services and the Adelaide PHN, Lead Agencies are required to lead the integration, coordination and delivery of services and programs to young people in need of such services.

Adelaide PHN, hSL and hNO will work closely with the new Lead Agency to develop an agreed transition and implementation plan for headspace Onkaparinga.

2.3 Adelaide PHN

Established in 2015 by the Australian Government Department of Health, Adelaide PHN is one of 31 Primary Health Networks (PHNs) operating Australia-wide and one of two PHNs in South Australia.

Adelaide PHN is committed to improving the efficiency, effectiveness and coordination of primary health care services across the Adelaide metropolitan region. Spanning the region from Sellicks Hill to Angle Vale and between the foothills and the sea, the Adelaide PHN region encompasses a community of some 1.2 million people.

Adelaide PHN is responsible for commissioning services to best address local needs. Guided by community, clinical and stakeholder input, Adelaide PHN has a clear goal of improving health outcomes for the community.

2.3.1 Commissioning of Primary Mental Health Care Services (PMHCS)

In November 2015, the Australian Government announced bold reforms to primary mental health care services in Australia, including the move towards a stepped-care model of service delivery, to be implemented between 2016 and 2019. As a result of these reforms, Primary Health Networks were provided with a flexible-funding pool to commission primary

mental health care services under the guidance of six priority areas of focus (see: http://www.health.gov.au/internet/main/publishing.nsf/Content/PHN-Mental_Tools).

The Adelaide PHN undertook extensive community and stakeholder consultation in response to these announcements and commissioned a range of mental health care services, commencing delivery in July 2016. Key features of commissioned PMHCS include:

- One point of entry to PMHCS via PMHCS Central Referral, providing a same day allocation service;
- One dedicated phone number via the Mental Health Enquiry Line;
- One client management system, facilitating warm referrals between services and seamless sharing of treatment and care information where appropriate;
- Two large regional providers of psychological therapeutic services across the stepped-care continuum (mild, moderate through to chronic/complex), including suicide prevention services and Clinical Decision and Monitoring Units (helping people and referrers with linkages, assessment and care planning);
- Nine organisations delivering specialist services, including treatment and care for children and Aboriginal and Torres Strait Islander people;
- A suite of clinical and community based suicide prevention services.

For more information on these organisations, services and the reforms, please refer to the Adelaide PHN website <http://adelaidephn.com.au/what-we-do/development-and-commissioning/mental-health-and-alcohol-and-other-drug-service-reform/>

Adelaide PHN is committed to a PMHCS system that provides a stepped-care approach to service delivery, across a continuum of integrated, targeted and coordinated services for all ages and populations, particularly those that experience barriers to care.

2.4 headspace National (hNO)

headspace National (hNO) is the headspace Youth Mental Health Foundation, which has historically been responsible for the design and contracting of all activities, strategies, service delivery components (including headspace Centres) and other youth mental health services such as eheadspace and headspace School Support (hSS) under the Australian Government funded Youth Mental Health Initiative.

Following the reforms announced by the Australian Government in November 2015, Primary Health Networks have been directed to take contractual responsibility for lead agencies to operate headspace Centres in line with the existing headspace model of care and funding levels established by hNO.

Following these changes, hNO has been directed by the Australian Government to support Primary Health Networks and headspace Centres with:

- Developing certification and a quality framework that reflects appropriate standards for provision of mental health services by lead agencies at headspace Centres (headspace Model Integrity Framework, hMiF);
- Collecting and disseminating activity and performance monitoring data across the headspace network;
- Support and lead [eheadspace](#) and [headspace School Support](#) projects (both these services are operated by hNO separately to individual headspace Centres);

- Training for staff working in headspace Centres in relation to clinical and non-clinical aspects of working with young people with mental health needs;
- Developing national community awareness and stigma reduction campaigns that complement regional marketing;
- Coordination and engagement of the headspace Youth National Reference Group.

2.5 Adelaide headspace Youth Early Psychosis Program (hYEPP)

hYEPP centres were established by the Australian Government in 2013 to launch a model of treatment and care for early psychosis, based on the Early Psychosis Prevention and Intervention Centre (EPPIC) model, developed by Orygen Youth Health Research Centre. hYEPP operationalises the EPPIC model on a headspace primary care platform and is targeted to young people aged 12-25, who are at Ultra High Risk (UHR) of psychosis or experiencing First Episode Psychosis (FEP).

Adelaide hYEPP was launched in early 2016 and is co-located in the headspace Adelaide centre. hYEPP delivers specialist assessment, treatment and care with young people at risk of, or who have experienced, a first episode of psychosis.

Adelaide hYEPP has been established to provide services across the Adelaide metropolitan area including the area covered by headspace Onkaparinga.

Headspace Services Limited (hSL), the operational arm of hNO is currently the Lead Agency for Adelaide hYEPP.

3 Model and Framework Overview

headspace Centres operate under standard service models that are then adapted to the local context to best meet the needs of young people in the areas they are operating. The following summarises key elements of these standard models and frameworks and is intended to provide further guidance to implementing the service specifications contained in section 4.

3.1 headspace Centres

headspace Centres form a number of approaches and strategies to reduce the burden of disease in young people aged 12-25 years caused by mental health disorders and related substance use. These are driven at both a national level through a variety of initiatives and campaigns and through headspace Centre activities aligned with local population needs and service gaps.

These approaches and strategies include:

- The establishment of an evidence-base about interventions for different stages and types of mental illness/substance use;
- Community awareness initiatives with the aim to increase early help;
- Workforce education and training with the aim of increasing help seeking behaviour in young people; and
- Early diagnosis/treatment and reforms to service systems to promote access to evidence-based interventions in primary care allied with specialist providers.

Key elements of the headspace Centre model include:

- An appointed **Lead Agency** that oversees the centre and takes lead responsibility for the centre's activities, operation and services;
- A local partnership through a **consortium arrangement** that is responsible for the delivery of mental health, drug and alcohol and primary care services as well as community-based providers of vocational assistance and training. Consortium members are encouraged to provide in-kind services through the headspace Centre under formalised arrangements with the Lead Agency. Consortia are advisory bodies and are separate to the governance (both clinical and corporate) functions related to the centre;
- Cost-effective and **sustainable models of service delivery**, incorporating FTE staff employed directly, provided in-kind by consortia partners and/or funded through other streams. headspace Centres are encouraged to draw on funding streams such as the Medicare Benefits Schedule items for General Practitioners, allied mental health professionals and psychiatrists introduced on 1 November 2006 under the *Better Access to Psychiatrists, Psychologists and General Practitioners*;
- Provision of **accessible, youth-friendly services** which take in to account cost, privacy, appointment scheduling and physical environment. Centres and their activities are required to promote access and engagement targeted to young people;
- Comprehensive assessment and **short-to-medium term multidisciplinary intervention** which aims to progressively link the young person into appropriate longer-term care arrangements (if necessary) in a planned and coordinated manner;
- **Coordinated care**, which includes centralised case management, multi-disciplinary case discussions, group supervision, and the use of a common client management tool;

- Strategies for ***promoting social recovery***, in addition to symptomatic recovery. This includes engaging providers to assist with identifying and accessing education, training and employment opportunities, establishment of accommodation options and identification of other opportunities for connection with their community;
- ***Provision of support and training opportunities*** for the specialist mental health and drug & alcohol workforce, General Practitioners and other primary care workers, school counsellors, youth workers and others;
- ***Involvement of young people*** and their families/carers in the development of service models and their ongoing review.

3.2 headspace Model Integrity Framework (hMIF)

The hMIF is a framework developed by hNO to describe the elements and service requirements associated with operationalising the headspace Centre model. hNO certifies individual headspace Centres and their associated lead agencies against the hMIF.

The new Lead Agency for headspace Onkaparinga will be required to undertake the hMIF certification process in full as pre-existing certification with another Lead Agency (e.g. hSL) will not be transferred.

hNO is currently undertaking a phased certification process of all headspace Centres across Australia. This process has been developed following a testing phase over the 2016-17 financial year.

The purpose of the certification is to assist individual centres and the network as a whole by:

- Identifying gaps and area for improvements
- Identifying good practice
- Identifying challenges to service delivery and the model
- Providing evidence to advocate on behalf of the network

The certification is **NOT** a performance assessment.

The certification process is undertaken by hNO and forms part of the ***Trademarks Licensing Deed*** (see Section 4.7 hNO Requirements). This obligation is separate to the contractual arrangements between the Adelaide PHN and the Lead Agency, and is wholly facilitated by hNO.

Further information is contained in the documents titled:

- ***headspace Model Integrity Framework (hMIF) Version 2 Aug 2017***
- ***headspace (hMIF) Companion Guide - Version 2 August 2017***

4 Service Specifications

4.1 Adelaide PHN headspace Centre Contract

Individual headspace Centres are funded for various amounts according to the level of activity and need. Service specifications for headspace Centres funded by Adelaide PHN are contained within Schedule 1 and Schedule 2 of the standard Adelaide PHN Contractor Agreement. An example of these schedules (titled **Example Adelaide PHN headspace Centre Contract Schedule 1 and 2**) are available as part of the RFT documentation. Applicants are required to review these schedules as they contain details the successful applicant will be required to perform and deliver.

Terms and conditions of the standard **Adelaide PHN Contractor Agreement** aka 'Main Body' (and not the schedules mentioned above) are available for download as part of the RFT documentation. Section 10 of these guidelines outlines additional requirements for applicants in relation to Adelaide PHN contracts.

Key elements of the Adelaide PHN funding agreement with headspace Centres in the context of the PMHCS reforms (see section 2.3) and future requirements include the following, 4.2 through to 4.8:

4.2 Integration and Coordination with Adelaide PHN Commissioned PMHCS Providers, headspace Centres and Adelaide hYEPP

Adelaide PHN's approach to the reforms outlined in section 2.3 have included headspace Centres and their activities as primary providers of youth primary mental health care services. The new Lead Agency of headspace Onkaparinga will be required to:

- i. Improve integration and coordination with existing Adelaide PHN commissioned PMHCS, other headspace centres and the Adelaide headspace Youth Early Psychosis Program (hYEPP) across the region where appropriate;
- ii. Develop approaches that ensure pathways for young people (and their families) are seamless, coordinated and integrated across the Adelaide PHN region.

4.3 MasterCare

MasterCare EMR is an electronic client management program specifically designed for mental health services that has been configured and embedded within all Adelaide PHN commissioned PMHCS. MasterCare allows commissioned services to manage clients in one clinical management record concurrently. MasterCare improves the sharing of client information and clinical progress with each provider, whilst assisting with the warm referral of clients across services where appropriate.

With the assistance of Adelaide PHN (e.g. licenses and technical support) the new Lead Agency will be expected to facilitate the transition and use of the MasterCare platform for all clients at headspace Onkaparinga.

4.4 Central Referral, Clinical Decision and Monitoring Units (CDMU)

PMHCS Central Referral and CDMUs provide referrers and individuals seeking services with assessment, support and assistance navigating and care-planning their mental health treatment and care. PMHCS Central Referral provides a single access point for all faxed

mental health treatment plans and referrals. CDMUs are hosted by organisations that deliver psychological therapeutic services and other mental health services across two sub-regions:

- North and Centre/West Metropolitan Area (Northern Health Network)
- South and Centre/East Metropolitan Area (Links to Wellbeing)

CDMUs are expected to link broadly with relevant primary, acute and tertiary health services along with Adelaide PHN commissioned PMHCS in the sub-regions they deliver services including headspace centres.

These functions and services provided by Northern Health Network and Links to Wellbeing provide an adjunct to the care delivered in a headspace centre or an alternative to minimise waitlist times and ensure young people get the right care, in the right place and at the right time.

Further information about these and other services can be found here:

<http://adelaidephn.com.au/what-we-do/development-and-commissioning/mental-health-and-alcohol-and-other-drug-service-reform/>

4.5 Specialised PMHCS and Alcohol and Other Drug Treatment Services

Adelaide PHN commissions nine specialised providers of mental health services across the region that target specific geographic areas, populations and/or treatment needs, and twelve alcohol and other drug treatment services across the region.

These services should be considered by a potential Lead Agency in formulating partnerships, linkages and coordination with Adelaide PHN commissioned services.

These services may provide an adjunct to the care delivered in a headspace centre or an alternative to minimise waitlist times and ensure young people get the right care, in the right place and at the right time.

Further information about these and other services can be found here:

Primary Mental Health Care Services:

<http://adelaidephn.com.au/what-we-do/development-and-commissioning/mental-health-and-alcohol-and-other-drug-service-reform/>

Alcohol and other Drug Treatment Services:

<http://adelaidephn.com.au/what-we-do/development-and-commissioning/alcohol-and-other-drug-treatment-services/>

4.6 Youth with Complex Needs

Recent changes to the Commonwealth Government's approach to Primary Mental Health Care Service delivery has resulted in funding being made available for the provision of mental health care services for youth presenting with severe mental illness and complex needs (youth with complex needs). The Commonwealth Government has tasked PHNs with a number of objectives attached to this funding including;

- i. Support region-specific, cross sectoral approaches to early intervention for **children and young people** with, or at risk of, mental illness (*including those with severe mental illness who are being managed in primary care*) and implementation of an equitable and integrated approach to primary mental health services for this population group; under-pinned by;
- ii. A continuum of primary mental health services within a person-centered **stepped care approach**, making the best use of available workforce and technology, available within local regions to better match individual and local population need.

Youth with complex needs broadly describes young people that are:

- Aged 12 to 25
- Seeking or referred for treatment, support and/or assistance to manage a **severe mental health problem**
- Require a mix of specialties, approaches and/or interventions to meet their care needs

Many of these young people have comorbid alcohol or other drug use problems, which must be addressed concurrently.

Adelaide PHN intends to work with Lead Agencies of headspace Centres, Adelaide hYEPP and Local Health Network(s) youth mental health services across the region to implement services for youth with complex needs. Lead agencies of headspace Centres are required to work alongside Adelaide PHN and other key stakeholders to implement these services.

4.7 headspace National Office Requirements

All lead agencies operating headspace Centres are required to sign a **Trademarks Licensing Deed** and comply with the **headspace Centres Brand Policy** in order to be able to operate a headspace centre. These documents are available for download as part of the RFT documentation.

Additional requirements for Lead Agencies to be certified against the hNO Model Integrity Framework are outlined in section 3.2.

4.8 Transition Arrangements / Plan

Adelaide PHN, hNO and hSL will work with the successful applicant to plan and transition the existing service and operational arrangements to the new Lead Agency.

The new Lead Agency is expected to have fully commenced at 30 June 2018. The transition period will commence in the first half of 2018 and funding is available to support this.

Specific details of the transition plan and funding will be dependent on the requirements and details of the successful application.

Applicants are advised that the transition between lead agencies will include:

- i. **Employees** - Current employees will be provided with the option to transfer to the new Lead Agency and the new Lead Agency will be required to honour the existing staffing arrangements.
- ii. Employees are covered under the Health Professional and Support Services Award 2010.

Staff profile of the existing centre:

- Centre Manager 0.9 FTE
 - Clinical Lead 0.6 FTE
 - Senior Clinician 0.15 FTE
 - Mental Health Clinician 0.8 FTE
 - Mental Health Clinician 0.8 FTE
 - Mental Health Clinician 0.5 FTE
 - Mental Health Clinician 0.6 FTE
 - Youth & Community Engagement Leader 0.8 FTE
 - Administrative Support Officer 0.4 FTE
 - Administrative Support Officer 0.8 FTE
 - Administrative Support Officer 0.4 FTE
- iii. **Lease** – the existing lease arrangements at 50 Esplanade Christies Beach SA 5165. The current lease expires on 31 May 2019 and contains three rights of renewal for two year terms. Full funding for this lease is covered as part of the Adelaide PHN contractor agreement.
 - iv. **Business Transfer Deed** – The new Lead Agency will be required to sign and comply with the Business Transfer Deed. Further details can be provided from Julia Smith at hNO.

5 Key Timelines

The RFT will open on Tuesday 14 November and close four weeks later at 12pm ACST Tuesday 12 December 2017.

Applications will be assessed in December with a preferred applicant / provider identified in December / January 2018.

Contract negotiations and commencement of transition to occur in January / February 2018.

Transition to commence from February 2018.

6 Applications

6.1 Submitting Applications

Applications may only be submitted via Tenderlink <https://www.tenderlink.com/adelaidephn> from Tuesday 14 November to 12pm ACST Tuesday 12 December 2017.

6.2 Queries and Updates

Queries about the RFT must be made through the Tenderlink Q&A Forum. Responses (de-identified) will be made available to all potential applicants via the Tenderlink Q&A Forum. The opportunity to submit queries through Tenderlink closes seven days prior to the closing date.

Any updates to RFT documentation or additional information released once the RFT is open will be added to Tenderlink and all applicants who have downloaded the RFT will be notified by email of the additional information.

6.3 Revising Applications

Applicants may revise their applications submitted through Tenderlink at any time up to the closing date. Revisions of applications will not be accepted after the closing date.

6.4 Late Applications

Applications will not be accepted after the closing date.

6.5 Administrative Support for Submitting Applications

Applicants are encouraged to contact the Tenderlink Support services on **1800 233 533** with any questions relating to submitting applications in Tenderlink.

6.6 Acknowledgement of Applications

Each application lodged will be acknowledged via an automated email through Tenderlink.

6.7 Confidentiality of Applications

Each application is treated as confidential.

6.8 Notification of Outcomes to Applicants

All applicants will be advised in writing of the outcome of their application.

6.9 Opportunities for Feedback

Once a contract has been awarded all applicants will be formally advised of the outcome verbally and in writing. Unsuccessful applicants may request general feedback from Adelaide PHN on their application and characteristics of the successful proposal(s) via applications@adelaidephn.com.au. Applicants should include “*headspace Onkaparinga RFT Request for Feedback*” in the subject line.

7 Assessment

7.1 Compliance

Applications must be compliant with the following in order to be assessed:

- a) Applications must be **complete** and submitted through the relevant page on Tenderlink - <https://www.tenderlink.com/adelaidephn/>
- b) Applications must be received by the closing date/time
- c) Applications must be provided in English and typed
- d) Applications must adhere to word limits. If word limits are exceeded the application may be considered non-compliant and not assessed further or additional words will not be considered

7.2 Evaluation of Applications

Successful applicants will be selected through a competitive process. An application assessment panel will consider each submission against the requirements outlined in these guidelines and application form.

Adelaide PHN reserves the right to request additional and clarifying information from applicants (at no cost to Adelaide PHN) to further assess applications. Adelaide PHN is not bound to request additional information. The onus is on applicants to ensure their application is clear and complete.

Adelaide PHN reserves the right to work with preferred applicants to clarify and adjust applications and in some cases, request revised applications prior to a contract being awarded.

7.3 Contracting, Reporting and Evaluation Requirements

Contract negotiations are undertaken with the preferred applicant(s). If negotiations are not successful within a reasonable timeframe, Adelaide PHN may choose to approach the next preferred applicant and re-commence contract negotiations.

The preferred applicant(s) will only be permitted to engage in contract negotiations to amend sections of the standard **Adelaide PHN Contractor Agreement** aka Main Body (excludes schedules to the agreement) that they have pre-identified in their Tenderlink application.

Applicants are therefore required to consider the standard **Adelaide PHN Contractor Agreement** aka Main Body (available for download as part of the RFT documentation) before applying in order to be aware of their contractual obligations and identify any proposed amendments they seek to negotiate (see section 10v of these guidelines).

The successful applicant(s) will report regularly to Adelaide PHN as per the requirements set out in the agreed contract. Contracted organisations will be required to report against agreed Key Performance Indicators (KPIs) contained in the contract and progress reports.

8 Reporting

Progress Reports, Financial Reports and a Final Report are part of the reporting obligations.

9 Budget

Initial funding is available until 30 June 2019 with a total yearly budget of approximately \$861,415 (exc GST).

Should the Commonwealth extend the funding to Adelaide PHN for this program and not mandate a new tender process, Adelaide PHN will extend the contract period accordingly and the Lead Agency will not be required to re-tender for this funding.

Ongoing funding from Adelaide PHN is also dependent upon service delivery performance. Adelaide PHN works with providers throughout the course of each year, monitoring activity and performance via reporting, evaluation, and capacity building processes.

Lead agencies are expected to comply with the 'Cost Cap Component' outlined in section 5.6 of the *Example Adelaide PHN headspace Centre Contract Schedule 1 and 2* available as part of the RFT documentation on Tenderlink.

The new Lead Agency is expected to have fully commenced at 30 June 2018. The transition period will commence in the first half of 2018 and funding is available to support this.

Specific details of the transition plan and funding will be dependent on the requirements and details of the successful application.

9.1 Funding Exclusions

Funding outlined in this RFT is not available for the following:

- To pay for work undertaken to develop your application
- Items of capital equipment
- Infrastructure and capital works
- Local, State or Federal Government organisations though these organisations may be members of the consortium (i.e. not the Lead Agency)

10 Acknowledgements

In the application form, applicants will be asked (if successful) to agree to the following:

- i. Prior to a formal contract being finalised between all the parties, a description of the project, amount of funding, and the identity of the applicants may be used in media releases and other publications, and be provided to organisations or individuals with a view to them contacting the applicants for further information;
- ii. Applicants may be required to produce proof of insurance cover held, registrations, and accreditation status;

- iii. Accept the terms and conditions of the 'Adelaide PHN Compliance Policy' and the Policy 'Working with Vulnerable Persons for Contractors' (as supplied);
- iv. Applicants agree to and accept the terms and conditions of the standard **Adelaide PHN Contractor Agreement** (available for download as part of the RFT documentation) without modification; or Agrees and accepts the terms and conditions of the standard **Adelaide PHN Contractor Agreement** subject to good faith negotiation of proposed amendments (by the applicant) to the agreement outlined in the **Contract Negotiation Request Template** (available for download as part of the RFT documentation);
- v. Applicants will be expected to acknowledge that the terms and conditions outlined in the *Example Adelaide PHN headspace Centre Contract Schedule 1 and 2* are likely to remain unaltered except to include specific activity and funding details relevant to headspace Onkaparinga.

11 Attachments

- i. **headspace Model Integrity Framework (hMIF) Version 2 Aug 2017**
- ii. **headspace (hMIF) Companion Guide Version 2 August 2017**
- iii. **Example Adelaide PHN headspace Centre Contract Schedule 1 and 2**
- iv. Standard **Adelaide PHN Contractor Agreement** aka 'Main Body'
- v. **Contract Negotiation Request Template**
- vi. **Adelaide PHN Psychological Therapies Operational Guidelines**
(referred to in Example Adelaide PHN headspace Centre Contract Schedule 2)

12 Key Definitions

Adelaide Primary Health Network (Adelaide PHN)

established by the Commonwealth Government Department of Health, Adelaide PHN is one of 31 PHNs established across Australia to oversee the efficiency and effectiveness of primary health services across Adelaide, ensuring people get the right care, in the right place at the right time.

headspace National (hNO)

the headspace Youth Mental Health Foundation Ltd (headspace). hNO oversee the operation of the headspace Centres and other funded programs for youth across Australia.

headspace Services Limited (HSL)

is the operational arm of the headspace Youth Mental Health Foundation Ltd (headspace National) and is currently the Lead Agency for headspace Adelaide, headspace Onkaparinga and Adelaide headspace Youth Early Psychosis Program (hYEPP).

headspace Centre

a centre delivering a variety of clinical and non-clinical youth (12-25) focused services in a physical locality operated by a 'Lead Agency'. Headspace Centres focus on delivering early intervention mental health services to young people that are evidence-based and appropriate to the needs of the population in which they are located. There are approximately 100 headspace Centres across Australia.

headspace Youth Early Psychosis Program (hYEPP)

a program initiated by the Australian Government to provide evidence-based early intervention for young people aged 12-25 at risk of and/or experiencing psychosis. The program is based on the Early Psychosis Prevention and Intervention Centre (EPPIC) Model developed by Orygen Youth Health Research Centre.

Lead Agency

one organisation (working in a consortia) that oversee the clinical, operational, financial and contractual requirements of the headspace centres and/or the hYEPP.