

## Detention Services Division

## Procurement Plan

Assets or Services costing over s. 47E(d) (inclusive of GST)

This pro-forma is to be used for all submissions regarding the proposed procurement approach for assets or services for offshore use with a procurement whole of life cost of s. 47E(d) or above (GST inclusive).

Completed pro-formas should be emailed to: s. 47E(d) @border.gov.au

## Part A: Administrative details

	<b>Procurement Title</b>	<b>COVID-19 Quarantine APODs (updated)</b>	
1	<b>Officer in s. 47F(1) requesting/ managing the procurement.</b>	<b>Name:</b> s. 22(1)(a)(ii)	<b>Contact number:</b> s. 22(1)(a)(ii)
		<b>Title:</b> Commercial Manager	<b>Email:</b> s. 47F(1)
		<b>Submission Date:</b> 8 May 2020	
2	<b>If the request is in response to a direction or request from a Departmental officer, details thereof.</b>	<b>Name:</b>	<b>Contact number:</b>
		<b>Title:</b>	<b>Email:</b>

## Part B: Procurement priority

1	<b>Procurement priority and rationale, plus preferred procurement timing.</b>	<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> Medium priority <input type="checkbox"/> Low priority
		Reason for nominated priority rating: To support the Department's COVID-19 Quarantine APODs – currently approved ASR expires 11 May 2020.
		Preferred timing (if not "Urgent"):

## Part C: Proposed asset/service details and background to need

1	<b>Asset or service description.</b>	This ASR is to facilitate the provision of primary and mental health care services at the COVID-19 Quarantine APODs at the following locations:	
		<b>City</b>	<b>Hotel Location</b>
		s. 22(1)(a)(ii)	s. 22(1)(a)(ii)
		Melbourne	BEST WESTERN FAWKNER
		s. 22(1)(a)(ii)	

		<p><b>Services requested</b></p> <p>The service model at the Quarantine APODs is dependent upon the number of individuals housed at the APOD but comprises the following clinician types:</p> <ul style="list-style-type: none"> <li>• Clinical Team Leader to provide site management, provider and site liaison and primary health delivery including modified Health Induction Assessments.</li> <li>• Primary Health Nurse to provide additional primary health delivery as required including modified Health Induction Assessments.</li> <li>• Mental Health Nurse to provide broad-based individual and group support services to the individuals in detention.</li> <li>• GP for the delivery of primary health support including modified Health Induction Assessments and underpinned by a nursing triage process.</li> </ul> <p><b>Timeframe requested</b></p> <p>12 May 2020 to 30 June 2020</p>
2	Procurement “trigger”.	<p><input type="checkbox"/> Need for functionality which is not provided by an existing asset</p> <p><input type="checkbox"/> Replacement of a lost, damaged or malfunctioning asset, not subject to an insurance claim (provide details):</p> <p><input type="checkbox"/> Replacement of a damaged or malfunctioning asset, subject to an insurance claim (provide details):</p> <p><input type="checkbox"/> Replacement of an as set at the end of its operational life</p> <p><input checked="" type="checkbox"/> A requirement for new or expanded services</p>
3	If an asset, its estimated operational life.	N/A
4	If an asset, the functionality/benefits that it will provide.	N/A
5	If a service, the business benefits that it will provide.	The ability to provide health services to Detainees housed at the Quarantine APODs, ability to undertake HIAs on persons newly entering Detention via quarantine, and reducing the clinical risk of no on-site medical presence at the Quarantine APODs.
6	The business need that the asset or service is designed to meet (including for an asset the envisaged frequency of usage).	<p>s. 47E(d)</p> <p>Released by Department of Home Affairs under the Freedom of Information Act 1982</p>

s. 47E(d)

# s. 47E(d)

7	What other options to address the business need were considered, and why the proposed option is preferred?	N/A – onsite services required.
8	If an asset, who will operate it and what training is	N/A

	required?	
9	If an asset, what are the proposed arrangements for its maintenance (including calibration where relevant).	N/A
10	If an asset, what arrangements will be required to ensure its security?	N/A

**Part D: Description of the required asset or service to be included the documentation provided potential suppliers**

1	Description of the required asset or service to be provided to potential suppliers (including a list of any Deliverables).	<p>This ASR is to facilitate the continuation of primary and mental health services at the Quarantine APODS in the following locations:</p> <table><tr><th>City</th><th>Hotel Location</th></tr><tr><td colspan="2">s. 22(1)(a)(ii)</td></tr><tr><td>Melbourne</td><td>BEST WESTERN FAWKNER</td></tr><tr><td colspan="2">s. 22(1)(a)(ii)</td></tr></table> <p><b>Services requested</b></p> <p>The service model at the Quarantine APODs is dependent upon the number of individuals housed at the APOD but comprises the following clinician types:</p> <ul style="list-style-type: none"><li>• Clinical Team Leader to provide site management, provider and site liaison and primary health delivery including modified HIAs.</li><li>• Primary Health Nurse to provide additional primary health delivery including modified HIAs as required.</li><li>• Mental Health Nurse to provide broad-based individual and group support services to the individuals in detention.</li><li>• GP for the delivery of primary health support including modified HIAs underpinned by a nursing triage process.</li><li>• Administration Officer to assist with appointments and medical records management</li></ul> <p><b>Timeframe requested</b></p> <p>12 May 2020 to 30 June 2020.</p>	City	Hotel Location	s. 22(1)(a)(ii)		Melbourne	BEST WESTERN FAWKNER	s. 22(1)(a)(ii)	
City	Hotel Location									
s. 22(1)(a)(ii)										
Melbourne	BEST WESTERN FAWKNER									
s. 22(1)(a)(ii)										
2	The location(s) where the asset(s) or service(s) will be utilised/delivered.	<table><tr><th>City</th><th>Hotel Location</th></tr><tr><td colspan="2">s. 47E(d)</td></tr><tr><td>Melbourne</td><td>BEST WESTERN FAWKNER</td></tr><tr><td colspan="2">s. 47E(d)</td></tr></table>	City	Hotel Location	s. 47E(d)		Melbourne	BEST WESTERN FAWKNER	s. 47E(d)	
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3	Required performance requirements.	N/A
4	If an asset, planned arrangements to deliver the asset to its operational location and install it ready for use (including interim storage if relevant).	N/A
5	Any training requirements to be included in the procurement.	Nil
6	Any documentation requirements.	Covered under standard s. 47F(1) operating procedures
7	Any required qualifications, compliance with standards, industry codes etc.	Covered in standard s. 47F(1) operating procedures
8	If an asset, any requirements for the asset's installation and maintenance (including calibration where relevant).	N/A
9	If an asset, any required site specific asset warranty arrangements.	N/A
10	Required insurance and/or professional indemnity requirements that will apply to the asset or service.	Covered under existing policies
11	Required procurement Milestones and Schedule.	N/A
12	Other requirements.	N/A

## Part E: Estimated whole-of life cost of the required asset or service

1	Estimated Costs.				
	Cost item	Year 1 \$ AUD (GST excl.)	Year 2 \$ AUD (GST excl.)	Year 3 \$ AUD (GST excl.)	Total \$ AUD (GST excl.)
	<b>Estimated Purchase Cost</b>  <b>Estimated Other Costs</b> (including items such as freight, installation, maintenance, licensing, insurance, travel and accommodation)	s. 47E(d)			
Estimated Total cost over the 3 years					s. 47E(d)

Fee estimate is maximum possible under banded structure. s. 47E(d) expects that actual fees will be significantly lower. The fee structure will follow the standard table 11 fee structure. For the Quarantine APODs s. 47E(d) tables that incorporate evening and weekend rates as this is proposed as a seven-day service.

<FY 2019/20> Table 11 – Hourly Rates for Additional Services s. 47E(d)

Blended Hourly rates including shift penalties

Metropolitan Facilities

s. 47E(d)

<FY 2019/20> Table 11 – Hourly Rates for Additional Services s. 47E(d)

Blended Hourly rates including shift penalties

Darwin Facilities

s. 47E(d)

Notes:

- Hourly rates at Table 11 use s. 47E(d)
- GP will be primarily weekday after hours and weekends as existing experienced site GPs will be used where possible. s. 47E(d)
- Senior Team Leader and Primary Care Nurse positions deployed seven days per week. s. 47E(d)
- Mental Health Nurse and Administration Officer business hours only, no shift penalties applicable
- The work effort will be dependent upon the number of detainees and will be stepped across five bandings



- Estimated maximum fee total is based on seven weeks assuming seven-day operation at the APOD.

#### Estimated total fee (per banding)

s. 47E(d)

s. 47E(d)

#### Other costs

##### Site mobilisation fee

Item	Charge Rate	Cost per site	Total
Responder Bag (Neann PRK (Paramedic Response Kit) Empty Bag Only) – One per site	s. 47E(d)		
Otoscope - One per site			
Mobile phone - Two per site for GP and Team Leader			
IT mobilisation - hire of laptops and peripherals, software installation and licensing including MS Office, and information security requirements - replacement of hard drive at completion of lease period			
Total mobilisation fees			s. 47E(d)

##### Ongoing costs

Item	Charge Rate	Monthly cost per site	Total estimate for 2 months
Transport - hire car*	s. 47E(d)		
Total other costs			s. 47E(d)

\*Hire car is to facilitate transportation between main clinic and APOD each day. Hire car is more cost effective than alternatives such as ad-hoc transportation (eg Uber, taxi).

s. 47F(1) will allocate one iPad with an internet service enabled for each location. This device will also serve to facilitate any telemedicine requirements. iPads purchased for the original COVID-19 APODs will be reallocated to the Quarantine APODs for this purpose.



## Part F: Procurement approach

1	<b>Procurement Approach.</b>	<input type="checkbox"/> Open Tender  <input type="checkbox"/> Limited Tender  N/A - s. 47F(1) staff proposed
2	<b>If a Limited Tender is proposed, provide the rationale.</b>	For example: <ul style="list-style-type: none"> <li>• Extreme urgency;</li> <li>• Exceptionally advantageous conditions;</li> <li>• The assets or services are available only from particular businesses and no substitution is acceptable; and</li> <li>• It is necessary to seek the assets or services from an original supplier to supplement existing assets or services from that supplier.</li> </ul>
3	<b>For a Limited Tender, list the potential suppliers to be invited to provide a written quote, noting that wherever possible, at least three suppliers should be included.</b>	<ul style="list-style-type: none"> <li>• List each potential supplier.</li> </ul>
4	<b>Justification for the proposed number of potential suppliers to be approached and rationale for selecting these suppliers.</b>	For example: <ul style="list-style-type: none"> <li>• the supplier stocks or has ready access to the required item(s);</li> <li>• past delivery performance; and</li> <li>• quality of post implementation support.</li> </ul>
5	<b>Selection Criteria to be used to assess potential supplier responses.</b>	For example: <ul style="list-style-type: none"> <li>• Fitness for Purpose;</li> <li>• Previous Relevant Experience;</li> <li>• Capacity to meet required milestone dates;</li> <li>• Whole-of-Life Cost; and</li> <li>• Risks associated with the response.</li> </ul>
6	<b>Identify who will evaluate responses.</b>	Name(s), title(s), contact details.
7	<b>Conflict of Interest declaration.</b>	List any known real or perceived Conflict(s) of Interest for s. 47F(1) and/or its employees nominated to evaluate responses and provide a proposed management plan for each identified conflict of interest.

## Part G: Authorisations

1	s. 47F(1) officer who cleared this Plan for Departmental consideration.	<p>Name: s. 47F(1)</p> <p>Signature: <b>S. 47F(1)</b></p> <p>Date 8 May 2020</p>
2	Departmental officer who assessed this Plan for the Delegate's consideration.	<p>Name and title: s. 22(1)(a)(ii)</p> <p>Signature: s. 22(1)(a)(ii)</p> <p>Date: 08 May 2020</p>
3	Departmental Delegate's details and decision.	<p>Name and title: s. 22(1)(a)(ii)</p> <p>Decision:  <input checked="" type="checkbox"/> Plan approved      <input type="checkbox"/> Plan not approved         </p> <p>Reason(s) for decision: Required to maintain continuity of services</p> <p>Signature: s. 22(1)(a)(ii)</p> <p>Date: 08 May 2020</p>



Official

## Statistics and Reporting Section

FOI FA 21/08/01076

As at 19 August 2021, there were no people located at Best Western motel in Melbourne.

As at 22 August 2021, there were no people located at Best Western motel in Melbourne.

There were 34 people detained in the Best Western motel in Melbourne between 02 February 2019 and 24 August 2021. The averages days for individuals detained at Best Western was 86 days.

Author	Detention, Regional Processing and Community Reporting
Data Sources	Departmental Systems
Data Date	6am 20 August 2021, 6am 23 August 2021 & 6am 25 August 2021
Cleared For	Internal Use
Notes	Note: information is based on departmental systems data as at 6am 20 August 2021. Note: information is based on departmental systems data as at 6am 23 August 2021. Note: information is based on departmental systems data as at 6am 25 August 2021. Note: People who have been detained at Best Western multiple times between 02/02/2019 – 24/08/2021 have only been counted once.