



**Australian Government**

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**National Occupational  
Health and Safety Commission**

**REQUEST FOR QUOTE**

**International Review of Surveillance and Control of Workplace Exposures**

**RFQ0501**

**1. Background**

The National Occupational Health and Safety Commission (NOHSC) is Australia's national body that leads and coordinates efforts to prevent workplace death, injury and disease in Australia. NOHSC's vision is Australian workplaces free from injury and disease. NOHSC is a tripartite statutory body with 18 members including representatives of all Australian governments, employers and employees. Further information on NOHSC can be found at <http://www.nohsc.gov.au>.

Within New Zealand, the New Zealand National Occupational Health and Safety Advisory Committee (NOHSAC) is responsible for providing independent advice directly to the Minister of Labour on major occupational health and safety issues in New Zealand. The Committee plays a key role in providing an independent assessment of the measures that will deliver the greatest benefit for the prevention of occupational injury and disease, and in addition developing an evidence-based approach to occupational health and safety issues.

At the 67th NOHSC meeting members recognised that available data on occupational disease is poor relative to that on occupational injury. Given the long latency of some occupational diseases, it was agreed that better information on exposures to disease causing agents was required to measure the effectiveness of national occupational disease prevention actions. As a result NOHSC 67 agreed that a national strategy for the surveillance of occupational exposures should be developed. In examining surveillance systems NOHSC recognises the overlap that often exists between injury and disease surveillance systems. To this end, NOHSC considers that the proposed study encompass both injury and disease systems.

Concurrently NOHSAC also identified a similar need for information on occupational exposures. Subsequently the NOHSC Office and NOHSAC agreed to jointly undertake a project to identify and critically review international approaches to the surveillance of occupational exposure to disease and injury

*Australian workplaces free from injury and disease*

causing agents. This report, which will be jointly funded by both agencies, will be part of the information used to inform the development of a strategy for the surveillance of occupational exposures in both countries.

This project will be jointly managed by the two agencies.

NOHSC invites recipients (Respondents) of this Request for Quotation (RFQ) to submit quotes for the provision of the following services (herein referred to as the Ordered Services): "*International Review of Surveillance and Control of Workplace Exposures*"

The recipients of this RFQ include members of both the NOHSC OHS Data Panel and NOHSC OHS Expert Research Panel.

NOHSC may require more than one Respondent to perform the Ordered Services.

The successful Respondent or Respondents will be engaged through an "Official Order" based on the Deed of Standing Offer between NOHSC and the successful Respondent.

The contract material arising from the Ordered Services will be used by both NOHSC and NOHSAC.

The Ordered Services are further described in the attached Statement of Requirement.

This RFQ is an invitation to treat and, subject to any express terms to the contrary in this RFQ, Respondent's submission of quotations will not give rise to process or other contractual obligations, express or implied. No quotation will be taken to have been accepted except by the execution of a formal Official Order between the relevant Respondent or Respondents and NOHSC.

The following timetable outlines the process NOHSC intends to take in conducting this RFQ:

- i) The release date for this RFQ is 19 January 2005.
- ii) Closing Date for quotations from Respondents 17 February 2005.
- iii) The Ordered Services will commence no later than 14 March 2005.
- iv) The required completion date for the Ordered Services is **23 June 2005**.

**Quotations unable to meet the 23 June 2005 deadline for project completion will not be further considered.**

Respondents should note that NOHSC may alter times and dates throughout the RFQ process. NOHSC may also alter the terms and conditions of this RFQ at any time. Any such change will be notified to Respondents.

## **2. NOHSC QUOTATION REQUIREMENTS**

Your response should be limited to no more than 12 A4 pages in 12-point font, and provide the following information:

- Detailed description of the methodology proposed, including how the outcomes and the deliverables for the Project will be met;
- Project Plan (including proposed milestones, completion dates and confirmation of ability to meet timelines);
- Who from the list of Specified Personnel at Schedule 4 of the:
  - Deed of Standing Offer for the Provision of Consulting Services for the NOHSC OHS Expert Research Panel; or
  - Deed of Standing Offer for the Provision of Consulting Services for the NOHSC OHS Data Panel,

will be working on the project noting their specific depth and breadth of expertise to undertake tasks as assigned;

- What the specific role/s of the personnel on the project would be and how many days you estimate each Specified Person would spend on the project to complete their respective task(s);
- Identification of any confidential information and/or existing intellectual property; and;
- The total cost to NOHSC to complete the Ordered Services, including itemised budget information and proposed payment schedules detailing all fees, prices and charges related to each milestone or deliverable for the Ordered Services. Please show GST separately.

### 3. EVALUATION OF PROPOSALS

#### Evaluation Methodology

The object of the evaluation will be to identify the solution which meets NOHSC requirements and represents the best value for money consistent with Commonwealth purchasing policies and guidelines.

#### Determining Value for Money

In determining value for money, NOHSC will consider the degree to which the quotations meet the evaluation criteria set out in paragraph 21 below and compliance with this RFQ. The determination of best value for money may also involve an assessment of the risk to NOHSC of engaging a Respondent or Respondents.

### 4. REQUIRED EXPERTISE

Invitations have been extended to members of the NOHSC data and research panels with demonstrated expertise in epidemiology (essential criterion) and one or more of the following areas: ergonomics, occupational hygiene and environmental/public health.

### 5. EVALUATION CRITERIA

Applications will be evaluated against the evaluation criteria listed below, within NOHSC by an evaluation team. The evaluation team will include representatives from NOHSAC.

The evaluation criteria and their respective weightings are as follows:

#### **Expertise of project team**

**30%**

1. The successful Respondent must have demonstrated expertise in epidemiology (essential criterion) and one or more of the following areas: ergonomics, occupational hygiene and environmental/public health.
2. Proposals will in turn be evaluated on the basis of their team, their methodologies and their costings.
3. Specifically, the evaluation will assess demonstrated expertise to conduct the project with regards to:
  - a. The quality of the team leader, their role on the project and the specified amount of time spent on the project.
  - b. The breadth and depth of the team of people who will be applied to this job (including description of tasks to be under taken by nominated

officers noting their specific expertise, and the specified amount of time each officer will spend on the project)

- c. The ability and readiness of the team to work co-operatively with NOHSC/NOHSAC representatives during the course of this project, as demonstrated by the provision of a schedule of review and discussion points at critical stages of the project

**Methodology and related issues** **50%**

4. The extent to which the described approach reflects the aims of the project as detailed in the Statement of Requirements
5. The extent to which the described workplan can be seen to achieve the aims of the project as detailed in the Statement of Requirements with specific attention being given to:
  - o how projects will be identified
  - o capacity to access projects and their information including the ability to ascertain co-operation from, and to source information from, overseas projects
  - o the range of likely projects to be examined
  - o the process for reviewing and evaluating projects
6. Proposed model to pass over knowledge to NOHSC/NOHSAC in a useable fashion

**Costings** **20%**

- The extent to which the project budget represents value for money to NOHSC.

**6. CONFLICTS OF INTEREST**

Respondents must identify in their quotation any actual or potential conflicts of interest from current circumstances, or pre-existing relationships with any key stakeholder which may impair their ability to provide the Ordered Services to NOHSC diligently and independently.

**7. SELECTION OF SUCCESSFUL RESPONDENTS OR RESPONDENTS**

Neither the lowest priced nor any quotation will necessarily be accepted by NOHSC. No contract shall be created in relation to a quotation until NOHSC enters into a formal contract with the Respondent or Respondents for the provision of the Ordered Services.

**8. DEBRIEFING OF UNSUCCESSFUL RESPONDENTS**

NOHSC will offer unsuccessful Respondents a verbal debriefing.

- Details for arranging the debriefing will be given to Respondents in writing at the conclusion of the RFQ process.
- Respondents will be debriefed against any evaluation criteria contained in this RFQ.
- Respondents will not be provided with information concerning other quotations, except for publicly available information and except in so far as comparative statements can be made without breaching confidentiality.

## **9. CLOSING DATE FOR QUOTATIONS**

Quotations must be submitted to NOHSC no later than close of business **17 February 2005**.

## **10. PROJECT OFFICER AND FURTHER INFORMATION**

All requests for information regarding this RFQ must be directed in writing to the Project Officer. The Project Officer for this RFQ is:

Dr Anthony Hogan  
 Senior Project Manager  
 National Data Team  
 National Occupational Health and Safety Commission (NOHSC)

Street Address:

Level 6, Alan Woods Building  
 25 Constitution Ave  
 CANBERRA ACT 2601

Mailing Address:

GPO Box 1577  
 CANBERRA CITY ACT 2601  
 Fax: (02) 6279 1130

[Anthony.Hogan@NOHSC.gov.au](mailto:Anthony.Hogan@NOHSC.gov.au)

## **11. REQUESTS FOR FURTHER INFORMATION MUST BE MADE BEFORE 4 FEBRUARY 2005**

NOHSC may respond or elect not to respond to any question or matter raised.

NOHSC may issue or publish any request for information (without disclosing the source), and the information provided in response to that request, to those parties to which NOHSC has provided a copy of this RFQ.

## **12. NOHSC RIGHTS**

NOHSC is not bound to select the lowest or any quotation.

NOHSC may do any of the following, at any time, without giving reasons and in its absolute discretion:

- i. accept or not accept any quotation in respect of the whole or part of the Services whether or not that tender is fully compliant with this RFQ;
- ii. terminate the RFQ process;
- iii. vary any information, requirement, terms, process, time period, time or date or other provision set out in this RFQ;
- iv. negotiate, discontinue negotiations or not negotiate with any Respondent or Respondents or with any other party; and
- v. enter into a contract or other binding relationship with any Respondent or Respondents or with any other party in respect of any matter referred to in this RFQ in the terms set out or referred to in this RFQ or in any other terms.

### **13. COSTS**

NOHSC will not be liable or in any way responsible for any losses, costs (GST inclusive), expenses, claims or damages of any Respondent arising out or in respect of this RFQ including but not limited to any losses, costs, expenses, claims or damages arising out or in respect of:

- the preparation of tenders, their lodgement and Respondents' participation in the RFQ process;
- the exercise of any of NOHSC's rights referred to in this RFQ; or
- any failure to inform any Respondent of any matter.

### **14. VARIATION OF THIS RFQ**

NOHSC may vary this RFQ by written notice to those parties to which NOHSC has provided a copy of this RFQ.

### **15. LODGEMENT OF QUOTATION**

Submissions are required in electronic as well as hard copy. Responses will be accepted on or before the closing date, the original must be provided to NOHSC by mail, marked to the attention of the Project Officer.

Your quotation must be clearly labelled with "**RFQ0501**".

Quotations lodged after the Closing Date will be deemed to be late and may be excluded from further consideration.

Should the Respondent become aware of a discrepancy, error or omission in their quotation and wish to lodge a correction or additional information, that material must be in writing and lodged prior to the Closing Date.

## **16. EXTENSION OF CLOSING DATE**

NOHSC may in its absolute discretion extend the Closing Date.

Any extension notice will be given to those parties to which NOHSC has provided a copy of this RFQ.

## **17. ONUS ON THE RECIPIENT**

Respondents must:

- (i) examine this RFQ and all documents referred to in this RFQ;
- (ii) examine any information made available in writing by NOHSC to Respondents for the purpose of tendering;
- (iii) examine all further information which is obtainable by making reasonable enquires relevant to the risks, contingencies and other circumstances having an effect on their tenders; and
- (iv) satisfy themselves as to the correctness and sufficiency of their tenders, including tendered prices.

## **18. PREPARATION OF QUOTATIONS**

Quotations and all supporting material must be in plain English with definitions provided for industry terms. All measurements must be in Australian units.

Respondents must ensure that their quotations are complete, include the correct number of copies and contain clear concise responses to all matters identified in this RFQ.

## **19. OWNERSHIP OF QUOTATIONS**

- (i) All quotations become the property of NOHSC on submission.
- (ii) NOHSC may make copies of quotations and may otherwise use and/or distribute quotations to third parties for any purposes referred to in this RFQ. As mentioned earlier, the described project is a joint activity between NOHSC and NOHSAC. Consequently, quotations will be provided to officer/s of NOHSAC for evaluation purposes.
- (iii) Ownership of Intellectual Property contained in quotations will remained vested with the author of that material.

## **20. IMPROPER ASSISTANCE**

Respondents must not obtain the improper assistance of employees or former employees of NOHSC when compiling their quotations. Assistance will be regarded by NOHSC as improper if it believes that:

- i. the employee or former employee has acted in breach, or possible breach, of their duties to the Commonwealth in providing the assistance or
- ii. the Respondent has, or may have, gained an advantage over other Respondents which, in the opinion of NOHSC, is unfair.

## **21. COLLUSIVE TENDERING**

Respondents and their officers, employees, agents and subcontractors must not engage in collusive bidding, anti competitive conduct or any similar conduct with other Respondents or other third parties in relation to the preparation or lodgement of their quotation.

## **22. CLARITY OF RESPONSE**

NOHSC will not accept responsibility for any misunderstanding arising from the failure by any Respondent to comply with this RFQ, or arising from any ambiguity contained in any tender.

## **23. ALTERATIONS, ERASURES AND ILLEGIBILITY**

Alterations and amendments to tenders must be clearly legible and initialled by the Respondents.

## **24. REJECTION OF NON COMPLIANT QUOTATIONS**

In addition to any other remedies available to it, NOHSC may, at its absolute discretion and without providing reasons, reject the tender of any Respondent that fails to comply with the provisions of this RFQ.

## **25. PUBLIC STATEMENTS**

Respondents must not make any public statements in respect of this RFQ or in respect of the Ordered Services or in respect of any other matter referred to in this RFQ without the prior written permission of NOHSC.

## **26. RIGHTS OF DISCLOSURE**

NOHSC's and NOHSAC's obligations to keep Respondent provided information confidential will not be taken to have been breached to the extent that the information:

- i. is disclosed by NOHSC to third parties, or employees, solely for tender related activities (including negotiations with the Respondent)

- ii. is disclosed to NOHSC's internal management personnel, solely to enable effective management or auditing of tender related activities (including negotiations with any Respondent)
- iii. is disclosed by NOHSC to the responsible Minister
- iv. is disclosed by NOHSC in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia
- v. is shared by NOHSC within NOHSC's organisation, or with another agency, where this serves the Commonwealth's legitimate interests
- vi. is authorised or required by law to be disclosed or
- vii. is in the public domain otherwise than by Commonwealth disclosure.

## **27. ADDITIONAL INFORMATION TO RESPONDENTS**

All requests for information regarding this RFQ must be directed to the Project Officer.

NOHSC may respond or not to respond to any question or other matter raised.

NOHSC may issue or publish any request for information (without disclosing the source), and the information provided in response to that request, to those parties to which NOHSC has provided a copy of this RFQ.

## **28. COSTS**

No payment will be made by NOHSC to any person or organisation for any costs, losses or expenses (including GST, licence fees, royalty payments and services of representatives) incurred by that person or organisation in preparing, submitting, discussing or otherwise relating to this RFQ.

## **29. TAXES AND CHARGES**

Respondents must pay all applicable taxes and charges including any goods and services taxes, consumption taxes and any other form of indirect tax applicable to the Respondent's participation in the RFQ process, preparation and lodgement of their tender and execution and performance of the Ordered Services.

## **30. DISCLAIMER**

NOHSC will not be liable for any claim on the grounds of erroneous or insufficient information. If a Respondent has any doubts as to the meaning or intention of any part of this RFQ, or further information is required to ensure a clear and correct understanding of the nature and extent of the goods and or

services required by NOHSC, then the Respondent should apply for additional information from the Project Officer.

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## Statement of Requirement

### 1. Introduction

NOHSC and NOHSAC have identified the prevention of occupational diseases as a priority target area. To better inform the development of activities to prevent occupational disease and measure the success of actions aimed at preventing occupational disease, NOHSC and NOHSAC have identified a need for better information on workplace exposure to disease causing agents. Programs of exposure surveillance complement disease and injury surveillance and can be used to strengthen and inform occupational disease and injury policy and prevention programs. To these ends, information is required on the nature, extent, quality and potential replication of existing occupational exposure surveillance projects in Australia and overseas.

### 2. Project Outcomes

This project will provide NOHSC and NOHSAC with a critical, international review of methods used for the surveillance of exposures to hazards in the workplace.

### 3. The Services

The Service Provider will be required to examine a matrix of surveillance systems taking into account (a) the differing categories of exposures noted below, (b) the possible types of surveillance methods available, and (c) the disease and injury groups of interest (c).

a) Hazard Category:

- Chemical hazards
- Physical hazards
- Biological hazards
- Psychological hazards
- Other hazards

b) Surveillance method

- routine surveillance systems
- comprehensive surveillance systems
- workforce systems (labour force surveys)
- exposure databases
- registers of substances
- industry surveillance systems
- relevant population surveillance systems
- other

c) Priority attention is to be given to exposures that result in the following (but not limited to) occupational diseases and injuries\*:

- respiratory diseases
- occupational cancers
- contact dermatitis
- infectious and parasitic diseases
- cardiovascular diseases
- musculoskeletal disorders
- mental or neuropsychiatric disorders
- noise induced hearing loss

\*A full list of occupational diseases and injuries are listed in the TOOCS Manual that can be found on the NOHSC website. In addition, a summary of many of these conditions can be found within the National Occupational Health and Safety Advisory Committee (NOHSAC) report “The Burden of Occupational Disease and Injury in New Zealand: Technical Report (Chapters 3 & 4).

#### **4. Method:**

The review should identify the nature and range of systematic surveillance systems that assess occupational exposures to hazards (but not health monitoring). Although the emphasis is on surveillance of exposures, in some instances this may directly lead to the control of exposures. The discussion of surveillance systems should also include issues of control where relevant information is available.

For each surveillance system (and controls) identified in this review, a description and evaluation of the advantages and limitations of each is required with regards to:

1. Basic information and contents of the system:
  - a. name, owner and basic documents of the surveillance system,
  - b. types of data and how it may or may not be used (qualitative, semi-quantitative, quantitative)
  - c. periodicity of the data collection
  - d. how the data is coded e.g. ICD 10
  - e. the system’s ability to measure exposure variability and multiple exposures
  - f. the reliability, validity and reach (e.g. extent of underreporting) of the data
  - g. the ability to capture data on transient, seasonal and intermittent exposures (i.e. contract industries, construction, agriculture)
  - h. the extent to which the system can be readily replicated and sustained

2. Costs of the surveillance system:
  - a. costs of establishment and maintenance of the surveillance system and any controls
  - b. compliance and collection costs to store and analyse data
  
3. The internal and external uses and aims of the system:
  - a. the extent to which the system leads to effective interventions and workplace controls
  - b. the extent to which the system is used in the evaluation of controls
  - c. ethical and privacy issues
  - d. integration into policy
  - e. frequency of reports issued from the surveillance systems
  
4. Future of the surveillance system:
  - a. what, if any improvements can be applied to the surveillance systems
  
5. 5. An overview analysis of the key components of effective exposure surveillance systems as per the diseases and injuries listed above.

## 5. Project Timeline

The Service Provider or Service Providers engaged to conduct the **INTERNATIONAL REVIEW OF SURVEILLANCE AND CONTROL OF WORKPLACE EXPOSURES** is expected to adhere to the following timeline:

March 11 <sup>th</sup> , 2005	Establishment meeting
March 25 <sup>th</sup> , 2005	Finalisation of methodology and project plan
Delivery of 2 progress reports/discussions on dates as mutually agreed	
June 9 <sup>th</sup> 2005	Delivery of draft report
June 23 <sup>rd</sup> 2005	Delivery of final report

## 8. Reporting requirements

In addition to the provision of the draft and final reports, the Service Provider will be required to:

- Participate in teleconferences (initially every few weeks and then as required) to provide the project team with early and ongoing feedback on the project
- Present at progress meetings sample sections of the report (e.g. progress report on chemicals surveillance) so that early agreement can be obtained with regards the style and presentation of the final report.
- Structure the final report as follows:
  - Executive summary
  - Introduction
  - Methodology
  - Results – approaches to surveillance of exposures by agreed hazard categories
    - Barriers to effective surveillance
  - Implications for practice and implementation
    - Key components of surveillance systems by hazards and justification for these
  - Summary and conclusions