

EXPRESSION OF INTEREST

Contract /Position	Australian Health Promotion Association (AHPA®) Digital Project Consultant
Closing Date	Friday, 15 th November 2024, 5PM (WST).
Address for Delivery	Melinda Edmunds President national@healthpromotion.org.au



1.0 INTRODUCTION

AHPA is seeking a Consultant to support the design and implementation of our digital transition project.

1.1 BACKGROUND

ABOUT AHPA

The Australian Health Promotion Association (AHPA®) is the peak body for health promotion in Australia. It is the only dedicated professional association in Australia for people interested or involved in the practice, research and study of health promotion. The Association supports members and subscribers from government departments and agencies, universities, non-government organisations, community-based organisations and groups, private companies and industries. Membership of AHPA is diverse, and includes designated health promotion practitioners, researchers and students, as well as others involved in promoting physical, mental, social, cultural and environmental health, whose primary profession or area of study may be something different, but whose responsibilities include health promotion and promoting health more broadly. The Association is governed by a Board at the national level with operational branches in most states and territories. The WA Branch is run by a committee of volunteer health promotion professionals who meet regularly to progress objectives of the Association and provide support to its members in WA. The vision of the WA Branch is to improve the health status of Western Australians by building the leadership capacity of our members and making health promotion a priority. For further information please see AHPA's website <https://www.healthpromotion.org.au>.

DIGITAL PROJECT TRANSITION OVERVIEW

To keep up to date in managing events, membership and communication AHPA has agreed to move to a new platform to develop a new membership system and upgraded website. We have engaged iMIS for this project. This project is necessary to ensure we:

- Continue to provide a secure platform for our member database
- Have a system that is flexible and adaptable over time
- Our members have a good experience when joining and engaging with the website and membership platform

The project has been ongoing for several years and is now at the final implementation stage where we require a Consultant to undertake the relevant steps to transition AHPA from the existing system to iMIS. The Consultant will be responsible for implementation of the build e.g. building membership forms, website pages, supporting data migration and billing. There is support provided from iMIS technical teams and the AHPA Digital Transitions Working Group.

The Consultant will have strong communication and interpersonal skills, excellent organisational skills and experience in project management. Experience administering content within a CRM and website builds is desirable. Training on the iMIS system will be provided. It is anticipated that there will be high and low intensity periods of work, but that the Consultant will be available on a weekly basis for meetings and correspondence.

The contract will commence in November 2024 and will conclude mid-2025, subject to satisfactory progress against deliverables.



1.2 SUBMISSION OF OFFER

You are invited to submit an Expression of Interest (EOI) to national@healthpromotion.org.au by **5pm Friday, 15th November 2024**.

The submission should include (refer to Section 3 of this document):

1. A completed and signed Expression of Interest Offer form
2. Selection criteria addressing:
 - Capability statement
 - Membership and Registration
 - Referees
 - Conflicts of interest
 - Insurance coverage
 - Subcontracting

1.3 CONTACTS

Enquiries can be directed to the contacts shown below:

Name: Melinda Edmunds
Position: President
E-mail: national@healthpromotion.org.au

2.0 STATEMENT OF REQUIREMENTS

2.1 KEY TASKS

The following tasks will be undertaken during the contract period:

- Meet weekly with the Working Group and/or iMIS teams to discuss progress and seek iMIS support as required
- Undertaking the required iMIS online training
- Configure relevant sections of the system (including but not limited to):
 - Join now forms
 - Settings
 - Events
 - Committees and communities
 - Email templates
 - Website
- Work with the Working Group to determine what content is to be transitioned from the existing website to the new website
- Transition content onto the new website
- Support membership data transition
- Work with iMIS to ensure testing and go live is successful



2.2 EXISTING RESOURCES

A range of documents and training exists for the digital transition project, which the Consultant will have access to. These will be provided to the Consultant on commencement of the contract. The successful Consultant will be required to sign a confidentiality agreement, code of conduct and conflict of interest statement.

2.3 SUPPORT FROM AHPA

The National Executive is responsible for providing support and advice to the Consultant. They are available to provide support, contact and human resources where required. The Consultant is expected to demonstrate a high level of autonomy. The Consultant will report to the AHPA National President and will work closely with the AHPA Digital Transition Project Working Group.



2.6 BUDGET

The budget allocated for the Consultant is **\$15,000 including GST**.

The price is deemed to include the cost of complying with this EOI and the General Conditions and the cost of complying with all matters and things necessary or relevant for the due and proper performance of the AHPA Contract. No additional charges will be accepted after the submission of the EOI.

2.7 TIMELINES AND PROGRESS PAYMENTS

The Contract will commence by the end of November, and unless otherwise negotiated and will conclude 30 June 2025, subject to satisfactory progress against deliverables. The contract will be reviewed three months from the starting date.

Payments will be made on the satisfactory completion of the following milestones:

- Signing of contract and initial iMIS training undertaken
- Configuration of relevant systems completed (e.g. join now forms, email templates, events)
- Data transitioned for website and membership system
- Final testing complete and successfully launched

Payments will only be approved on sufficient evidence of work completed to a high standard.

2.8 INSURANCE REQUIREMENTS

The Consultant is responsible for their relevant insurance needs including but not limited to public liability insurance and workers compensation. AHPA is in no way responsible for the insurance requirements of the Consultant.

2.9 ACCEPTANCE OF EOI

Once the successful EOI is selected, a contract will be provided to the Respondent. This will include a requirement for a minimum notice of four weeks if the Respondent is to terminate the contract, and one week if AHPA is to terminate the contract.



3.0 EXPRESSION OF INTEREST OFFER

PART A: OFFER FORM

The President
Australian Health Promotion Association

I/We:

ADDRESS:

IUHPE Registration number:

ABN: ACN:

Telephone No:

Email:

In response to the AHPA Digital Project Consultant EOI

I/We agree that I/we are bound by and will comply with this invitation and its associated schedules and attachments.

I/We agree to the budget allocation for this contract and note no additional charges will be accepted.

I/We agree that there shall be no cost payable by AHPA towards the preparation or submission of this EOI irrespective of its outcome.

The Offer is as provided under the schedule of rate of prices in the prescribed format and submitted with this request for Expression of Interest.

Dated:

Signature of Respondent:

Name of Respondent signatory:

Position:

Address:

Witness signature:

Name of witness:

Position:

Address:



PART B: SELECTION CRITERIA

CAPABILITY STATEMENT

350-500 word statement outlining the applicant's capability to undertake the proposed consultancy.



MEMBERSHIP AND REGISTRATION STATUS

AHPA membership	Yes (insert#) No
IUHPE Registration	Yes (insert#) No

CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or, is any such conflict of interest likely to arise during the Contract?	Yes No
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Attachment 1".	Tick ✓ if attached

REFEREES

I have provided the details of two relevant health promotion referees	Yes No
Referee One	
Referee Two	

SUBCONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes No
If yes, attach details of the Subcontractor(s) including the name, address, location of premise and the number of people employed and label it "Attachment 2".	Tick ✓ if attached

INSURANCE COVERAGE

I understand that I am responsible for covering all my relevant insurance needs including but not limited to public liability insurance and workers compensation, and that AHPA is in no way responsible for my insurance requirements.	Yes No
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