



Expression of Interest

EOI-2526-01

Improving Immunisation Rates for Vulnerable Populations



Activity	Date
Release date / time	14/05/2026
Closing date and time	5pm
<i>Note* late applications will not be accepted</i>	25/05/2026
Funding awarded	29/5/2026
Contracts start	01/06/2026

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1. Organisation overview

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities. Our role is to improve the health and wellbeing of our community which is one of the largest rural and regional populations in NSW. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need. We also use our knowledge and commissioning expertise to attract new funding partners to expand our impact.

Our region stretches from Helensburgh in the north to the Victoria border in the south and inland to Cooma/Monaro, Queanbeyan, Yass and Goulburn.

More information about COORDINARE can be found on our [website](#), including [COORDINARE's Strategic Directions 2024-2027](#).

2. Project background

Purpose

The purpose of this funding is to support primary health care providers to improve equitable access to immunisation for vulnerable, hard-to-reach populations by strengthening their capacity and resources to deliver vaccination services. Funding also seeks to address declining vaccination rates—especially for COVID-19 and childhood vaccinations—and is intended to address public health need by reducing the risk of preventable diseases.

Objectives

Shortlist six (6) general practices and non-profit services that target vulnerable, hard-to-reach patient populations facing significant barriers to accessing primary care.

Leverage existing providers that are capable of delivering planned and opportunistic vaccination services with minimal additional investment.

Establish low-tech, sustainable strategies that will build enduring local immunisation capacity and deliver value for money.

Issue background

Funding is available for primary care practices or other providers that prioritise healthcare for highly vulnerable, hard-to-reach patient cohorts unable to access reliable healthcare due to factors including but not limited to, domestic violence, financial hardship, cultural background, Medicare ineligibility, disability and rurality. Funding is for the purposes of improving access to vaccination, with a focus on childhood and COVID vaccination.

Successful practices will have access to immunisation resources that COORDINARE has developed and to professional development opportunities provided by the Public Health Unit or other sources, to support them to undertake quality improvement and upskilling.

Local snapshot

Rates of childhood vaccination have fallen across all of Australia over the past five years (NCIRS, 2026) and the SENSW PHN catchment is no exception. ([COORDINARE Population Health Profile 2026, p59](#)). COVID vaccination has also declined.

Social, economic disadvantage and geographical factors have been shown to impact negatively on childhood immunisation rates ([Leask J et al,2022](#)). COORDINARE's Population Health Profile found that "...a substantial proportion of the Usual Resident Population (URP) figures of the SENSWPHN catchment is identified to have high levels of relative socio-economic disadvantage". (pp 25-26).

Within these locations there are general practices and other primary care providers that routinely work with specific vulnerable patient cohorts but are limited in their capacity to deliver care to them for a range of reasons. Funding seeks to provide additional resources with the expectation that these providers are agile and can respond to local needs with a minimum investment.

3. Qualification criteria

Scope and specifications criteria

Eligibility criteria	Guidance
1. Geographic location	The applicant organisation must be located within the SE NSW designated PHN catchment.
2. Professional registration	Providers must hold, or be actively working towards, registration or accreditation with relevant professional bodies (e.g., AHPRA, APA, APS).
3. Service capacity	Respondents must demonstrate the capacity to deliver the proposed services, including any unique expertise, cultural capability, or geographic reach relevant to the target population.
4. Digital capability	Providers must have the ability to use clinical software and digital health tools, such as the Australian Immunisation Register and My Health Record.
5. Consortia and partnerships	Applications from consortia or formal partnerships are permitted. A lead organisation must be nominated, and roles and responsibilities of all partners clearly defined.
6. Direct and indirect funding	Organisations that are not eligible to apply as lead Respondents may still participate as part of a consortium with an eligible lead provider. All funding arrangements must be transparent.
7. Reporting Requirements	Respondents must demonstrate a willingness and capacity to work with COORDINARE's Planning and Insights team to meet data and reporting requirements
8. Priority populations	Providers working with a specific focus on identified priority populations, whose access to vaccination is impacted by: Domestic

	violence, financial hardship, homelessness, Medicare ineligibility, disability, residents of aged care facilities and geography. Aboriginal and Torres Strait Islander peoples and people from culturally and linguistically diverse communities are included.
10. Other areas	Providers will need to demonstrate improvements that are practical, and sustainable and without expectation of ongoing funding.

Exclusion criteria

Applications may be deemed ineligible and excluded from assessment if they meet any of the following conditions. These criteria are intended to ensure transparency, avoid duplication of funding, and maintain the integrity of the procurement process.

Eligibility area	Guidance
1. State Government Services	Applications from state-run entities such as Local Health Districts, NSW Ambulance, or other government-operated services may be excluded, unless explicitly permitted under the PHN Grant Program Guidelines.
2. Conflict of Interest	Applications that present a real or perceived conflict of interest, which cannot be appropriately managed or mitigated, may be excluded from consideration.
3. Non-compliance with Eligibility	Any application that fails to meet the minimum eligibility requirements outlined in this guidance will be excluded from assessment.
4. Incomplete or Misleading Submissions	Applications that are incomplete, contain false or misleading information, or fail to provide required documentation may be disqualified.
5. Non-adherence to Submission Guidelines	Submissions that do not comply with formatting, deadline, or procedural requirements may be excluded from the process.

4. Project funding

This activity is supported by funding from COORDINARE – South Eastern NSW PHN through the Australian Government’s PHN Program.

A total of up to \$30,000 (ex GST) will be dispersed through this initiative to six applicants, receiving a maximum of \$5,000 per grant (ex GST). Projects supported under this initiative will run for a duration of 6 months, commencing from June 2026 and concluding in December 2026. This funding is subject to the Funding Eligibility Table below:

Funding Eligibility Table

Eligible for funding	Not eligible for funding
Salaries and on-costs for project staff	Purchase of motor vehicles
Third-party contractor expenses	Capital and capital works
IT and communications (e.g., software, hardware, internet, phones)	Depreciation of expenses
Travel costs, including vehicle lease, fuel, and related expenses	Activities that duplicate those funded under other PHN or government initiatives
Staff training and professional development	Activities already undertaken or expenses already incurred
Other expenditure directly related to patient outcomes (must be specified)	Items not directly related to patient outcomes
	Payments for professional services listed on the Medicare Benefits Schedule (MBS)
	Conference attendance
	Clinical trials
	Board fees

The above list is indicative and is not intended to be exhaustive.

5. Application guidance and requirements

Respondents are advised to carefully review all sections of this EOI document and follow the outlined instructions, timelines, and documentation requirements to ensure a complete and compliant submission.

Requirement	Details
Writing effective submissions	<p>COORDINARE has developed a series of webinars and practical tools with University of New England (UNE) Partnerships, to provide primary care with foundation skills and knowledge to write effective tenders and submissions. Potential respondents may access these resources via our website here. These resources are designed to help potential providers confidently respond to funding opportunities and improve their chances of success.</p> <p>Please note: This is a guide only and does not guarantee success in tender applications. We encourage practices to use these resources as part of a broader strategy for professional development and business planning.</p>

Documents to download	To download the below documentation, Refer to tender link and or website. 1. Appendix 1 – Application form
Guidelines to provider	<ul style="list-style-type: none"> - Providers must ensure they are well-versed with the contents of this EOI document before preparing their submission. It is essential to read and understand the sections on Purpose and Objectives, Background of the Project, Qualification Criteria, and Funding of the Project prior to completing any forms or attaching supporting documents. - Complete the assessment criteria using Appendix 1-Application Form. - Read each criterion carefully and respond to all components. - Attach only documents directly relevant (Max 6 Pages). - Successful respondents will be selected through a competitive process. Submissions will be evaluated by a panel against the mandatory requirements and the selection criteria outlined in the Application Form. If additional information beyond what is requested in this document is required during the evaluation, COORDINARE may request written responses or interviews at no cost to the organisation. - Successful respondents will be required to enter into a Grant Agreement with COORDINARE. Reporting requirements will form part of the agreement. Final terms will be negotiated with shortlisted providers.
Provider questions	<p>All questions regarding the EOI process or content can be submitted anonymously via the online form by emailing the Commissioning team at commissioning@coordinare.org.au.</p> <p>Please note: that all questions, responses, and points of clarification will be shared with all participating providers in a de-identified format.</p> <p>Any identifying information about the organisation submitting the question will be removed to maintain confidentiality.</p>
Documents to submit	<ol style="list-style-type: none"> 1. Appendix 1 – EOI application form 2. Any mandatory compliance documents specified in Appendix 1- EOI application form
Submission method	Commissioning email: commissioning@coordinare.org.au
Deadline for submission	5:00 PM (AEST) on 25/05/26 Late or incomplete submissions will not be accepted.
Submission Format	File formats accepted: word, excel, pdf and jpg files are all acceptable formats

6. Interpretation

The following table includes key term definitions relevant to this EOI.

Requirement	Details
COORDINARE	The South Eastern New South Wales Primary Health Network and the organisation responsible for the EOI and the EOI process.
Closing time	The time specified by which EOI responses must be received.
Response(s) to EOI	A document/s lodged by a Respondent in response to this EOI containing a response to provide Goods or Services sought through this EOI process.
Respondent	An entity that submits a response to this EOI.
EOI process	The process commenced by the issuing of this EOI and concluding upon formal announcement by SENSW PHN of the selection of a preferred respondent(s) or upon the earlier termination of the EOI process.
Expression of Interest (EOI)	This document and any other documents designated by SENSW PHN.

7. Conditions of this Expression of Interest

ABN/Taxation requirements	COORDINARE will only deal with Respondents who have an Australian Business Number (ABN).
Acceptance	Non complying submissions may be rejected. COORDINARE may not accept the lowest priced proposal and may not accept any proposal.
Additional information	COORDINARE reserves the right to request additional information from respondents. If additional information required by COORDINARE when, written information and/or interviews may be requested to obtain such information. Respondents are required to provide additional information at no cost to COORDINARE. COORDINARE may also provide additional information or clarification.
Assessment	COORDINARE reserves the right to engage a third party to carry out assessments of a Respondent's financial, technical, planning and other resource capability. COORDINARE is entitled to consider all information known to COORDINARE in relation to a respondent and their submissions when assessing submissions.
Conflicts of interest	Respondents must declare to COORDINARE any matter or issue which is or may be perceived to be or may lead to a conflict of interest regarding their submission or participation in the EOI process, or in the event their proposal is successful.

Expenses	All expenses and costs incurred by a Respondent in connection with this EOI including (without limitation) preparing and lodging a submission, providing COORDINARE with further information, attending interviews and participating in any subsequent negotiations, are the sole responsibility of the Respondent.
Explanations	Verbal explanations or instructions given prior to acceptance of a proposal shall not bind COORDINARE.
General	Respondents should familiarise themselves with this document and the separate online Submission Form and ensure that their proposals comply with the requirements set out in these documents. Respondents are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting the proposal.
Legal entity	COORDINARE will only enter into a contract with an organisation or individual with established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act), or a natural person at least 18 years of age with mental capacity to understand the agreement.
Lobbying	Any attempt by any Respondent to exert influence on the outcome of the assessment process by lobbying COORDINARE staff, directly or indirectly, will be grounds for disqualification of the proposal from further consideration.
Ownership	All submissions become the property of COORDINARE once lodged. COORDINARE may copy, or otherwise deal with all or any part of a submission for the purpose of conducting evaluation of submissions.
Negotiation	COORDINARE reserves the right to negotiate with short-listed Respondents after the EOI closing time and allow any Respondent to alter its submission. Contract negotiations are strictly confidential and not to be disclosed to third parties.
No contract	Nothing in this EOI should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this EOI or the lodgement of a submission in response to it. No contract will be created unless and until a formal written contract is executed between COORDINARE and a Respondent. Respondents will not be considered approved until a final service agreement is in place.
Notification of Probity Breach	Should any supplier feel that it has been unfairly excluded from responding or unfairly disadvantaged by the process, the supplier is invited to write to the Business Team at commissioning@coordinare.org.au
Part applications	COORDINARE reserves the right to accept applications in relation to some and not all of the scope of activity described, or contract with one, more than one or no Respondent on the basis of the proposals received.

Process	COORDINARE reserves the right to withdraw from, or alter, the EOI process described in this document for whatever reason, prior to the signing of any agreement/contract with any party.
Relevant Information	COORDINARE reserves the right to consider any information in its possession which it consider may be relevant to a decision to enter into a contract with a successful provider.