Kwai Tsing District-led Action Scheme (DAS)

Help Prepare the Community to Tackle Surge in Dementia Population

Guide to Submission in Response to Invitation for Proposals

1. Introduction

1.1 Background

The Chief Executive announced in his 2016 Policy Address that the Government would implement the District-led Actions Scheme (DAS) in all 18 districts to further take forward the concept of "addressing district issues at the local level and capitalising on local opportunities". The District Offices of various districts would consult the respective District Councils (DCs), and the District Management Committees (DMCs) would decide on the specific theme of the DAS.

Kwai Tsing (“K&T”) has a relatively high percentage of elderly, many of whom are of lower income and lower level of education. After consulting the Kwai Tsing District Council (“K&TDC”), K&T's DMC has decided to make use of the opportunity under DAS to help prepare the K&T community to tackle the surge in dementia population.

The DAS in K&T will comprise of three main elements:

(a) raising community awareness of the dementia issue through sustained publicity campaigns;
(b) enhancing early detection of dementia patients so as to enable them to receive early treatment and support; and
(c) providing concrete support to dementia patients and their families.

In implementing K&T’s DAS, we strive for the followings -

(1) Cost-effectiveness: Given the significant demand for support and limited resources, we need to ensure the new initiative or services are cost-effective;
(2) **Enhancing but not duplicating**: Our aim is to supplement, but not substitute, existing programs. The initiatives under DAS should not duplicate existing services (including but not limited to those subvented by Social Welfare Department) to dementia patients in K&T; and

(3) **Pioneering Value**: Ideally the initiative should be able to help shed light on a way forward in tackling the territory-wide surge in dementia population.

Kwai Tsing District Office (“K&TDO”) has decided to partner with NPO(s) with the required capability and experience to implement DAS. In terms of resources, a recurrent provision of **up to** $4.5 million has been earmarked. Further background information such as the DAS objectives and implementation ideas can be found in the paper presented at the K&TDC meeting held on 10 March 2016 (“Background Information Paper”):


K&TDO has been delegated by K&T’s DMC to take lead and is now inviting POs to submit proposals to be its partner(s) for implementing the DAS (“DAS Partners”). The submission deadline is **15:00, 6 June 2016**.

1.2 Objectives

Please refer to the Background Information Paper.

2. **Submission**

2.1 **Preamble**

K&TDO is inviting NPOs to submit proposals. However, neither this invitation nor any submission constitutes any binding obligation on any party. Instead, they aim to facilitate K&TDO to select suitable NPO(s) to be its DAS Partner(s). K&TDO reserves the right to cancel the selection process at any time and rearrange another one until any binding agreement is signed between K&TDO and its DAS Partner(s).

The information set out in this guide and the Background Information Paper is for general reference purpose only. There is no guarantee that the information is completely accurate.
Under no circumstances whatsoever shall K&TDO or the Government be responsible for or liable to NPO(s) which submit proposals for the costs and expenses incurred by them in preparing, submitting or presenting the proposals or in explaining or clarifying the proposals or in any related communication with the Government, whether before, on or after the closing date, and whether or not they are selected as K&TDO’s DAS Partner(s).

K&TDO has the right to make use of / disclose the information contained in the submissions (as well as related information) as necessary for the purposes of assessing proposals, conducting researches, sharing with other parties concerned, formulating the DAS initiative, etc. Submissions received by K&TDO shall become the property of K&TDO.

While the rights and obligations of K&TDO’s DAS Partner(s) shall be covered in the detailed negotiation at a later stage, K&TDO would like to draw to the attention of interested NPO(s) that a DAS Partner shall in the course of delivering its services have at least the following obligations:

1. Comply with all the laws, as well as professional codes and standards, applicable in Hong Kong;
2. Comply with the agreement signed with K&TDO;
3. Submit annual audited accounts on the delivery of DAS services to, and provide unhindered access to relevant records and accounts by, relevant authorities including K&TDO; and
4. Be ultimately responsible for the services it delivered and their quality, and ensure the availability of proper insurance cover for this purpose.

**2.2 Eligibility**

Only NPOs meeting all the following requirements are eligible to make submissions:

1. The NPO shall be an approved charitable institution / trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112);
2. The NPO has established for at least 5 years with one of the missions being promotion / provision of medical or healthcare or social welfare services; and
3. The NPO and its key executive/management staff have experience in leading service projects primarily aiming to help dementia patients or their families, with at least: (a) one such project the total expenses of which being not less than HK$2.5 million; or (b) two such projects the total expenses of each being not less than HK$1 million.
Submissions made by NPOs which do not meet any of the above requirements will be disqualified and will not be further processed.

2.3 Methods of Submission

NPOs are required to deposit their submissions in 10 hard copies and 1 soft copy (in MS Word 2000) under seal in an envelope marked “Submission for K&T’s DAS Project” to the collection box located at K&TDO (10/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, N.T.) by **15:00 on 6 June 2016**.

In case a rainstorm black warning or typhoon signal No. 8 or above is hoisted between 10:00 and 15:00 on the closing date, the closing time for submission will be extended to 15:00 on the first ensuing working day. **Late submissions or submissions by electronic means or by facsimile are not accepted.**

Each submission shall have two parts and shall be in **either English or Chinese**. In case of any discrepancies between the English and the Chinese version, the English version will prevail.

Part 1: An NPO shall complete the **submission cover sheet** at Annex A and provide sufficient information together with documentary proof of eligibility and copies of relevant registration documents and certificates to enable K&TDO to consider whether or not an NPO meets all the requirements set out in section 2.2 above. Part 1 must be no more than 30 pages (A4 size; one inch on all sides of the page; 13-point in font size; double line spacing; including annexes or appendices but excluding relevant registration documents and certificates). If an NPO fails to provide sufficient information proving its eligibility, K&TDO has the right to disqualify the submission right the way.

Part 2: An NPO shall set out its proposal, including the specific services it intends to provide, in the light of the objectives and suggested elements of K&T’s DAS and a detailed budget and staffing proposal. It must be no more than 60 pages (A4 size; one inch on all sides of the page; 13-point in font size; double line spacing) including annexes or appendices.

In relation to a specific service, a proposal must include at least: the proposed type and level of specific services, mode of delivery (for example any outsourcing proposed), quality control, specific service period (with planned start date and planned end date), financial cost, performance evaluation plan and methodology, any plan to explore supplementary funding on top of provision under DAS, etc. Furthermore, information shall be quantified as far as possible: for instance, the
number of persons to be inspected, the number of households to be visited, and so on.

An NPO should prepare its proposal on the basis of:

(a) while the DAS is an on-going scheme, an NPO is reminded that the funding (i.e. up to $4.5 million per year) is subject to confirmation on an annual basis; and

(b) we welcome creative ideas, and in particular would like to try out the following ideas and thus would accord higher score to proposals including the following -

(i) engagement of local organizations and/or trained volunteers in preliminary screening backed up by proper supervision by medical specialists for confirmation of diagnosis and management (including overall care planning) for early detection of dementia cases;
(ii) medical and other support for patients prior to the availability of public specialist services for early intervention; and
(iii) creation or utilisation of existing online or social media platform to facilitate dementia patients and caretakers to exchange information and provide mutual support.

(c) in line with our objective to achieve cost-effectiveness, we welcome and will give higher score to proposals that make better use of existing resources and/or will help achieve synergy with K&T’s Signature Project (background information at: http://www.kwaitsingsps.org.hk).

More than one NPO are allowed to submit a joint proposal, provided that the division of labour and duties, including the appointment of a lead NPO, are clearly set out in the proposal. All NPOs involved in a joint proposal must submit a separate Annex A.

K&TDO has the right to seek clarification or elaboration by an NPO regarding the proposal the latter submitted.

3. Assessment of Submissions

After NPOs submitted their proposals, K&TDO will forward all qualified submissions together with K&TDO’s comments to a Vetting Committee (“VC”). The VC shall comprise K&TDC members, representatives of relevant Government departments and professionals in the medical and/or social welfare fields.
The VC will assess the suitability of the NPOs as well as the quality of the proposals submitted on the basis of the assessment criteria at Annex B and make recommendations to K&TDO. The maximum score of the assessment is 100. Proposals under the passing mark of 50 will be disqualified and will not be further processed.

After the submission deadline and before the marking of a submission, K&TDO or the VC may request an NPO to present its proposal during office hours and with a notice of no less than 4 working days in advance. Up to two presentations may be requested. Failure to accede to the request may make a submission to become disqualified.

After receiving the recommendations of the VC, K&TDO will select suitable NPO(s) as potential DAS Partner(s) and then negotiate with latter, among other matters, the scope of services, performance indicators, funding to be provided as well as the rights and obligations of relevant parties. The proposal made by the selected NPO(s) shall form the basis of negotiation. All negotiated matters will be set out in a binding agreement to be signed between K&TDO and the potential DAS Partner(s).

4. Appeals

Appeals relating to this invitation or the processing of submissions received by K&TDO may be made to the Home Affairs Department (Attn: “DAS Appeals”).

5. Enquiries

For any enquiries about this invitation, please contact Mr Alex CHING of K&TDO by phone: 2494 4577 or email: alex_cm_ching@had.gov.hk.

Any statement, whether oral or written, made and any action taken by any Government officer in response to any enquiry shall be for guidance and reference purposes only.

Kwai Tsing District Office
April 2016