

15 June 2021

Karen Reynolds  
By email: [foi+request-7325-48eaa74b@righttoknow.org.au](mailto:foi+request-7325-48eaa74b@righttoknow.org.au)

Dear Karen Reynolds

### **Freedom of Information Request: Acknowledgement**

Thank you for your request of 1 June 2021, under the *Freedom of Information Act 1982* (FOI Act) for copies of documents held by the National Disability Insurance Agency (NDIA).

#### **Scope of your request**

You have requested access to the following documents about the National Disability Insurance Scheme (NDIS):

*"...I request the following information in relation to both Plena Healthcare and Healthstrong:  
The written reports that were required to be provided that include:*

- the value and type of goods and services procured;*
- a statement indicating the circumstances and conditions that justified the use of limited tender; and*
- a record demonstrating how the procurement represented value for money in the circumstances.*

*I further request a copy of the request documentation associated with the two companies, including:*

- a complete description of the procurement, including the nature, scope and the quantity of the goods and services to be procured or, where the quantity is not known, - - the estimated quantity, and any requirements to be fulfilled, including any technical specifications, conformity certification, plans, drawings, or instructional materials;*
- any conditions for participation, including any financial guarantees, information and documents that potential suppliers are required to submit;*
- any minimum content and format requirements;*
- evaluation criteria to be considered in assessing submissions and, if applicable to the evaluation, the relative importance of those criteria;*
- any dates for the delivery of goods or supply of services, taking into account the complexity of the procurement; and*
- any other terms or conditions relevant to the evaluation of submissions."*

Unless you advise otherwise, we will take it that you agree to the names and contact details of NDIA staff being excluded from the scope of your request (that is, the information will be treated as irrelevant).

#### **Processing timeframes**

We received your request on 1 June 2021 and the 30-day statutory period for processing your request commenced from the day after that date. You should therefore expect a decision from us by **1 July 2021**.

The period may be extended if we need to consult with third parties or for other reasons. We will advise you if this happens.

**Charges**

We may apply a processing charge to your request and will advise you as soon as practicable if a charge is payable.

**Disclosure Log**

Information released under the FOI Act may be published on the NDIA's disclosure log located on our website, subject to certain exceptions.

If you have any concerns about the publication of information you have requested, please contact us.

**Further help**

Please contact us at [foi@ndis.gov.au](mailto:foi@ndis.gov.au) if you have any questions or need help.

We will contact you using the email address you provided. Please advise if you would prefer us to use an alternative means of contact.

Yours sincerely

**Freedom of Information Officer**  
Parliamentary, Ministerial & FOI Branch  
Government Division