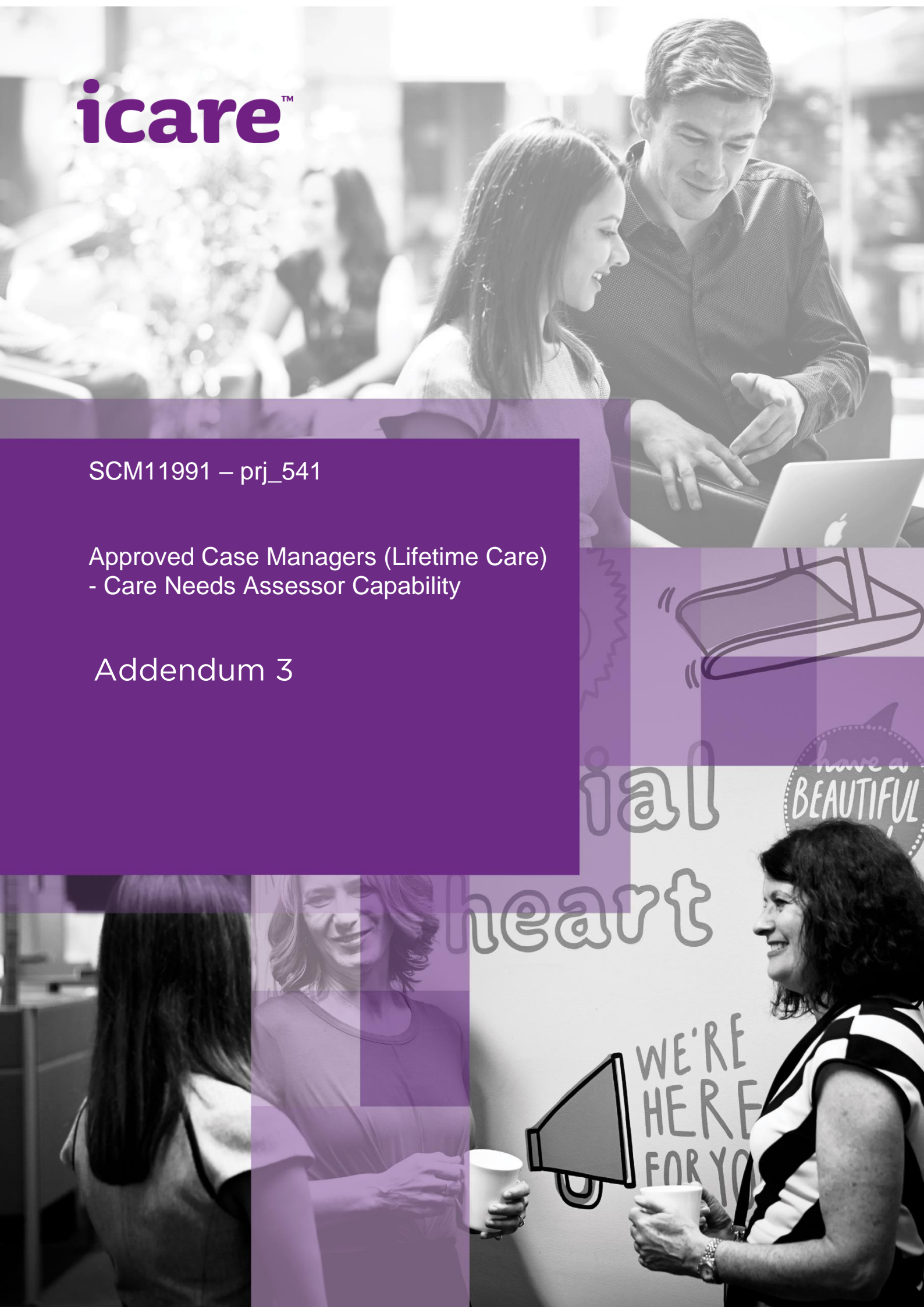




SCM11991 – prj\_541

Approved Case Managers (Lifetime Care)  
- Care Needs Assessor Capability

Addendum 3



## Approved Case Managers and Care Needs Assessors (Lifetime Care) - SCM11991 – prj\_541

### Care Needs Assessor Capability Application

#### ADDENDUM 2

Issued via eTenders 24 February 2023 as a continuation to Addendum 1 and 2

This Addendum becomes part of the capability application process. It is the obligation of the capability applicant to verify if any Addenda were issued prior to the application Closing Date, even if an application has already been submitted.

**Q24: I'm experiencing difficulties with submitting my application for the capability or I'm not sure whether my application was received.**

*A: Applicant must ensure that it has followed the correct application procedures as this Scheme is currently accepting applications for two different capabilities:*

- *Approved Case Managers*
- *Approved Care Needs Assessors*

#### **Approved case manager capability**

Business never approved to provide case management services – submit a new application 'Approved Case Manager' capability.

Business previously approved to provide case management services and wishing to submit an application for another case manager – submit 'modification of successful application' – Approved Case Manager capability.

#### **Approved Care Needs Assessor capability**

All businesses wishing to submit applications for the Approved Care Needs Assessor capability need to lodge a **new submission** and select 'Approved Care Needs Assessor' capability. This is the case even if your business has been approved to provide case management services. You should not submit a modification of successful application – case management if you are only applying for the care needs assessor capability.

High level guidelines as per:

#### 1) Start application

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### Approved Case Managers and Care Needs Assessors (Lifetime Care)

This Scheme SCM11991 includes two independent capabilities: • Approved Case Manager Prequalification List &bul ...

Start application

Full details

**RFT ID** SCM11991  
**RFT Type** Scheme Invitation  
**Published** 1-Mar-2022  
**Closes** 1-Mar-2027 12:00pm  
**Category** (based on UNSPSC)  
Healthcare Services  
**Agency** Insurance and Care NSW (icare)  
**Last Updated:** 17-Feb-2023 5:11pm

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#### 2) Start by confirming Entity Details

## Approved Case Managers and Care Needs Assessors (Lifetime Care) - SCM11991

### Who is applying?

On this screen you are identifying the entity who will, if successful reside on the scheme below.

Please confirm that you are applying for the correct scheme before proceeding.

1 Entity Detail

2 Office Detail

3 Prequalification

4 Questionnaire

5 Capabilities

6 F

#### Scheme Documents

[Terms of Agreement](#)  
[Case Managers Expectations](#)  
[Care Needs Assessors Expectations](#)  
[Schedules - Approved Case Managers](#)  
[Schedules - Approved Care Needs Assessors](#)  
[Application Form - Approved Case Manager](#)  
[Application Form - Approved Care Needs Assessor](#)  
[Addendum 1 - Care Needs Assessor capability](#)  
[Addendum 2 - Care Needs Assessors Capability](#)

You can [copy details](#) from your Personal Profile or a previous lodgement.

#### Entity Detail

3) Confirm Office Details → Fill all the “Prequalification details” → Complete Questionnaire → Select to apply for relevant capability → Review → Submit

### What to do if you have applied for the wrong capability:

- Withdraw your application via the eTendering system.
- Submit the application in eTendering using the correct pathway above.
- Contact the NSW Procurement Service Centre if you need any assistance with your application – 1300 679 289
- Refer the addendums on the Scheme page (under documents) if you have additional questions about the application process.