

Invitation to submit expression of interest to provide an Out of School Hour Care service at Hammond Park Primary School

Hammond Park Primary School is seeking expressions of interest from licenced providers to deliver an Out of School Hour Care (OSHC) service from the school site, with an anticipated commencement date of 31 January 2024.

Parent and community feedback indicates that the onsite OSHC service is a highly valued service provided to the school community.

Our premise is currently licenced for 80 students with no increase expected over the period of the licence.

Enrolments

The expected enrolment numbers for 2024 is 900 students.

Premises

An undercover area, including Canteen for food preparation, playgrounds, storage shed, and toilets will be available to the service provider to deliver the service.

Licence Agreement

The successful provider will be required to sign a licence (right to occupy premises) agreement with the school and will be for a period of up to two (2) years. The licence agreement will include an agreed annual licence fee which is fixed for the period of the licence and not attributed to changing enrolment numbers utilising the service.

Process

This process is open to all interested providers. Open expressions of interest are invited in the form of a written statement and should address the following:

- Proposed hours of operation, including the likelihood of vacation care being offered;
- Fees and charges for parents;
- Annual Licence fee to be paid to the school;
- Staffing ratios and arrangements;
- Sample food menus;
- Sample programs for before and after school and vacation programs;
- Complaints policy and procedures;
- Demonstration of previous/current service delivery in similar settings;
- Brief history of the organisation (to include length of time in business, name(s) of the company principal(s) or business owner(s) and the present number of full time employees and their designations, major clients and industry expertise);
- Any other information you wish to provide to support your EOI.

After the closing date, all expressions of interest will be considered by the Principal, Deputy Principal and Manager Corporate Services of Hammond Park Primary School. From the expressions of interest, up to three providers may be requested to make a formal presentation to the OSHC sub-committee of the Hammond Park Primary School Advisory Group (HPPSAG) The HPPSAG OSHC sub-committee will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by early December 2023.

The School Advisory Group will undertake a value-for-money assessment to consider the extent each expression of interest satisfies the following criteria:

- (a) Suitability of the proposed outside school hours care service;
- (b) Respondent's demonstrated capacity to provide outside school hours care services;
- (c) Session fees to be incurred by parents/carers, and;
- (d) Licence fee for right to use the premises.

Expressions of interest that do not adequately address the above criteria may be excluded from further consideration.

Next step

Expressions of interest must be submitted in writing and can be posted or emailed using the details below:

PRIVATE AND CONFIDENTIAL

Vicki McGlew

Manager Corporate Services

Hammond Park Primary School

10 Eucalyptus Drive

Hammond Park WA 6164

Or

hammondpark.ps@education.wa.edu.au

Respondents must include the following detail with their submission:

(a) Name of Legal Entity:
(b) ACN (if a company):
(c) Registered address of Company or address of principal place of business:
(d) Business Name:
(e) ABN:
(f) Contact Person:
(g) Contact Person Position Title:
(h) Email:

(i) Telephone:

Expressions of interest must be received no later than 4pm on 31 October 2023.

Expression of Interest Conditions

The “Expression of Interest Conditions” are contained in the Part A of the *Request Conditions and General Conditions of Contract* [November 2022] located at www.wa.gov.au/government/publications/request-conditions-and-general-conditions-of-contract-november-2022 and contain important provisions regarding the nature of this Expression of Interest and the consequences of the Respondent submitting an Offer. The Respondent is deemed to have read and considered the Request Conditions prior to submitting an Offer.