

Invitation to submit expression of interest to provide an Out of School Hour Care service at Yanchep Rise Primary School.

Yanchep Rise Primary School is seeking expressions of interest from licenced providers to deliver an Out of School Hour Care (OSHC) service from the school site, commencing Term 4 2024.

Parent and community feedback indicates that an on-site OSHC service will be well utilised, and a highly valued service to the school community. In addition, having access to vacation school holiday care on the site through the OSHC provider would also be supported.

A recent survey of families indicates that 25% will use Before School Care and 25% would use After School Care. There is also strong support for Vacation Care with 30% likely to utilise this service should it be offered.

Enrolments

The expected enrolment numbers for 2025 is 400 students.

Premises

A permanent undercover area, including a kitchen for food preparation, 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 Yanchep Rise 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 Yanchep Rise School Advisory Group. The (YRPS) OSHC sub-committee will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by 20 Jul 2024.

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

- Suitability of the proposed outside school hours care service;
- Respondent's demonstrated capacity to provide outside school hours care services;
- Session fees to be incurred by parents/carers, and;
- 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 emailed using the details below:

PRIVATE AND CONFIDENTIAL

Helen Demiris

Principal

FAO

Tracy Nolan

Manager Corporate Services

tracy.nolan@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 2pm on June 28th 2024 date.

Expression of Interest Conditions

The “Expression of Interest Conditions” are contained in the Part A of the *Request Conditions and General Conditions of Contract* [August 2023] located at <https://www.wa.gov.au/government/publications/request-conditions-and-general-conditions-of-contract-august-2023> 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.