

# SCHOOLS PROCUREMENT

*SCHOOL COUNCIL REQUEST FOR QUOTATION*  
MAY 2018



# Melton West Primary School

## Student Counselling and Guidance Services

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Reference Number: [2021-01](#)

**Submission Details:** Closing Time: 4:00pm Monday 7<sup>th</sup> December 2020  
Place of Lodgement: Melton West Primary School  
[melton.west.ps@education.vic.gov.au](mailto:melton.west.ps@education.vic.gov.au)  
Receiving Staff Member: Michelle Costa - Principal  
Additional Details: Tender to be attached to email in PDF

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### CONDITIONS

#### 1. RFT/RFQ Presentations

*Melton West Primary School* ("the School") does not warrant the accuracy of the content of the RFT/RFQ. The School will not be liable for any omission from the RFT/RFQ.

#### 2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this RFT/RFQ (or information relevant to this RFT/RFQ) to execute a deed of confidentiality in a form required by, or satisfactory to, the School before or after access is granted.

Whether or not execution of a deed of confidentiality is required by the School, all persons obtaining or receiving this RFT/RFQ and any other information in connection with the RFT/RFQ must keep the contents of the RFT/RFQ and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this RFT/RFQ.

#### 3. Tender/Tender/Quotation Documents

All responses to the RFT/RFQ and any accompanying documents will, upon submission, become the property of the School. The School will not return any of these documents.

By submitting a response to this RFT/RFQ, an Invitee licenses the School to reproduce the whole or any portion of the documents which it has submitted for the purposes of, or in connection with, its evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in those documents.

#### 4. Enquiries

Enquiries concerning the RFT/RFQ must be made to the following person:

Name: [Michelle Costa](#)  
Title: [Principal](#)  
E-mail: [melton.west.ps@education.vic.gov.au](mailto:melton.west.ps@education.vic.gov.au)

All enquiries concerning the RFT/RFQ must be in writing and can only be made up to *three (3) days* prior to the Closing Time.

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The School will respond to enquiries correctly lodged in accordance with the above conditions in writing and the response from the School will be provided to all potential Invitees to the RFT/RFQ.

## **5. Late Tenders/Quotations**

If a Tender/Quotation is lodged after the Closing Time, it may be disqualified from the RFT/RFQ process and may be ineligible for consideration unless:

- The invitee can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the Tender/Quotation to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the market approach.

The determination of the School as to the actual time that the Invitee's response is lodged is final. All Tenders/Quotations lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender/Quotation was lodged after the Closing Time of their ineligibility for consideration.

## **6. Incomplete Tenders/Quotations**

If a Tender/Quotation does not include all the information in the format required by the RFT/RFQ or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

## **7. Validity of Tender/Quotation**

A tender/quotation will be valid for acceptance by the School for a period of 90 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

## **8. Unauthorised Communication and Improper Assistance**

Invitees are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. Invitees are required to meet or exceed the government's supplier code of conduct - <http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>. Unauthorised communication and/or seeking to obtain assistance of employees, agents or contractors of the School in preparation of their proposal may, in the absolute discretion of the School, lead to disqualification of a RFT/RFQ submission.

## **9. Reservation**

The School reserves the right to, in its absolute discretion, refuse to consider or accept any Tender/Quotation or all Tenders/Quotations. The School will not necessarily accept the lowest priced tender nor any other tender. The School further reserves the right to:

- a) reject all Tenders/Quotations without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender/Quotation at the price or prices quoted unless the Tender/Quotation states specifically to the contrary.
- c) negotiate with one or more Invitee's and allow any Invitee to vary its Tender/Quotation

## **10. Preferred Supplier**

Selection as a preferred supplier does not give rise to a contract (express or implied) between the preferred supplier and the School for the supply of Goods and/or Services. No legal relationship will exist between the School and the preferred supplier until such time as a binding contract is executed by both parties.

## RFT/RFQ DETAILS

### 1. Background

Funding as part of the school Wellbeing Program is being directed to what is perceived to be a specific needs area of our school. Additional counselling and guidance services are imperative to support our school community – students, parent and staff; to enable our students to achieve the best possible outcomes in regards to their learning and engagement at school.

### 2. Scope

Melton West Primary School requires the supply of counselling and guidance services for Students, Staff & the wider MWPS community. The term of this contract will be for 2 years commencing 27<sup>th</sup> January 2021. Fixed fee invoiced on a monthly basis.

### 3. Statement of Requirements

The successful supplier will:

Provide ongoing support and counselling to staff, students and their families, including one-to-one counselling, professional learning for staff and parents and facilitating professional reflective sessions with staff on a regular basis.

On-site attendance at school for approximately 20-24 hours per week – for three days per week (to include travel time) Approx 880 hours for the year

Additional hours (up to 300 hours) to be used throughout the school on a range of negotiated services

Services will include but are not restricted to:

- Parent/carer support sessions
- Assessments
- Supporting documentation for funding applications
- Observations and Feedback including Functional Behavior Assessments
- Professional Learning and staff training sessions up to 8hrs over the course of the year
- Individual Therapy
- Reflective Space sessions
- Development of Therapeutic Change Plans
- Classroom support
- Secondary Consults one hour per week with school staff

The supplier will ensure that all project staff have appropriate Working with Children check and are familiar with school procedures including OHS policies.

Current school documentation and relevant policies are available from the School Principal Michelle Costa.

### 4. Important Dates

Date	Action
7/12/2020	Tender closing date
11/12/2020	Preferred supplier notified
27/01/2021 – 31/12/2022	Period of contract

Services and supports need to be available for all Victorian School Terms.

**Term Dates:**

2021 - 27<sup>th</sup> January – 1<sup>st</sup> April; 19<sup>th</sup> April – 25<sup>th</sup> June; 12<sup>th</sup> July – 17<sup>th</sup> September; 4<sup>th</sup> October – 17<sup>th</sup> December

2022 - 28<sup>th</sup> January – 8<sup>th</sup> April; 26<sup>th</sup> April – 24<sup>th</sup> June; 11<sup>th</sup> July – 16<sup>th</sup> September; 3<sup>rd</sup> October – 20<sup>th</sup> December

**5. Relationship Management**

Contract Manager:

Michelle Costa, Principal, Melton West Primary School

Melton.west.ps@education.vic.gov.au

03) 9743 5818

**6. Reporting requirements**

Evaluation of program – as determined in consultation with the Principal. To include – Termly meetings to monitor how things are travelling; Monthly report of how many hours have been used, End of Term report (Terms 1, 2 & 3), Annual Report due at end of Term 4.

Any matters which arise that may be deemed to materially affect the development of the project should be communicated to the School Project Manager within twenty-four (24) hours of the matter being known to the Contractor.

**7. Key Performance Indicators (KPIs)**

KPI	Performance Target
Quality	Services are provided to contracted specifications 95% of time
On time	95% of Services are provided on date/time required
Reporting	All reports are provided on date/time required

**8. Insurance**

Pursuant to the attached terms and conditions, insurance provisions shall include:

Insurance	Minimum Amount
Public Liability	\$30,000,000
Professional Indemnity	\$15,000,000
Product Liability	N/A
Workcover	Certificate of Currency Required

## 9. Pricing

Provide details of your pricing for the specifications, using the format set out in the tables below.

Services				
Milestone	Units/hrs	Rate (excl. GST)	GST	Total
12 monthly payment installments annually	12			

Other expenses, including disbursement and reimbursements				
Item	Description of expense	Rate (excl. GST)	GST	Total

## 10. Submission

The submission process and timelines are set out in the 'Submission Details' section on the first page of this document.

## 11. Selection Criteria

The selection criteria for this project are:

Criteria Category	Detailed Criteria	Weighting (out of 5)
Criteria 1 – Compliance with specifications	<i>20 – 24 hrs per week across 3 days onsite</i>	5
	<i>Observations and Feedback including Functional Behaviour Assessments</i>	5
	<i>Professional learning and staff training sessions up to 8hrs over the course of the year</i>	5
	<i>Individual Therapy</i>	5
Criteria 2 – Compliance with legislative requirements	<i>Public Liability Insurance</i>	5
	<i>Professional Indemnity Insurance</i>	5
	<i>Workcover Required</i>	5
Criteria 3 – Positive reputational practices	<i>Provide Reference Check</i>	5
Criteria 4 – Capability/ Resourcing	<i>Working with Children Check required for onsite staff</i>	5

	<i>Qualified Phycologists, Social Workers or other Counselling qualifications</i>	<b>5</b>
	<i>Excellent written &amp; verbal communication skills</i>	<b>3</b>
Criteria 5 – Support/ Value Add	<i>Development of Therapeutic Change Plans</i>	<b>5</b>
	<i>Classroom support</i>	<b>5</b>
	<i>Secondary Consults one hour per week with school staff</i>	<b>5</b>

## 12. Contract Documentation

Please see attached School Council Short Form Services Contact – Counselling and Guidance Service document for contract details.

# INVITEE RESPONSE

**Reference Number: 2021-01**

**RFT/RFQ Title: Student Counselling and Guidance Services**

## Supplier Details

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise:    Small:             Medium:             Large:

<p><i>Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 200 full time equivalent employees. Under 20 full time equivalent employees is defined as Small, 20-199 full time equivalent employees is defined as Medium and 200 plus full time equivalent employees is defined as Large.</i></p>
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## Contact Details

Contact Person:

Role:

Telephone:

Mobile:

Email:

I/We offer to supply the goods and/or services specified in this RFT/RFQ; at the fees/charges specified; within the agreed period; under the terms and conditions included and any special conditions as may be specified.

Signature:

Name:

Date:

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## **Invitee Response to Request for Quote**

The Quote should include:

- a) An overview of how you will meet the specification requirements
- b) Details of your knowledge and previous experience relevant to the required procurement
- c) Detail of your business's resources and systems to support the delivery of the required procurement. Include names and qualifications of staff; be specific about their role in the delivery of the procurement
- d) Details of any value adding factors, such as innovation
- e) Responses to the selection criteria
- f) Pricing Schedule
- g) Any proposed departure(s) from contract terms and conditions
- h) Declaration of any conflict of interest (potential or real) and how this may be managed
- i) Detail your financial capability to deliver the goods or services
- j) Details of your professional insurances held
- k) Any other relevant information