

Schools Procurement

School Council Request
for Quotation/Tender (RFQ)

- 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

We are seeking a provider who can facilitate the delivery of a bespoke leadership development program for Assistant Principals, Leading Teachers, and Learning Specialists. The program provider will be required to design, create, and deliver a middle leader coaching and development program to meet the specific needs of members of the Colac Secondary College leadership team. Our leadership is comprised of team members covering portfolios including literacy, numeracy, disability inclusion, student wellbeing and engagement, assessment and reporting, digital learning, and school wide positive climate for learning. The aim of the program will be to make explicit the professional practices, attitudes, and mindsets of highly effective learning leadership and how these principles can be applied in our unique school context. The program should be able to support leaders in a wide range of leadership practices and priorities including pedagogical models, Professional Learning Community function, learner engagement and experiences, staff, and student wellbeing. We seek a provider who can take a holistic view of learning leadership development. We would like the program to include elements of teacher professional inquiry, learning sciences, team leadership, change leadership, and whole-school culture. We want to take an adaptive leadership approach, link with other schools, undertake field-based enquiry, privilege time for whole day professional learning sessions (onsite and offsite), 1:1 coaching for all leadership team members, Ultimately, we are seeking a program that will support our leadership team to develop consistent leadership skills and strategies that enhance the impact of teaching and learning, student achievement, wellbeing, and engagement at our college. The program provider must have extensive experience in leading change and improvement as a school Principal, preferably in the Victorian Department of Education. As they will be required on campus and may wish to consult with students, they will be required to hold a current working with children clearance and comply with the Victorian Child Safe Standards. This program as described is crucial for the professional learning and empowerment of our leadership team.

2. Scope

The quote must provide an outline of the program and how it will be delivered. Ideally the school would like the program facilitated over a 12-month period to support the growth of our leaders.

The services must be linked to the school strategics and AIP plan.

Goal 1: To improve students learning through a focus on literacy and numeracy

Goal 2: To create a whole-wide positive climate for learning

3. Statement of Requirements

Attest to complying with the Victorian Child Safe Standards, including:

- Working with children checks clearances for all staff.
- having a Child Safety and Wellbeing Policy
- having a Child Safety Code of Conduct o conducting child safe screening of all staff working with children, including requiring a Working with Children clearance.
- Public Liability Insurance

4. Important Dates

Commencing 01.03.2024 to 31.12.2024.

5. Relationship Management

Contract Manager: Skye Bannan, Acting Principal, Skye.Bannan@education.vic.gov.au

6. Reporting requirements

The Supplier shall provide Project Manager with brief reports on progress at the end of each stage. 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
Delivery on time	Services are provided to contracted specifications 90% of time leaving room for flexibility in the delivery of the program based on the needs of the individuals in the program.
Delivery in full	100% of Services are provided on date/time required.
Customer Service	100% of operational issues are resolved within 72 hours of notification.

8. Insurance

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

Insurance	Minimum Amount
Public Liability	Public liability insurance: \$AUD 20 million in respect of any one occurrence and for an unlimited number of claims.
Product Liability	As above

9. Pricing

Services				
Milestone	Units/hrs	Rate (excl. GST)	GST	Total
Service 1 [put description of the service]				
Service 2 [put description of the service]				
Add any additional service				

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 1 – Compliance with Specifications (see Background and Scope) Criteria 2 – Compliance with Legislative Requirements (Namely compliance with the Child Safe Standards) Criteria 3 – Positive Reputational Practices (Please provide a minimum of 1 written reference or testimonial) Criteria 4 – Capability/ Resourcing Criteria 5 – Past Performance Criteria 6 – Support/ Value Add

12. Contract Documentation

Bidders are required to indicate they fully understand and comply with the attached agreement's terms and conditions, otherwise bidders may include a list of contractual departures that they wish to negotiate with the school.

BIDDER RESPONSE
(Complete and Submit to the School)

Reference Number:

RFT/RFQ Title:

Supplier Details

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise: Small: Medium: Large:

<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>
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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:

Instruction to the bidders on how to submit your proposal

The Quote/Tender 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, local job and sustainability initiative (if applicable)
- e) Responses to the selection criteria
- f) Pricing Schedule using the table provided in the RFQ/RFT details.
- g) Include a statement that indicate that you fully accept the proposed terms and condition. If not, include a list of proposed departure(s) from contract terms and conditions for the school's consideration.
- 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 public, product and professional insurances held
- k) Any other relevant information
- l) Working with Children clearances and Child Safe Standards Attestation

CHILD SAFE STANDARDS ATTESTATION

I, _____, attest that the organization complies with the Victorian Child Safe Standards, including:

- having a Child Safety and Wellbeing Policy
- having a Child Safety Code of Conduct
- Conducting child safe screening of all staff working with children, including requiring a Working with Children clearance.

Signed:

Print name:

Title:

Date:

