



QUINNS BEACH
PRIMARY SCHOOL
DREAM • EXPLORE • DISCOVER

Invitation to submit expression of interest to provide an Out of School Hour Care service at Quinns Beach Primary School

Quinns Beach Primary School is seeking expressions of interest (EOI) from licenced providers to deliver an Out of School Hour Care (OSHC) service from the school site commencing 1st January 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 holidays) care on the site through the OSHC provider would also be supported.

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

Enrolments

The expected enrolment numbers for 2024 is 380-390 students. On our school site there is also a West Coast Language Development Centre which currently has 70 students attending of which most of these families do not live within our school boundary.

Premises

A transportable classroom, undercover area, playground, community garden, nearby wet area for food preparation and nearby toilet block will be available to the service provider to deliver services.

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;

T 08 9561 7400

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- 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 EOIs will be considered by the Principal, Manager Corporate Services and other relevant Administration parties. From the EOIs, providers may be requested to make a formal presentation. It is anticipated that this process will be completed by early Term 4.

Next Step

Expressions of interest must be submitted in writing and can be posted or emailed using the below details **by the close of business Friday 8th September 2023.**

PRIVATE AND CONFIDENTIAL

Kathryn Meyer
Principal
Quinns Beach Primary School
5 James Cook Avenue
QUINNS ROCKS WA 6030

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:

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.

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