



Invitation to submit expression of interest to provide an Out of School Hour Care service at High Wycombe Primary School

High Wycombe 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 1 February 2023.

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

Enrolments

The expected enrolment numbers for 2023 is 400 students.

Premises

A permanent classroom, including wet area for food preparation, will be available to the service provider to deliver the service. There is a playground and grassed area next to the classroom.

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. Subsequent licence agreements may see the need to relocate the service within the school, as a result of the need to access classrooms due to increased enrolments.

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 High Wycombe 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 High Wycombe Primary School Advisory Group (HWPS). The HWPS OSHC sub-committee will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by 23 September 2022.

Next step

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

PRIVATE AND CONFIDENTIAL

Kate Lyon
Principal
High Wycombe Primary School
60 Newburn Road, High Wycombe WA 6057
Or
Principal.highwycombe.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 Friday 19 August 2022.

Expression of Interest Conditions

The “Expression of Interest Conditions” are contained in the Part A of the *Request Conditions and General Conditions of Contract* [December 2021] located at www.wa.gov.au/government/publications/request-conditions-and-general-conditions-of-contract-december-2021 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.