

## Invitation to submit expression of interest to provide an Out of School Hour Care service at Takari Primary School

Takari 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 Thursday 1 January 2023.

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

Takari Primary School OSHC centre currently has approximately:

- 10-15 Children on Monday and Friday (non Kindy days)  
Before and after school care (7.00am to 8.45am and 3.00pm to 6.00pm)
- 20 – 25 children on Tuesday, Wednesday and Alt Thursdays (Kindy days)  
Before and after school care (7.00am to 8.45am and 3.00pm to 6.00pm)
- 25 – 30 Children Vacation Care Services offered.

### Enrolments

The expected enrolment numbers for 2023 is 190 students. This is expected to remain around the same numbers in the coming years.

### Premises

A permanent classroom, including wet area with toilets, upper undercover area, 2 play areas and a school oval, 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 and Manager Corporate Services of Takari Primary School. From the expressions of interest, up to three providers may be requested to make a formal presentation to the Principal and Manager Corporate Services, Takari Primary School. The Principal will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by the end of term 4 2022.

**Next step**

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

**PRIVATE AND CONFIDENTIAL**  
**Mr David Tennant**  
**Principal**  
**Takari Primary School**  
**5 Rickman Street**  
**BALCATTWA WA 6021**  
**Or**  
[Takari.PS@education.wa.edu.au](mailto:Takari.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 Monday 31 October 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](http://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.