



**School Council**  
**Expression of Interest (EOI)**  
**Canteen service at Brandon Park Primary School**

**Reference Number:** EOI2020A

**Submission Details:**

Closing Time: Friday, 27<sup>th</sup> November at 4pm  
Place of Lodgement: elaine.hanley@education.vic.gov.au  
Receiving Staff: Elaine Hanley  
Member:

Submissions must follow the format attached, including the completion of all Forms, plus supporting documentation and any additional requested information.

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**CONDITIONS**

**1. EOI Presentations**

**Brandon Park Primary School** (“the School”) does not warrant the accuracy of the content of the EOI. The School will not be liable for any omission from the EOI document.

**2. Confidentiality**

The School may require persons and organisations wishing to access or obtain a copy of this EOI (or information relevant to this EOI) 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 EOI and any other information in connection with the EOI must keep the contents of the EOI and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this EOI.

**3. EOI Documents**

All responses to the EOI 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 EOI, the service provider 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 EOI must be made to the following Contact Person:

Name: Elaine Hanley  
Title: Business Manager  
E-mail: elaine.hanley@education.vic.gov.au

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

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 parties that have requested a copy of the EOI document.

Should a service provider contact any person other than the Contact Person nominated above (including but not limited to: any parents and School Council member or office bearer, employee, school employee, departmental officer or an employee of the current provider) in regards to this EOI, it may be disqualified from the EOI process and may be ineligible for consideration.

## **5. Late EOI**

If an EOI is lodged after the Closing Time, it may be disqualified from the EOI process and may be ineligible for consideration unless:

- The service provider can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the EOI to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the process.

The determination of the School as to the actual time that the service provider's response is lodged is final. All EOIs lodged after the Closing Time will be recorded by the School. The School will inform service providers whose EOI was lodged after the Closing Time of their ineligibility for consideration.

## **6. Incomplete EOIs**

If an EOI does not include all the information in the format required by the EOI or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

## **7. Validity of EOIs**

An EOI 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. Supplier Code of Conduct**

Bidders are required to meet or exceed the government's supplier code of conduct - <http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>

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

Service providers are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. 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 an EOI submission.

## **10. Reservation**

The School reserves the right to, in its absolute discretion, refuse to consider or accept any EOI or all EOIs. The School will not necessarily accept the lowest priced EOI nor any other EOI. The School further reserves the right to:

- a) Reject all EOIs without giving reason for the rejection; and
- b) Accept a portion or the whole of any EOI at the price or prices quoted unless the EOI states specifically to the contrary.
- c) Negotiate with one or more service providers and allow any service provider to vary its EOI.

## **11. Preferred service provider**

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

## **12. Conflict of Interest**

When submitting its submission, the service provider must declare any actual or potential conflicts of interest which may arise between the service provider and the School or the School and any subcontractor which the service provider proposes to engage in respect of the supply of Services.

## EOI DETAILS

### 1. Background

**Brandon Park Primary School** is in the NEV Region of the Department of Education and Training which services a large residential area and surrounding community of inner northern metropolitan Melbourne approximately 22 km from the Melbourne CBD. The school has a current enrolment of 590 students in Foundation through to Year 6. It is expected that enrolment will increase to a maximum of 850 students over the ensuing years.

Physical features of the school include 28 classrooms as well as other specialist spaces including library, art, science. There is a multi-purpose hall, outside courts for netball and basketball, etc. A new school community hub will be built in the next 18 months. This will house a brand new canteen.

The student population, assumed to be represented by a wide range of socio-economic backgrounds, is likely to be characterised by a reasonable percentage of families with both parents working and high socio-economic status.

The canteen service is required to cater for a significant proportion of the student body and staff members during Victorian term periods with the exception of public holidays and pupil free days.

Site visit: The Principal of **Brandon Park Primary School** offers prospective providers an opportunity to view the school canteen facilities on one of two dates by arrangement. Service providers are required to advise the Contact Person of their intention to attend by close of business three days prior to the requested visit. No more than two (2) attendees from the same service provider may attend the same site visit. All attendees must sign the attendance record which will be provided at each site visit. A COVID-safe plan will be in place. The two options are Wednesday, 18<sup>th</sup> November from 3.30pm – 4.30pm or Wednesday, 25<sup>th</sup> November from 3.30pm – 4.30pm.

A current internal provided canteen service has existed at the school which has been the arrangement for many years however, this has not re-opened since it closed at the end of Term 1 2020 due to COVID restrictions and concerns.

Facilities available for use by the successful service provider to deliver the services required include a commercial grade kitchen including a large chest freezer, one commercial refrigerator, one ice chest, one pie warmer, one microwave, a commercial oven with 5 gas rings, one dishwasher and a large island for food preparation as well as bench tops around the canteen kitchen.

Students' lunches are currently ordered via an app, Qkr! and the canteen managers & the parent volunteers prepare these to order (cut off by 7.45am) and places lunches in designated baskets for each classroom. Our lunch (main break) is from 11.30am until 12.20pm and our recess break in the afternoon is from 2pm to 2.40pm.

The School wishes to advise that currently the following practices occur that may impact on the numbers attending the service:

- Outstanding canteen staff who know the students.
- Menu that is both affordable and healthy.
- Extensive range of foods which are suitable for our demographic.

## 2. Scope

### Length of Service

To provide a canteen service to the school community for a 1 year contract with an option for a 1 year extension if both parties agree. This should be agreed by the beginning of Term 4, 2021.

### Required Operating Hours

Minimum of two school days (to be decided – suggest Tuesday & Thursday) with the exception of pupil free days and the last day of each term of the school year. Further days to be added to timetable by agreement.

The provider will be allowed access to the space between 7.00am and 3.00pm on service days to provide opportunity to set up and pack up the canteen and provide the canteen service.

Additionally, the provider may be asked to provide refreshments for school events such as reviews, meetings, interview panels etc. to be paid by invoice sent to the contact above.

### School Council statement

The School Council wants the service provider to provide an affordable and healthy canteen service to the school community.

The School Council believe that all employees that work in the canteen service should be facilitators of positive development who provide a safe, engaging environment and nurture healthy interactions.

The School will license the following facilities:

- Toilets (M/F) for both staff and students.
- Kitchen (canteen)

### Required regulatory compliance

It is the responsibility of the selected service provider to comply with the *National Law and National Regulations* at all times. Any updates or changes to the facilities to meet these requirements will be the cost/ responsibility of the service provider.

### Child Safe Standards

As of 2016, all early childhood services (including canteen Service Providers) and schools are required to comply with Child Safe Standards; they include seven standards designed to ensure organisations that work with children take steps to create a culture of child safety and protect children from all forms of abuse.

The standards are as follows:

- Strategies to embed an organisational culture of child safety
- A child safe policy or statement of commitment to child safety
- A child safety code of conduct
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse
- Procedures for responding to and reporting suspected child abuse
- Strategies to identify and reduce or remove risks of child abuse
- Strategies to promote child participation and empowerment

#### Capability of provider:

A person's capability to operate as a canteen service provider is of critical importance. Updates in the national law as of 2017 have been identified to address this through specifying:

- Either the approved provider, a nominated supervisor, or a person in day to day charge must be present when a service is operating
- Services will be able to have more than one nominated supervisor
- The approved provider will be responsible for ensuring the person they appoint as a nominated supervisor must be fit and proper and have suitable skills to supervise the service
- A nominated supervisor will need to consent in writing to appointment to the role
- Each nominated supervisor and person in day to day charge will have to undertake child protection training

The service provider must advise as part of the EOI submission how they have implemented, operate and comply with the Child Safe Standards.

#### Food and drink

The successful service provider will be required to provide food and drink to students as a part of the canteen service. Please see equipment list above.

Any food and drink supplied must be tasty, healthy and nutritious, in adequate quantity and provide value for money for those purchasing. The menu must take into account the child's growth and developmental needs and cultural, religious and health requirements. An accurate weekly menu must also be displayed in the canteen and provided to the school for publication in school documents. The menu must be agreed in advance by School Council and may only be changed once per semester i.e. introduced for Term 1 for Semester 1 and adjusted, by agreement for Semester 2. The draft changes should be circulated to School Council in time for discussion prior to implementation for Semester 2 i.e. for the June meeting of School Council (date tba).

Sales details will need to be shared with the school in order to assist office with queries that are raised. Cash payments are not accepted at school and therefore the service provider should either use already established Qkr! system for orders or some other electronic ordering system.

#### Cleaning

The service provider will be responsible for cleaning all aspects of the kitchen area, storage areas and appliances.

### Deliveries

The service provider will be responsible for taking delivery of any stock orders that may be delivered to the school premises. Access can be arranged with the office.

### Maintenance / Repairs

Any maintenance or repairs required, beyond reasonable wear and tear, must be prepared by the service provider. If these are not rectified in a timely way, the School Council may do so, and any costs will be invoiced direct to the service provider.

### Transition / Implementation Plan

The successful service provider, is required to provide a transition plan, which includes but is not limited to an outline of the hand over process, appropriate handling of children details and data (if necessary), removal of the outgoing service provider's equipment and cleaning/maintenance requirements.

### Referees

Service providers are required to nominate three (3) customers (preferably schools) to whom they currently provide similar services. The School reserves the right to also contact known customers of the service provider to seek customer feedback. Feedback will be sought in respect of, but not limited to, the service provider's performance, charges, responsiveness and complaint resolution.

## **3. Important Dates**

- School site visit date(s): By arrangement, with three days' notice, on either Wednesday 18<sup>th</sup> November or Wednesday 25<sup>th</sup> November from 3.30pm to 4.30pm.
- EOI Closing date: Friday, 27<sup>th</sup> November at 4pm
- Preferred service provider informed of decision and beginning of contract negotiations: Monday, 7<sup>th</sup> December 2020
- Commencement of canteen service to the School: Term 1 2021 w/c 1<sup>st</sup> February 2021

## **4. Reporting and meeting requirements**

The service provider's representative is required to meet, where requested, with a nominated representative, School Council or subcommittee once per quarter to review aspects of the canteen service.

The service provider will be required to report to a nominated representative, School Council or subcommittee as follows:

### **Quarterly on the following items:**

- Any breaches or non-compliance with Health and Food Safety requirements
- Staffing
- Policy changes
- Incidents
- All complaints received, and action taken to resolve complaints and timeframe for resolution

### **Prior to Semester 1 and Prior to Semester 2**

- Menu changes – items and costs

### **Within 30 days of commencing, and then on an annual basis a copy of the following:**

- Current Suitability Notices for all specified employees
- Copies of any new or renewed Insurances

### **An ad hoc basis, which would be required to be responded to within ten (10) business days:**

- All complaints received and any action taken to resolve these complaints and the timeframes for resolution
- Child, parent and staff feedback

### **Report the following within one business day:**

- Incidents, injuries or issues that have impacted in the health, safety or wellbeing of any child
- Occupational health and safety matters
- Any Formal Compliance Directive issued to the Licensee by the Regulatory Authority in connection with the canteen service
- Where the service provider has been charged with a criminal of regulatory matter, found guilty by court, cautioned, or otherwise pursued by either the Police, Local Authority or other regulatory body or subject to enforcement activity.

### **A report prior to the commencement of any new specified personnel detailing name, contact details and a copy of the Working with Children Check.**

### **Upon occurrence immediately report:**

- Damage to or an accident in the licensed area
- Any notice or report received in relation to the licensed area, and provide a copy of the report

### **Key Performance Indicators (KPIs)**

<b>KPI</b>	<b>Performance Target</b>
User Satisfaction	85% of children users to respond either at or above expected satisfaction levels based on a satisfaction survey devised in consultation with the School Council and the operator, and distributed by the school.
Customer Service	85% of adult users to respond either at or above expected satisfaction levels. This would be based on a survey devised in consultation with the School Council and the operator and distributed by the school.
Reporting	100% of reports to School Council are delivered within the nominated timeframes by email to the contact above

Submissions must address the service provider's provision of quality management systems and key KPIs used to track the performance of the contract.



## 5. License Fees & Amounts Payable

If applicable, the successful service provider will be required to pay a License Fee – this is to be agreed but will be a **minimum of \$500** per month of operation – in 2021 this is expected to be 11 months of the year.

License fees will be payable monthly in advance.

License fees will be reviewed annually, prior to the anniversary of the contract.

The successful service provider will be required to pay a security deposit of **\$2000** prior to commencement of the service.

## 6. Insurance

Minimum insurances the service provider are required to hold include:

### a) Public Liability Insurance

\$10 million per event.

### b) Property Insurance (or equivalent insurance)

Insurance cover for the reinstatement or replacement value of the Licensees' own property against the destruction of or damage of such property which is housed, stored, kept or used in or at the Licensed Area.

### c) WorkCover Insurance

Insurance in accordance with the requirements of the *Accident Compensation Act 1985* (Vic) and the *Accident Compensation (Work Cover Insurance) Act 1993* (Vic) which provide the Associates of the service provider (including equivalent cover for volunteers) with cover against personal injury or sickness arising from provided goods or services or working in or on the Licenced Area.

## 7. Selection Criteria

The selection criteria for rating responses received from service providers are as follows:

### A. Quality

- Demonstrated experience as an approved provider of canteen service(s). This may include evidence of overall assessment at an existing school.
- Demonstrated ability to plan, deliver and monitor a canteen service which reflects the values of a school community.
- Commitment to the appointment and retention of suitably qualified staff and their ongoing professional development.
- Demonstrated knowledge and understanding of the process to develop a Quality Improvement Plan and ensure continuous improvement.

**B. Value for money**

- A proposed itemised cost structure that offers value for money for families and encourages students to buy healthy and nutritious food.
- A transparent process for increasing the costs of any product sold.

**C. Financial viability**

- The provider must be financially viable and have the capacity to apply sufficient financial and other resources to a new service.

**D. Policies and processes**

- Demonstrated experience in engaging families in the policies and provision of a canteen service.
- Demonstrated commitment to enacting policies and processes that reflect the needs and values of a school community.
- Demonstrated understanding of compliance and regulatory requirements in operating a canteen service and commitment to Child Safe Standards.

**E. Information sharing**

- Commitment to information sharing.

The above selection criteria are not presented in any particular order or ranking.

**8. Contract Documentation**

The successful service provider will be required to enter into an agreement with the School Council under the terms and conditions, as attached to this EOI.

Special conditions may be included subject to the agreement of the School Council. -

FORM 1 – COMPANY DETAILS

Attached is the Expression of Interest of:

<p><b>Business / Corporation / Person:</b> (Businesses list all proprietors)</p>	
<p><b>Postal Address:</b></p>	
<p><b>Street / Physical Address:</b></p>	
<p><b>Australian Business Number (ABN):</b></p>	<p>ABN: <b>OR</b> • Will you be applying for an ABN? Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)</p>
<p><b>Is it proposed to sub-contract any part of the Goods and/or Services?</b> If "YES", specify full name and address of each sub-contractor and their relevant experience and expertise in relation to the offered Goods and/or Services</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)</p>
<p><b>Size</b></p>	<p>Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Not for profit <input type="checkbox"/> (mark appropriate box)</p> <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>
<p><b>Supplier Diversity Status</b></p>	<p>Indigenous Business <input type="checkbox"/> Disability Enterprise <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other: _____ (mark appropriate box)</p> <p><i>Note: Please include copies of relevant documentation to support your Supplier Diversity Status</i></p>
<p><b>Contact Name, Phone and Fax No:</b></p>	
<p><b>Contact email address:</b></p>	
<p><b>Authorised Signature(s):</b></p>	
<p><b>Name(s):</b></p>	
<p><b>Date:</b></p>	

## FORM 2 – SPECIFICATION STATEMENT

Please provide a written statement including:

- How you are best placed to meet the scope
- Details of your knowledge and previous experience in delivery of a canteen service
- Details of your knowledge, resources and systems that will enhance the delivery of a canteen service
- Any value added services, such as innovation, range of menu, employing students and current staff

### FORM 3 – OFFER REQUIREMENTS

1. Does your organisation understand and agree to provide the canteen services during the hours of operation outlined below:

Yes  No

Period	Start Time	Finish Time
Minimum of two school days (to be decided – suggest Tuesday & Thursday) with the exception of pupil free days and the last day of each term of the school year. Further days to be added to timetable by agreement.	7AM	3PM

Hours of operation cannot be varied without agreement in writing from a nominated representative and relevant regulatory approvals.

*(if alternative hours are proposed, please attach details)*

*Response:*

2. Does your organisation understand and agree that the proposed Commencement Date for the canteen service is the week of Monday 1<sup>st</sup> Februar 2021?

NOTE: This date is proposed only and the exact commencement date will be agreed to by the school and any successful service provider and may depend on regulatory approvals.

Yes  No

3. Has your organisation made full disclosure of all fees and charges in the Form 6 - Pricing Schedule?

Yes  No

*If No Response:*

5. Does your organisation currently have the financial capacity to deliver the service?

Yes  No

*Please provide details of your organisation's financial capability, such as a credit check, or steps that will be taken to improve the financial capability:*

## FORM 4 – HIGH QUALITY CANTEEN SERVICE

1a Please provide information on the menu that you are to offer.

1b Service providers are to provide a sample of a routine two (2) day menu for one calendar week (Monday to Friday) for lunch time if variations by day are offered. Please advise how additional days would be serviced if parties agree to vary the schedule

1c Service providers are also to address their approach to the following:

- Staffing the canteen
- Review/ customisation of the menu
- Approach to inclusion of all children with special dietary requirements

*Response:*

Has your organisation attached the sample menu with all items and costs to consumer?

Yes  No

1. Please identify how your organisation has implemented and complies with the Child Safe Standards?

*Response:*

2. Service providers are required to provide details of how they will continue to strive for an improvement in services. Provide a sample Quality Improvement Plan (Maximum 5 pages)

*Response:*

3. Provide details of all services associated with canteen service

*Response:*

Number of Services currently operated in Victoria

Number of Services that have been assessed while you were the approved canteen service provider.

## FORM 5 – QUALITY PERSONNEL AND PROCESS

1. Provide details of how you will recruit the staff required for the service and timeframe involved?

*Response:*

*Add cross-referenced attachment if required.*

2. Provide details of your proposed team information for the delivery of the canteen service for this Site. This information should include:

- Detail titles, roles, responsibilities, qualifications and experiences for each title listed.
- Identify the names of the personnel you plan to put forward and relevant qualifications (if applicable).
- Identify which roles you plan to recruit staff for.
- Outline how you intend to meet the capability requirements as outlined in the scope.
- Any use of temp or agency staff or students from Brandon Park PS .

*Response:*

2b. Please indicate if you will provide, two weeks prior to commencement of services if selected, the names, qualifications, and a photocopy of the Working with Children Check or the receipt of application and contact details for all specified personnel.

Yes  No

3. Please advise whether the nominated facilities identified in the scope provide sufficient space for you to operate a service with the estimated numbers provided.

*Response:*

## FORM 6 – MENU PRICING SCHEDULE

Please provide each menu item and proposed cost to consumer for each item. Please also include information on the process for setting and revising all menu items. All amounts quoted are to be exclusive of GST. The current itemised menu is attached to this document.



## FORM 7 – CONFLICT OF INTEREST DECLARATION

I / We, \_\_\_\_\_ make the following declaration of any actual or perceived conflict of interest, including but not limited to any pecuniary or other interests in [\[insert school name\]](#) or any relationships our staff and office bearers have with [\[insert school name\]](#) management, staff and/or School Council members.

Name (print)

Signed:

Date:

**FORM 8 - REFEREES**

1. Where possible, provide details of up to three (3) customers (preferably schools) to which your organisation has/is provided/providing a similar Service.

NOTE: These schools MAY be contacted to verify past/present performances.

ORGANISATION	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS