

# SCHOOLS PROCUREMENT

*SCHOOL COUNCIL REQUEST FOR QUOTATION*  
OCT 2023



# High Performance Tennis Program Management

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**Reference Number:** *RFT 2024-01*

**Submission Details:** Closing Time: *COB 24/11/2023*  
Place of Lodgement: *Dianne.Faulkner@education.vic.gov.au*  
Receiving Staff Member: *Dianne Faulkner – College Business Manager*  
Additional Details: *Tender application & other relevant documents to be emailed to Dianne Faulkner*

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## CONDITIONS

### 1. RFT/RFQ Presentations

Bayside P-12 College (“the School”) does not warrant the accuracy of the content of the RFT/RFQ. The School will not be liable for any omission from the RFT/RFQ.

### 2. Confidentiality

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

### 3. Tender/Tender/Quotation Documents

All responses to the RFT/RFQ 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 RFT/RFQ, an Invitee 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 RFT/RFQ must be made to the following person:

Name: *Dianne Faulkner*  
Title: *College Business Manager*  
E-mail: *Dianne.Faulkner@education.vic.gov.au*

All enquiries concerning the RFT/RFQ 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 potential Invitees to the RFT/RFQ.

### 5. Late Tenders/Quotations

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If a Tender/Quotation is lodged after the Closing Time, it may be disqualified from the RFT/RFQ process and may be ineligible for consideration unless:

- 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.

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## RFT/RFQ DETAILS

### **2024-01 High Performance Tennis Program Management**

#### **1. Background**

##### ***Bayside P-12 College***

*Bayside P-12 College is a large multi-campus co-educational college serving the community of the City of Hobsons Bay in Melbourne's western metropolitan area. The college consists of a Year P-9 Campus located in Altona North, a Year 7-9 campus located at Williamstown and a Year 10 - 12 campus in Newport. The college has a multi-cultural student population. The College provides a number of activities to promote the social, personal and community skills of its students.*

##### **GUIDING PRINCIPLES**

*The college is committed to:*

- \* Providing a comprehensive curriculum that meets the needs of all students;*
- \* Providing a friendly, safe and disciplined environment in which students are able to value and enjoy learning;*
- \* Encouraging and celebrating student success and achievement;*
- \* Developing skills and knowledge that will enable students to live in a rapidly changing and increasingly technological society, to show leadership, to act co-operatively, to demonstrate self-discipline and to be socially aware;*
- \* Encouraging the participation of parents, students and staff in the full life of the college; and*
- \* Providing equal opportunities for all students.*

*The college is an integral part of the broader local community. School facilities are regularly used by community groups in the area, and this promotes awareness, support and cooperation. The college grounds are regularly maintained and upgraded to improve the school environment. Students are actively involved in this planning and development. The college utilises a wide range of local community resources such as athletic tracks, gymnasiums, swimming pools, sports complexes, Science Works, theatres, and the facilities made available by the local council and local industry.*

*Bayside P-12 College will continue to provide educational leadership in the district through the further development of our college.*

##### **High Performance Tennis Program**

The High Performance tennis program is located at the Williamstown Campus where tennis students undertake a thorough academic program, as part of the Academic Achievers group, which incorporates 22 hours of tennis and related activities for students in years 7-10 per fortnight and 11 hours for students in years 11-12.

Students in years 7- 9 undertake core subjects through the Academic Achievers stream at the college which include Mathematics, English, Science, Humanities, Information Technology/Food Technology and Pastoral Care. Students in years 10 - 12 undertake classes as selected.

To be eligible for this program students must have aspirations and a commitment to academic excellence, they must also currently be engaged in playing tennis at a high level with a commitment to develop their skills and personal growth. For the 2024 year, we have confirmed enrolments of 30+ students with the growth area being years 7-9 students.

Our courts are managed and developed in partnership with Hobsons Bay City Council. We have access to 11 "Rebound Ace" courts, with a substantial tennis pavilion currently managed by Bayside Tennis Club outside of school hours. Our centre court has seating for up to 200 supporters with lights that enable evening tennis participation.

Bayside P-12 College is committed to this program and fully support the development of our students, the and the program. We continue to work with HBCC and the High-Performance Tennis Management group to ensure a high standard of all facilities. We are working on plans to develop a gymnasium where tennis

students will have supervised access to equipment that forms part of their fitness regime as part of the program.

Bayside P-12 College High-Performance Tennis Program aims to increase enrolment to the program, with a focus on junior school students over the next five years. We will provide a clear pathway into tennis through the management team of the High-Performance Tennis program with a focus on overseas Tennis College entry.

## 2. Scope

Bayside P-12 College requires the successful management group to provide tennis coaching for students ranging from Year 7 – Year 12. The successful group will supply highly qualified coaching staff such as (but not restricted to) Performance Coaches and Performance Professionals.

Students would be provided with a training environment that enables them to progress their potential in all areas of player development - tactical, technical, mental, physical, social and academic. Students will undertake an intensive tennis program that includes:

- Stroke analysis
- Match and/or tactical analysis
- Guest Speakers
- Dietary Advice
- Injury Prevention
- Sports psychology
- Individual tournament direction

The successful management group will be responsible for all administration including the purchasing of resources to support the program in conjunction with approval from the college. The group will actively promote the High-Performance program and will create effective partnerships that enhance student satisfaction and performance. The team will be open and transparent, providing professional services in a consistent and timely manner.

The successful tender would be in place for 3 years 2024 – 2026, with an option for up to 3 years extension as per Service Agreement attached. Planning to begin in October of the preceding year, E.G Oct 2026 planning for 2027 management group appointment.

The successful management group will directly report to the Bayside P-12 College Tennis Co-Ordinator and will report as required to the College Leadership team.

## 3. Statement of Requirements

### Service Deliverables

| Key Responsibilities and Objectives  | Goals / Targets   |
|--|---|
| <p><b>Deliver a well-structured and operated coaching program:</b></p> <ul style="list-style-type: none"> <li>• Student/coaching ratios that maximizes player performance</li> <li>• Design sessions for high performance students</li> <li>• Ensure player pathways are available and well communicated</li> <li>• Deliver quality on and off sessions and services that retain players (eg. Strength &amp; Conditioning, Nutrition, Leadership Development, and Recovery)</li> </ul> | <ul style="list-style-type: none"> <li>• Student to coaching - 1:6 ratio</li> <li>• Show a clear participation pathway and cases of progression of players coming through program</li> <li>• Positive feedback from parents and coaching participants on coaching services</li> <li>• Strength and conditioning sessions for years 7 – 10 (at least once every 3 weeks)</li> <li>• Careers information – presentations regarding US Colleges and gaining their coaching accreditation.</li> </ul> |

|  |   |
|--|---|
| <p><b>Grow participant numbers:</b></p> <ul style="list-style-type: none"> <li>• Introduce players to appropriate coaching programs</li> <li>• Retain players in coaching programs</li> <li>• Attract new talented students to the program</li> </ul>  | <ul style="list-style-type: none"> <li>• Increase total participant numbers</li> <li>• Retention rate – 95% annually</li> <li>• Contribute to player goals</li> <li>• New enrolments annually (particularly at year 7)</li> </ul>   |
| <p><b>Assist in development and operation of school competition play opportunities:</b></p> <ul style="list-style-type: none"> <li>• Provide internal competition or squads to engage coaching participants for competition play</li> <li>• Convert and put forward coaching participants into district competition/s</li> <li>• Assist in formation and selection of senior and junior competition of teams in partnership with School Staff</li> <li>• Deliver championships or tournament style events</li> </ul> | <ul style="list-style-type: none"> <li>• Participate in a minimum of 1 tournament/competition annually in addition to the VSSA competition</li> <li>• Introduce new teams and players to district competition/s</li> <li>• Host tournament/events supported by School</li> <li>• Support a School overseas tournament for senior students (USA targeted)</li> <li>• Increase student UTR (Universal Tennis Ranking by 5-10% each year</li> </ul>  |
| <p><b>Deliver strong communication, relationships and customer service with stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Attend meetings with School staff and/or provide reports on coaching services</li> <li>• Build a positive relationship and good communication with School Business Operations Manager</li> <li>• Communicate openly with tennis students, their parents/guardians and community stakeholders, delivering good customer service and reliability</li> </ul>                 | <ul style="list-style-type: none"> <li>• Attend meetings and provide reports to the School on coaching services</li> <li>• Positive feedback from parents, coaching participants, and other key stakeholders on coaching services (annual/term-based surveys)</li> <li>• Semester reporting for each student as required by the School</li> <li>• Attendance reporting each session using School student management system</li> <li>• Student performance feedback to School management each term</li> </ul>  |
| <p><b>Commit to delivering progressive and industry leading programs and services:</b></p> <ul style="list-style-type: none"> <li>• Maintain ongoing professional development for all coaching staff.</li> <li>• Ensure compliance to Tennis Australia Coaching Standards including Child Safeguarding Standards</li> <li>• Sign up annually to Tennis Australia Coach Membership</li> <li>• Upgrade to and deliver key and relevant Tennis Australia programs</li> </ul>  | <ul style="list-style-type: none"> <li>• Attend relevant Tennis Victoria and Tennis Australia workshops, forums, meetings held for coaching providers</li> <li>• All coaches have valid WWCC at all times</li> <li>• Declaration that Child Safe standards are read and understood</li> <li>• Valid Tennis Australia Coach membership</li> <li>• Notification of new Tennis Australia programs and delivery inclusion plans</li> </ul>  |
| <p><b>Undertake Additional Services on behalf of the school</b></p> <ul style="list-style-type: none"> <li>• Attendance records</li> <li>• Coaching records</li> <li>• Make-up lessons</li> <li>• Tournament delivery</li> <li>• Facility maintenance</li> <li>• Transportation of students</li> </ul>   | <ul style="list-style-type: none"> <li>• COMPASS attendance recorded accurately each session</li> <li>• List of coaches (including WWCC records) provided at the start of each term</li> <li>• Make-up lessons provided for students where possible</li> <li>• Host a minimum of 1 tournament annually</li> <li>• Clean tennis facility 1 time each week (up to 3 times per week if running the Tennis Club as well)</li> <li>• Notify the School and HBCC of any court maintenance issues</li> <li>• Maintain all other items pertaining to tennis (e.g. – tennis nets, line marking)</li> <li>• travel between campuses and to tournaments in School bus (or other approved vehicle)</li> </ul> |

#### 4. Important Dates

- *Tender closing date 24/11/2023*
- *Preferred supplier notified by 01/12/2023*

- Commencement date of program is 30/01/2024 (First day of school for students)
  - A lead in time may be negotiated if required

## 5. Relationship Management

- Contract Manager: Dianne Faulkner
- Email: [Dianne.Faulkner@education.vic.gov.au](mailto:Dianne.Faulkner@education.vic.gov.au)
- Address: Bayside P-12 College 29-69 Kororoit Creek Road, Williamstown 3016
- Phone Number: 03 9393 5800

## 6. Reporting requirements

- Semester reporting for each student as required by the college
- Attendance reporting each session using college student management system
- Student performance feedback to college management each term
- Annual satisfaction survey for players and parents/guardians/stake holders

Any matters which arise that may be deemed to materially affect the development of the project should be communicated to the College Tennis Co-ordinator within twenty-four (24) hours of the matter being known to the Contractor.

## 7. Key Performance Indicators (KPIs)

### Services

| KPI              | Performance Target   |
|------------------|--|
| Quality          | Coaching and Management Services are provided to contracted specifications 100% of time                              |
| On time          | 100% of Services are provided on date/time required  |
| Customer Service | 90% of operational issues are resolved within 48 hours of notification   |
| Reporting        | 95% of reports are provided on date/time required  |
| Transportation   | 100% of student transportation needs are met on date/time required (i.e. travel between campuses and to tournaments) |
| Semester Survey  | 90% Positive feedback from parents, coaching participants, and other key stakeholders on coaching services           |

## 8. Insurance

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

| Insurance              | Minimum Amount |
|------------------------|----------------|
| Public Liability       | \$20 Million   |
| Professional Indemnity | \$5 Million    |
| Product Liability      | \$5 Million    |

|           |                |
|-----------|----------------|
| Workcover | \$ as required |
|-----------|----------------|

## 9. Pricing

Provide details of your pricing for the specifications, using the format set out in the tables below.

| Goods                                 |      |                  |     |       |
|---------------------------------------|------|------------------|-----|-------|
| Description (add items if applicable) | Qty. | Rate (excl. GST) | GST | Total |
| Consumables (including tennis balls)  |      |                  |     |       |

| Services                                       |                  |                  |     |       |
|--|------------------|------------------|-----|-------|
| Management Services - annually                 |                  |                  |     |       |
| Coaching and Development                       | Weeks of program | Rate (excl. GST) | GST | Total |
| Coaching and Development for up to 10 students | 40               |                  |     |       |
| Coaching and Development or 11 - 20 students   | 40               |                  |     |       |
| Coaching and Development for 20 -30 students   | 40               |                  |     |       |
| Coaching and Development for over 30 students  | 40               |                  |     |       |

| Other expenses, including disbursement and reimbursements |  |                           |              |                  |
|---|--|---------------------------|--------------|------------------|
| Items (add items if applicable)                           | Description of expense per school term | Rate per term (excl. GST) | GST per term | Total Whole year |
| Incursions  | Guest Speakers                         |                           |              |                  |
| service professionals                                     | Psychologist/Fitness Coach             |                           |              |                  |
| Tournament attendance                                     | Tournament fees                        |                           |              |                  |
| Maintenance/cleaning                                      | Pavilion cleaning                      |                           |              |                  |
| Commission to College                                     | Commission – Paid to college           | \$2500                    | \$250        | \$11000          |

## 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 Category                           | Detailed Criteria          | Weighting (out of 5) | Suggested guidelines   |
|---|----------------------------|----------------------|--|
| Criteria 1 – Compliance with specifications | <i>Quality of products</i> | 5                    | Demonstrated experience as an approved provider of Tennis program and management services.<br>Demonstrated ability to plan, deliver and monitor a service that reflects the needs and values of a school community.<br>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.  |
| Criteria 2 – Compliance with legislative requirements | <i>Policies and Procedures-comply with National Law and National regulations</i><br><br><i>Comply with child safe standards</i> | 5 | Supplier must be aware of legislation and have appropriate insurances as per DET requirements<br>Commitment to the information sharing detailed in the Department of Education and Training’s Agreement.<br>Demonstrated understanding of compliance and regulatory requirements in operating a service and commitment to Child Safe Standards.                       |
| Criteria 3 – Positive Reputational Practices          | <i>Recommendations from like schools</i><br><br><i>May consider prior knowledge from School</i>                                 | 4 | Tesimonials from like schools/businesses to demonstrate past performances of above expectations   |
| Criteria 4 – Capability/ Resourcing                   | <i>Financial viability</i><br><i>Ability to meet the timeline demands</i>   | 5 | The provider must be financially viable and have the capacity to apply sufficient financial and other resources to a new service. Demonstrated experience in engaging families in the policies and programs of high performance tennis program.<br>Demonstrated commitment to enacting polices and processes that reflect the needs and values of a school community. |
| Criteria 5 – Past Performance                         | <i>Above expectations - delivery of high performance tennis program</i><br><br><i>May consider prior knowledge from School</i>  | 5 | Tesimonials from like schools/businesses to demonstrate past performances of above expectations including School prior knowledge  |
| Criteria 6 – Support/ Value Add                       | <i>Value for money where supplier may offer extended services and options for families</i>                                      | 5 | A proposed commission that provides good value to the school community and gives a clear outline of all costs that may fall to School Council.<br>A transparent process for revising costs, including those for cancellations, deliveries and late pick-up.   |

## 12. Contract Documentation

- School Council Agreement – Provision of Services RFT 2024-01 will be provided to the successful management group

# INVITEE RESPONSE

**Reference Number:**

**RFT/RFQ Title:**

## **Supplier Details**

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise:    Small:             Medium:             Large:

|   |
|---|
| <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> |
|---|

## **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:

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## **Invitee Response to Request for Quote**

The Quote 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
- e) Responses to the selection criteria
- f) Pricing Schedule
- g) Any proposed departure(s) from contract terms and conditions
- 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 professional insurances held
- k) Any other relevant information