

Outside School Hours Care (OSHC) services for Queensland State Schools.

Schools are required to undertake a procurement process prior to outsourcing the provision of Outside School Hours Care Services (OSHC).

To assist and facilitate the OSHC tender process, Procurement Services Branch has established a Pre-Qualified Panel of OSHC providers.

This panel has been established following a competitive tender process undertaken by the Procurement Services Branch. Please note:

- Only providers on the panel (PQP101234) can submit a tender for OSHC services in Queensland State Schools.
- All providers on the panel can submit for any OSHC service tender.
- Potential providers (those not already on the panel) can apply to be added to the panel at any time.
- Providers must meet the same evaluation criteria used to establish the panel. Potential panellists will not be admitted as members of the panel until the evaluation criteria are satisfactorily met.
- Potential panellists cannot be guaranteed admission to the panel prior to the closing of a specific OSHC tender.

Successful Tenderers for individual schools will be required to sign a Licence Agreement to operate the OSHC services on the school site.

The agreement with the OSHC provider will have an initial period of five years, with the potential to extend for another two, two year terms at the sole discretion of the school Principal.

Under the Department of Education (DoE) OSHC procedure, OSHC services are required to be competitively tendered every nine years or more frequently as required, with formal reviews undertaken at key junctures.

OSHC service providers must comply with relevant legislation and directives with regard to the establishment and operation of the service.

There are six key features that schools are required to consider when evaluating Tender Responses:

1. A focus on the provision of quality services by the provider;
2. Key Personnel;
3. Fees and Other Charges;
4. Rent and outgoings;
5. An optional co-investment contribution and
6. Provision of Value Added services.

For hints and tips on submitting offer for an OSHC tender, go to [OSHC Offeror's hints and tips](#).

CONDITIONS OF OFFERING FOR OSHC TENDERS

- 1.1.1. The Conditions of Offer, detailed and issued as part of the tender process undertaken by the Department to establish *PQP-101234 Pre-qualified Panel of Providers for the Provision of Outside School Hours Care Services* will govern the Invitation Process.
- 1.1.2. The Department reserves the right to issue amended Conditions of Offer during the Invitation Process. It is the responsibility of the Offeror to be familiarised with the Conditions of Offer and Conditions of Licence.



- 1.1.3. The School Principal reserves the right to issue Amended Licence Conditions prior to entering into a Licence with the Successful Offeror, as and when required.
- 1.1.4. Offerors are required to limit their Offer response to the schedule supplied and provide all relevant information to questions in the appropriate response box (which is expandable). The Department reserves the right not to include attachments in the evaluation process.
- 1.1.5. Offers will remain valid for 120 days after the closing date.
- 1.1.6. The Department may deem offers not submitted in the format provided or where the Offerors Response Schedule is incomplete, to be non-conforming and have them excluded from evaluation.

1.1. **CONDITIONS OF LICENCE**

- 1.1.1. As a Pre-qualified Provider under the PQP-101234 Arrangement, the Offeror has agreed to the Terms and Conditions in the Standing Offer Arrangement Conditions Version 004 – dated 1 July 2012 and Additional Standing Offer Arrangement Conditions and Specifications outlined in the Deed of Agreement. These conditions will form part of any Offer submitted and any Licence established.

1.2.2. **LICENCE AGREEMENT**

- 1.2.3. The information provided by the Offeror in the response schedule will form part of the Licence. The Terms and Conditions of the Licence to Use Department of Education Premises for Outside School Hours Care will govern any Licence established as a result of the Invitation Process. For an example of the Licence, go to [OSHC Licence example](#).
- 1.2.4. If an Offeror lodges separate conditions of contract with their Offer, the Customer reserves the right to reject that Offer.
- 1.2.5. The following will constitute the entire agreement between the Eligible Customer and the Offeror:
 - Licence to Use Department of Education Premises for OSHC Services;
 - Licence Additional provisions (if any).
 - Deed of Agreement as a Pre-qualified Provider under PQP-101234;
 - Preferred Supplier Arrangement Terms and Conditions and additional Terms and Conditions under PQP-101234; and
 - Supplier's Offer to the extent accepted by the School Principal.
- 1.2.6. Subject to Clause 32 of the Licence, in the event of any conflict between the documents, the Licence Terms and Conditions will take precedence.

1.3. **EVALUATION CRITERIA**

Offers may be assessed against the following requirements.

1.3.1. **MANDATORY REQUIREMENTS**

- 1.3.1.1. The Offeror is registered as a Pre-qualified Provider for Outside School Hours Care on the PQP-101234 Pre-qualified Panel Arrangement.
- 1.3.1.2. All proposed fees and charges applicable to the Service are disclosed in the Offer.

1.3.2. **DESIRABLE REQUIREMENTS**

- 1.3.2.1. Provision of a high quality OSHC service
- 1.3.2.2. Provision of Quality Personnel and Administration Processes
- 1.3.2.3. Fee Schedule
- 1.3.2.4. Other Fees and Charges
- 1.3.2.5. Co-Investment
- 1.3.2.6. Value Adds