

**School Council**  
**Expression of Interest (EOI)**  
**Canteen/Cafe service at Brunswick North Primary School**

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**Reference Number:** Canteen2023

**Submission Details:**

Closing Time: 5pm Thursday 15 September 2022

Place of Lodgement: BRUNSWICK NORTH PRIMARY SCHOOL

Receiving Staff Member: Maddy Galgano

Additional Details: All EOI submissions must be hard copy, in a sealed envelope, clearly marked "Canteen2023 EOI"

Please provide seven hard copies of your EOI submission.

The submission must also be provided via email. EOI submissions must be received at the following email address before the Closing Time:

[Brunswick.north.ps@education.vic.gov.au](mailto:Brunswick.north.ps@education.vic.gov.au)

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**

Brunswick North Primary 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: Maddy Galgano  
Title: Business Manager  
E-mail: [Brunswick.north.ps@education.vic.gov.au](mailto:Brunswick.north.ps@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. 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.

## **9. 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.

## **10. 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.

## **11. 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

Brunswick North Primary School is in the North-West Region of the Department of Education and Training which services a large residential area and surrounding community of inner northern metropolitan Melbourne, approximately 10.5km from the Melbourne CBD. The school has a current enrolment of 470 students in years Foundation to Year 6. It is expected that enrolments will remain between 450-500 students over the next couple of years.

Physical features of the school include 25 classrooms including a Multipurpose room. There is an oval, two basketball courts and two playgrounds.

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

The canteen/café service is required to cater for a significant proportion of approximately 470 students and 40 staff members during Victorian term periods except for public holidays and pupil free days.

There is a current licensee providing a canteen/cafe service to the school. Prior to the challenges of the COVID pandemic, the school successfully fostered a sense of community engagement through the provision of a morning 'school café' service for parents of the School.

Facilities available for use by the successful service provider are inclusive of a commercial grade kitchen, with a 900mm Westinghouse oven and cooktop, 1 large double door fridge, shelving, and cupboard storage as well as one 10-seater table.

The School will pay all utility costs (water, electricity, gas).

**Site visit:** The Acting Principal of Brunswick North Primary School offers prospective providers an opportunity to view the school canteen/cafe facilities up until Friday 09/09/2022. 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.

## 2. Scope

Licensee requirements:

### Type of service

Comply with Child Safe Standards and Food Safety Standards.

Provide a service from Monday to Friday, except for school holidays and pupil free days.

Provide nutritious, affordable, and varied food and drink options that promote healthy eating for staff and students in accordance with the National Healthy School Canteen Guidelines.

Provide a 'school café' service to staff, parents/guardians, and authorised visitors to the school from 8:45am – 9:45am daily.

Function as an integrated and involved part of the school community, including special events by arrangement.

Present a brand identity in line with the values of the school community i.e., healthy eating and environmental responsibility.

Promote enthusiasm around health eating with promotions, theme days and other initiatives.

Provide take home meal options to order by school families.

### Length of service:

Provide a canteen/café service to the school community for a 2-year contract period with an option for a 1-year extension.

### Required operating hours:

School days, except for school holidays and pupil free days.

The provider will be allowed access to the space between 7:30am and 4:00pm to provide the opportunity to set up and pack up the canteen/cafe and provide the canteen/cafe service.

### School Council Statement:

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

The School Council believe that all employees that work in the canteen/cafe 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 canteen/cafe staff
- Kitchen (canteen/cafe)
- Dining area for parents and/or authorised visitors to the school

### 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 July 2022, all early childhood services (including canteen Service Providers) and schools are required to comply with Child Safe Standards; they include eleven 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 11 standards are as follows:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
2. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.

3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4. Families and communities are informed and involved in promoting child safety and wellbeing.
5. Equity is upheld and diverse needs respected in policy and practice.
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7. Processes for complaints and concerns are child focused.
8. Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10. Implementation of the Child Safe Standards is regularly reviewed and improved.
11. Policies and procedures document how the organisation is safe for children and young people.

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

#### Capability of provider:

A person's capability to operate as a canteen/cafe 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.

#### Food and drink:

The successful service provider will be required to provide food and drink to students as a part of the canteen/café service. Equipment available for the provision of food and drinks include a commercial grade kitchen including a 900mm Westinghouse oven and cooktop, 1 large double door fridge, shelving and cupboard storage as well as one 10-seater table.

Any food and drink supplied must be nutritious, in adequate quantity and consider the child's growth and developmental needs, and cultural, religious and health requirements, be and in accordance with the National Healthy Schools Canteen Guidelines. An accurate weekly menu must also be displayed.

#### Cleaning

The service provider will be responsible for cleaning all aspects of the kitchen area, café, and storerooms.

#### Maintenance / repairs:

Any maintenance, repairs or replacement required on existing equipment (a commercial grade kitchen including a 900mm Westinghouse oven and cooktop, 1 large double door fridge, shelving, and cupboard storage as well as one 10-seater table), will be financed by the school. All maintenance, repairs, and replacement of providers personal equipment is at the expense of 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, installation of equipment and/or any modifications to the current space.

Referees:

Service providers are required to nominate three (3) referees who can vouch for their capacity to deliver the services required. 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): As arranged with two days' notice with final site visit date on Friday 09/09/2022
- EOI Closing date: Thursday 15/09/2022
- Shortlisted service providers invited to present to School Council Working Group: Week Commencing Monday 31/10/2022
- Preferred service provider informed of decision and beginning of contract negotiations: From Wednesday 09/11/2022
- Commencement of canteen/cafe service to the school: Monday 30/01/2023

### 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/café 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
- Menu changes – items and costs
- Staffing
- Policy changes
- Incidents
- All complaints received, and action taken to resolve complaints and timeframe for resolution.

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 two business days:

- 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 or 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)

KPI	Performance Target
User Satisfaction	85% of children users to respond either at or above expected satisfaction levels based on a satisfaction survey, if requested by School Council.
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.
Reporting	100% of reports to School Council are delivered within the nominated timeframes.

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 the following License Fee:

\$500 plus GST per term

License fees will be payable termly 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 plus GST prior to commencement of the service.

### 6. Insurance

Minimum insurances the service provider is required to hold include:

#### a) Public Liability Insurance

Public liability insurance: \$AUD 20 million in respect of any one occurrence and for an unlimited number of claims.

#### b) Property Insurance

Insurance cover for the reinstatement or replacement value of the Licenced Area against the destruction of or damage to the Licenced Area and any apparatus or equipment belonging to or used by the service provider, which is housed, stored, kept, or used in or at the Licenced 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 a provider of a catering, café and/or canteen service (including school canteen), or a skill set transferable to a school setting.
- Demonstrated capacity to plan, deliver and monitor a canteen service which reflects the values of a school community.
- Demonstrated 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. Demonstrated capacity to communicate effectively with the School and clients (staff, students, parents) and solve issues in a productive, forward-focussed manner.
  - Demonstrated capacity to engage with the School in the development of policies and processes related to the provision of the school canteen/café.
- b) Value for money:
- Provide a proposed itemised cost structure for a menu that offers variety, value for money and encourages students to buy healthy and nutritious foods.
  - Demonstrated capacity to provide a transparent price structure and process for changing the price of items.
- c) Compliance
- Demonstrated capacity to adhere to compliance and regulatory requirements, including Child Safe Standards, in operating a school canteen.
- d) Sustainable Practice
- Demonstrated commitment to environmentally sustainable practices in the provision of a canteen/café service.

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:

<b>Business / Corporation / Person:</b> (Businesses list all proprietors)	
<b>Postal Address:</b>	
<b>Street / Physical Address:</b>	
<b>Australian Business Number (ABN):</b>	ABN: <b>OR</b> • Will you be applying for an ABN? Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)
<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	Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)
<b>Size</b>	Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Not for profit <input type="checkbox"/> (mark appropriate box) <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>
<b>Supplier Diversity Status</b>	Indigenous Business <input type="checkbox"/> Disability Enterprise <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other: _____ (mark appropriate box) <i>Note: Please include copies of relevant documentation to support your Supplier Diversity Status</i>
<b>Contact Name, Phone and Fax No:</b>	
<b>Contact email address:</b>	
<b>Authorised Signature(s):</b>	
<b>Name(s):</b>	
<b>Date:</b>	

**FORM 2 – SPECIFICATION STATEMENT**

Please provide a written statement addressing each of the above noted selection criteria and provide documentation to support your application (if relevant).

Complete Forms 1 through 7

### FORM 3 – OFFER REQUIREMENTS

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

Yes  No

Period	Start Time	Finish Time
All school days except for school holidays and pupil free days	7:30AM	4:00PM

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/cafe service is Monday 30 January 2023?  
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/CAFE SERVICE

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

1b. Canteen/Cafe service providers are to provide a sample of a routine five (5) day menu for one calendar week (Monday to Friday) for both recess and lunch time.

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

- Staffing the canteen/cafe
- 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. Canteen/Café 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/cafe 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/cafe 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

*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.

**FORM 7 – CONFLICT OF INTEREST DECLARATION**

I / We, \_\_\_\_\_(the approved provider), make the following declaration of any actual or perceived conflict of interest, including but not limited to any pecuniary or other interests in Brunswick North Primary School or any relationships our staff and office bearers have with Brunswick North Primary School 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 references MAY be contacted to verify past/present performances.

ORGANISATION	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS