



REQUEST FOR QUOTATION - SERVICES

Request for Quotation (RFQ)	Early Childhood Education Consultancy Services.
RFQ Number	RFQ 23/2026
Closing Date and Time	Friday 29 May 2026 11.00 am AWST
Lodgement Details	Electronic Submission via Email to WALGA Vendor Panel Portal or procurement@bassendean.wa.gov.au

1 RESPONDENTS OFFER

1.1 OFFER FORM

The Chief Executive Officer
Town of Bassendean
48 Old Perth Road
BASSENDEAN WA 6054

I / we (Name of person, firm or company responding) _____

Physical Address _____

Trading As _____

Registered As _____

ABN _____ ACN _____ (If Any),

Hereby offer(s) to supply and deliver the Goods detailed in Town of Bassendean RFQ 23/2026.

I / we agree that I am / we are bound by, accept and will comply with, all parts of this RFQ and its associated schedules, attachments, appendices and Addenda, all in accordance with the conditions of responding contained within the RFQ, and affirm that:

- (a) this Offer must not be withdrawn without the express written consent of the Town of Bassendean.
- (b) this Offer, including its price, will remain valid for a period of thirty (30) calendar days from the Closing Date and Time unless extended by mutual agreement between the Town and this Respondent in writing.

I / we agree that the Respondent has no claim against the Town for any costs or losses incurred by the Respondent in connection with the preparation or submission of this Offer, irrespective of its outcome.

All documents required in accordance with the conditions of this RFQ have been completed, signed and are submitted herewith.

The consideration is as provided under clause 1.2.

I / we agree that by signing this Offer I /we confirm that Part 1 has been completed in its entirety, including any required attachments and responses, and comprises the total of this Offer.

Signature of Authorised Signatory of the Respondent	
Name of Authorised Signatory of the Respondent	
Telephone no	
Email	
Date	

2 OVERVIEW

2.1 CONTRACT REQUIREMENT IN BRIEF

The Town of Bassendean (Town) invites quotations from suitably qualified and experienced consultants or organisations to provide specialist management support and advisory services to the Town of Bassendean, including advisory services to support the development and management of an extensive public Expression of Interest (EOI) process for the disposal of the Town's childcare services to a not-for-profit provider.

Through this engagement, the Town seeks to appoint a suitably qualified and experienced consultant to support the Town in exploring, assessing and transitioning to not-for-profit or community-based operating models, under commercial leasing arrangements.

This Request for Quotation (RFQ) is issued in accordance with the *Local Government Act 1995 (WA)*, the *Local Government (Functions and General) Regulations 1996*, and the Town's procurement policies and procedures.

2.2 OBJECTIVES OF THE REQUEST

The objectives of this RFQ are to:

- Source an experienced contractor to develop the EOI scope and marketing program to meet the Town's requirements.
- Undertake or review independent business valuation services.
- Manage the public EOI process as per the relevant regulations, including the handling of all enquiries, qualification of potential respondents; facilitating site visits; undertaking assessments; preparing reports and attending the Town's briefings.
- Work with the Town's preferred community engagement specialist and provide the required material and feedback / advice to assist with any future community engagement process.
- Assist with the preparation of a draft commercial lease terms and conditions.
- Subject to a future Council decision assist with the successful transition of Wind in the Willows to an independent viable Not-for-Profit Organisation on behalf of the Town.

2.3 PROCUREMENT PRINCIPLES

This RFQ will be conducted in accordance with the following principles:

- Governance
- Ethics and Integrity
- Probity, Accountability and Transparency
- Conflicts of Interest

Nothing in this RFQ constitutes an offer to contract, and the Town is not bound to accept the lowest-priced or any quotation received.

3 SCOPE OF WORKS

The consultant will be required to provide expert support in the following areas:

3.1 STAKEHOLDER AND MARKET ENGAGEMENT

- Develop the EOI to engage the market for suitable providers of not-for-profit childcare organisations to meet the Town's objectives.
- Develop marketing material and manage a marketing campaign to meet the Town's requirements.
- Manage the EOI process including all registrations of interest, enquiries, qualifications and site visits as required
- Assist with communications material for stakeholder engagement as requested.
- Engage with the market and attract suitable not-for-profit providers, capable of meeting the Town's requirements.

3.2 STRATEGIC AND SECTOR EXPERTISE

- Demonstrate a thorough understanding of the childcare industry and demonstrate experience in the marketing and commercial leasing of childcare facilities.
- Knowledge of the regulatory, grant funding and policy environment for not-for-profit childcare services
- Experience supporting the transition of operations from one provider to another whilst maintaining service delivery.
- Ability to provide strategic advice to support Council decision making.

3.3 GOVERNANCE, COMPLIANCE AND RISK MANAGEMENT

- Thorough understanding of *Western Australian Child Care Services Act 2007* and *Child Care Services Regulations 2007*
- Identify risks and develop mitigation strategies and controls
- Support compliance with relevant *Local Government Act 1995* requirements where applicable.

3.4 WORKFORCE UNDERSTANDING

- Understanding of workforce transition considerations, including staff consultation and employment impacts
- Demonstrated approach to minimising disruption to staff, children, and families

The preferred Respondent will be provided with all relevant findings, financial information, and due diligence materials obtained to date.

4 DELIVERABLES

Indicative deliverables may include:

- Document review and assessment of the Town's requirements.
- Preparation of a draft EOI based on the Town's brief
- Development of the marketing campaign and marketing material for approval that is compliant with local government regulations and the Town's brief.
- Detailed final report with assessment and options Council briefing and reporting support where required
- Ongoing advisory support as required

Final deliverables will be agreed in consultation with the Town.

5 ENGAGEMENT PERIOD

The engagement is expected to commence in June 2026 for an initial period of six (6) months with the option to extend subject to performance, budget and organisational requirements.

6 RESPONDENT REQUIREMENTS

Respondents must demonstrate:

- Proven experience in the valuation, sales and leasing of childcare operations.
- Knowledge of the WA regulatory and local government environment and the childcare sector.
- Knowledge and relationships with the not-for-profit childcare sector in WA.
- Relevant professional qualifications and experience
- Capacity to work collaboratively and sensitively in a community context

7 SUBMISSION REQUIREMENTS

Quotations must include:

- Overview of the consultant/organisation
- Relevant experience and examples of similar work
- Proposed approach and methodology
- Timeframes and availability
- Fee proposal ex GST (inclusive of all costs)
- Details of key personnel
- At least two referees

8 EVALUATION CRITERIA

Quotations will be evaluated based on:

- Demonstrated Understanding and Strategic Capability (35%)
- Methodology and Approach to Transition Management (35%)
- Price/Value for Money (30%)

8.1 DEMONSTRATED UNDERSTANDING AND STRATEGIC CAPABILITY

- Describe your experience managing EOI, transition or disposal processes for local government or community services organisations.
- Describe your understanding of the regulatory, funding and policy environment for Not-for-Profit childcare services in Western Australia.
- Outline how you would support the Town in transitioning Wind in the Willows to an independent Not-for-Profit entity.
- Provide examples of similar advisory or strategic work undertaken for local governments or community services.
- Describe your approach to developing and managing an Expression of Interest (EOI) process to engage the market.
- Explain how you will manage supplier enquiries, communications and site visits.

Response:

8.2 METHODOLOGY AND APPROACH TO TRANSITION MANAGEMENT

- Describe your proposed methodology for managing the transition, including key stages, milestones and timeframes.
- Explain how risks will be identified, managed and reported throughout the transition process.
- Outline how continuity of childcare services will be maintained during transition.
- Describe your approach to reporting and communication with the Town.
- Outline your approach to engaging key stakeholders, including staff, families, regulators and the broader community.
- Describe how workforce transition issues will be identified and managed to minimise disruption.

Response:

9 PRICE OFFERED

The following price is offered as consideration for the fulfilment of the Specification and any other obligations of the Respondent should it be selected as a Contractor under this RFQ, including but not limited to all labour, materials, tools, equipment, consumables and any other items that may be needed in order to meet the requirements of Specification. Suppliers are asked to provide estimated hours for each service offering required to meet the objectives.

Suppliers are requested to provide estimated hours for each service offering required to meet the objectives of this RFQ.

The offered price is:

Service Offering	Indicative Hours	Hourly Rate 6.00 am – 6.00 pm (Ex GST)	Hourly Rate 6.00 pm – 6.00 am (Ex GST)

10 INSURANCE REQUIREMENTS

The Respondent shall ensure that the insurance requirements for this RFQ, as set out below, are met and shall be kept in place as per the following table and it is agreed that copies of the certificates of currency shall be provided to the Town as part of the Offer, and the Town may request the same at any time throughout the Contract period.

Type	Insurer	Policy Number	Required Value (\$)	Expiry Date
Worker’s Compensation			*	
Public Liability			\$10M	
Professional Liability			\$20M	

*As per the *Workers Compensation and Injury Management Act 1981 (WA)*

11 LICENSE/REGISTRATIONS REQUIREMENTS

Please provide applicable registration documents.

12 CONDITIONS OF QUOTATION AND CONTRACT

- The Town is not obliged to accept the lowest-price or any quotation
 - The local government may vary or cancel this RFQ at any time
 - All information provided will be treated in accordance with local government confidentiality requirements
 - Any appointment will be subject to a formal written agreement
 - The Town may seek clarification and Contract published on the Town's Website.
- As per the [Conditions of Quotation and Contract](#) published on the Town's Website.