



Request for Expression of Interest (REOI) National High School Orienteering Resource Kit

REOI 001/20

Date of REOI: 24th April 2020

REOI Closing Time	2pm (local Sydney time) 5th June 2020 (extended from 22 nd May 2020)
Question Closing Time	2pm (local Sydney time) 15th May 2020
Submission Method	Responses should be lodged with the Contact Officer by the REOI Closing Time. Orienteering Australia (OA) will accept Responses lodged in Word Doc (.docx), PDF (.pdf) or PowerPoint (.ppt), with Word as the preferred format. Response files must not exceed a combined file size of 10 megabytes.
Notification Timeframe	It is intended to notify successful respondents by 12th June 2020 .
Contact Officer Contact details	OA REOI 001/20 Contact Officer coaching@orienteering.asn.au

Background and Objectives

As a National Sporting Organisations (NSO) Orienteering Australia (OA) and its High Performance Management Group (HPMG) is committed to developing a National High School Orienteering Resource Kit suitable for delivery to High Schools, either as part of the High Schools Sporting Schools program, or directly to High Schools who contract OA's accredited coaching providers.

As part of its terms of reference, OA's HPMG areas of focus are:

-) **Foster and Co-ordinate** - HP and Coaching across Australian orienteering in accordance with the objectives of the OA Strategic Plan and the OA High Performance Strategic Plan.
-) **Facilitate liaison and information** - exchange between State Associations, and between the State Associations and OA, on matters relating to HP and Coaching
-) **Recruit & Retain** - Support the system to recruit and retain the best people
-) **Develop** - Develop high performing coaches & leaders and support them in driving performance
-) **Teams** - Support & develop performance and leadership teams across the system to achieve high performance

The key roles in focus are Orienteering Coaches, High School teachers in subjects such as HSIE, PDHPE and Physical Education.

Objectives of this REOI

OA is seeking expressions of interest from suppliers interested in working with OA to deliver a National High School Orienteering Resource Kit for use by OA and by the identified roles in focus such that orienteering becomes an accepted sport for delivery under Sport Australia's High School Sporting Schools program.

OA invites potential suppliers to submit an Expression of Interest in accordance with the terms of this REOI.

Scope of Services

OA has identified the following services that are in-scope of this REOI:

1. Identification of proposed content for inclusion in a High Schools program(s)
2. Resource materials development
3. Provision of Draft program delivery timetable
4. National meeting with lead sporting schools' coaches
5. Pilot programs in identified high schools
6. Determine an agreed national pricing structure for Sporting Schools in High Schools (with all State Associations), including the basis of High school mapping costs.
7. Pilot program review and initial kit production
8. Further round of pilot programs in identified high schools
9. Production of final product
10. Launch of kit through workshop for lead sporting schools' coach from each state
11. Achieve a shared vision among the states for pathways into local club participation initiated during a Sporting Schools program by developing strategies for use by coaches and clubs for post-delivery of programs by providing schools, including parents, with a pathway through to mainstream orienteering and by coordinating with local clubs and event series .
12. Marketing, promotion, and advertising materials developed to support launch

Further detail regarding the Scope of Services is contained in the REOI 001/20 Milestones and Deliverable document (contained at Attachment A).

Suppliers may respond to one or more of the above categories. Suppliers may wish to consider teaming with another supplier to provide all the requested services. It is possible that one supplier may wish to provide services 1 ~ 4, 6, and 8 ~ 10, with another supplier providing services 5 and 7 as an example.

Engagement and Duration of Services

This REOI intends to establish a list of suppliers assessed as capable of providing services.

Evaluation Criteria

Expressions of Interest will be assessed against the following evaluation criteria:

1. Proposed methodology to deliver the Service(s).
2. Proven experience, past performance, and technical expertise of proposed personnel.
3. Capacity and availability to perform the Service(s); and
4. Tenderer's overall risk profile to the OA.

Further detail regarding the deliverables and milestones are contained in the REOI 001/20 Information Pack (contained at Attachment A).

Evaluation Process

Potential Respondent's Expressions of Interest will be assessed in the following manner:

1. Each REOI response will be registered by OA and evaluated against evaluation criteria 1–4 above.
2. OA may determine a short-list of Respondents. Shortlisted Respondents will be required to provide a presentation either face to face or via video conferencing (specific times to be confirmed with the shortlisted Respondents).
3. Following presentations by the shortlisted Respondents, the OA will undertake a final evaluation of each REOI response.
4. OA will establish a list of suppliers assessed as capable of providing services for use when releasing future Requests for Quotes.
5. Applications (addressing Scope of Services and Evaluation Criteria for this service - no longer than 4 A4 single pages, i.e. 2 A4 double-sided pages (maximum font size 12) to be received by the OA Contact Officer on or before **FRIDAY 5th June 2020**

REOI Submission Content

The content required to be included as part of an REOI submission is identified above in the Evaluation Criteria clause.



ORIENTEERING AUSTRALIA REOI 001/20

NATIONAL HIGH SCHOOL KIT – MILESTONES

Milestone Ref No.	Evidence/Achievement Criteria	Indicative Hours	Budget Release	Budget Release on achievement of milestone (or deliverable)	Milestone Delivery
1.1 Resource Scope and Sequence document finalised	Exchange of emails / video conferences / face to face meetings between HPMG and service provider. Suggest consideration of the inclusion of a current coach who is currently delivering, or who has delivered, orienteering programs to High Schools. Perhaps one or two coaches (at least as an internal pre-meet session) to understand what the coaches consider should be included in the programs (activity time duration(s)) and resource materials.	3x7.5 hrs (22.5hrs)	Sign-on payment - \$1,500	Mark 1 Resource Kit proposal (and samples) delivered. Reviewed and accepted by OA (prior to 1 st National Meeting). (It is essential that at each stage of the project that the milestone/deliverable is approved and accepted by the OA Project Manager/Coordinator AND that this takes place prior to payment).	Within 4 weeks after Sign-on
1.2 Resource kit - version Mach I produced	Meet with State and national SSP administrators to understand current State-level SSP and non-SSP program pricing, discuss possible options with the objective of achieving single national pricing program. Pricing to include cost of mapping schools. Identify strategies for use by coaches and clubs for post-delivery of primary schools programs by providing schools, including parents, with a	5x7.5 hrs (37.5hrs)			

	pathway through to mainstream orienteering and by coordinating with local clubs.	(Stage 1 Total Hours – 60hrs)		Stage 1 payment - \$1,500	
2.1 Convene and facilitate National Meeting No.1	Meeting completed / Schools for Pilot program No.1 identified and locked in. Meeting(s) with inter-state coaches could be virtual (i.e. teleconference), especially with OSA, OWA.	3x7.5 hrs (22.5hrs) (Stage 2 Total Hours – 22.5hrs)		Meeting held, and program plans/resource materials updated (as identified by the meeting). Meeting notes/attendees provided by supplier to OA Project Mgr. (as part of the deliverables). (Stage 2 payment - \$2,000)	Within 8 weeks after Sign-on
3.1 Pilot program No.1 completed and evaluated 3.2 Resource kit version Mach II produced	Exchange of emails / video conferences / face to face meetings between HPMG and service provider. Suggest that there be an OA representative present to witness program delivery. Selection the schools for Pilot Program delivery? Is the same school used for delivery of Mark I and Mark II versions of program?	3x7.5 hrs (22.5hrs) 3x7.5hrs (22.5hrs) (Stage 3 Total Hours – 45hrs)		Evaluation Report provided on outcome of delivery of Mark 1 pilot program. Review of delivery and the resource materials used. Consideration for any changes to the program and/or resource materials. Updated Program and/or Resource Kit provided for review and approval by OA Project Mgr. (Stage 3 payment - \$3,000)	Within 12 weeks after Sign-on
4.1 Pilot program No.2 completed and evaluated 4.2 Production of final resource kit - Mach III	Exchange of emails / video conferences / face to face meetings between HPMG and service provider	3x7.5 hrs (22.5hrs) 3x7.5hrs (22.5hrs)		Evaluation Report provided on outcome of delivery of Mach 2 pilot program, report to include any recommendations as a result of the delivery of the Mach 2 pilot program. Review of delivery and the resource materials used. Consideration for any changes to the program and/or resource materials.	Within 16 weeks after Sign-on

		(Stage 4 Total Hours – 45hrs)		Updated Program and/or Resource Kit provided for review and approval by OA Project Mgr. (Stage 4 payment - \$3,500)	
5.1 Convene and facilitate National Meeting No.2	Workshops for lead Coach from each state completed / attendees receive final resource kit – Mark III	2x15 hrs (30hrs)		Meeting held, and program plans/resource materials updated (as identified by the meeting). Meeting notes/attendees provided by supplier to OA Project Mgr. (as part of the deliverables).	Within 20 weeks after Sign-on
5.2 Launch of final resource kit – Mach III		2x7.5hrs (15hrs)		Final program and resource materials to be approved prior to stage 5 payment (Stage 5 payment - \$4,000)	
		(Stage 5 – Total Hours – 45hrs)			
6.1 Promotion and Marketing Campaign	Exchange of emails / video conferences / face to face meetings between HPMG and service provider. Visual / physical evidence of implementation of Marketing Campaign / School Support in action	3x7.5 hrs (22.5hrs)		Report on outcome/recommendations of meeting(s). Agree final marketing campaign. Delivery of Marketing materials and project sign-off.	Within 26 weeks after Sign-on
6.2 School Support provided		3x 7.5hrs (22.5hrs)		(Stage 6 payment - \$6,920)	
		(Stage 6 Total Hours – 45hrs)			
TOTALS		262.5 hrs	\$1,500	\$20,920	