



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

REOI 002/20

Date of REOI: 24<sup>th</sup> April 2020

<b>REOI Closing Time</b>	2pm (local Sydney time) <b>5<sup>th</sup> June 2020</b> (extended form 22nd May 2020)
<b>Question Closing Time</b>	2pm (local Sydney time) <b>15<sup>th</sup> May 2020</b>
<b>Submission Method</b>	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); (Word doc being the preferred format).  Response files must not exceed a combined file size of 10 megabytes.
<b>Notification Timeframe</b>	It is intended to notify successful respondents by <b>12<sup>th</sup> June 2020</b> .
<b>Contact Officer Details</b>	OA REOI 002/20 Contact Officer coaching@orienteering.asn.au

### Background and Objectives

As a National Sporting Organisation (NSO) Orienteering Australia (OA) and its High Performance Management Group (HPMG) is committed to developing a National Primary School Orienteering Resource Kit suitable for delivery to Primary Schools, either as part of the existing Primary Schools Sporting Schools program, or directly to Primary 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 & leadership teams across the system to achieve high performance

The key roles in focus are Orienteering Coaches and Primary School teachers.

## **Objectives of this REOI**

(1) OA is seeking expressions of interest from suppliers interested in working with OA to deliver a National Primary School Orienteering Resource Kit for use by OA and the State and Territory coaches and deliverers of orienteering programs to Primary Schools.

In 2015 the OK-GO kit was developed by Orienteering NSW and became Orienteering Australia's official national product within the Sporting Schools primary school program. The kit was not embraced by the other states as their core product, with mixed up-take nationally and even within NSW and ignored by some.

The lack of a national primary school product that is easy to package and to promote led to States developing their own program content. This has made it difficult to create a national platform for teacher training where curriculum outcomes are measured.

- (2) To expand orienteering nationally in the primary school market area by:
- ) Engaging with state associations to review, discuss and develop relevant content and materials for a revamped national primary school kit, including the use of the existing OK-GO kit, current material in-use by all States, and material available overseas.
  - ) Meeting primary school curriculum outcomes and measurable standards.
  - ) Run pilot programs in states and territories to fine-tune the primary school kit.
  - ) Agree (with all State Associations) on a national pricing structure for Sporting Schools packages, including school mapping costs.
  - ) Organise the professional production of a primary school kit for distribution to state and territory associations.
  - ) Marketing and promotion of the primary school kit to relevant national and state education departments and school groups and teacher associations.
  - ) Achieve a shared vision among the states for pathways into local club participation initiated at the commencement of a Sporting Schools program by developing strategies for use by coaches and clubs for post-delivery of primary schools programs by providing schools, including parents, with a pathway through to mainstream orienteering and by coordinating with local clubs and event series.

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 Primary Schools program(s)
2. Resource materials development, by consideration of review and revision of the OK-GO kit, plus review and consideration of other resources used by State coaches not using the OK-GO kit.
3. Provision of a draft program delivery timetable, allowing for flexible program options from a selection of proposed program activities
4. National meeting with lead sporting schools' coaches
5. Pilot programs in identified Primary schools
6. Pilot program review and initial kit production

7. Further round of pilot programs in identified Primary schools
8. Production of final product
9. Launch of kit through workshop for lead sporting schools' coach from each state
10. Marketing, promotion, and advertising materials developed to support launch

Further detail regarding the Scope of Services is contained in the REOI 002/20 Milestones and Deliverable Information (contained at Attachment A).

Suppliers may respond to one or more of the above categories. It is possible that one supplier may wish to provide services 1 ~ 4, 6, and 8 ~ 10, with to team 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 002/20 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 the 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 5<sup>th</sup> 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 002/20

## NATIONAL PRIMARY 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. To include a selection of current State coaches, currently delivering, or who have delivered, orienteering programs (Sporting Schools Programs or non-SSP) to Primary Schools. Meet with one or two coaches (at least as an internal pre-meet session) to understand what skill development should be included in the programs (including activity time duration(s)) and resource materials. 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	3x7.5 hrs (22.5hrs)	Sign-on payment - \$1,500	<p>Identification and review of all available resource materials from all State coaches delivering primary school programs.</p> <p>Schools for pilot programs identified &amp; locked in for 2020 Materials providers identified &amp; costed Educational outcomes identified with external parties Content ideas accumulated</p> <p>Mark 1 Resource Kit proposal (and samples) delivered.</p>	Within 4 weeks after Sign-on
1.2 Resource kit - version Mach I produced		5x7.5 hrs (37.5hrs)		<p>Reviewed and accepted by OA (prior to 1<sup>st</sup> 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 <b>AND</b> that this takes place prior to payment).</p>	

	schools, including parents, with a pathway through to mainstream orienteering and by coordinating with local clubs.	(Stage 1 Total Hours – 60hrs)		<b>Stage 1 payment - \$1,500</b>	
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)		3 possible models identified, designed for pilot program  Materials delivered from provider  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).  <b>(Stage 2 payment - \$2,000)</b>	Within 8 weeks after Sign-on
3.1 Pilot program No.1 conducted and evaluated	Exchange of emails / video conferences / face to face meetings between HPMG and service provider. OA representative present to witness program delivery.	3x7.5 hrs (22.5hrs)		Evaluation Report provided on outcome of delivery of Mark 1 pilot program. Review of delivery and the resource materials used.	Within 12 weeks after Sign-on
3.2 Resource kit version Mach II produced	OA and supplier to agree on the selection of the schools for Pilot Program delivery. Is the same school used for delivery of Mark I and Mark II versions of program?	3x7.5hrs (22.5hrs)  (Stage 3 Total Hours – 45hrs)		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.  <b>(Stage 3 payment - \$3,000)</b>	

4.1 Pilot program No.2 completed and evaluated	Exchange of emails / video conferences / face to face meetings between HPMG and service provider.	3x7.5 hrs (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.	Within 16 weeks after Sign-on
4.2 Production of final resource kit - Mach III	Present national pricing options for consideration and final selection.  Follow up meeting (with State coaches and SSP administrators with final program material and pricing proposal.	3x7.5hrs (22.5hrs)  (Stage 4 Total Hours – 45hrs)		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. <b>(Stage 4 payment - \$3,500)</b>	
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)  (Stage 5 – Total Hours – 45hrs)		Final program and resource materials to be approved prior to stage 5 payment <b>(Stage 5 payment - \$3,500)</b>	
6.1 Promotion and Marketing Campaign	Exchange of emails / video conferences / face to face meetings between HPMG and service provider.	3x7.5 hrs (22.5hrs)		Report on outcome/recommendations of meeting(s). Agree final marketing campaign.	Within 26 weeks after Sign-on
6.2 School Support provided	Visual / physical evidence of implementation of Marketing Campaign / School Support in action	3x 7.5hrs (22.5hrs)  (Stage 6 Total Hours – 45hrs)		Delivery of Marketing materials and project sign-off.  <b>(Stage 6 payment - \$4,720)</b>	
<b>TOTALS</b>		<b>262.5 hrs</b>	<b>\$1,500</b>	<b>\$18,220</b>	