



Request for Quotation

1. Quotation Details:

Title	West Gippsland Trade Training Alliance (WGTTA) Strategic Business Plan & Operating Model
RFQ Release Date	13 September 2018
Response Due Date	9 October 2018

2. Background:

The WGTTA is a unique partnership of 9 West Gippsland government and independent secondary schools formed over 10 years ago. Also supporting the partnership is the Baw Baw Shire Council, and three Registered Training Organisations (RTO's) – Apprenticeships Group Australia (AGA), Federation Training and Community College Gippsland (CCG).

In terms of governance, Warragul Regional College is nominated as the Lead School and, as such, the WRC School Council is the legal entity. There is a Partnership Agreement in place and all nine partner schools recommitted for the next 10 years in February, 2017, evidence of the strength and enduring nature of the partnership.

The WGTTA operates a Reference Group (Advisory Board) which is Chaired by the Baw Baw Shire Council CEO and includes representatives from schools and the three RTO's. This group reports up through the Principal's group and into the WRC School Council.

The WGTTA operates out of three sites:

- Baw Baw Skills Centre, owned by the Department of Education and Training and managed by the partnership's lead school, Warragul Regional College
- Food for Thought Training Restaurant, Drouin Secondary College
- Community College Gippsland

The WGTTA was established when the Commonwealth government funded schools to improve their capacity to deliver trade training in identified skill shortage areas, at the time identified for West Gippsland as carpentry, electrical, plumbing, automotive, hospitality, agriculture and horticulture.

Rather than individually accepting the funding, the nine schools in West Gippsland established a unique partnership bringing together in excess of \$11 million of Commonwealth government funding, which generated significant economies of scale and a much better outcome in terms of physical resources. With these funds, the WGTTA purchased an existing facility outright in 2014, this is now the Baw Baw Skills Centre. A 2016 Deloitte review of the 44 Trade Training Centres operating across Victoria, identified that the WGTTA's Baw Baw Skills Centre is one of only two that are self-sustaining and generating commercial income to recurrently fund and reinvest in programs and equipment. In addition, the WGTTA was able to invest in capital works at the two other sites at Drouin Secondary College and CCG.

The sustainability of the WGTTA is underpinned by the rental income generated by tenants at the Baw Baw Skills Centre - AGA, Federation Training and FGM Consultants. This rental income is reinvested in student programs and in maintaining and improving the physical resources available for the delivery of trade programs.

The WGTTA currently holds cash reserves that will enable it to invest in additional buildings, equipment and programs on site at Baw Baw Skills Centre to cater both for current shortfalls and for emerging growth.

The WGTTA is regarded as one of the best trade training centres in rural Australia. The Baw Baw Skills Centre site and all our partner school and RTO sites are linked through a specially designed video conferencing network, which can also link with the South Gippsland Trade Training Alliance. Courses can therefore be delivered virtually across Gippsland and, in some instances, the whole state. Where West Gippsland students previously travelled out of the area for training, the range of programs now delivered means in excess of 95% of local students undertake their Vocational Education & Training in Schools (VETiS) studies locally.

The WGTTA has implemented a range of innovative programs to develop clearer pathways for students undertaking trade programs, and to meet emerging needs. Data from RTO partners indicates that this has resulted in significantly higher numbers of students undertaking these trades as VETiS programs and subsequently apprenticeships. This is true across all trades, with some examples being:

- Year 9 Trade Pathways Program implemented in 2015 – 64 students from 6 partner schools undertake a full day program each week for the year where they rotate through a different trade program each term. The WGTTA subsidises the program which clearly pathways into VETiS courses and then into apprenticeships and employment.
- A Special Trade Pathways Program implemented in 2017 – 36 students from 7 partner schools undertake a full day program each week for the year where they rotate through a different trade program each term. This program is designed to give students with a disability a trade experience. The WGTTA also subsidises this program.
- Grade 6 'Try a Trade' days implemented in 2016.
- Integrated Technology (Robotics and 3D printing) course implemented in 2018.
- Plans for Engineering, Avionics and Drone Technology to be implemented in 2019.

The WGTTA has experienced unprecedented growth and will continue to do so.

- The Business Plan (2017-2021) projects growth of 59% in apprenticeships and 53% in VETiS programs. 2018 statistics show 38% and 26% respectively, well ahead of projections.
- 11 of WGTTA's apprenticeship and pathway courses will become fully subsidised by the Victorian Government (free) in 2019, conservatively projected to add a further 20 % growth.
- WGTTA plans for expansion of training in emerging industries and the delivery of commercial programs and products.
- WGTTA statistics show growth in female participation across all programs.
- Baw Baw Shire is the second fastest growing regional municipality in Victoria.

These and other contributing factors mean that the Baw Baw Skills Centre is at capacity, and the need for updated planning and additional facilities to cater for current and future training demands has occurred earlier than anticipated. A Master Plan for the Baw Baw Skills Centre site was completed in 2016.

3. Specification of Service:

The WGTTA has identified a requirement for assistance in the development of a Strategic Business Plan that addresses as a minimum:

- Update of the current Business Plan for 2018-2023
- Review of Governance model including identification of any limitations and opportunities

- Updated Growth Outlook and modelling to 2023 (minimum)
- Financial viability and sustainability modelling
- Reinvestment strategies
- Opportunities for commercialisation and revenue generation
- Facility review of Baw Baw Skills Centre including modelling of projected future requirements
- Identification of capital funding opportunities

The work that develops the Strategic Business Plan outlined above should also inform the ideal future business model to best place WGTTA for capital funding applications to address current and future facility requirements. It will be expected that various options will be developed and reviewed throughout the process to inform a final recommendation to the WGTTA.

4. Scheduling of Service Provision:

Commencement	ASAP
Research and Consultation Period	October 2018
Moderation and Review Period (may include presentation and review of various options for future Business Model)	November 2018
Final Write up and Consolidation Period	November 2018
Final Report and Recommendations	By 4 December 2018

5. Outputs of Engagement:

Developmental Outputs:

- Documented results of research
- Identification and engagement of key stakeholders
- Presentation of various options for consideration and moderation
- Documented results of feedback and analysis conducted

Final Outputs:

- Final Report and Recommendations
- Analysis and presentation of capital funding opportunities
- WGTTA Strategic Business Plan 2018-2023 (incorporating as minimum requirements listed in section 3)
- Preferred WGTTA Business Operating Model (incorporating entity status and governance arrangements)

6. Assistance:

The WGTTA will assist this process by providing the following:

- Access to the following documentation:
 - WGTTA Business Plan 2018-2021
 - WGTTA Financial Plan
 - WGTTA Governance Document
 - WGTTA Partnership Agreement
 - Baw Baw Skills Centre Masterplan 2017

- Assistance with the identification of key stakeholders
- Access to the Manager (Rod Dunlop) and Lead School Principal (Paul Van Breugel) for introductory briefing and further information
- Access to appropriate personnel as required throughout the engagement, organised through the Manager Rod Dunlop
- Other assistance and support will be considered as identified

7. Evaluation Methodology:

The WGTTA will assess all quotes based on the following criteria:

Technical Criteria	Weighting
1. Details of successfully delivered services similar to this proposal, incorporating relevant previous experience in: <ul style="list-style-type: none"> - Working with Committees of Management, Boards and other stakeholders - Review of Governance models - The research and development of Strategic Business Plans - The research and development of Business Models - Relevant previous experience in identifying and assessing funding options 	35%
2. Experience and expertise of specific personnel: <ul style="list-style-type: none"> - Identification and bios of personnel who will be involved and their anticipated role/s within the project - Detailed outline of their experience / skills related to the aspects of the project they will deliver - Examples of similar projects led by those personnel 	25%
3. Proposed approach and capacity to deliver services: <ul style="list-style-type: none"> - Outline of proposed method / initial project plan to deliver services - Outline of availability of identified personnel for the duration of the project - Anticipated time commitment you will allocate to the project 	40%

The assessment of technical criteria will account for 80% of the total score using the following formula:

$$\text{Final Technical Score} = \frac{\text{Contractor's Weighted Technical Score (out of 100)} \times 80\% \text{ nominated in RFQ}}{\text{Highest Weighted Technical Score (out of 100)}}$$

Following consideration of the technical assessment of quotes by the Evaluation Committee, a like-for-like price comparison will be undertaken by WGTTA of the submitted financial proposals. The like for like price assessment will represent 20% of the total score using the following formula:

$$\text{Final Price Score} = \frac{\text{Lowest Price Submitted for RFQ} \times 20\% \text{ nominated in RFQ}}{\text{Contractor's Price}}$$

The final score will be calculated by combining the final Technical score with the Price Score to obtain an overall Value for Money Score.

$$\text{Value for Money Score} = \text{Final Technical Score} + \text{Final Price Score}$$

The WGTTA reserves the right:

- To withdraw this RFQ at any time;
- To discount any quote that is deemed by the WGTTA to not meet core requirements as identified or that does not meet format requirements outlined in section 8;

- To request further information only so far as to clarify statements made in the quote that will assist in evaluation of the RFQ;
- To not award should there be no quote deemed by the WGTTA to be suitable.

8. Quote Format:

The quote MUST be provided in the following format:

Bidder information

- Trading / Business name
- Registered address
- ABN / ACN
- Contact details for an authorised representative

Technical Proposal / Proposed Methodology

- A proposal of no more than 6 pages addressing the criteria detailed above;
- A CV of no more than 4 A4 pages for all specified personnel nominated in the quote;
- Up to 4 statements outlining previous experience of no more than 4 A4 pages (total) detailing relevant skills and experience to provide the required Services.
- Nomination of minimum 2 referees that can be contacted regarding previous work.

Price Proposal

Detailed price proposal to be submitted as follows:

Item	Quantity	Unit Price (GST excl.)	GST	Total Price (GST incl.)
TOTAL				

9. Quote Submission Details:

Quote due by: Tuesday 9 October 2018 at 4 pm

ONLY electronic submissions will be accepted.

Email to: dunlop@dcsi.net.au

10. Primary Contact and Information:

For any enquiries, please contact:

Name: Rod Dunlop

Position: West Gippsland Trade Training Alliance Manager

Phone: 0457548519

Email: dunlop@dcsi.net.au