



# REQUEST FOR PROPOSALS

FOR THE PROVISION OF  
HEALTH AND EXERCISE CLASSES

20 JUNE 2022

MID-WESTERN REGIONAL COUNCIL  
COMMUNITY

■ ■ ■ ■ ■ TOWARDS 2030



# Request for Proposals (RFP) Instructions

Proposal Title	<b>Healthy Communities Program 2022-2023</b>
Proposal Number	<b>RFP2022/38</b>
Issue Date	<b>20 June 2022</b>
Proposal Closing Date	<b>8 July 2022</b>
Proposal Closing Time	<b>12.00pm midday</b>
Proposal Questions	<b>All Proposal related questions must be forwarded by email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>.</b>

**All Proposals are subject to the following requirements where indicated**

- ☐ Proposals are to conform with the brief.
- ☐ Proposals must remain valid until 30 June 2023.

Proposals are currently being sought for provision of a variety of health and exercise classes across the region during the 2022/2023 financial year as part of the Mid-Western Regional Council's continued commitment to its Healthy Communities programs.

THIS DOCUMENT HAS BEEN PREPARED BY **FIONA SHEARMAN, MANAGER, COMMUNITY AND CULTURAL SERVICES** FOR MID-WESTERN REGIONAL COUNCIL.

ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO [COUNCIL@MIDWESTERN.NSW.GOV.AU](mailto:COUNCIL@MIDWESTERN.NSW.GOV.AU) OR (02) 6378 2850.

DATE OF PUBLICATION: 20 JUNE 2022

# 1. Requirements for RFP

## 1.1 Requirements

**Total Proposed Budget:** \$30,000 (ex GST).

This value is the total sum which Council is prepared to remit amongst successful Applicants for a variety of health and exercise classes to be rolled out across the region during the 2022/23 financial year. It is the responsibility of each Applicant to consider what its proposal will include for this value.

Applicants are asked to address the following criteria:

- Outline of activity/activities to be offered, including health benefits to the participants.
- Outline of how this activity/program will increase participation from those within the community not currently actively engaged or participating in healthy activities.
- Minimum and maximum number of participants per class.
- Cost per class/per term - including venue hire, service provision, equipment and reporting.
- Frequency of class(es). Applicants may wish to offer more than one option for program delivery. For example: seasonal programs (Summer/Winter), per term programs or various block/course lengths.
- Anticipated venue/location(s). Please note that any requests for in-kind support by way of venue hire will be considered as part of the overall costings deliberations.
- Proof of qualifications and credentials.
- Certificate of Currency of Public Liability Insurance of at least \$20 million with Mid-Western Regional Council listed as an interested party.
- Workers' compensation insurance certificate of currency or, if exempt, copy of personal accident insurance certificate of currency.
- Current First Aid Certificate for all program/class leaders.
- Outline of measures to be put in place to address risk of spread of COVID-19.

## 1.2 When

Applicants may wish to offer more than one option for program delivery. For example: seasonal programs (Summer/Winter), per term programs or various block/course lengths

## 1.3 Brief

Proposals are currently being sought for provision of a variety of health and exercise classes across the region during the 2022/23 financial year as part of the Mid-Western Regional Council's continued commitment to its Healthy Communities programs.

## 1.4 Lodgement

- The Proposal Application must be completed and returned with the relevant information.
- Proposals may be lodged in person or by email.

- Proposals lodged in person must be delivered in a sealed envelope to Council's main Administration Centre located at 86 Market Street, Mudgee NSW 2850, with the RFP number clearly indicated on the envelope.
- Proposals lodged by mail must be posted to Mid-Western Regional Council, PO Box 156, Mudgee NSW 2850, with the RFP number clearly indicated on the envelope.
- Proposals lodged by email must be sent to [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au), with the RFP number clearly indicated in the subject line.

## 1.5 Confidentiality

- In response to RFP 2022/38 Provision of health and exercise classes, Applicants should note that the Principal will only agree to treat information as confidential in cases that it considers to be appropriate.
- In the absence of such an agreement, the Principal has the right to disclose the information contained in Proposals in accordance with the Conditions noted in this RFP.

## 1.6 Intellectual Property

- To the extent that any material submitted by an Applicant is the subject of pre-existing Intellectual Property Rights of third parties, the Applicant warrants that it is able to procure an assignment of all such Intellectual Property Rights to the Principal and agrees to obtain such assignment upon acceptance of its Proposal.
- The Applicant indemnifies the Principal against any loss, costs, expenses, demands or liability, whether direct or indirect, arising out of any claim by a third party against the Principal alleging that the material contained in the Proposal or acts by the Principal in relation to the Principal's use of the Proposal material infringe any Intellectual Property Rights of that third party.

## 1.7 Prices or Proposed Budget

- The proposed budget for the annual program is \$30,000.00 (ex GST). This is the overall budget for the successful Applicants' goods and services. The Applicants must consider what they will offer for the values they propose.

## 1.8 Insurance

- The successful Applicants will be required to have in place insurance arrangements appropriate to provision of the requirement in this RFP, including public liability insurance to the value of \$20 million.
- The successful Applicants will also be required to hold appropriate workers' compensation insurance or, if exempt, personal accident insurance.
- Proof of insurances are to be provided to the Principal with the Applicants' Proposals.

## 1.9 WHS Requirements

- The successful Applicants must ensure compliance with the Principal's Work Health and Safety Policy (available at [www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au) or on request). This expectation extends to employees, contractors and volunteers of the Applicants associated with the Healthy Communities program.



## 1.10 Evaluation Objective

- A Panel will assess Proposals to identify the Proposals that it considers to be the best for addressing the brief.
- Value for money will be considered as part of the assessment process but is not necessarily the primary focus of assessment.

## 1.11 Evaluation Process:

- Each Proposal lodged will be initially assessed to ensure that Proposals meet the minimum requirements. Those that do not will be excluded from further consideration in the evaluation process.
- The Principal will form an evaluation panel to assess the proposal for appropriateness, experience and value for money. All panel members will evaluate and agree on the successful Applicants. The Principal reserves the right to amend RFP Evaluation Panel members any if deemed necessary due to availability or any other reason.

## 1.12 The Panel's Decision

- The RFP Evaluation Panel will submit its recommendation to the Manager Community and Cultural Services for approval.
- The Manager Community and Cultural Services' decision is final.

# 2. Checklist

## 2.1 Checklist:

- Outline of activity/activities to be offered, including health benefits to the participants.
- Outline of how this activity/program will increase participation from those within the community not currently actively engaged or participating in healthy activities.
- Minimum and maximum number of participants per class.
- Cost per class/per term - including venue hire (in kind requests for venue hire will be considered as part of the overall costings evaluation), service provision, equipment and reporting.
- Frequency of class(es). Applicants may wish to offer more than one option for program delivery. For example: seasonal programs (Summer/Winter), per term programs or various block/course lengths.
- Anticipated venue/location(s). Please note that any requests for in-kind support by way of venue hire will be considered as part of the overall costings deliberations.
- Proof of qualifications and credentials.
- Certificate of Currency of Public Liability Insurance of at least \$20 million with Mid-Western Regional Council listed as an interested party.
- Workers' compensation insurance certificate of currency or, if exempt, copy of personal accident insurance certificate of currency.
- Current First Aid Certificate for all program/class leaders.

- Outline of measures to be put in place to address risk of spread of COVID-19.

### 3. Applicant Information

Company name	<input type="text"/>
ABN	<input type="text"/>
Business address	<input type="text"/>
Contact name	<input type="text"/>
Contact email	<input type="text"/>
Contact phone	<input type="text"/>
Price	<input type="text"/>

**Detail to include:**

- **Price:** Cost per class/per term - including venue hire, service provision, equipment and reporting excluding GST. Please make clear any associated cost and identify discounts or incentives separately.
- Product availability and delivery conditions; availability for commencement as specified in the scope.
- Provide Certificates of Insurance for and maintain insurance policies in the following sum:
  - Workers Compensation Insurance cover for the statutory and common law liability for death or injury to persons employed by the Applicants or, if exempt, copy of personal accident insurance certificate of currency; and
  - Public/Product liability insurance in the sum of \$20 million AUD in respect of any one occurrence.
- Acknowledge that the successful Applicants and their employees will be required to undertake Council's online Contractor Induction prior to entering the site.
- Any other relevant details or conditions relating to the supply of goods or services.