

1. Background and information

Introduction

This information pack has been prepared so that suitably experienced not for profit organisations can express their interest in acquiring the Activ Learning and Discovery Centre (ALDC) assets and delivering the service into the future. The contents of this document should be used as a guide when preparing a response to this Expression of Interest (EOI).

Current situation

Activ is seeking expressions of interest from an established early intervention (not for profit) provider to deliver the ALDC service from 1 January 2020. The service would be of greatest benefit to the children and families of Western Australia when delivered by a provider currently offering a range of existing programs and initiatives that support childhood development and learning.

The existing service is comprised of a play based early intervention and skill development support component and a disability specialist library. It is a light touch early intervention service that is well regarded by the local community and government. Available to customers on a drop in basis the centre is currently open three days each week and on the first Saturday morning each month. There are two staff members employed to deliver the ALDC service; a Learning and Development Specialist responsible for the play and early intervention support and, a Librarian, responsible for resource management and administration.

Activ is keen to ensure the continued operation of the early intervention and professional support service of the ALDC through transition to an eligible not for profit organisation with existing services for children by 31 December 2019.

Timeline for EOI Process (Indicative*)

- EOI opens Monday 12 August 2019.
- EOI responses due 5:00pm Friday 30 August 2019.
- Panel to review applications by 27 September 2019*.
- Negotiations with successful organisation/s completed by 31 October 2019*.
- Completion of transition and associated administrative and legal process by 31 December 2019*.

Proposals

- Complete the sections below and address each of the selection criteria in section two (2).
- Responses should be a maximum of one page per criteria.
- Additional information can be included as appendices.
- Electronic Proposals to be sent to david.brown@activ.asn.au

Note: A panel will be formed to assess each submission.. Whilst additional information may be requested, Activ reserves the right to make a decision based solely on the responses received to this invitation.

CLOSING DATE / TIME: 5pm WST FRIDAY 30 August 19.

About the Active Learning and Discovery Centre (ALDC)

Formerly Noah's Ark WA, the service began in 1974 as a volunteer run toy library and support service for children with disability and has maintained a sound reputation as a valuable resource in the early intervention sector since this time. The Activ Learning and Discovery Centre (ALDC) commenced service provision at the current premises at 71 Jarrah Road in East Victoria Park in August 2018.

The goal of the ALDC is to support children with additional needs and their families to learn and grow through play information and support. The professional advice component builds capacity of families and carers to achieve greater outcomes for children. Support is also provided to select appropriate resources that link individual goals and interests and to incorporate play into everyday routines.

The Resource Collection

The ALDC resource collection is one of the largest sources of play based resources for people with disability in Western Australia. It consists of approximately 4000 items ordered in developmental sequence within broad developmental domains. There is a specialist collection of adapted resources, capability switches and communication devices for individuals with complex needs. The resources have been sourced by therapists and educators over the years through donations and grants which are catalogued and maintained through the 'Liberty' Library Management System (LMS) by SoftLink.

A link to the available resources is available [here](#)

Enquiries and site visits

To discuss this EOI opportunity further please contact the Community Engagement Manager, David Brown by email at david.brown@activ.asn.au or by phone on (08) 9387 0539

For further information in regard to service delivery or to visit the service please contact the ALDC Learning and Development Specialist Susan Glasson by email at susan.glasson@activ.asn.au or by phone on 0404 519 236, noting the current service operates from Wednesday- Friday each week.

Service Inclusions

The following list of resources would be available to transition to the successful proponent;

- Approximately 4000 Play based resource items ordered in developmental sequence
- 500 Specialist adapted, capability switch and communication device collection
- 'Liberty' by SoftLink Library Management System
- 2009 Mercedes Sprint Van
- Intellectual property and resources related to the service operation and collection
- Transition support from ALDC Learning and Development Specialist

Optional

- 50 bays of metal Dexion shelving to house the collection
- Office furniture & equipment

2. Expressions of Interest

To submit an Expression of Interest please respond to the following criteria. **Responses should be a maximum of one page per criteria:**

Applicant Details

Name of Organisation	
Contact Person for EOI	
Contact Details	
Details of Legal Entity (Not For Profit, ABN)	
Business Address	
Registered Business Address	

1. Summary of your existing NDIS eligible services provided for children aged 0 – 6 years.
2. Your vision for the service including a description of proposed service model and demonstrated intervention practices.
3. Accessibility of the service (hours of operation, location, staffing, eligibility etc.)
4. Outline how the service will be financially sustainable; the intended governance framework (including management structure) indicating any fees and charges for participants.
5. A transition plan including a timeline to hand over the service by 1 January 2020.
6. Please outline if you believe this opportunity presents any mutually beneficial or commercially viable partnership arrangements between Activ and your organisation?

Evaluation

Proposals will be evaluated on;

- Eligibility and current programs and initiatives that support childhood development and earning.
- The vision, value and operation (opening hours, locations) of the proposed service delivery model;
- That it remains accessible and inclusive to all children with additional needs, developmental delay and disability, and their families, carers and the wider community.
- The demonstrated experience, expertise and capacity of the provider to deliver the service as outlined;
- Financial sustainability and governance model of the proposal; and
- Overall benefit to the community.