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REQUEST FOR QUOTE

Title: Shire of Denmark Youth Strategy

Closes: Friday 5 April 2024

1 REQUIREMENT

The Shire of Denmark seeks to engage a suitably qualified consultant to develop an inaugural Youth Strategy and Action Plan for Denmark. Extensive knowledge of youth specific engagement strategies and previous experience in developing youth strategies are essential.

2 SCOPE OF WORKS

2.1 Background

Young people are a vibrant and vital part of the Denmark community and play an important role in social, cultural, economic and community life. The Shire of Denmark aims to better understand the issues impacting on the life of young people, understand what is important to them and identify what is needed to make Denmark the best place possible where young people live, work and play.

The strategy will enable the Shire to develop a vision and a five-year strategic plan that will assist in understanding and responding to the diverse needs of young people aged between 12-25 years of age who live, study, work and play in the Shire of Denmark.

The Strategy aims to make Denmark a youth-friendly community where young people can create positive change and have a stronger voice in their community.

The Youth Strategy is partly funded by the Department of Communities – Youth Engagement Grant.

2.2 Project Structure

The successful Respondent will be the lead on this project and will be responsible for the overall management of the project in consultation with the Shire's Community Development Officer.

2.3 Requirement

The successful Respondent must have demonstrated experience in youth engagement and the development of youth Strategies. The successful respondent will be required to provide the following deliverables:

2.3.1 Research and Review

Conduct research of current youth demographics in the Shire of Denmark to identify current

relevant youth issues, and trends. Review current youth provision in the area; to identify gaps, sufficiency, and duplication.

2.3.2 Consultation and Communication Plan

Identify the most effective methods of communication; identifying key target groups and stakeholders; and developing the appropriate consultation methods and tools.

2.3.3 Community Consultation and Stakeholder Engagement

Consult with key stakeholders such as:

- young people aged 12 to 25 who live, work, study, volunteer or spend time in the Shire of Denmark;
- parents and caregivers of young people;
- groups and organisations (including businesses) that work or have a connection with young people; and
- Shire staff and elected members.

2.3.4 Development of the Strategy and Action Plan

Analyse the consultation data in the context of the research and review information to develop the following:

- A Background report on the key findings
- Strategy Plan for 2025-2030
- Action plan for the strategy
- One page youth-friendly version of the strategy

2.3.5 Project Alignment

Development of the youth strategy must align to:

- Department of Communities Youth Friendly Community Principles
- WA Government Beyond 2020 WA Youth Action Plan
- [Shire of Denmark Strategic Community Plan – Our Future 2033](#)

2.4 Exclusion from scope

The Shire of Denmark will provide the venue and catering for the community engagement aspects of the project.

2.5 Project Budget

The budget for this project is \$30,000,000 ex GST.

The project is partly funded by the Department of Communities.

2.6 Timing

It is expected that the First meeting will be held on the week beginning 6 May 2024. The project will need to be completed by **1 December 2024** to meet the acquittal deadline.

3 EVALUATION CRITERIA

Offers will be evaluated on the below criteria and respective weightings:

Cost	25%
Demonstrated Experience in Youth Strategy development	35%
Project Understanding & Approach	25%
Demonstrated Ability to Meet Timeframe	15%
Total	100%

Please ensure that the above criteria are addressed in your submission.

*CSR includes supporting people with disability or special needs, or contributions to the community such as sponsorships or donations; employment strategies and programs for Indigenous people; sustainable business practices; and supplying Australian made products

4 CONTRACT CONDITIONS

Please refer to Appendix C – General Conditions of Contract for the Engagement of Consultants

5 SPECIAL CONDITIONS

Price

Prices quoted are to be on a lump sum basis. All prices for goods and/or services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST). Unless otherwise indicated prices quoted must include all applicable levies, duties, taxes and charges. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

Contract Duration

The Contract will be complete on supply of the goods and/or services as negotiated and agreed with the Shire. However, in the event of the successful Contractor failing in any manner to carry out the Contract to the Shire's satisfaction, the Shire may forthwith terminate the Contract by written notice to the contractor.

The Shire reserves the right to claim cost/time penalties should the Contract not be completed on time, if it can be shown that the Shire has made every reasonable effort to maintain the schedule agreed by both parties at the commencement of the Contract.

Record keeping

All manuals, drawings, computer programs or other records supplied by the Principal to the Contractor during the course of the Contract shall be returned to the Principal upon termination or completion of the Contract.

The Contractor shall ensure that all records relevant to, or created in the course of this Contract are held in a safe and secure manner, in line with industry best practices, i.e. backups completed, paper records are to be held in a fireproof environment.

The Principal will be provided access to all records held by the Contractor associated with this Contract within twenty four (24) hours of written request. Such requests will be in the support of

Contract performance measuring, general information resource for the Principal, or to meet Freedom of Information legislation requirements.

Indemnity

The successful Contractor shall indemnify and keep indemnified the Shire against:

- (a) Any liability under the Workers' Compensation and Injury Management Act 1981, and its subsequent amendments.
- (b) Any other law in force or which during the term of this Contract may come into force, under which any person is entitled to claim or sue for compensation or recover any damages from the Local Government.

Warranty and Service

Contractors shall state in their quotation the period of warranty and guarantee conditions that apply against defects for the goods offered, together with any after-sales services provided.

Disability & Inclusion Plan

If the contract involves the supply of Services to the public, the successful Contractor will:

- i. To the extent practicable, implement the Shire's Disability Access and Inclusion Plan prepared under the Disability Services Act 1993; and
- ii. Provide a report to the Shire of Denmark by 1 June in each year of the Contract Term reporting on the extent to which the successful Contractor has implemented the Shire's Disability Access and Inclusion Plan.

Please refer to the following link which will apply if the Contract involves the supply of services to the public:

[Shire of Denmark Disability Access & Inclusion Plan](#)

Regional Price Preference Policy

Please refer to the following link for our P040216 Regional Price Preference Policy:

[Scroll to P040216](#)

Note: Please familiarise yourself with this policy and indicate if you are claiming either the Regional Business Preference or Regional Content Preference on the response form.

6 RESPONSE FORM

6.1 Pricing

Schedule of Rates

The Price Schedule is to be completed in full and in the format as detailed below. Suppliers not wishing to submit prices for an Item should insert "N/A" into the box. Failure to follow instructions implicitly may render the Offer invalid.

Suppliers should attach any relevant clarifications to the submission.

ITEM	DESCRIPTION	PRICE \$ (Inc. GST)
1.	Research and review	
2.	Consultation and Communication Plan	
3.	Community Consultation and Stakeholder Engagement	
4.	Strategy and Action Plan Development	
5.	Travel and Accommodation Cost	
TOTAL LUMP SUM PRICE (INC. GST)		\$

Lump Sum Price

The Lump Sum Price is to be inserted in the space provided below.

TOTAL LUMP SUM PRICE (INC. GST)	\$
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6.2 Company Information/Authorisation

I hereby submit a Quote in accordance with this Request for Quote and the above Special Conditions:			
Company:			
Address:			
Phone:			
ABN:			
Print Name:			
Signed:			
Date:			
Claiming the Regional Business Preference:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u>			
Claiming the Regional Content Preference to the Value of	\$..... inc GST		

6.3 How to Submit

Submissions must be marked with the relevant Project Number **Youth Strategy (PLN.103.24/25)**, to the attention of the Requesting Officer and submitted through one of the following methods:

Requesting Officer: Rosemarie Arnephie

Email: enquiries@denmark.wa.gov.au

Mail: Shire of Denmark, PO Box 183, Denmark WA 6333

For all electronic submissions - it is the Respondent's responsibility to allow sufficient time to ensure that their submission has been successfully transmitted and to follow up that the Shire of Denmark has received all documents. Files should be in PDF format and combined into one attachment where possible. A drop box link is also acceptable.

For all hard copy submissions - documents are not to be bound, hole-punched or stapled and must be capable of being photocopied.

Only those submissions received by the Requesting Officer at the time of closing will be considered. The Shire of Denmark will accept no responsibility for submissions not received on time.

Offers may be for all or part of the requirements and may be accepted by the Shire either wholly or in part. The Shire of Denmark is not bound to accept the lowest Quote and may reject any or all Quotes submitted.