



# REQUEST FOR QUOTE

## I CAN NETWORK LTD

Document Contacts: David Legge (Chairperson) and Chris Varney (Chief Enabling Officer)

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### BACKGROUND

This Request for Quote has been developed by [I CAN](#) with the assistance of [Social Venture Partners Melbourne](#). The Request for Quote responds to the I CAN Board resolution in December 2023:

*“The Board agreed (December 2023) that it will commission a plan to be presented to potential funders for the expansion of I CAN Online and I CAN Schools Online (inclusive of States and Territories outside of Victoria) for FY25 and beyond, on the condition that the plan does not impact the achievement of the Victorian Department of Education Contract”.*

For context, I CAN has a \$4.45M contract with the Victorian Department of Education to deliver a scale up of its school-based and online group mentoring services to Victorian government schools (254 schools) and Victorian government school students (5,892 students). This expansion of I CAN In Victoria is being independently evaluated by the Cube Group.

This Request to Quote is seeking a consultant:

- To compile the content of the plan, and
- Its translation into a document which I CAN can take to potential funders for attract sponsorship for I CAN Online and I CAN School Online.

### HOW TO APPLY?

Please send your Request for Quote to the following emails by 30 September 2024.

David Legge: [woedanlvv@gmail.com](mailto:woedanlvv@gmail.com)

## **APPENDIX I: SCOPE & KEY RESEARCH QUESTIONS FOR THE PROJECT**

*Proposition: To prepare a pitch document that I CAN can use to attract funding to expand the I CAN Online and I CAN School Online Programs.*

The pitch document should give brief answers to the following questions; answers which can be gathered from I CAN's existing data, project plans, consultations, management staff, parents/carers and school leaders, and staff:

1. Market Scope and Size. What is the potential market?
  - a. What should be the geographic areas that we should take the online mentoring program into:
    - i. Australia-wide only?
    - ii. Australia plus English-speaking countries in the region?
    - iii. Globally?
  - b. Implications of the NDIS Independent Review and introduction of Foundational Supports (I CAN has internal knowledge on this, but external knowledge is also required) on I CAN's choice of geographic areas.

Given the assessment of the market, what are the recommendations on how rapidly the recommended markets can be developed and delivered to?

2. Value Proposition and Customer Categories
  - a. Who are the customers/clients? (individuals, schools, parents/carers, teachers and allied health professionals, NDIS/Foundational Supports ecosystem, etc)
  - b. What is the value proposition of I CAN Online and I CAN School Online for the various customer groups?
  - c. What benefits do they get?
  - d. What is I CAN's competitive advantage?
3. Financial analysis of the current Online and I CAN School Online services.
  - a. Costing of current services.
  - b. Allocation of overhead costs to different services.
  - c. Pricing. Analysis.
  - d. Net returns/contribution to overheads
4. What Marketing Channels should we be using and why?
  - a. Social media?
  - b. Paid advertising?
  - c. Word of Mouth?
  - d. Educational Networks
  - e. Allied Health
  - f. Disability Ecosystem
  - g. Schools
5. Given the recommended markets and speed of development, what is a suggested structure for I CAN Online and I CAN School Online (especially interstate) which keeps it aligned with the staffing pathways in I CAN (e.g. Program Facilitator to Lead Facilitator; Customer Service Coordinator to Customer Service Manager)?

6. Explore the interrelationship between different services (schools, online, face to face, NDIS, advice to carers and professionals)
  - a. How does Online and I CAN School Online assist with the achievement of the overall goals of I CAN?
  - b. How can this and other services be expanded in a way which capitalises on opportunities (e.g. Foundational Supports) and without compromising the current Victorian Dept. Ed contract?
  - c. Evaluate the nature of any risk to the future extension of the current contracts.
7. Funding required to achieve a range of possible targets.
  - a. Please supply an indicative four-year budget and cashflow based on say, two target numbers for the online program. Eg say to achieve 5000 mentees per year and 10,000 mentees per year.
8. Identify potential short-term and long-term sponsors ( i.e. not as a one off funding exercise but a long term I CAN financial supporter):
  - a. What is the proposal to an organisation funding the expansion alone?
  - b. What is the proposal to a long term sponsor and what benefits would they receive?
9. What are the potential long-term strategic benefits to I CAN with an increased focus on online delivery.
10. What are the key risks in expanding the program and how should they be managed?

## APPENDIX II: CRITERIA

### 1. Timeline and Milestones

Timeline	Milestone
26 August 2024	Request for Quote advertised
30 September 2024	Offers/Quotes due to David Legge and Chris Varney
1 - 18 October 2024	Assessment/interviews of offerors
W/c 21 October 2024	Acceptance of preferred offer; Execution of service agreement
W/c 28 October 2024	Data gathering and internal research/interviews to begin
25 November 2024	Summary report of data gathered due to David Legge and Chris Varney, including key choices for directors to resolve
2 December 2024	I CAN Directors' meeting to discuss summary report
13 December 2024	Response from I CAN directors due to consultant
W/c 16 December 2024	Work begins translating directors' response into pitch document
23 December 2024 - 10 January 2025	I CAN Christmas Shut Down
20 January 2025	Draft of pitch document due to David Legge and Chris Varney
27 January 2025	Edits due back to consultant
3 February 2025	Final pitch document due to David Legge and Chris Varney

### 2. Selection criteria

Each tender will be evaluated according to the following weighted criteria:

#### ***Industry knowledge***

1. Knowledge and experience in running consultations with, and gathering data from a small non-government organisation.
2. Sensitivity to unique strengths and processing styles of autistic/neurodivergent leaders

#### ***Compliance with specifications***

3. Pursuing value for money in delivering the business case while maintaining the high quality needed in the pitch document.

4. Utilisation of stakeholder engagement skills to collaborate with I CAN, its diverse staffing body and its unique position in the disability sector.
5. Confidence with sifting through information on NDIS/Foundational Supports, and working closely with the CEO Chris Varney to translate current information into insights for I CAN as a business.
6. Utilisation of the I CAN branding guide and instructions in the development of the business case

### ***Professional competency***

7. Expertise in qualitative and quantitative research methods.
8. Strong oral and written communication skills
9. Compliance in respecting the intellectual property of I CAN Network

### **3. What needs to be included in the quote?**

The following details need to be included in the quote:

1. Company details including legal name/ trading name, ABN, address and contact details.
2. Mini project plan and response to the milestones and their timeline.
3. Pricing schedule which details estimated hours and the fee against each deliverable.
4. Risk Assessment
5. Experience relative to the scope/research questions and the selection criteria.
6. The names of people who will be assigned to the project, with a brief outline of their roles and responsibilities, qualifications, and other professional experience relevant to the evaluation.
7. Declaration of any conflicts of interest and how they might be managed.
8. Details of professional insurance arrangements (e.g. professional indemnity).
9. Any contract amendments you would like to request.
10. Any other relevant information.

The page limit of the quote is set at 10 pages. Each page shall have a minimum margin of 1 cm in each direction with lines single-spaced and font 12 point.