

School Council
Expression of Interest (EOI)
Managed BYOD Student Chromebook Program at Manor Lakes P-12 College

Submission Details:

Closing Time: 5pm Friday 21st of August 2026
Place of Lodgement: 2-50 Minindee Road, Wyndham Vale VIC 3024
Receiving Staff Member: Elyse Melvin-Hill
Additional Details:

The submission must be provided via email. EOI submissions must be received at the following email address before the Closing Time:
Elyse.Melvin-Hill@education.vic.gov.au

Submissions must follow the format attached, including the completion of all Forms, plus supporting documentation and any additional requested information.

CONDITIONS

1. EOI Presentations

Manor Lakes P-12 College ("the School") does not warrant the accuracy of the content of the EOI. The School will not be liable for any omission from the EOI document.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this EOI (or information relevant to this EOI) to execute a deed of confidentiality in a form required by, or satisfactory to, the School before or after access is granted.

Whether or not execution of a deed of confidentiality is required by the School, all persons obtaining or receiving this EOI and any other information in connection with the EOI must keep the contents of the EOI and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this EOI.

3. EOI Documents

All responses to the EOI and any accompanying documents will, upon submission, become the property of the School. The School will not return any of these documents.

By submitting a response to this EOI, the service provider licenses the School to reproduce the whole or any portion of the documents which it has submitted for the purposes of, or in connection with, its evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in those documents.

4. Enquiries

Enquiries concerning the EOI must be made to the following Contact Person:

Name: Elyse Melvin-Hill
Title: Assistant Principal
E-mail: Elyse.Melvin-Hill@education.vic.gov.au

All enquiries concerning the EOI must be in writing and can only be made up to three (3) days prior to the Closing Time.

The School will respond to enquiries correctly lodged in accordance with the above conditions in writing and the response from the School will be provided to all parties that have requested a copy of the EOI document.

Should a service provider contact any person other than the Contact Person nominated above (including but not limited to: any parents and School Council member or office bearer, employee, school employee, departmental officer or an employee of the current provider) in regards to this EOI, it may be disqualified from the EOI process and may be ineligible for consideration.

5. Late EOI

If an EOI is lodged after the Closing Time, it may be disqualified from the EOI process and may be ineligible for consideration unless:

- The service provider can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the EOI to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the process.

The determination of the School as to the actual time that the service provider's response is lodged is final. All EOIs lodged after the Closing Time will be recorded by the School. The School will inform service providers whose EOI was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete EOIs

If an EOI does not include all the information in the format required by the EOI or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

7. Validity of EOIs

An EOI will be valid for acceptance by the School for a period of 90 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

8. Unauthorised Communication and Improper Assistance

Service providers are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. Unauthorised communication and/or seeking to obtain assistance of employees, agents or contractors of the School in preparation of their proposal may, in the absolute discretion of the School, lead to disqualification of an EOI submission.

9. Reservation

The School reserves the right to, in its absolute discretion, refuse to consider or accept any EOI or all EOIs. The School will not necessarily accept the lowest priced EOI nor any other EOI. The School further reserves the right to:

- a) Reject all EOIs without giving reason for the rejection; and
- b) Accept a portion or the whole of any EOI at the price or prices quoted unless the EOI states specifically to the contrary.
- c) Negotiate with one or more service providers and allow any service provider to vary its EOI.

10. Preferred service provider

Upon the selection as a preferred service provider and upon the School Council making the Service available to the school community, the Agreement (see attached herewith) together with the EOI Scope (see Section 2 of the EOI) and Specification and Prices statement (see Form 2 EOI Details, if any) shall govern the relationship between the School Council and Service Provider.

11. Conflict of Interest

When submitting its submission, the service provider must declare any actual or potential conflicts of interest which may arise between the service provider and the School or the School and any subcontractor which the service provider proposes to engage in respect of the supply of Services.

EOI DETAILS

1. Background

Manor Lakes P-12 College

The school requires a supplier for [Managed "Bring Your Own Device" \(BYOD\) Student Chromebook Program](#)

2. Scope

- Length of Service
The arrangement period will be for (3) year(s).
- School Council statement
The School Council wants the service provider to provide an affordable Chromebook device to year 7 students in 2027. The device itself should be robust with a excellent warranty/repair service. Devices should include appropriate licensing with options for carry bags and other accessories. A laptop skin should be available to identify student devices from school managed devices. Families should be able to make purchases through an online portal with multiple payment options available.
- Child Safe Standards
As of 2016, all schools are required to comply with Child Safe Standards; they include seven standards designed to ensure organisations that work with children take steps to create a culture of child safety and protect children from all forms of abuse. The standards are as follows:
 - Strategies to embed an organisational culture of child safety
 - A child safe policy or statement of commitment to child safety
 - A child safety code of conduct
 - Screening, supervision, training and other human resources practices that reduce the risk of child abuse
 - Procedures for responding to and reporting suspected child abuse
 - Strategies to identify and reduce or remove risks of child abuse
 - Strategies to promote child participation and empowerment
- Capability of provider
A person's capability to operate an onsite warranty service is of critical importance. Updates in the national law as of 2017 have been identified to address this through specifying:
 - Either the approved provider, a nominated supervisor, or a person in day to day charge must be present when a service is operating
 - Services will be able to have more than one nominated supervisor
 - The approved provider will be responsible for ensuring the person they appoint as a nominated supervisor must be fit and proper and have suitable skills to supervise the service
 - A nominated supervisor will need to consent in writing to appointment to the role
 - Each nominated supervisor and person in day to day charge will have to undertake child protection training

The service provider must advise as part of the EOI submission how they have implemented, operate and comply with the Child Safe Standards.
- Referees:
Service providers are required to nominate three (3) customers (preferably schools) to whom they currently provide similar services. The School reserves the right to also contact known customers of the service provider to seek customer feedback. Feedback will be sought in respect of, but not limited to, the service provider's performance, charges, responsiveness and complaint resolution.
- Confidentiality and privacy: The Supplier and its employees, agents and contractors must keep confidential and secure any Confidential Information and must not disclose or otherwise make available any Confidential Information to any other person.
- The Bidder acknowledges and agrees that the School Council is not liable to the Service Provider for payment of the Unit Price for the Goods supplied by the Service Provider. The Goods can be purchased directly from the Service Provider by families of students of the school which the School Council represents.

- This arrangement does not create exclusive relationship with the preferred service provider.

3. Weighted Selection Criteria

The selection criteria for rating responses received from service providers are as follows:

1. Quality and Value:

- Details of quality / value of the service to the School and Parent including devices, accessories and warranty/service program.

2. Customer Care:

- The provider must detail a plan for providing service/warranty repairs.
- The provider must detail a plan for how feedback and complaints from the School Community are incorporated to improve service provision.

3. Provision of items:

- Availability of on-line purchasing
- Variety of purchasing options
- Delivery of items

The above selection criteria are not presented in any particular order or ranking.

FORM 1 – COMPANY DETAILS

Attached is the Expression of Interest of:

Business / Corporation / Person: (Businesses list all proprietors)	
Postal Address:	
Street / Physical Address:	
Australian Business Number (ABN):	ABN: OR • Will you be applying for an ABN? Yes ☐ No ☐ (mark appropriate box)
Is it proposed to sub-contract any part of the Goods and/or Services? If "YES", specify full name and address of each sub-contractor and their relevant experience and expertise in relation to the offered Goods and/or Services	Yes ☐ No ☐ (mark appropriate box)
Size	Small ☐ Medium ☐ Large ☐ Not for profit ☐ (mark appropriate box) <i>Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 200 full time equivalent employees. Under 20 full time equivalent employees is defined as Small, 20-199 full time equivalent employees is defined as Medium and 200 plus full time equivalent employees is defined as Large.</i>
Supplier Diversity Status	Indigenous Business ☐ Disability Enterprise ☐ Social Enterprise ☐ Not Applicable ☐ Other: _____ (mark appropriate box) <i>Note: Please include copies of relevant documentation to support your Supplier Diversity Status</i>
Contact Name, Phone and Fax No:	
Contact email address:	
Authorised Signature(s):	
Name(s):	
Date:	

FORM 2 – SPECIFICATION AND PRICES STATEMENT

Please provide a written statement to address the scope of the requirement:

- Response to the selection criteria
- Others as listed in the scope.

FORM 3 – CONFLICT OF INTEREST DECLARATION

I / We, _____, make the following declaration of any actual or perceived conflict of interest, including but not limited to any pecuniary or other interests in Manor Lakes P-12 College or any relationships our staff and office bearers have with Manor Lakes P-12 College management, staff and/or School Council members.

Name (print)

Signed:

Date:

FORM 4 - REFEREES

1. Where possible, provide details of up to three (3) customers (preferably schools) to which your organisation has/is provided/providing a similar Service. NOTE: These schools MAY be contacted to verify past/present performances.

ORGANISATION	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS