Invitation for Expressions of Interest (EOI)
to operate a Social Enterprise Café in partnership with

Touched by Olivia Foundation Limited

for

“Livvi’s Café” Calleya
Structure of Invitation

This EOI consists of the following parts:

**Introduction** – contains an overview of the opportunity presented in, and the objectives of, this EOI.

**Part A – Conditions of the EOI Process** sets out the rules applying to the EOI documents and to the EOI Process. These rules are deemed to be accepted by all Applicants and by all persons having received or obtained the EOI.

**Part B – Applicant’s Response** specifies the information to be provided in response to the EOI and may also specify any information to be provided by an Applicant by other means.

**Part C – Social Enterprise Provisions** specifies the provisions applicable for the operation of the Disability Employment Program within the Café.
Introduction

Touched by Olivia Foundation (TBO) is a national not for profit organisation with the mission to create a more inclusive Australia. TBO has entered into a national partnership with Stockland Development Pty Limited and its related bodies corporate (Stockland) through which the parties have agreed to support the provision of inclusion through the creation of inclusive playspaces.

To enhance organisational sustainability and increase inclusive employment, TBO has created a social enterprise café model, branded Livvi’s Café, which may now or in the future support an inclusive playspace.

To this end, TBO has negotiated an arrangement with Stockland to licence the site for a Livvi’s Café and in turn partner with an operator to run the Livvi’s Cafe. In return, the cafe operator must agree to employ people with disabilities as outlined in the disability employment model; donate a portion of each coffee sale to TBO; and run community programs that encourage inclusion.

Calleya is Stockland’s newest residential master planned community within WA. Calleya is being developed within the City of Cockburn located 23 kms to the Perth CBD with easy access to the Kwinana Freeway and 1.5kms to the Cockburn Gateway Shopping Centre and Train Station.

Calleya will eventually cater for approximately 1800 dwellings supported by a local Town Centre, Primary School and quality open spaces. To this end, Calleya is one of Stockland’s fastest growing communities and its residents are a strong mix of families with young children, or those just about to start a family.

Livvi’s Café, Calleya will be collocated with the Stockland Sales and Information Centre, which is positioned in a prime location at the entry to the Calleya Display Village. This site is adjacent to the linear open space that links into Stockland’s newly opened park and playspace that is due for public launch event early October.

TBO, with the support of Stockland, is therefore seeking applications from potential operators of Livvi’s Café, Calleya.
Map of Livvi’s Cafe Site

**SHOPPING AND AMENITIES**
- Future Town Centre
- Cockburn Gateway Shopping Centre

**PUBLIC TRANSPORT & ACCESS**
- Kwinana Freeway
- Perth CBD
- Cockburn Central Train Station
- Indicative proposed Bus Stop
- Shared pedestrian/cycle path to Train Station

**PARKS AND OPEN SPACES**
- Multi-use playing field
- Full-size AFL oval
- Cricket pitch
- 2 senior soccer fields
- Playground area with requirements
- BBQ areas
- Picnic area
- Boat Harbour
- Parks
- Natural bushland
- Dog park
- Bushwalking trails

**EDUCATION AND CHILDCARE**
- Planned Primary School
- Our Lady’s College - 1min
- Murdoch University - 12min
- Future Childcare Centre

**DISPLAY VILLAGE**
- Calleya Sales & Information Centre
- Display Village

**MEDICAL CENTRE**
- Fiona Stanley Hospital - 14min

**LEISURE CENTRE**
- Cockburn Regional Aquatic and Recreation Community Facility
- Glen Iris Golf Club

**COMMUNITY FACILITIES**
- Future Banjup Community Centre
- Future Banjup Clubhouse

**LEGEND**
- Future Residential
- Sold Lots
- Display Village
- Future Town Centre
Part A – Conditions of the EOI Process

Rules governing this Invitation

Participation in the EOI Process is subject to compliance with the rules contained in this Part A.

All persons (whether or not they submit an EOI) having obtained or received this Invitation may only use it, and the information contained in it, in compliance with the rules set out in this Part A.

All Applicants are deemed to accept the rules contained in this Part A.

The rules contained in this Part A of the Invitation apply to:

(a) the Invitation and any other information given, received or made available in connection with the Invitation including any additional materials specified and any revisions or addenda;

(b) the EOI Process; and

(c) any communications (including any Briefings, presentations, meetings or negotiations) relating to the Invitation or the EOI Process.

Agreement details

An operators agreement will be entered into with the successful applicant on terms substantially similar to the Licence Agreement entered into between Stockland and TBO and incorporating the Disability Employment Provisions contained in Part C.

Evaluation Process

Requests for EOI will open on 1 October 2015 and close on 31 October 2015.

Following the Closing Time, TBO will evaluate the EOIs received. EOIs will be evaluated against the Evaluation Criteria specified in this Invitation.

An EOI will not be deemed to be unsuccessful until such time as the Applicant is formally notified of that fact by the TBO.

If, in the opinion of TBO, an EOI is unclear in any respect, TBO may, in its absolute discretion, seek clarification from the Applicant. Failure to supply clarification to the satisfaction of TBO may render the EOI liable to disqualification.

TBO is under no obligation to seek clarification of anything in an EOI and TBO reserves the right to disregard any clarification that they consider to be unsolicited or otherwise impermissible in accordance with the rules set out in this Part A.

After evaluation of all EOIs, TBO may, without limiting other options available to it, do any of the following:

● decide not to proceed further with the EOI process;
● select 1 or more Applicants to continue discussions with;
● advise 1 or more Applicants that they no longer wish to continue discussions; or
● commence a new process for calling for EOI s on a similar or different basis to that outlined in this Invitation.

Evaluation Criteria

1. Capital investment
   a. Fit out costs where applicable
   b. Three months’ overhead contingency
2. Investment in social enterprise
   a. Disability Employment model (refer to Part C)
   b. Sustainable fundraising -- 50 cents from every coffee sold to goes to TBO
3. Community connection
   a. weekly programs (eg running and facilitating story times, mothers groups workshops, meeting groups)
   b. additional events (eg movie nights, games. supporting TBO hosted events)
   c. community communication (noticeboard, social media, promotion of TBO)
4. Experience
   a. Hospitality or business experience

Making an Application

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Justine Perkins, Founder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address for correspondence by post</td>
<td>64 Roseby St, Drummoyne NSW 2047</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:justine@touchedbyolivia.com.au">justine@touchedbyolivia.com.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Invitation issued</td>
<td>30 September 2015</td>
</tr>
<tr>
<td>End of period for questions or requests for information</td>
<td>12 October 2015</td>
</tr>
<tr>
<td>Closing Time and Date</td>
<td>31 October 2015</td>
</tr>
<tr>
<td>Intended completion of evaluation of EOI s</td>
<td>13 November 2015</td>
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<tr>
<td>Intended announcement of preferred operator</td>
<td>16 November 2015</td>
</tr>
<tr>
<td>Intended commencement of agreement</td>
<td>23 November 2015</td>
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</tbody>
</table>
* Note: This timetable is provided to give Applicants an indication of the anticipated timing of the EOI Process. The timetable is indicative only and may be changed in accordance with the Conditions of the EOI Process set out in Part A of this Invitation.

Applicants must ensure that:

- their EOI is presented in the required format as set out in Part B; and
- all the information fields in Part B are completed and contain the information requested.

Unnecessarily elaborate responses or other presentations beyond what is sufficient to present a complete and effective proposal are not desired or required. Elaborate artwork and expensive visual and other presentation aids are not necessary.

Word limits where specified should be observed and TBO reserves the right to disregard any parts of the EOI exceeding the specified word limit.

Incomplete EOIs may be disqualified or evaluated solely on the information contained in the EOI.

TBO may disregard any content in an EOI that is illegible and will be under no obligation whatsoever to seek clarification from the Applicant.

TBO may permit an Applicant to correct an unintentional error in its EOI where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if TBO reasonably considers that the correction would materially alter the substance of the Applicant’s EOI.

If, after an EOI has been submitted, the Applicant becomes aware of an error in the EOI (excluding clerical errors which would have no bearing on the evaluation of the EOI) the Applicant must promptly notify TBO of such error.

**Lodgement Information**

Submit EOI in PDF format via email to justine@touchedbyolivia.com.au by the Closing Time.

Late applications will not be accepted.

EOIs lodged after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this invitation will be disqualified from the EOI Process and will be ineligible for consideration.

The determination of TBO as to the actual time that an EOI is lodged is final.

**Communications during the EOI Process** All communications relating to the Invitation and the EOI Process must be directed to the Founder.

Any questions or requests for further information or clarification of the Invitation (or any other document issued in connection with the EOI Process) must be submitted to the Founder in writing, preferably by email.
Any communication by an Applicant to TBO will be effective upon receipt by the Founder (provided such communication is in the required format).

TBO reserves the right not to respond to any question or request, irrespective of when such question or request is received.

Except where TBO is of the opinion that issues raised apply only to an individual Applicant, questions submitted and answers provided will be made available to all Applicants without identifying the person or organisation having submitted the question. In all other cases, TBO may deliver any written notification or response to an Applicant by leaving or delivering it to the address of the Applicant (as notified to Founder).

**Complaints about the EOI Process**

Any complaint about the Invitation or the EOI Process must be submitted to the Founder in writing immediately upon the cause of the complaint arising or becoming known to the Applicant. The written complaint statement must set out:

- the basis for the complaint (specifying the issues involved);
- how the subject of the complaint (and the specific issues) affect the person or organisation making the complaint;
- any relevant background information; and
- the outcome desired by the person or organisation making the complaint.

**Applicant warranties**

By submitting an EOI, an Applicant warrants that:

- in lodging its EOI it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of TBO, its officers, employees, agents or advisers other than any statement, warranty or representation expressly contained in the Invitation documents;
- it did not use the improper assistance of TBO employees or information unlawfully obtained from TBO in compiling its EOI;
- it is responsible for all costs and expenses related to the preparation and lodgement of its EOI and any future process connected with or relating to the EOI Process;
- it otherwise accepts and will comply with the rules set out in this Part A of the Invitation; and
- it will provide additional information in a timely manner as requested by TBO to clarify any matters contained in the EOI.
Part B – Applicant’s Response

Required Information

In addition information requested in this Part B, Applicants are required to submit:

1. Letter of introduction, include relevant experience
2. A draft business plan
3. Fitout costing estimate
4. Letters of reference

- Applicants must provide an electronic copy/ies of their Applicant’s Response in PDF format, submitted in accordance with the requirements set out in the Conditions of the EOI Process (Part A).
- All responses must be provided within the specified boxes and must respond to the Conditions of the EOI Process (Part A).
- Include the name of the Applicant in the footer of the EOI.

I Accept the provisions contained in the Conditions of the EOI Process

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Title of Applicant:</td>
</tr>
<tr>
<td>Address of registered office:</td>
</tr>
<tr>
<td>Australian Business Number:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Name and title of Applicant’s authorised agent (if relevant):</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
### Summary

| Provide a brief overview of the Applicant’s Response. |
| List attachments provided with your application. |

### Mandatory Evaluation Criteria

[These are criteria that applicants must comply with in order for an application to be considered. Mandatory criteria are not scored -- they may be answered through a ‘yes’ or ‘no’ answer only, and the provision of any supporting documentation required].

<table>
<thead>
<tr>
<th>Insurance</th>
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<tbody>
<tr>
<td>• Public liability $20 million (if successful will be required to list TBO and the landowner as interested parties on the policy)</td>
</tr>
<tr>
<td>• Workers compensation</td>
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</tbody>
</table>

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<tr>
<th>Required qualifications or certifications</th>
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<tbody>
<tr>
<td>• Food handling certificate</td>
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<tr>
<td>• ABN</td>
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<tr>
<td>• Working with Children check (if successful)</td>
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</table>

### Weighted Evaluation Criteria

**Applicants must provide a written submission**, with attached supporting documentation where necessary, addressing past performance and proposed action in relation to each of the following weighted evaluation criteria.

The following tables indicate the scope of each of these criteria, however, applicants may include any information that they feel would support their submission.
<table>
<thead>
<tr>
<th>Business Management -- overall weighting [30%]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria</strong></td>
</tr>
<tr>
<td>1. Advice how you plan to manage Livvi’s Cafe Calleya -- an overview of your business plan could be included here.</td>
</tr>
<tr>
<td>2. It is intended that the hours of the café would be similar hours to the operating hours of the Stockland Sales and Information Centre being Monday 1-5pm; and Tuesday to Sunday 10-5pm. Please advise your willingness to graduate over a reasonable time to these hours.</td>
</tr>
</tbody>
</table>
| 3. Detail your capacity to provide capital investment  
  a. Fit out costs - where applicable $  
  b. Three months’ overhead contingency $ |

<table>
<thead>
<tr>
<th>Investment in social enterprise -- overall weighting [25%]</th>
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<tbody>
<tr>
<td><strong>Detail how you will meet the requirements of the social enterprise model:</strong></td>
</tr>
</tbody>
</table>
| 1. Disability Employment model (refer to Part C)  
  2. Sustainable fundraising -- 50 cents from every coffee sold to go to TBO |

<table>
<thead>
<tr>
<th>Capability and Experience -- overall weighting [15 %]</th>
</tr>
</thead>
</table>
| **Criteria**  
Outline capabilities to run a successful cafe, include any relevant experience in management |

| % | % | % |
### Community Investment -- overall weighting [15 %]

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Weekly programs (e.g., running and facilitating story time and craft activities)</td>
<td></td>
</tr>
<tr>
<td>2. Additional events (e.g., movie nights, games)</td>
<td></td>
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<tr>
<td>3. Community communication (noticeboard, social media)</td>
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</tbody>
</table>

### Customer Service -- overall weighting [15 %]

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline your customer service model</td>
<td></td>
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</tbody>
</table>

### Conflict of Interest

<p>| Provide details of any interests, relationships or clients which may or do give rise to a conflict of interest, and details of any strategy for preventing conflicts of interest. |
|-------------------------------------------------------------------------------------------------|-----------|
| Outline the processes you have in place to handle any future conflicts of interest (actual or perceived). |</p>
<table>
<thead>
<tr>
<th><strong>Any other matters</strong></th>
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</thead>
<tbody>
<tr>
<td>Detail any matters which have not been covered in previous sections, and you believe need to be taken into consideration when your EOI is evaluated.</td>
</tr>
</tbody>
</table>
Part C --- Livvi’s Cafe Social Enterprise -- Disability Employment Model

Overview

The project partner in the disability employment program nationally is Break Thru People Solutions.

The model has a clear intent to be a pathway to an educational outcome (Certificate) and connection to an employment service for job placement.

Break Thru is responsible for managing all relationships that are engaged in to ensure the model succeeds.

Break Thru will be involved very early in the conversation with café operators to build understanding, ownership and capacity.

Break Thru is responsible for the success of the program and the liaison between the employee and the café operator.