



Education  
Standards  
Authority

# Expression of Interest

## HSC metropolitan marking venues

VENEOI181827

<b>Issue Date:</b>	<b>Thursday 16 January 2020</b>
<b>Closing Date:</b>	<b>Monday 17 February 2020</b>
<b>Closing Time:</b>	<b>12noon (AEDT)</b>

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# Expression of Interest (EOI) – HSC metropolitan venues

## 1. Purpose

The purpose of this Expression of Interest (EOI) is to enable the New South Wales Education Standards Authority (NESA) to assess the interest and suitability of suppliers with capacity to provide large-scale sites, such as exhibition or education spaces, which can accommodate large numbers of exam markers and support staff and provide a range of ICT and events services as required for Higher School Certificate (HSC) metropolitan marking.

## 2. Process

Once the EOI has closed and the submissions have been reviewed, shortlisted suppliers may be invited to respond to a subsequent market approach to determine suppliers for the award of a three-year contract with two one-year contract extension options as a standing offer arrangement.

To avoid any doubt the selection of suppliers invited to participate in subsequent market approaches is at the sole discretion of NESA.

## 3. Background

NESA oversees the development of curriculum and assessment of the HSC. The HSC is a globally recognised, high-stakes examination and is the highest level of attainment within the NSW school system. In 2019, over 75,000 students worked towards achieving the HSC in years 11 and 12.

Experienced HSC teachers are appointed as markers to carry out the marking of HSC exams. NESA is committed to ensuring that HSC teachers across NSW have opportunities to participate in marking, and offers marking in both regional and metropolitan locations around NSW.

A key component of marking is the briefing of markers in their subject/course groups in a corporate setting, so that their learning and understanding of the process can be monitored and supported.

While some marking is carried out using the pen-and-paper format, the majority of marking is now carried out onscreen. Student exam responses are scanned and presented to markers onscreen via a secure online portal. Regardless of the mode of marking, all markers must participate in briefing and practice marking at a designated marking centre before they commence marking. In onscreen-marked subjects, markers are briefed at a corporate venue and then mark externally from home. All marking and briefing for exams is completed in a marking venue. Marking takes place both during the day, Monday to Saturday and until 9pm at night on weeknights.

The receipting, processing and distribution of students' papers is managed at a central Sydney location before being marked at venues around the state.

The supplier is to work in close partnership with NESA to provide a range of events-management services and ICT support in up to four locations across Sydney, located as follows:

- Adjacent to Sydney CBD (min. 1 location)
- Western Sydney locations (min. 2 locations).

At least one location will be required to supply 60% of our demand, including operational activity.

## **4. Service Requirements**

### **4.1 Site functionality**

To meet the detailed venue requirements, suppliers will be required to have the necessary infrastructure, systems and resources in place. Respondents to this EOI should demonstrate how they can support NESAs in meeting the following functional service performance outcomes:

#### **4.1.1 Space requirements**

Large-scale sites, such as exhibition or education spaces, which can accommodate large numbers of markers and support staff and provide a range of ICT and events services are required for HSC metropolitan marking.

In a typical marking cycle, the total number of markers across all NESAs metropolitan marking venues is as follows:

Marker numbers for weekday sessions            300\*

Marker numbers weeknights/Saturdays        2000\*

\*Numbers of markers vary from session to session.

#### **4.1.2 Location:**

Marking venues are situated and maintained with broader consideration given to:

- Opportunities for HSC teachers to access the professional development benefits of marking across the broader metropolitan area, including Western Sydney
- WHS legislation and the conditions of the Marker Award agreement
- Proximity to public transport
- Parking and accessibility
- Reputation and community engagement
- Facility to secure our operations
- Catering options for markers and support staff.

#### **4.1.3 Exclusive access over an extended period:**

HSC marking and operational support takes place over extended periods during August-September and October-December each year. Exclusive continual access to the venue is required during these periods.

#### **4.1.4 Infrastructure – power / IT / communications / cabling:**

Marking venues require:

- Sufficient 3-phase power supply
- Dedicated phone lines
- Facility for IT cabling/network provisioning
- Network/cabling capacity for up to 1000\* users per venue, per marking session

\*Numbers of markers at a venue vary from session to session.

#### **4.1.5 Infrastructure – site set-up:**

Physical set-up requirements include:

- Daily cleaning
- Installation of sinks/access to running water, adjacent to working areas
- Adequate ventilation and suitable lighting
- Air-conditioning
- Toilet facilities which comply with standard ratios
- Parking for 200-1000\* markers and NESAs staff per session.

\*Numbers of markers vary from session to session.

#### **4.2 Organisational capacity/capability**

- Appointment of an experienced and dedicated Project Manager and effective support resources
- Enhanced systems and responsive communication processes that enable effective provision of services as well as supporting customer relationships
- Comprehensive operational management practices and systems in place with adequate on-boarding processes and training for all project staff
- Adequate vetting procedures in place for security clearance of all staff.

#### **4.3 Sustainability**

Sustainable business practices adopted that align to the principles of ISO20400 and that benefit the business, its customers and the community.

#### **4.4 Value for Money**

Ability to demonstrate ways a potential supplier can provide best overall value for the NSW taxpayer.

### **5. Project Timelines**

- 5.1** This EOI was officially released on Thursday 16 January 2020.
- 5.2** Responses to the EOI are required to be submitted by 12noon (AEDT) Monday 17 February 2020.
- 5.3** Depending on the evaluation of EOI responses submitted, NESAs may conduct direct negotiations with shortlisted suppliers.
- 5.4** After evaluating EOI responses submitted, shortlisted suppliers may be invited to respond to a subsequent market approach to determine a panel of suppliers for the award of contract.
- 5.5** Respondents to this EOI should be aware that NESAs may proceed with different options to secure the outcomes they are seeking and that these may involve either:
  - (i) direct negotiations with shortlisted suppliers, or
  - (ii) inviting selected suppliers to respond to a targeted Request for Quote.
- 5.6** It is NESAs objective to award a contract end of March 2020 and for the services to commence on or before July 2020.

## 6. Responding to the EOI

### 6.1 Submissions

To respond to this EOI, respondents should complete and submit the VENRES181827 Response Form. Submissions are to include the following:

Section	Item	Action
Part A	Organisation Details	Complete the Organisation Details form included in Part A.
Part B	Specific Service Information Required	Details on the respondent's ability to provide services required by NESAs.
Part C	Organisational Capability	Details on the respondent's capability and capacity as a venue/events-services provider.

Responses to this EOI are to be submitted through the NSW eTendering system.

The closing date and time for submissions is: 12noon (AEDT) – Monday 17 February 2020.

To ensure a response is considered, submissions should be:

- i) submitted by the closing date and time. NESAs, in its sole discretion, reserves the right to consider submissions received after the closing date and time.
- ii) uploaded electronically via the eTendering website in a file format which can be read, formatted, displayed and printed using Microsoft Word\*.doc, Microsoft Excel\*.xls or Adobe Acrobat\*.pdf .

### 6.2 Consideration of Responses

NESA intends to make a comparative assessment of the EOI submissions. The information provided by Respondents will be used to arrange meetings with some or all Respondents at its own discretion.

All other information including potential suppliers' intellectual property provided during the submission process will be treated as confidential by NESAs.

This procurement will be undertaken in accordance with the NSW Government Procurement Policy Framework. Please refer to the [NSW Procurement website](#) for further information.

### 6.3 General Enquiries

To maintain the probity of the procurement process all enquiries should be sent by email to:

Christos Panayi  
Logistics Coordinator  
Exam Operations  
[christos.panayi@nesa.nsw.edu.au](mailto:christos.panayi@nesa.nsw.edu.au)

Or

Melinda D'Arcy  
Senior Project Officer, Operations  
Exam Operations  
[melinda.darcy@nesa.nsw.edu.au](mailto:melinda.darcy@nesa.nsw.edu.au)