#  REQUEST FOR QUOTE

**SCHOOLS MENTAL HEALTH FUND AND MENU**

[*Insert School name*] hereby issues a Request for Quote to *[insert Contractor name*] to appoint a provider for students mental health services.

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| 1.  | **Date of Request for Quote**  | [Insert date the RFQ is being issued]  |
| 2.  | **Services Start Date**  | [Insert proposed date for start of provision of Services]  |
| 3.  | **Completion Date**  | [Insert proposed date for completion of all Services]  |
| 4.  | **Services**  | [Insert a description of the services required  |
| 5.  | **Deliverables**  |  |
| 6.  | **Insurance**  | Standard insurance requirements are: Public liability insurance - $20,000,000 in respect of any one occurrence and for an unlimited number of claimsPolicy includes coverage of $AUD 5 million in respect of child molestation, in compliance with the Victorian Government ‘Betrayal of Trust’ Guidelines. Professional Indemnity Insurance - $5,000,000   |
| 7.  | **School Representative**  | [Insert name and email address of contact person]  |
| 8.  | **Further Term (if any)**  | [insert number of further term/s and period of further term, e.g. The school can select to add additional periods of time to the contract – a 12 month contract with one further term of 12 months].   |
| 9.  | **Other information**  | [Describe any other information relevant to the provision of the Services under the Services Contract. Note that this information will not over-ride the terms and conditions of the Panel Agreement.]  |

Signed for and on behalf of [School] by its duly authorised representative:

Signature

Name