# 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 claims  Policy 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