

1 APPLICANT PROFILE

1. Contact person for this Application				
Contact person:	Karen Poole			
Position:	Business Manager			
Phone number:	09 523 1241			
Mobile number:	<div>██</div> s 9(2)(a) OIA			
Email address:	<div>██</div>			
Fax number:				
Is the contact person authorised to negotiate?	Yes	✓	No	

2. Applicant's organisational profile	
Full legal name:	Villa Education Trust
Trading name: (if different)	Mt Hobson Middle School
Name of parent organisation:	N/A
Physical address:	131 Remeura Rd Remuera Auckland
Postal address:	PO Box 74-276 Greenlane Auckland
Company website:	www.mthobson.school.nz
Location of head office:	Auckland
Type of entity (legal status):	Charitable trust
Company registration #:	1517188
Country of residence:	New Zealand
GST registration number:	NZ GST number 82-798-919


3. Overview of Applicant's organisation	
Type of organisation:	Education
Year established:	2002
History:	The VET was established in 2002 in order to provide a governing body to the first school, Mt Hobson Middle School. 10 years have been spent refining the model and creating the necessary systems needed for the efficient operating of a successful school. The school is for year 7-10 students, (approx 11-14yr olds).
Summary of experience relevant to this RFA:	Have operated a successful school whose doors opened in 2003. All systems have been created and trialled and records kept to prove success.

Total number of staff in NZ:	4 fulltime 7 part time
Number of locations in NZ:	1
Overseas locations:	None

4. Current business commitments & proposed key personnel	
Business commitments:	Currently the VET operates MHMS and has no other major business commitments. There are no known limitations or constraints on the organisation.
Other Contracts with government	No past contracts.

5. Probity	
List any pending claims against the organisation:	N/A
List any court judgements or other decisions that have been made against the organisation in the last 6 years:	N/A

6. Disclosure of proposed partners	
Disclosure:	Applicants must indicate and provide details below if they intend any person or organisation, who is not an employee, to sub-contract on any part of the application requirements.
Collaborative Partner / Sub-contractor #1	
Partner / Sub-contractor name:	N/A
Address:	
Specialisation:	
Describe the deliverables the Partner / sub-contractor will be responsible for:	
Collaborative Partner / Sub-contractor #2	
Partner / Sub-contractor name:	N/A
Address:	
Specialisation:	
Describe the deliverables the Partner / sub-contractor will be responsible for:	

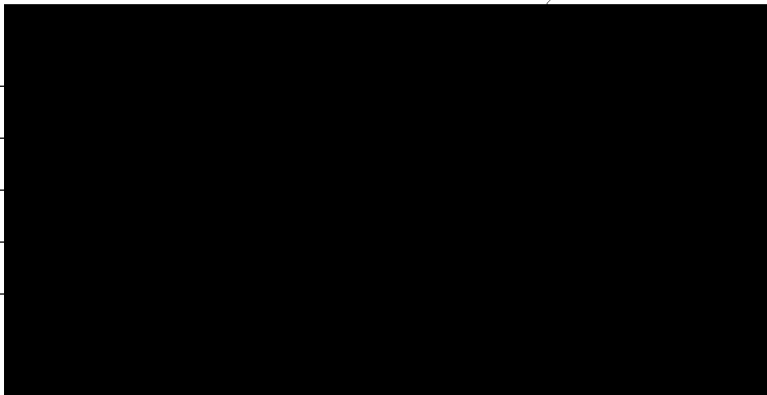
7. Financial information s 9(2)(b)(ii) OIA				
Current financial status:				
Gross revenue:				
Gross profit:				
Last audited financial accounts:				
Copy of latest audited accounts attached?	Yes		No	✓ See attached letter from Accountant – Appendix 18
Copy of latest annual report attached?	Yes		No	✓
Is organisation in dispute with any trade union?	Yes		No	✓


8. Quality standards	
Certificates held:	No
Quality assurance systems:	No
Internal audit:	Internal policies implemented
Contract management:	No
Monitoring & evaluation:	Internal systems
Reporting:	Internal systems
Financial management:	MYOB Internal systems
Risk management:	No
Records management:	Internal systems
Staff training:	First Aid, Health and Safety, PD
Codes of conduct	Teachers Registration Council Employment Contracts International students

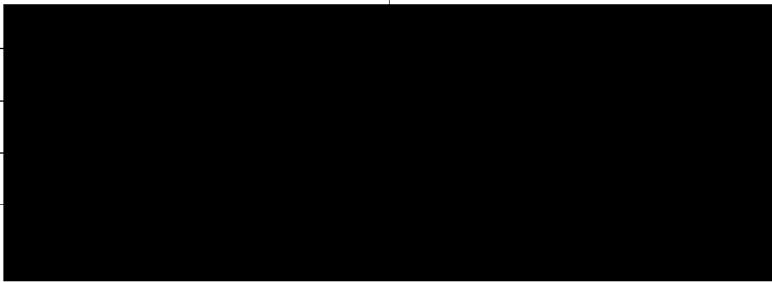
9. Occupational Health & Safety (OHS)				
Health & Safety Management:				
Do you have a written health & safety policy?	Yes	✓	No	
Do you have an employee participation scheme for dealing with health & safety issues?	Yes	✓	No	
Is formal health and safety training given to employees?	Yes	✓	No	
Records: Which of the following safety records do you maintain?				
- Accident Register (as required by Health & Safety Act)?	Yes	✓	No	
- Hazard Register?	Yes	✓	No	
- Hazard information?	Yes	✓	No	
History: Have you received health and safety award/s?	Yes		No	✓
If yes provide details:				
Have you had health and safety related notice/warning/fine/prosecution?	Yes		No	✓
If yes provide details:				
Health & safety procedures:				
Do you have an emergency procedures plan?	Yes	✓	No	
Are formal hazard assessments carried out and recorded?	Yes	✓	No	
Is there always an investigation into any accident that results in harm, or could have resulted in harm?	Yes	✓	No	
Are vehicles and equipment regularly inspected, tested, examined and maintained?	Yes	✓	No	

10. Referees

Please supply the details of three referees who have relevance to your Application to operate a PSKH. Include a summary of the nature of the relationship they have held with you and when. Please do not provide the Ministry of Education or any of its employees as referees.

Referee #1		s 9(2)(a) OIA
Name of organisation:		
Name of referee:		
Address:		
Telephone:		
Email:		
Relationship:		
when:	1986 to present day	

Referee #2		s 9(2)(a) OIA
Name of organisation:		
Name of referee:		
Address:		
Telephone:		
Email:		
Relationship:		
when:	2001 to present day	

Referee #3		
Name of organisation:	s 9(2)(a) OIA	
Name of referee:		
Address:		
Telephone:		
Email:		
Relationship:		
when:	2004 to present day	

2 Applicant Declaration

Each Applicant is required to complete the following Declaration. For joint or consortium Applications each party must complete a separate Declaration.

Declaration		
Topic	Requirement	Applicant's declaration
RFA response:	The Applicant has prepared this application independently to operate a PSKH.	agree
RFA terms:	The Applicant has read and fully understands this RFA, and the RFA terms in Part Three of this RFA, and agrees to be bound by them.	agree
Collection of further information:	The Applicant authorises the evaluators to: <ul style="list-style-type: none"> a. collect any information about the Applicant, from any relevant third party, including a referee, or previous or existing client b. to use such information in the evaluation of the Applicant's Application. 	agree
Objectives and Requirements:	The Applicant has read and fully understands the nature and extent of what is required by the Ministry and the Minister as described in part one and two of this RFA. The Applicant has the necessary capacity and capability to fully meet or exceed the deliverables in the operation of a PSKH and will be available to operate their PSKH throughout the proposed contract period.	agree
Contract terms and conditions:	The Applicant has read and fully understands and accepts the Agreement terms and conditions as stated in our proposed conditions of contract or has completed the table of proposed contract derogations in the form set out in paragraph 7 of this Part Two of the RFA. If successful, the Applicant agrees to sign a contract based on these terms and conditions.	agree /
Conflict of interest:	The Applicant warrants that it has no actual, potential or perceived conflict of interest in submitting this Application, or entering into a contract to operate a PSKH. Where a conflict of interest arises during the RFA process the Applicant will report it immediately to the Contact Person.	agree
Ethics:	The Applicant warrants that in submitting this Application it has not: <ul style="list-style-type: none"> a. entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor b. directly or indirectly, approached any representative of the Minister, Ministry or the Board to lobby or solicit information in relation to the RFA (except where allowed for during the 	agree

	Clarification period). c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Minister, Ministry or the Board.	
Offer validity period:	The Applicant confirms that this Application remains open for acceptance for a period of 180 days from the Closing Date.	agree
Applicant interview	The Applicant acknowledges that if requested, the Applicant will be available to attend an interview in Wellington at a location to be determined by the Board over a one week period, with time slots given on a first-in first-served basis.	agree
Declaration:	<p>The Applicant declares that in preparing this Application it:</p> <ul style="list-style-type: none"> a. has provided complete and accurate information in all parts of the Application, in all material respects b. has secured all appropriate authorisations to submit this Application and is not aware of any impediments to its ability to enter into a formal contract to deliver the outcomes. <p>The Applicant understands that should it be successful in being awarded a contract with the Minister then the falsification of information, supplying misleading information or the suppression of material information in relation to this RFA will be grounds for termination of the contract.</p>	agree
DECLARATION This Application has been approved, and is signed by, a representative of the Applicant who has the authority to do so. This representative is named below. This representative declares that the particulars provided above and in the attached Application documents are accurate, true and correct.		
Signature:		
Full name:	Alwyn Poole	
Title / position:	Academic Manager	
Date:	12 April 2013	