



PlanCheckGo!

Lutheran Education SA, NT & WA

Prepared by

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This Proposal is valid for 14 days.

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1. Introduction

CompliSpace has produced this proposal in consultation with Lutheran Education SA, NT & WA (LESNW) as part of an evaluation process designed to address LESNW's specific needs in relation to safe excursion management.

PlanCheckGo (PCG) is an online tool that helps schools of all sizes plan and manage safe field trips that minimise risk for students, staff and your school.

CompliSpace has developed an online excursion planning and risk management software application known as PlanCheckGo. This software application is in a first generation, fully usable state and will be improved further with feedback from a selection of CompliSpace clients.

2. Current Situation

LESNW Learning Communities currently use a combination of paper and automated management of their excursion approval and workflow process. Learning Communities also use various Student Management Systems to manage the student record and student medical information and either a manual process involving uploading or printing groups of students or in some cases an automated process to send parent consents. LESNW would like Learning Communities to consider the adoption of CompliSpace's PlanCheckGo safe excursion solution to assist in automating the *risk assessment process* and for ease of recall of previous excursions. This solution integrates with CareMonkey to deliver further efficiency in automating the parent consents for excursions.

Integration with CareMonkey can be considered on an individual Learning Community basis and is not included in this proposal.

3. LESNW's Requirements

It is understood from the needs' analysis undertaken during evaluation that the current excursion planning and risk management processes at the Schools are often complex and time consuming. Each school approaches the excursion planning process differently.

LESNW now seeks to simplify the process to achieve greater consistency across Learning Communities and efficiency for staff and teachers in planning and executing excursions, and to ensure the Schools are fulfilling their risk management and compliance obligations. To achieve this, LESNW would like to

- ✓ Implement a centralised excursion planning and risk management platform where staff can:
 - plan and manage an excursion, taking the teachers and approvers through the whole excursion planning process from optional pre-approval through to final approval process.
 - quickly access and easily utilise dynamic excursion-based checklists, policies and risk assessments that are comprehensive and unique to the risk profile of the excursion.
- ✓ Establish standards and guidelines within each school for teachers to be able to consistently manage and complete the excursion risk management process using the central excursion risk management platform.
- ✓ Reduce the time that teachers currently spend on the excursion risk assessment and management process by having a standard process and one that is user-friendly and efficient.
- ✓ Deliver a system that includes the ability to manage contractors, vendors and/or providers of goods and services (POGS) with respect to their credentials to uphold the School's due diligence expectations.

4. CompliSpace's Recommended Solution

To fulfil LESNW's requirements CompliSpace recommends implementing the PlanCheckGo! excursion management software application.



5. LESNW Investment

We propose the following investment which includes a number of incentives for LESNW Learning Communities as Foundation Clients:

Foundation Client Incentives Summary	
Foundation Client Implementation Fee at a discounted rate	
Foundation Client Annual Licence Fee - adjusted to \$5.00 per student (discounted from \$9.00 per student, based on reaching 3000 students)	
Foundation Client 1 st Year Licence Fee - to include 2 months at no charge	

Implementation Fee

PlanCheckGo Standard Implementation Fee – group clients	\$3,500.00 (excl. GST) per school
Foundation Client Implementation Fee – based on group training sessions	\$950.00 (excl. GST) per school

Foundation Client Implementation Fee – LESNW

As a Foundation Client, the implementation process will be undertaken at a discounted rate for LESNW Learning Communities. This Proposal assumes availability of appropriate internal resources to ensure a successful implementation and change management process.

School List

Notes:

A 20% discount will apply for the first year only to the Annual License Fees quoted below.

A once off Implementation Fee of \$950 per school will apply in addition to the Licence Fee as itemised on page 3.

SCHOOL	Age Range	Total student numbers	Annual Licence Fees excl GST
Calvary Lutheran Primary School	R-7	260	\$1,300.00
Concordia College	8 to 12	1263	\$6,315.00
Cornerstone College	7 to 11	900	\$4,500.00
Crossways Lutheran School	R-10	142	\$710.00
Encounter Lutheran School	R-10	533	\$2,665.00
Endeavour College	8 to 12	623	\$3,115.00
Faith Lutheran College	8 to 12	780	\$3,900.00
Golden Grove Lutheran Primary School	R-7	257	\$1,285.00
Good Shepherd Lutheran College	T-12	1111	\$5,555.00
Good Shepherd Lutheran School - Angaston	R-7	93	\$465.00
Good Shepherd Lutheran School - Para Vista	R-7	389	\$1,945.00
Immanuel College	7 to 12	946	\$4,730.00
Immanuel Lutheran School - Gawler	R-7	387	\$1,935.00
Immanuel Primary School	R-6	577	\$2,885.00
Living Waters Lutheran College - Warnbro	PP-12	754	\$3,770.00
Living Waters Lutheran School - Alice Springs	T-6	316	\$1,580.00
Lobethal Lutheran School	R-7	110	\$550.00
Loxton Lutheran School	R-7	147	\$735.00
Maitland Lutheran School	R-9	247	\$1,235.00
Navigator College	R-12	498	\$2,490.00
Our Saviour Lutheran School	R-7	130	\$650.00
Redeemer Lutheran School	R-7	404	\$2,020.00
St Jakobi Lutheran School	R-7	177	\$885.00
St John's Lutheran School - Eudunda	R-7	90	\$450.00
St Mark's Lutheran School	R-6	327	\$1,635.00
St Martins Lutheran College	R-12	683	\$3,415.00
St Michael's Lutheran School	R-6	224	\$1,120.00
St Paul Lutheran School	R-7	391	\$1,955.00
St Peters Lutheran School	R-7	160	\$800.00
Tatachilla Lutheran College	R-12	1070	\$5,350.00
Unity College	R-12	558	\$2,790.00
Vineyard Lutheran School	R-7	78	\$390.00
Waikerie Lutheran Primary School	R-7	93	\$465.00
Yirara College	7 to 11	259	\$1,295.00

Out-of-Scope Work

Work undertaken which is outside of the scope of work for the Project in accordance with this Proposal (Scope of Works) will be scoped and charged at an agreed rate, in writing, by CompliSpace, LESNW and individual Learning Communities.

CompliSpace will not commence any work that falls outside the Scope of Works without LESNW and individual Learning Community's approval. CompliSpace will provide a separate estimate of fees associated with that work and manage it as a separate project.

Learning communities who do not require a platform for managing excursions but rather just the risk assessment process will have the Safe Trip Builder option integrated where possible with existing systems.

Excursion Workflow Integration

Learning Communities currently using an excursion workflow tool to manage and approve excursions may consider integrating the risk assessment component of PlanCheckGo, known as SafeTripBuilder into their current process. The same costing will apply on a per student basis if this solution is chosen to be integrated. Once an expression of interest is received for the SafeTripBuilder solution we will be in touch to assess whether or not the school's current workflow tool is able to be successfully integrated with the SafeTripBuilder solution and advise accordingly.

Implementation Project Terms

The scope of the Project will be limited to key tasks. Subject to any changes to the scope of the Project, it is anticipated that the Project will be completed within an agreed timeframe.

Expressions of Interest

Expressions of interest for Stage 1 PCG Implementations will be taken up to and including **31st January 2020**. For those Learning Communities interested in being part of the initial Stage 1 PCG Implementation group. Please contact Joylene Leaney Joylene.Leaney@complispace.com.au or Chris Egglestone Chris.Egglestone@complispace.com.au via email to register your interest.