

Sourcing Planning Document

Understanding needs

What do I need to procure? Why do I need to procure it?

Nepean School is a specialist school for students aged 5- 18 years with a physical disability and/or complex health condition. Due to these conditions, many of the students who attend Nepean School present with low tone, postural instabilities, poor coordination and balance, sensory processing challenges, involuntary movements and limited body awareness.

Due to the postural needs of our students, they require very specific and individualised equipment and adaptations to be able to successfully access the curriculum.

Nepean School participated in training relating to access and positioning as part of the school strategic plan for 2017 – 2020 (to maximise student literacy and communication in all contexts across the curriculum) and assessments were completed by the occupational therapists, physiotherapists and speech pathologists to deem the necessary equipment to increase access, participation and engagement in the Victorian curriculum.

Nepean School is wanting to update all the tables within the school by the beginning of the 2020 school year to specifically meet student's needs and allow them the opportunities to be positioned optimally at school. This involves having tables with customised cut outs, for students with poor postural control to have support around their body, also allowing those who have limited shoulder range of movement, to be able to rest their elbows on the table next to them, reducing the physical demands required to lift their hands against gravity.

As we have students as small as 650cm, it is imperative that we provide them with the same opportunities as same- aged peers to access a table for their learning. Students at Nepean School typically begin at 5 years of age and continue to their end of schooling and therefore we are wanting to purchase tables that can grow with them across the years from Primary to Secondary age.

Currently only 64% of the school population has a table that addresses their specific needs, and with the school continually growing in population, it highlights the importance of this procurement (112 tables in total). Coupled with their physical disability, many of our students also have cortical vision impairments and therefore require black table tops to provide a contrasting background to assist with visual clarity.

As a result of contractures and tightness in shoulders, elbows and wrists, students at Nepean School are unable to complete tabletop tasks in the same way as same-aged peers and therefore having access to a tilted table, will allow them to independently explore and participate in 'writing' tasks.

To set up students up optimally to access the Victorian Curriculum, they also require the following:

- Adjustable posture chairs with postural accessories which can be customised to address student's specific physical needs.
- Peto rods which assists students with low tone and poor postural stability to weight shift and position their body in an upright position with their head in the middle for safety and effectively accessing the school curriculum
- Toilet step which allows our students to practise their independence with toileting by providing an optimal set up to access a standard toilet. This toilet step has steps for students to be able to reach a standard toilet and position their feet, as well as handles so that they can support themselves safely. It is

especially beneficial for our students who have hemiplegia, as it allows them to have a rail on either side.

- Customised free standing ladders encourages our students with physical disabilities to initiate and practise the movements required for independent transfers from sitting to standing (weight shifting, balance, isolating body actions, stepping etc).
- Slatted tilt stools allow students to work on their core strength, balance and sitting posture in a different position out of their wheelchair. The wooden slats provide proprioceptive feedback to assist with motor planning.

Will this be a once-off procurement or ongoing? Once off Ongoing

Approximately how much is this expected to cost? \$174,768.85

Has this procurement been included and approved in regular budgeting or planning processes? Yes No

Performing market analysis

How many suppliers will I approach for quotes? - Public Tender will be conducted, 3 suppliers have been contacted to participate - VE Furniture, School Furn and CAP Furniture.

Will these quotes be verbal or written? Verbal Written

Which suppliers am I seeking quotes from, and why?

CAP furniture may be the only company who supplies the specific equipment required. The Public Tender will determine if other suppliers in the market can satisfy the requirements. VE Furniture and School Furn do not supply any height adjustable table options that have a minimum height to suit our shorter students.

CAP furniture have a hand wound adjustable table that can fit our primary students and continue with them during their schooling, adapting to changes in their height across the years- this is cost effective as we will not need to purchase three different sized tables and continue to update them as students grow older.

CAP furniture also offers the following equipment that is not supplied at any other Australian Company.

- Adjustable posture chairs
- Peto rods
- Toilet step
- Customised free standing ladders
- Slatted tilt stools