

Information to be Included in the Proposal

**Early Education & Training Centre
at Skyline Tower, Mongkok EETC**

1. Applicants of this Early Education & Training Centre (EETC) are required to demonstrate capability, commitment, innovation and experience in delivering the service, in a manner which ensures continual achievement of performance standards, service improvement and quality assurance. Applicants are required to submit a proposal under seal of no more than 25 pages including annexes, in A4 size containing all the qualitative information as required in the Service Specification on EETC. **Applicants should submit 6 hard copies and 1 soft copy (front size at 13 and in MS Word or above format) on or before 17 July 2007 (Tuesday), 5:00 p.m. directly to the following address :**

Rehabilitation and Medical Social Services Branch
(Attn. : Mr CHAN Kwok-ho, SS(RM)1)
Social Welfare Department
Room 901, Wu Chung House
213 Queen's Road East, Wan Chai
Hong Kong

2. The following information should be provided and additional information on the merits of the Proposal is encouraged :
 - 2.1 **Operation of the service** : refers to the design and mode of service delivery to ensure the service be operated satisfactorily on a day-to-day basis. Areas to be covered include, but not limited to, the following :
 - (a) The means by which the objectives and advantages as mentioned in paragraphs 4 of the Service Specification can be achieved;
 - (b) The means by which the service as listed in paragraphs 5 of the Service Specification are to be delivered;
 - (c) Management of individual training and support plans;

- (d) Entry and exit arrangement as mentioned : - paragraphs 12 and 13 of the Service Specification; and
- (e) Fee-charging arrangement, e.g. fee-charging principle, handling of fees, waiving mechanism, etc.

2.2 **Management support** : refers to the ability to manage human resources, service quality and finance matter. Areas to be covered include, but not limited to, the following :

- (a) Human resources management, e.g. staffing structure showing respective role and responsibility, availability of skilled personnel and adequate staffing resources for deployment, staff supervision and appraisal system, staff development programmes, and staff consultation, etc.
- (b) Service quality management, e.g. proposal on output/outcome measures and respective target level of attainment, service quality planning and monitoring, and continuous quality improvement measures, etc.; and
- (c) Crisis management and contingency plan as stipulated in paragraphs 21 & 22 of the Service Specification.

2.3 **Coordination and interfacing strategies promoting community-based rehabilitation** refers to the ways in dealing with related parties/organizations to achieve integration and continuity of service. Areas to be covered include, but not limited to, the following :

- (a) Mechanisms for coordination, collaboration, interfacing and alliance with relevant parties and organizations, e.g. CRSRehab-PS and different helping agents, etc. to facilitate the effective management of cases and development of children's abilities; and
- (b) The strategies and design for mobilizing agency's and community resources and facilities to provide services to its service users and the public.

2.4 **Design of the layout plan** refers to the design of the layout plan in the most cost effective way and that can suit the intended mode of operation of specific centre. Applicant should study and evaluate carefully the Schedule of Accommodation provided by SWD and to include the following :

- (a) 1:200 scaled layout drawings to illustrate how they intend to fit out the existing premises to meet service needs;
- (b) Brief comparison of the “SWD proposed” and “NGO proposed” Schedule of Accommodation with appropriate justification to validate their deviation intent; and
- (c) Illustrated sketches/diagrams on any valued added suggestions.

2.5 **Implementation of the project** refers to the plan and mechanism that can ensure the quality of works, timelines and resources management and control in implementing the project. Areas to be covered include the following :

- (a) Organization/mechanism and time table for monitoring the project works; and
- (b) Plan/mechanism for orchestrating the implementation of services to meet the target commencement period with time table.

2.6 Any other **value-added proposals** in delivering the services for benefits of service users and/or their families.

2.7 **Relevant experience** : refers to the specific experience in SCCC and EETC services or any other relevant experience in rehabilitation services undertaken in the past three years.

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