



Expression of Interest (EOI)

For the Acquisition of Narrogin Regional Homecare Services (currently operated by the Shire of Narrogin)

EOI NUMBER – EOI SoN 01/2025

Closing Date for EOI submissions: 5.00pm Tuesday 25 November 2025

The Shire of Narrogin invites **approved Home Care Package Services Providers** to submit Expressions of Interest for the acquisition and ongoing delivery of the Shire of Narrogin's Regional Homecare Services, as specified in this document and in accordance with the Terms and Conditions herein.

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Part 1 – Shire of Narrogin’s Request

1.1 Introduction

The Shire of Narrogin invites Expressions of Interest (EOI) from approved and experienced Homecare & Aged Services Providers to acquire and operate the Shire’s Regional Homecare Services.

The Shire is considering transitioning out of direct delivery of Homecare services and seeks EOI’s from approved providers who can deliver:

- A seamless transition with full continuity of service;
- Commitment to a local presence and local employment;
- Full compliance with aged care regulations; and
- Strengthened sustainability of services for the community.

1.2 EOI Documentation

This Expression of Interest consists of the following parts:

- Part 1 – Shire of Narrogin’s Request;
- Part 2 – Service Specification;
- Part 3 – Expression of Interest Submission.

1.3 Submission of EOI’s

EOIs must be submitted no later than the closing date and time specified on the cover page. Late submissions may not be considered.

1.4 Contact Person

Ian Graham
Executive Manager Corporate & Community Services
Shire of Narrogin

Email: emccs@narrogin.wa.gov.au

1.5 Evaluation Process

EOIs will be assessed against the Evaluation Criteria contained in this document. The Shire may seek further information or clarification from respondents and may shortlist proponents for further negotiation.

1.6 Evaluation Criteria

EOI's will be assessed against the following criteria:

- Proposed Service Criteria (60%) – transition plan, service delivery model, regulatory compliance, experience in Homecare services delivery.
- Local Service Commitment (20%) – commitment to local employment, commitment to establishing and maintaining a base of operations in Narrogin, experience in establishing and maintaining local community partnerships.
- Qualitative Criteria (20%) – organisational experience and provider status, current organisational structure, current CHSP and CHCP agreements; workforce experience and qualifications, financial viability.

1.7 Exclusions

The Shire of Narrogin Community Assisted Transport Service (CATS) is excluded from the EOI. The Shire of Narrogin will retain the operation of the CATS service.

1.8 Conditions of EOI

The Shire of Narrogin is not bound to accept any Expression of Interest and may discontinue or alter the EOI process at any time. The Shire reserves the right to negotiate with any respondent, or not to proceed with the EOI at its discretion.

Part 2 – Service Specification

2.1 Background

The Shire of Narrogin has provided Homecare services since 1986.

Currently, Narrogin Regional Homecare Services delivers services to approximately 138 clients under both the Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP):

Clients (as at 31 July 2025):

- **CHSP: 105 Clients**
- **CHCP: 33 Clients.**

2.2 Narrogin Regional Homecare Services - Current Operations and Structure:

Staff

To facilitate the CHSP and CHCP programs, the Shire of Narrogin currently employs the following staff and volunteers in Homecare Services:

- 1 x Permanent F/T Employee;
- 13 x Permanent P/T Employees;
- 9 x Casual Employees; and
- Approx. 19 x Volunteers.

Position	FTE	Headcount
Client Services Supervisor (Perm.)	0.87	1
Client Support (Perm.)	2.45	3
Client Support (Casual)	4.21	9
Homecare Maintenance (Perm.)	0.55	1
Finance & Admin. (Perm.)	2.24	3
Homecare Services Coord. (Perm.)	1.00	1
Jessie House Supervisor (Perm.)	0.59	1
Support Officer (Perm.)	0.47	1
Nurses (Perm.)	1.92	3
TOTAL STAFF:	14.30	23

Volunteers		
Volunteers – Meals on Wheels	15	
Volunteers – Jessie House	4	
TOTAL VOLUNTEERS:	19	

Facilities

Narrogin Regional Homecare Services currently operates from Jessie House, 30 Clayton Road, Narrogin WA 6312.

Jessie House is owned by the Shire of Narrogin and may be offered on a commercial negotiated short-to-medium term lease (maximum of four years on a 2+2 year basis).

Alternatively, the Shire may be able to offer other potentially suitable locations in the town of Narrogin, also on a commercial negotiated short-to-medium term lease basis.

EOI's must include details regarding interest in leasing a facility from the Shire, or alternatively, details of other proposed local service centre location(s).

Assets

- **Vehicle Fleet currently comprises:**
 - 2024 Toyota Coaster 2.8L 6AT Deluxe (990NGN)
 - 2024 Mazda BT 50 (NGN324)
 - 2023 Toyota Hilux 4x2 (NGN182)
 - 2023 Mazda CX 5 G25 (NGN 847)
 - 2022 Toyota Corolla Ascent Sedan (NGN 11555)
 - 2021 Toyota Corolla Ascent Sedan (NGN 227)
 - 2017 Toyota Corolla (009NGN)
 - 2018 Toyota HiAce Van (NGN10179)
 - 2019 Toyota Corolla Cross (NGN839)
 - 2016 Homecare Trailer (NGN13362)
- **Other Assets**
 - Various tables, desks, chairs located at Jessie House.

EOI's must include details regarding interest (or otherwise) in acquiring current fleet and/or other assets from the Shire, as part of the proposed offer.

Current Agreements

- **CHSP & CHCP - 1 July 2025 to 31 July 2027**

Services provided program:

- Transport;
- Domestic Assistance;
- Group Social Support;
- Home Maintenance and Repairs
- Individual Social Support;
- Meal Delivery;
- Personal Care.

2.3 Service Opportunity

The Shire of Narrogin is inviting Expressions of Interest (EOI) from approved and experienced Home Care Package Services Providers to acquire and operate the Shire's Regional Homecare Services as follows:

- Acquire the existing service operations, including client and funding agreements;
- Employ or absorb existing staff where possible;
- Lease the existing facility at 30 Clayton Road, Narrogin, or an alternative facility for base of operations in the town of Narrogin;
- Provide a seamless transition;
- Maintain continuity and enhance delivery service for clients;
- Ensure compliance with aged care legislation and standards;
- Demonstrate financial and organisational sustainability.

2.4 Objectives and Evaluation Criteria

It is essential that interested approved service providers clearly demonstrate in their EOI a commitment to:

- Delivering a seamless transfer with minimal disruption to clients;
- Maintaining a strong local presence and accessibility in Narrogin;
- Maintaining local employment in the delivery of Homecare services;
- Enhancing quality of care and service delivery through innovation, efficiency, and best practice;
- Demonstrating strong governance, compliance, organisational capability and financial management.

Part 3 – Expression of Interest Submission

3.1 Pre-Qualification Questionnaire

Organisation Name	
Legal Entity name (if different from above)	
ABN	
Registered Address	
Authorised Contact Person & Title	
Contact Email & Phone	

Current Home and Aged Care Services Approval Status	
Current Home Care Services Provided	
Current geographical area of operations	
Financial Statements Provided (Y/N)	
Current number of staff	
Organisation Type (For Profit/Not-For-Profit)	

3.2 Response to Evaluation Criteria

Respondents must ensure their EOI response provides full details regarding:

- Proposed offer and purchase conditions;
- Proposed transition plan and timeline for seamless, full transition and service continuity (including client handover and staff considerations);
- Any conditions related to compliance, transition support and future investment;
- Commitment to maintain a strong local service presence and accessibility in Narrogin;
- Commitment to maintaining local employment in the delivery of Homecare services;
- Interest in the lease of Jessie House (or other facility from the Shire), including preferred lease terms and proposed usage;
- Interest in the acquisition of current fleet vehicles (if any);
- Interest in the acquisition of current office and other equipment (if any);
- Evidence of current Homecare provider approval, sector experience, governance and financial capacity.
- Capability and accreditation in CHSP/CHCP delivery.

Evaluation Criteria:

Proposed Service Criteria (60%) - transition plan, service delivery model, regulatory compliance, experience in Homecare delivery.

Local Service Commitment (20%) – commitment to local employment, commitment to establishing and maintaining a base of operations in Narrogin, experience in establishing and maintaining local community partnerships.

Qualitative Criteria (20%) - organisational experience and provider status, current organisational structure, current CHSP and CHCP agreements; workforce experience and qualifications, financial viability.

3.3 Expression of Interest Checklist

Please ensure the following information and documents are included:

- Completed Pre-Qualification Questionnaire;
- Detailed responses to Evaluation Criteria;
- Supporting documentation (aged care approvals, accreditation, financial statements, insurance).

3.4 Expression of Interest Submission

Closing Date for EOI submissions: 5.00pm Tuesday 25 November 2025

Expressions of Interest submissions must be emailed to: rft@narrogin.wa.gov.au

Subject: CONFIDENTIAL – EOI for the Acquisition of the Shire of Narrogin Regional Home Care Services

Facsimile submissions will not be accepted.

Enquiries:

All enquiries are to be in writing and addressed to:

Ian Graham, Executive Manager Corporate & Community Services

by email (emccs@Narrogin.wa.gov.au)

or delivered to the Shire of Narrogin, 89 Earl Street, Narrogin WA 6312.

Submissions not received in full by the closing date may not be eligible for consideration.