

Attachment 3

Schedule 1 Specification - Service Description Social Inclusion Meals in Neighbourhoods Café Program

- The Council which brokers funding from the State and Commonwealth seeks to partner with a network of City of Port Phillip cafes in neighbourhoods to provide subsidised nutritious food in a socially inclusive setting.
- Cafes must be able to demonstrate the ability and interest to liaise back to Council where there are concerns for participants' welfare.
- Cafes will need to be able to respond to the differing cultural and tastes of participants and ensure that if alcohol is purchased, it is not through this subsidy method.
- Cafes need to be able to demonstrate how they will record attendance so that the Council and funding subsidy can be paid to them at the end of each month for each participant, whose own contribution will be taken on the day of attendance.
- Council will contribute at least \$5.00 per meal (in certain circumstances more) with the participant also contributing on the day.
- Cafes which undertake paid employment and training opportunities for people with disabilities will be most favourably considered.
- Cafes will need to offer a welcoming environment, wheelchair access, public transport access, quality produce, food on display or pictures of food, healthy options on the menu and friendly and welcoming staff.
- Cafes will receive promotion on social media and other publications and recognition as a socially conscious business as well as the income stream noted above.

Schedule 2 Specification - Questionnaire and Selection Criteria

Evaluation Criteria

Part A – Filtering Criteria (if you cannot answer yes for both questions your application will not proceed to the assessment panel)

- Principle premises for cafes are physically accessible for all abilities.
- Programs are run in the neighbourhoods of the City of Port Phillip.
- A draft Business Model is attached specifying how the business will deliver the program according to the specification

Part B - evaluation criteria rates the organisation's capacity to meet the requirements of the specification and the organisation's relevant experience and track record to deliver the program.

Criterion	Weighting
Capacity to meet the requirements of the specification including the liaison and recouping mechanism with Council	90%
Offer of paid employment or training to people with disabilities	10%

Cost to Council over 3 years is estimated to be \$140,000 utilising State and Commonwealth Subsidies