***Request for Proposal***

*Professional Services < $250K*

**Central Coast Council is seeking Proposals for the following contract:**

|  |  |
| --- | --- |
| **Contract** | Community Events Proposals from Event Organisers |
| **Services Description** | Request for Proposal for fully fleshed out event concepts utilising funds of up to $200,000 – See Part 1 Contract Information & Contract Brief for further details |
| **Closing Time** | Monday 6 June 2022 – 2pm |
| **Method of Lodgement** | Via email to [events@centralcoast.nsw.gov.au](mailto:events@centralcoast.nsw.gov.au)  Proposals must not be sent to the contact officer or to any other email address. |
| **Council Contact Officer** | Name: Jesse Canning  Phone: 0447527083  Email: [Jesse.Canning@centralcoast.nsw.gov.au](mailto:Jesse.Canning@centralcoast.nsw.gov.au) |
| **Pre-Proposal meeting** | N/A |
| **Proposal Evaluation Criteria**  **(not necessarily in order of weighting)** | * Conformity with the Request for Tender Documents * Experience with delierving events on the Central Coast * Proven experience in the organisation delivery of large-scale events * Proposal and event documentation as requested in form 7 * Completed Event Criteria checklist in form 8 |
| **Documents to be submitted with Proposals** | All the Returnable Forms in Part 4 completed and signed where required |

**This is not a Purchase Order**

# Structure and Contents of this Request for Proposal

This Request for Proposal consists of the following parts:

**Cover Page: Request for Proposal**

* *The Cover Page contains the specific information and instructions regarding this Request for Proposal including the Closing Time, Contact Person, Method of Lodgement and Evaluation Criteria*

**Part 1: Contract Information and Contract Brief**

* *This part sets out Council’s requirements for the Services*

**Part 2: Conditions for Submitting Proposals**

* *This part contains the general instructions, conditions and guidelines to be followed in submitting Proposals*

**Part 3: Conditions of Contract**

* *Part 3.1 contains the General Conditions of Contract*
* *Part 3.2 contains the Special Conditions of Contract (if any)*

**Part 4: Returnable Forms**

* *This part contains the forms, schedules and information Service Providers are required to provide with their Proposal*

**Part 5: Attachments**

* *Contract Brief*
* *CCC’s Standard Conditions of Contract – Professional Services*

# Part 1 – Contract Information and Contract Brief

Central Coast Council (CCC) is seeking Request for Proposals for services for the engagement of a qualified and experienced organisation or individual that can deliver events on the Central Coast to create to support the economic and social recovery of our region.

Council is seeking to use this Request for Proposal as a basis for entering a Contract with the Preferred Provider.

## 1.1 Background

NSW State Government have recently announced $25 million Reconnecting Regional NSW Community Events Program which will fund eligible NSW councils to delivery local community events. The program is focused on supporting communities to recovery from recent challenging times through creating new jobs, supporting community events and to boost tourism.

Central Coast Council is looking to apply for $200,000 from this pool of funds to assist with the delivery of Community Events in our region.

The funds will be available for applicants to apply for through a Request for Proposal (RFP) process that will allow local event organisers to put forward their event concepts to further enhance the local events calendar in our region.

Applicants can apply for funds between 50k to 200k. This can include one event or a series of events.

**It must be noted that the funding is conditional in Central Coast Council being successful in receiving this grant from NSW State Government.**

## 1.2 Eligibility

The types of events that the RFP is looking for applications from include :

* that the event will occur only on the Central Coast
* that are open to all members of the public
* that are free to attend or a very small fee to cover any extra costs
* that have a primary purpose of reconnecting communities and improving social cohesion of the local community
* that are to be held before 31 March 2023.

Each applicant can apply for any number of events within the one proposal. Activities can be existing or new and can include such events as:

* community markets and bazaars
* festivals and fairs
* sporting events
* food and leisure events
* recovery events
* community classes and workshops
* agricultural field days (run by community organisations)
* regional racing carnivals (e.g. horse or greyhound racing) run by community organisations
* touring events and theatre programs
* community public holiday celebrations (e.g. Australia Day or Anzac Day)

## 1.3 Ineligible

The types of events that are ineligible include:

* events with the primary focus on fundraising and charity events
* running grant programs
* business events and conferences
* events where membership is required to attend (for example, club gatherings including RSLs, Rotary, pony and golf clubs)
* country and agriculture shows
* grassroots sporting games (for example, home/away games, local tournaments)
* events with religious or cultural ceremony or celebration as the principal focus (for example, Diwali, Easter, Eid or Christmas celebrations)
* events/festivals already funded by the NSW Government
* Australian or State/Territory government owned and/or operated events.

Ineligible project costs include:

* costs related to buying or upgrading fixed infrastructure or equipment unless it is a small component of the event cost.
* financing, including debt financing, or insurance.
* rental/venue hire costs not directly associated with the proposed activities.
* costs relating to depreciation of plant and equipment beyond the life of the project.
* awards, gifts or prizes.
* non-project related staff training and development costs.
* marketing costs for the events exceeding $10,000.
* operational expenditure, including but not limited to regular repairs and maintenance, for both eligible applicant or any community organisations.
* ongoing/recurrent funding that is required beyond the stated timeframe of the project.
* funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project.
* retrospective costs to cover any event or component that is already complete before the opening date of the program.
* accommodation and transport costs related to event management fees.
* Events that promote or are for political purpose.
* Events that’s primary purpose is for fundraising or financial gain of the applicant.

## 1.6 Contract Deliverables

Please refer to Form 7 and 8 for a clear and comprehensive checklist of the event documentation and key selection criteria that must be provided to ensure your application is completed for consideration.

The required key event documentation and event information that will required as a part of the Proposal will include:

* Event dates including contingency dates. Dates will need to be approved by CCC to avoid an clash with the current events program
* Event proposal/s i.e description, objectives, activities, entertainment etc.
* Site Maps
* Risk Assessments
* Proposed marketing plan
* Public Liability (20 million)
* Budget Breakdown including amount of funds requested and how exactly it will be spent
* Evidence of previous experience with Councils
* Evidence of previously organised large scale events

Further to this, the applicant must provide responses on how the following key criteria will be achieved:

* Positive social outcomes in local community. Applications must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.
* Local business support. Applications must demonstrate how the proposed activities will support local business. Applicants are strongly encouraged to engage external event coordinators and local businesses to run and deliver the events.

**All funded events will acknowledge financial support for projects as per the NSW Government Funding Acknowledgement Guidelines available at nsw.gov.au/ branding/sponsorship-and-funding-acknowledgmentguidelines/funding-acknowledgement-guidelines.**

**Evidence of acknowledgement will be required in order for projects to be closed.**

At the conclusion of the event, a post event report will be required to measure the overall success.

Please note: Some events may require a DA, particularly if there are fireworks and road closures included. It is the event organisers responsibility to contact the CCC DA team to gain approval, which needs to be factored into the event planning as this process can take 3-4 months. This will be the requirement of the event organiser to ensure all relevant approvals including Council approvals are sought prior to the delivery of the event.

## 1.7 Fee Structure and Payments

* The fee structure for the provision of the Services under the proposed Contract is a fixed lump sum. Any unspent funds are to be returned to Central Coast Council.
* If successful, applicants will be required to provide an invoice of 80% of the total funds requested with a final invoice of 20% to be issued post event.
* Costs will be eligible from the opening date of the program.
* The applicant is responsible for any costs not met by the funding.

## 1.8 Timeline of application and release of funds

* RFP submitted to Central Coast Council 6 June 2022.
* Panel to review submissions against elibility requirements and successful events to be advised week commencing 13 June 2022.
* Central Coast Council application due funding body 24 June 2022.
* Assessment/approval will be within 20 working days of Central Coast Council’s application being submitted.
* Contracting will commence and payment released following project approval.
* 80% of funds requested to be released at the confirmation of successful application by the NSW State Government.
* 20% to be released at final acquittal once event has been delivered and the final event reporting has been completed

## 1.9 Timeframe of event delivery

The event must be held before 31 March 2023.

## 1.10 Location of Work

Event planning can occur with organisation premise. Event / Activation must be delivered within the Central Coast LGA, as per elibility requirements.

## 1.11 Insurance

The Service Provider will be required to have the following insurances under the Contract (see

Clause 16 of Council’s *Standard Conditions of Contract – Professional Services* for more details):

* Public Liability: $20 million in respect of any one claim.
* Professional Indemnity: N/A

# Part 2 – Conditions for Submitting Proposals

**Proposals** are invited in accordance with these Conditions for Submitting Proposals:

1. **Validity Period:** Proposals to remain valid for 120 days.
2. **Acceptance:** A Proposal will only be accepted by Council when a signed Letter of Acceptance is given to the successful Service Provider by or on behalf of Council or via the issuing of an official Council Purchase Order. The successful Service Provider will be required to enter into a Contract for the Provision of the Services within 14 days of the date of the Letter of Acceptance or in accordance with details specified on Council’s Purchase order. The terms of this Request for Proposal, the Preferred Service Provider’s Proposal and Council’s *Standard Conditions of Contract – Professional Services* will form the basis of negotiations for a contract with the Preferred Service Provider.
3. **Closing Time**: Proposals must be received by the Closing Time specified on the Cover Page of this Request for Proposal. Proposals received after the Closing Time will only be considered in exceptional circumstances (e.g. technical problems loading documents onto e-mail).
4. **Lodgement instructions**: Proposals may ONLY be lodged by the lodgement method(s) specified on the Cover Page of this Request for Proposal. Proposals must NOT be placed in the Proposal Box, handed to counter staff or sent to any other Council personnel or address.
5. **Enquiries**: All enquiries are to be made to the Council Contact Person referred to on the Cover Page of this Request for Proposal, between 8.30 am and 4.00pm, Monday to Friday. Enquiries must not be made to any other person. Verbal enquiries must be confirmed in writing.
6. **Addenda:** Council may vary the terms and requirements of this Request for Proposal at any time before the Closing Time, by issuing addenda.
7. **Evaluation Criteria**: Proposals will be evaluated on the basis of the Proposal Evaluation Criteria specified on the Cover Page of this Request for Proposal. Service Providers should not place any significance on the order in which the criteria are listed nor should it be assumed the criteria have equal weight or significance. Any Proposal that does not comply with or address the evaluation criteria may be eliminated from consideration from the evaluation process.
8. **Acceptance of Proposals** is at the absolute discretion of Council. Council is not bound to accept the lowest Proposal or any Proposal submitted, whether conforming to this Request for Proposal or not. Council reserves the right to suspend, terminate or abandon this Request for Proposal at any time during or after the Closing Time.
9. A Proposal which proposes **alternative standard or general conditions** to Council’s Standard Conditions of Contract will be regarded as a non-conforming Proposal.
10. **Ethics:** Any person responding to this Request for Proposal agrees to be bound by Council’s Statement of Business Ethics for Tenderers and Contractors which can be viewed and downloaded from Council’s web site. In particular, persons responding to this Request for Proposal must not:
11. submit a Proposal without a firm intention to proceed;
12. engage in any form of collusive practice; and
13. directly or indirectly canvass support from an elected member or employee of Council at any time.

# Part 3 – Conditions of Contract

## Part 3.1 General Conditions of Contract – Professional Services

The attached *Central Coast Council Standard Conditions of Contract - Professional Services* will apply to the proposed Contract.

**Note to Service Providers:** Any alternative standard or general conditions proposed by Service Providers in their Proposals will not apply to this Contract unless:

* The alternative conditions are nominated as a departure in the Returnable Form ‘Departures and Alternatives’; **AND**
* Council expressly agrees to incorporate the alternative conditions into the Contract in place of Council’s General Conditions for Professional Services, in the Letter of Acceptance or Purchase Order.

## Part 3.2 Special Conditions of Contract – Professional Services

Nil

# Part 4 – Returnable Forms

**Form 1 – Acknowledgement**

**Form 2 – Receipt of Addenda**

**Form 3 – Pricing Schedule**

**Form 4 – Departures and Alternatives**

**Form 5 – Key Personnel**

**Form 6 – Experience and Referees**

**Form 7 – Additional Information Required**

**Form 8 – Event Criteria Checklist**

# Form 1: Acknowledgement – *Sign and return this form*

***Note to Service Providers: This form must be signed by the entity submitting the Proposal. If the Service Provider is a company it must be signed by a director or person(s) authorised to sign for the company.***

The Service Provider hereby submits a Proposal to carry out the services in accordance with the Request for Proposal Documents and for the price/rates set out in Form 3.

The name of the Service Provider in relation to the Proposal is:

|  |  |  |
| --- | --- | --- |
| Name of Provider:  (**Must be a legal entity**): | | |
| Business or Trading Name: | | |
| ABN: | | |
| Phone: | Fax: | |
| Mobile: | Email: | |
| Address: | | |
| Suburb: | | Post Code: |

The Service Provider’s **Contact Person** in relation to the Proposal is:

|  |  |
| --- | --- |
| Name: | |
| Phone: | Fax: |
| Mobile: | Email: |

The person nominated to be the **Contractor’s Representative** for the purposesof all notices to be given by Council under the Proposed Contract is:

|  |  |
| --- | --- |
| Name: | |
| Phone: | Fax: |
| Mobile: | Email: |

In submitting its proposal the Service Provider declares that it has complied with and will continue to be bound by the requirements set out in:

* Council’s Conditions for submitting a proposal and Council’s General Conditions of Contract
* Council’s RFP Documents and Specifications
* [Council's Statement of Business Ethics](https://cdn.centralcoast.nsw.gov.au/sites/default/files/documents/policies-register/code-conduct/statement-business-ethics/statement-business-ethics.pdf)

**Provider**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name and Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Form 2: Receipt of Addenda – *Complete and return this form*

The following addenda have been received by the Provider. The Provider acknowledges that the Tender allows for all instructions, clarifications and/or alterations detailed in each addendum.

|  |  |  |  |
| --- | --- | --- | --- |
| **Addendum number** | **Subject/Title** | **Date of addendum** | **Date received** |
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# Form 3: Pricing Schedule – *Complete and return this form*

**1 Lump Sum Price for the Services**

The Service Provider offers to perform the services under the proposed contract in accordance with the Request for Proposal Documents, for the following price(s):

|  |  |  |
| --- | --- | --- |
| **Item** | **Particulars of Services** | **Total Lump Sum**  **Amount**  **(ex GST)** |
| **1** | *Please provide budget breakdown in event proposal attachment. Complete lump sum here.* |  |

# Form 4 Alternatives and Departures – *Complete and return this form*

The Tender complies with the Request for Tender in every respect, except as detailed below.

|  |  |  |
| --- | --- | --- |
| **Departures or Qualifications:** | |  |
| Type “NIL” here if there are no departures or qualifications**. ==>>** | |
| **Reference to Section(s) in Request for Tender document or its Attachments.** | **Details** | |
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| **Alternatives** | |  |
| Type “NIL” here if there are no alternatives proposed**. ==>>** | |
| **Reference to Section(s) in Request for Tender document or its Attachments.** | **Details** | |
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**Note to Providers:** Any alternative standard or general conditions proposed by Providers in their tender responses will not apply to this Contract unless:

* The alternative conditions are nominated as a Departure in this Form 4 of Part 4 Returnable Forms and Schedules – Alternatives and Departures; **AND**
* Council expressly agrees to incorporate the alternative conditions into the Contract in place of Council’s General Conditions, in the Letter of Acceptance or Purchase Order.

# Form 5: Key Personnel – *Complete and return this form*

The Service Provider nominates the following Key Personnel to carry out the Services under the Contract:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Experience & Qualifications** | **Hourly rate**  **(excl GST)** |
|  |  |  |  |
|  |  |  |  |
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# Form 6: Experience and Referees – *Complete and return this form*

Describe the Service Provider’s experience in services of a similar nature to the contract, completed in the last 3 years. Please also populate with relevant experience with Central Coast Council.

*Note: Council reserves the right to make its own independent enquiries*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client** | **Project Name and Value** | **Contract Value $** | **Contract dates/**  **duration** | **Brief Description of Services and names of the key personnel who provided the services** |
|  |  |  |  |  |
|  |  |  |  |  |
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Listed below are three referees who may be approached to establish that the Service Provider has, in the recent past, satisfactorily executed services of a similar nature to Council’s requirements.

|  |  |  |
| --- | --- | --- |
| **Client** | **Name of Referee Contact** | **Phone Number** |
|  |  |  |
|  |  |  |
|  |  |  |

# Form 7: Additional Information Required – *Complete and return this form together with any additional documents requested*

The Service Provider is required to provide the following additional information and/or documents, to assist in demonstrating compliance with the Request for Proposal evaluation criteria:

|  |  |  |
| --- | --- | --- |
| **Additional information or documents required** | **Documents to form part of contract.** | **Documents submitted?**  ***(Service Provider to indicate “Yes” or “No” for each document)*** |
| Evidence of previous experience with Councils (Form 6) | Y |  |
| Previous experience organising large scale events and examples (Form 6) | Y |  |
| Copies of certificates evidencing the currency of insurances required under the Contract (Refer 1.7)   * Public Liability (20 million) * Workers Compensation | Y |  |
| Clear event proposal including:   * Event dates including contingency dates. Dates will need to be approved by CCC to avoid an clash with the current events program * Event proposal/s i.e. description, objectives, activities, entertainment etc. * Site Maps * Risk Assessments * Proposed marketing plan * Budget Breakdown including amount of funds requested and how exactly it will be spent | Y |  |
| Event Criteria Checklist and Assessment Criteria (Form 8) | Y |  |

**Event Criteria Checklist – Form 8**

Positive social outcomes in local community. Applications must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes. Tell us how your event will do this?

Local business support. Applications must demonstrate how the proposed activities will support local business. Applicants are strongly encouraged to engage external event coordinators and local businesses to run and deliver the events. Tell us how your event will do this?

***Type of event (please tick)***

|  |  |
| --- | --- |
| *Community Markets and Bazaars* |  |
| *Festival and Fairs* |  |
| *Recovery Event* |  |
| *Community Classes and workshops* |  |
| *Community Public Holiday Celebration (Australia Day, Anzac Day)* |  |
| *Regional Racing Carnival* |  |
| *Sporting Event* |  |
| *Agricultural field days run by community organisations* |  |
| *Food and Leisure* |  |
| *Touring Events and Theatre Programs* |  |

***Which Groups will benefit from your events? (please tick)***

|  |  |
| --- | --- |
| *Community* |  |
| *Environment* |  |
| *Recreation* |  |
| *Indigenous Identified* |  |
| *Sport* |  |
| *Youth* |  |
| *Industry* |  |
| *Accessibility and Inclusion* |  |

***Please enter the Geocoordinates for your project location?***

***In what three month period will the event be held? (please tick)***

|  |  |
| --- | --- |
| *April – June 2022* |  |
| *July – September 2022* |  |
| *October – December 2022* |  |
| *January – March 2023* |  |

***Estimated attendees per event?***

***Has the event been run before?***

*Yes No*

***If yes, what were the previous attendance number?***

***Total amount requested (Please ensure budget is accurate and comprehensive)***

***Will there be an entry fee for your event?***

*Yes No*

***If yes, please explain why there will be an entry fee for your event?***

***Does the event require Development Approval?***

*Yes No*

***If yes, has the Development been approved? (if received please provided)***

*Yes No*

***Is the land where the event occurs owned by the applicant?***

*Yes No*

***If no, who is the land owner for the event? (if received please provide)***