

# Request for quotation

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## Summary

| Area                                    | Description  |
|---|--|
| <b>Name of Quote</b>                    | Creative Producer for Sydney WorldPride 2023 exhibition at Customs House.  |
| <b>Closing Date</b>                     | <b>Tuesday 26 April 2022</b>   |
| <b>Closing Time</b>                     | <b>11:00am</b>   |
| <b>Contact Person</b>                   | <p>Kate Major<br/>                     kmajor@cityofsydney.nsw.gov.au</p> <p>Where a respondent has any doubt about the meaning of any aspect of the RFQ, the respondent must make enquiries about and clarify matters with Council’s Contact Person.</p>  |
| <b>Lodging a Quote</b>                  | Quotations must be emailed by the closing date and time to kmajor@cityofsydney.nsw.gov.au  |
| <b>Minimum Insurance Requirements</b>   | <ul style="list-style-type: none"> <li>• Professional Indemnity Insurance (\$2m)</li> <li>• Public Liability Insurance (\$10m)</li> <li>• Personal Accident and Disability Insurance</li> </ul>  |
| <b>General Conditions of Contract</b>   | The general conditions of contract for this quote consist of: City of Sydney’s General Contract Terms  |
| <b>Standard Conditions of Quotation</b> | The general conditions of quotation attached to this document.   |
| <b>Evaluation Criteria</b>              | <p>Quotations will be examined and evaluated according to the following criteria:</p> <ul style="list-style-type: none"> <li>• The lump sum price and schedule of prices</li> <li>• Demonstrated experience in works of a similar nature</li> <li>• Demonstrated experience working with the LGBTQIA+ community on research/creative projects</li> <li>• Proposed key personnel technical ability</li> <li>• Capacity to achieve the program/deliverables</li> <li>• Proposed research approach/methodology</li> <li>• Work, Health and Safety</li> <li>• Insurances.</li> </ul> <p>Each of the Assessment Criteria listed above are critical to this Quotation. They are not of equal weight for evaluation and are not listed in order of priority. Weightings and scores will not be disclosed to any Respondent.</p> |

# Specification

The following information sets out the City requirements. Should you require any additional information or clarification please email the Contact Person who will endeavour to respond to enquiries within 24 hours.

## 1. Introduction

The Council of the City of Sydney (the City) requests quotations from independent creative producers, curators, cultural researchers, or historians to research and deliver an exhibition in collaboration with the City for Sydney for WorldPride 2023. The exhibition will be presented on the ground floor of Customs House, February – June 2023.

The City welcomes and strongly encourages proposals from the from the LGBTQIA+ community.

## 2. Background Information

Sydney is on Aboriginal land, the land of the Gadigal. We value the city's First Nations people and acknowledge the Gadigal of the Eora Nation as the traditional custodians of this place we now call Sydney.

The City values Sydney's multicultural society and the varied cultures, languages, traditions, religious and spiritual practices of the people that call our city home. We value the range of identities, perspectives, experiences and lifestyles of our community, people young and old, men and women, people with disability, people with diverse gender identities, LGBTQIA+ communities and those who have experienced advantage or disadvantage. We value the contributions made by all people and believe that this diversity strengthens our city.

**Customs House:** Since it opened in 1845, Customs House has served as a gateway to Australia. It holds a symbolic place in our history as an entry point for those newly arrived, and a cultural guardian, sustaining and influencing our customs and society. Today Customs House is a welcoming public space that houses a model of our city, exhibitions and events, a public library, and a variety of other spaces that invite people to connect or find a moment's escape. It presents programs that tell stories of history and contemporary culture, allowing important local and global conversations to be explored.

## 3. Objectives

Sydney WorldPride 2023 (17 February – 5 March) is a significant opportunity for the City to celebrate and acknowledge the LGBTQIA+ community through an exhibition at Customs House that reflects on the places and people of the Sydney LGA.

This call-out invites a creative producer with relevant research interests and experience to research and curate an exhibition that draws on the City's collection material, including the Sydney Star Observer Collection ([archives.cityofsydney.nsw.gov.au/nodes/view/63665](https://archives.cityofsydney.nsw.gov.au/nodes/view/63665)) and a significant collection of photographs by prominent Sydney photographer C.Moore Hardy ([archives.cityofsydney.nsw.gov.au/nodes/view/1540103](https://archives.cityofsydney.nsw.gov.au/nodes/view/1540103)). The exhibition themes will be shaped by the creative producer in collaboration with the City's curatorium.

The exhibition will be part of the WorldPride 2023 arts and culture program.

## 4. Scope of Work

The scope of the project includes collaborating with the City's curators, historians and archivists (the curatorium) to research and deliver an exhibition for display on the ground floor of Customs House.

**The project commences with an intensive and significant phase of research between May and June 2022.**

### 4.1 The exhibition will

- Use the research findings as the basis for the exhibition. Content may also be obtained from other collections.
- Align with the City's vision and priorities.

- Display content and text that is suitable for a diverse, all-age, general public audience.
- Display reproductions of works that already exist. **There are no fees to commission new work.**
- Use the Customs House exhibition fixtures and fittings.
- Consider the World Pride festival theme: *Gather, Dream, Amplify*
- Not include an exhibition launch event. Celebration and acknowledgement of the exhibition will be through Sydney WorldPride channels and public engagement programs.

4.2 The creative producer will

- Collaborate with the City curatorium to define the exhibition concept and exhibition title. They will regularly meet with and report to the curatorium on the progress of the exhibition (max 10 meetings)
- Undertake research that will include
  - The City Archives and the extensive Sydney Star Observer collection and C.Moore Hardy photographic collection
  - Consultation with artist/s, as required
  - Research other collections or content sources, as required
  - Sub-contracting a research assistant if required for the initial research phase (any sub-contractors will be approved by the City)
- Select exhibition content for display that can include still and moving image formats.
- Write clear, professional exhibition copy <sup>[1]</sup> in plain English, accessible to a diverse audience and following the City’s style guide. Copy is required for didactic wall panels (120 words each), labels for still images and content displayed on the six LCD screens (up to 50 words each label), a press release, text for the City’s What’s On listing and public program promotional copy. All copy will be reviewed by the City to ensure it is suitable and accessible to City audiences.
- Liaise with the Creative City exhibition coordinator regarding exhibition production and delivery, including scheduling, budget, image licensing, installation, and loan agreements.
- Acquire publishing rights for reproductions of images and material that is published within the exhibition. The City will pay associated fees.
- Submit the exhibition content and copy by the agreed deadlines for City approval.
- Meet with the City’s marketing team to discuss promotional opportunities and be available for media opportunities.
- Work with a graphic designer and the curatorium on the exhibition visual identity. The City will procure the graphic designer. The creative producer can recommend graphic design companies for consideration.
- Develop and manage the delivery of two City-approved engagement activities and/or associated programs, for example panel discussion.

The City of Sydney will procure all contractors and suppliers associated with the production and delivery of the exhibition, including graphic design, installation, technical support, marketing support, and support of public engagement activities.

[1] Copyright of written material remains with the author; however, the City is granted a non-exclusive license to use the material in City publications and digital platforms during the exhibition and into the future.

4.3 Provisional delivery Schedule + milestone payments

| ITEM                                      | Payment schedule | Timeline                    |
|---|------------------|-----------------------------|
| RFQ closing date                          |                  | 11am, Tuesday 26 April 2022 |
| Shortlisted applicant interviews          |                  | Week of 2 May 2022          |
| Creative producer selected and contracted |                  | Fri 13 May 2022             |
| <b>Stage 1: RESEARCH</b>                  |                  |                             |

|   |                      |                                |
|---|----------------------|--------------------------------|
| <b>1. Briefing</b> <ul style="list-style-type: none"> <li>Briefing by City curatorium – to confirm project scope, outline the research requirements, communications, aims and projected outcomes.</li> <li>Confirmation of schedule.</li> </ul>   | Start-up payment 10% | Week beginning Mon 16 May 2022 |
| <b>2. Research &amp; consultation</b> <ul style="list-style-type: none"> <li>Onsite research of civic and archives collections, including, but not limited to the Sydney Star Observer collection.</li> <li>Consultation with the artist/s and external collection/s.</li> <li>Curatorial rationale and exhibition title devised in collaboration with City curatorium.</li> <li>Research phase complete and outcomes presented to the City.</li> </ul> | 50%                  | Mid May to late June 2022      |
| <i>Designer procured</i>  |                      | <i>June</i>                    |
| <b>Stage 2: DEVELOPMENT</b>   |                      |                                |
| <b>3. Exhibition development</b> <ul style="list-style-type: none"> <li>Exhibition developed according to the theme with, City and external/additional exhibition material identified.</li> <li>Ongoing consultation with contributors and City curatorium.</li> <li>High-res image files identified and sourced.</li> </ul>  |                      | June – July 2022               |
| <b>4. Exhibition content approval</b> <ul style="list-style-type: none"> <li>Exhibition content selected; first draft copy prepared.</li> <li>Content approved by the City.</li> </ul>  |                      | August 2022                    |
| <b>5. Writing</b> <ul style="list-style-type: none"> <li>Exhibition copy completed and approved by the City.</li> <li>All exhibition content sourced.</li> <li>Approved copy and high-res images handed over to designer (end September).</li> </ul>  | 20%                  | August - September 2022        |
| <b>Stage 3: DELIVERY</b>  |                      |                                |
| <b>6. Production</b> <ul style="list-style-type: none"> <li>Exhibition content prepared for print.</li> <li>Production suppliers and installation contractors procured.</li> <li>Exhibition material and design files sent to print.</li> </ul>   |                      | December 2022/ January 2023    |
| <b>7. Exhibition Installation</b> <ul style="list-style-type: none"> <li>Exhibition installed: supervised by Creative City exhibition coordinator, creative producer, and designer.</li> </ul>  | 10%                  | Early February 2023            |
| <b>8. Public Engagement</b> <ul style="list-style-type: none"> <li>Public engagement events delivered.</li> </ul>   | 10%                  | February – March 2023          |
| Exhibition closes   |                      | Late June/ early July 2023     |

#### 4.4 Budget

The research and curatorial fee for this exhibition is between \$18,000 and \$25,000 (ex GST). Your best price quotation must be submitted within this range to be considered.

The Contract will cover your fee for research, curatorial and creative production, and writing services, meetings and the coordination and facilitation of two public engagement activities/events. It will also include fees paid to a research assistant (approved by the City), if required.

Separate to this RFQ, the City will arrange and pay fees and production costs, including

- Artist participation and public program speaker fee/s
- Graphic design (including moving image design/editing services)
- Printing exhibition material (including exhibition prints, media wall decal, signage)
- Exhibition installation
- Other production costs such as image license fees, captioning, and dressing the Red Room

#### **5. Site information**

The Customs House 'Site information and floorplans' are an attachment to this Request for Quotation.

The ground floor of Customs House is a public space open at the following times

Weekdays: 8am - Midnight

Saturday: 9am - Midnight

Sunday: 9am - 5pm

(hours may differ on public holidays. Please check by calling the concierge on 02 9242 8551)

Any specific questions about the exhibition site should be directed to the Council's Contact Person specified in the Summary above.

#### **6. WHS**

As part of its duty of care obligations, the City requires the successful applicant employed by the City under the Contract to comply with WHS Legislation, Australian Standards, relevant Codes of Practice and the City's WHS Policy in accordance with:

- The legislative obligations placed upon all persons conducting a business or undertaking with respect to the Work, Health and Safety Act 2011 and Work, Health and Safety Regulation 2011.
- The City's WHS Policy available through City's website at [http://www.cityofsydney.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0003/114573/Policy-WHS-Policy.pdf](http://www.cityofsydney.nsw.gov.au/__data/assets/pdf_file/0003/114573/Policy-WHS-Policy.pdf)

The City will monitor the contract for its duration to ensure that the successful applicant manages the project effectively, meets the City's WHS requirements and complies with the relevant WHS legislation to ensure that the successful applicant, the City, nor their workers or others in the workplace are placed at risk of injury, illness or prosecution.

# Returnable items

Respondents must address the following and submit an offer to carry out the work under the Contract in accordance with the RFQ.

### Declaration by Respondent

I/We have read, understood and fully informed myself/ourselves of the contents, requirements and obligations of the request for quotation, submit this quotation for the performance by myself/ourselves of the **Creative Producer for Sydney WorldPride 2023 exhibition at Customs House** for the Council of the City of Sydney.

|                                  |  |
|----------------------------------|--|
| Legal Name/Trading Name          |  |
| Respondent's A.B.N.              |  |
| Address of Registered Office     |  |
| Contact Person Name and Position |  |
| Telephone                        |  |
| Email                            |  |
| Signature and Date               |  |

### Questions

1. Provide fee provision of services in accordance with the Specification (including breakdown of costs)

| Description   | Costs (Exclude GST) | Costs (Include GST) |
|---|---------------------|---------------------|
| Research and creative producer fee                  | \$                  | \$                  |
| Writing fee   | \$                  | \$                  |
| Meetings  | \$                  | \$                  |
| Public engagement coordination and facilitation fee | \$                  | \$                  |
| Other fees (e.g. research assistant, if required)   | \$                  | \$                  |
| <b>Total</b>  | <b>\$</b>           | <b>\$</b>           |

Please provide your daily rate (including any relevant on-costs) \$.....

2. Proposed key personnel and sub-contractors (insert additional rows as required).

| Name | Key Personnel/ Subcontractor | Role/Function |
|------|------------------------------|---------------|
| Name |                              |               |
| Name |                              |               |
| Name |                              |               |

3. Briefly outline your professional profile (up to 500 words) and attach professional biographies for each key personnel (max 2 pages each)
4. Please describe your experience in the provision of services of a similar nature as required by the Specification (**minimum of 3 examples** including references – name and phone number) (up to 500 words for each example)
5. Please outline your experience working with the LGBTQIA+ community on research and/or creative projects. (up to 500 words)
6. Your proposed research and delivery methodology and approach. (up to 500 words)
7. Provide details of any company environmental initiatives, systems, and accreditations. (up to 200 words)
8. Describe your organisation's commitment to Work, Health and Safety (WHS). (up to 200 words)
9. Please attach to your submission copies of current certificate of currency for insurances (as outlined in the Summary) or written agreement that you will obtain the required insurances if you are the successful Respondent.

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## Attachments

- General Contract Terms
- Standard Conditions of Quotation
- Site information and floorplans