

# Expression of Interest Storytellers



2019 Jamie Williams, City of Sydney

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# Key Conditions of Expression of Interest

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## Summary

Summary	Description
<b>Name of Expression of Interest</b>	<b>Storytellers Program</b>
<b>Closing Date</b>	<b>23 January 2024</b>
<b>Closing Time</b>	<b>05:00pm (AEST)</b>
<b>Contact Person</b>	Contract enquiries should be directed to the Program Representative only. Enquiries may be submitted by e-mail to the Council's Representative as follows:  Olivia Kelly, Program Coordinator  Email: <a href="mailto:okelly@cityofsydney.nsw.gov.au">okelly@cityofsydney.nsw.gov.au</a>
<b>Lodging an Expression of Interest</b>	EOI submissions must be submitted using the online form by <b>5pm AEST on 23 January 2024</b> .  All Stage One submissions must be made at the Respondent's own cost.
<b>Evaluation Criteria</b>	<ul style="list-style-type: none"><li>• Experience of the storyteller and their team</li><li>• Local community connection of the content</li><li>• Creativity and originality of the approach</li><li>• Likely quality of audience experience</li><li>• Feasibility of the budget and timeline</li></ul> Please See Clause 8 in the Standard Conditions for further detail
<b>Expression of Interest Documents</b>	The documents that comprise this Expression of Interest include: <ul style="list-style-type: none"><li>• Expression of Interest Form</li><li>• General Contract Terms</li></ul>
<b>Contract terms</b>	Any engagement of a Respondent pursuant to this EOI will be subject to the: <b>General Terms Contract</b>

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# Invitation for Expressions of Interest

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## Introduction

The City of Sydney Council (City) is seeking Expressions of Interest from Emerging Storytellers to participate in our Storytellers Program between February 2025 to December 2025. The City will provide up to \$10,000 (excluding GST) funding for the delivery of your project, with intention to have multiple projects selected for the Storytellers Program following the competition of this EOI process.

The City of Sydney's Storytellers is a program to share stories from people in our community, showcasing the rich diversity to audiences within our libraries and community spaces. We want you to tell us about your story, its relevance to our area and how you intend to share it with local communities. Stories can be told creatively through song, dance, discussion, theatre or spoken word and may be a single piece or part of a collection.

Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people of diverse sexualities and genders and intersex people, and people with disability are encouraged to apply.

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## Eligibility

In order to submit an EOI and be eligible to be engaged by the City as a result of this EOI (or included on the eligibility list), Respondent must:

1. Be an Australian citizen or resident;
2. Be aged 18 years or above;
3. Hold or commit to obtaining \$10 million Public Liability insurance as required by the contract (there may be instances where the City can cover the Insurances required);
4. Have a valid working with children check or commit to obtaining a working with children check if your proposal includes working with children;
5. Disclose collaborators and any further funding received to produce the program;
6. Accept the terms of the expression of interest specifications and contract;
7. Ensure considerate use of the space as it will be open to the public during sessions (we will work with you to select the most suitable space for your project);
8. Consider basic production and technical requirements to produce the program due to programming space limitations; and
9. Indicate when it can take place during the year or if you've nominated dates.

Respondents are encouraged to review the contract terms that would apply to any engagements as a result of this EOI prior to submitting an EOI.

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## Stage One – Expression of Interest

Stage One is an open call to submit an EOI proposal. Submissions must be made in the manner requested in the Submission Requirements outlined in this document.

For the purposes of the EOI, the City is **not** seeking a developed Storyteller proposal for the Storyteller Program as outlined in the Specification. This information is being provided for context and is relevant only if Respondent's are selected to participate in the Storytellers Program.

At this Stage One (EOI), the City is seeking the information outlined in Returnable Schedule of this document only. This includes Respondent's details, key collaborators, experience and capacity, experience in providing similar services, examples of past work, acknowledgement of the requirements and a proposed creative direction for the Storytellers Program.

Stage One submissions must be made using the online form. Emailed submissions or submissions received after 5pm AEST on 23 January 2025 will not be accepted.

Please ensure that all files are clearly labelled with the Respondent's name. The maximum file size for each file is 5MB.

In making a submission, Participants accept the City's EOI terms and conditions without reservation.

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## Stage Two – Selection for the Storytellers Program

The City will evaluation all submissions made and shortlist up to 5 Respondent's to participate in the Storytellers Program. Participants selected by the City must enter General Terms Contract with the City for the delivery of the project. A copy of the Agreement that will apply is included as part of the EOI.

No legal or other obligations will arise between a Participant and the City unless or until a General Terms Contract has been signed by both parties.

# Specifications

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## Background Information

As Storytellers is a continuous program run by the City of Sydney Council (City) with the aim to share stories that showcase the rich diversity of our communities with audience in our libraries and community spaces. Stories can be told creatively through song, dance, discussion, film, theatre or spoken word and may be a single piece or part of a collection.

This is an open call for project proposals from emerging storytellers and cultural organisations for the Storytellers 2025 program.

We want you to tell us about your story, its relevance to our area and how you intend to share it with local communities. Sessions are held in person at a library or community space and run for a maximum of 60 minutes.

Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people of diverse sexualities and genders and intersex people, and people with disability are encouraged to apply.

The City is committed to protecting Indigenous Cultural and Intellectual Property Rights.

'Indigenous Cultural and Intellectual Property (ICIP) Rights' means the rights of Australian Aboriginal and Torres Strait Islander peoples to protect their traditional arts and culture and includes, but is not limited to, rights to protect traditional knowledge and sacred cultural material, ensure traditional laws and customary obligations are respected, full and proper attribution or naming of the community connected with the ICIP, and prevent insulting, offensive and misleading uses of ICIP.

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## Objectives

The City would like to engage multiple Storytellers in our community to creatively tell their story and it's importance to our community. Stories can be told creatively through song, dance, discussion, film, theatre or spoken word and may be a single piece or part of a collection. The City will pay up to \$10,000 (excluding GST) to each shortlisted participants to deliver their project.

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## The Brief

### **Your Responsibilities:**

If shortlisted to participate in the Storytellers Program, the Participant must:

- Be available to deliver the project between February 2025 to December 2025.
- Develop and deliver a project that showcases the rich diversity of our communities. Stories can be told creatively through song, dance, discussion, film, theatre or spoken word and may be a single piece or part of a collection.
- Manage all aspects of the project's development, content, planning and presentation
- Coordinating and managing all relevant people
- Supplying marketing and promotional material (text and images)

- Be delivered in person at a library or community space and run for a maximum of 60 minutes.
- Collaborate with the City and its Personnel to deliver the project and other requirements agreed on with us.
- Other requirements agreed on with us

For the purposes of the EOI, the City is **not** seeking a developed Storyteller proposal for the Storyteller Program as outlined in the Specification. This information is being provided for context and is relevant only if Respondent's are selected to participate in the Storytellers Program.

At this Stage One (EOI), the City is seeking the information outlined in Returnable Schedule of this document only. This includes Respondent's details, key collaborators, experience and capacity, experience in providing similar services, examples of past work, acknowledgement of the requirements and a proposed creative direction for the Storytellers Program.

### Our support

In order to assist the Participant to deliver their project, the City will provide key resources and assistance:

- Support with developing the creative concept
  - Allocating and booking venues
    - We will work with you to select the most suitable space for your project
    - We can offer limited technical support depending on venue and project requirements
- Allocating and booking venues
- Facilitating and hosting project meetings or creative development workshops
- Project marketing and publicity
- Planning for risks and documenting the event

The final resources and support we provide will be determined as part of the evaluation process and reflected in the contract.

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## Key Dates

Activity	Date
Expressions of Interest open	Wednesday 18 December 2024
Expressions of Interest close	Monday 23 January 2025, 5pm AEST
Selected Artists Notified	February 2025

Dates for delivering the Project will be provided by the City prior to execution of the contract with the Participant.

# Returnable Schedules

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## Online Form

The following information **must be provided** via the City of Sydney's Online Form as part of this Expression of Interest. Please provide all information via the form and not in this document.

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## Registration of Interest

I/We have read, understood and fully informed myself/ourselves of the contents, requirements and obligations indicated in this document, submit this Expression of Interest for the performance by myself/ourselves of the **Storytellers Program** for the Council of the City of Sydney.

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

### Acknowledgement of conformity to the Expression of Interest and terms and conditions of agreement

Does your response conform to the requirements of the EOI?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### Acknowledgement of conformity to the Eligibility Criteria of the EOI

Does the applicant confirm they are an Australian citizen, aged 18 or over and have (or would be willing to secure) an ABN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## Conflict of Interest

Please confirm that you have made all reasonable enquiries to identify any real or perceived Conflicts of Interest in respect of this EOI, your submission, or any other matter related to this EOI or your submission. Insert a list of potential conflicts. If no conflicts, write 'None'

Answer:

## Involvement of Current or Previous Council Employees

Please confirm if any of the following people were employed by the City of Sydney in the past 12 months:

- a) Anyone involved in preparing or otherwise informing your response to this EOI;
- b) Anyone who may be involved in delivering the service under your EOI or any potential future contract; or
- c) Any senior executive, director or company principal involved in a) or b) above;

If the answer to any of the above is “yes”, provide detail of the level of involvement. The City reserves the right to exclude any supplier with no further discussion if the involvement has not been approved by the City.

Answer:

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## Schedule A

## Participant's Details and Experience

### Experience as a storyteller

1. Please describe your experience in telling stories, please:

- Upload a short bio or CV outlining your professional skills and experience in providing similar services
- Provide up to 3 examples of your past work or experience as it relates to your proposal for our Storytellers Program. This can be a link to your website, or links to examples of your work.
- Where relevant, please include up to 3 references and/or feedback from performing similar services/projects.

Attach a CV and links to supporting examples where possible

### Key Creative Personnel

Participants must provide the following information:

- Names and roles of any key Creative Personnel who will be working on the project
- Details of their experience in similar roles

### Insurances

The Participant must hold the following insurances for the amounts and periods set out in the contract, prior to entering into a contract with the City if they are the successful Participant contract (There may be some instances where we'll cover this):

- Public Liability – Minimum required \$10m per incident

Should work be sub-contracted, it is the Participant's responsibility to ensure sub-contractors hold and maintain equivalent insurances.

Please check this box to confirm that you hold, or are willing and able to secure, the above insurances if you are the successful Participant.

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## Schedule B

## Fee

1. Please outline your total fee for your proposal. Ensure you include all costs relevant including preparation. Clearly state where additional costs apply, and any assumptions applied. All costing is to be submitted in Australian Dollars, excluding GST. Your budget must be itemised and include:

- fees for all storytellers, please ensure rates of payment for artists and arts workers are equitable and realistic
- project management fees
- production costs
- technical and production costs.

- Please check this box to acknowledge that the services must be delivered within the Fee provided by the City and that a detailed costing breakdown will be provided if selected to proceed to Stage Two.

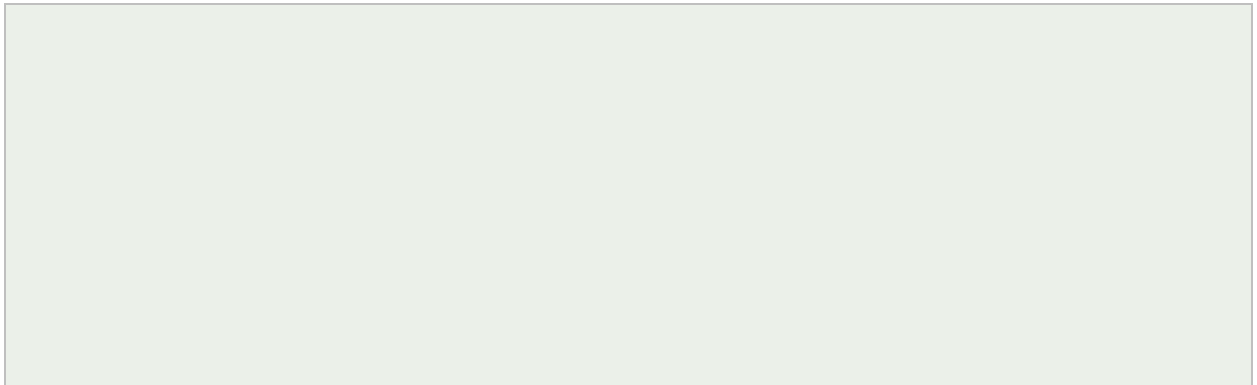
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## Schedule C

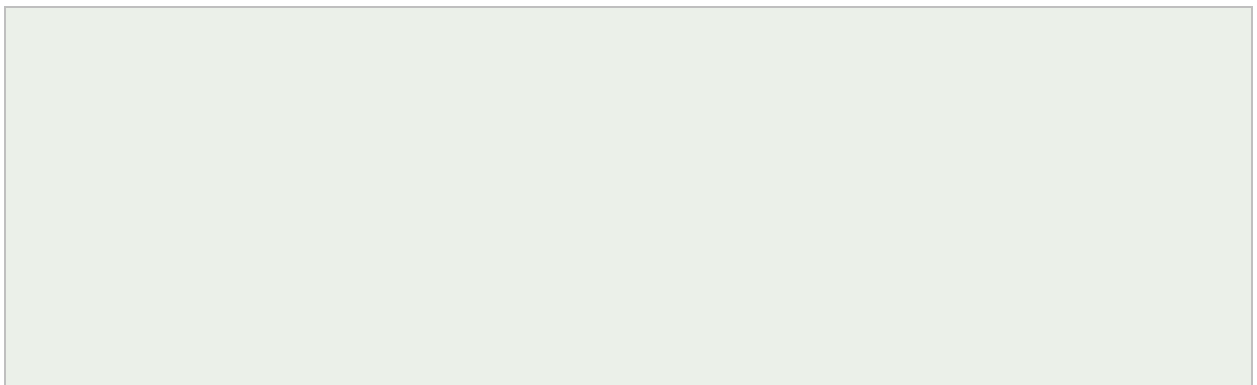
## Proposed Project

Participants must submit a **storyteller statement/creative brief** for the proposed project (**200 to 250 words maximum**)

- a) Please describe the story you would like to tell and how you will present it. Sessions will be held in person at one of the City's library or community spaces and will run for a maximum of 60 minutes. Please include elements such as:
- Delivery format
  - Target audience, including age range (if relevant)
  - Detail of program, including the duration, number of sessions, audience participation etc



- b) Please upload or submit links to Upload any relevant photos/film to support your application



c) **Project Delivery:** Please provide details on how you will deliver your project, please include:

- A proposed timeline for delivery
- Attendance capacity (if relevant)
- Space requirements
- Equipment and material requirements (if relevant)
  - Detail whether you will supply, participants should bring, or City of Sydney is required to supply.

d) **Community Connection:** Please describe how your story is connected to and/or important to our local community.

e) **Experience:** Please outline what your intended outcomes for participants

# Expression of Interest Terms and Conditions

By participating in the Storytellers 2025 EOI process, participants acknowledge and accept the following terms and conditions:

## 1. General

- 1.1. Projects selected through this EOI process will be presented as part of the Storytellers program, produced and commissioned by the City.
- 1.2. Projects selected through this EOI process must be presented in the agreed City space during the period February 2025 to December 2025, unless otherwise agreed by the City.
- 1.3. Participants in the EOI process must comply with all directions given by the City in relation to the EOI process.
- 1.4. Participants must not make any statements to the media, or include any statements on social media, personal websites or other public forums, about the EOI process and/or the project without prior approval from the City.
- 1.5. Participants will be responsible for providing the City with public liability insurance (minimum of \$10 million per occurrence) certificates of currency.

## 2. Submissions

- 2.1. Submissions must be submitted using the Storytellers online form by 5pm AEST on Friday 23 January 2025.
- 2.2. Submissions must be in the form and include all the information specified in the Submission Requirements and the Storytellers online form.
- 2.3. Any costs incurred by Respondent in any way associated with the preparation and submission of an EOI proposal are the sole responsibility of the Respondent.
- 2.4. The participants must disclose in the submission details of all proposed or required funding partners, sponsors, presenting partnerships, producers (other than the City) or similar third parties for the project.
- 2.5. No legal or other obligations will arise between a Participant and the City unless or until a General Contract Terms or document of similar legal standing, has been signed by both parties.
- 2.6. Failure to submit all information required as part of a submission, or failure to disclose the details set out in item 4 above, may result in the submission being excluded from evaluation or rejected from the EOI process at any time.

## 3. Information and Enquiries

- 3.1. Where a participant has any doubt about the meaning of any aspect of the EOI process, they must make enquiries in writing to [okelly@cityofsydney.nsw.gov.au](mailto:okelly@cityofsydney.nsw.gov.au) by Thursday 16 January 2025.

## 4. Shortlisting and Selection

- 4.1. The City reserves the right to shortlist and/or select any number of projects as part of the EOI process, including not shortlisting or selecting any projects.
- 4.2. The City reserves the right to shortlist and/or select projects in part or in full.
- 4.3. All decisions made by the City in relation to the EOI process are final.
- 4.4. The shortlisting and/or selection of any project will be at the sole discretion of the City. Shortlisting is no guarantee of selection.

- 4.5. The City reserves the right to reject submissions that the City deems (at its sole discretion) to be incomplete, not feasible, high risk, insufficiently detailed or undefined, that do not comply with the specified submission requirements or terms and conditions, or do not meet the Brief.

The City reserves the right to consider project for presentation dates beyond December 2025.

## 1. EXPRESSION OF INTEREST PROCEDURE

### 1.1. Briefing

The City may offer briefings to Participants from time to time. At the briefing the City's representative will discuss, answer or clarify any issues raised by a Participant about any requirements in the Expression of Interest. The City is not obliged to answer any questions before the briefing.

### 1.2. Participant Not to Solicit City Personnel

1. The Participant (and any personnel of the Participant, proposed team member or sub-contractor for the project) must not, at any time during the EOI process at any time before the City makes a final decision as to whether to select and proceed with a project, contact, discuss or attempt to discuss the EOI, the project or the submissions with any City employee, Councillor, or person engaged by the City to participate in any way with the EOI. The City reserves the right to reject any submission that contravenes this condition.

### 1.3. Returnable Forms

**Respondents must complete all parts of the Expression of Interest forms. The City may reject any Expression of Interest which does not provide all the required information.**

## 2. LODGEMENT OF EXPRESSION OF INTEREST

Expressions of Interest must be lodged by the date, and in the manner, set out in the Key Conditions of Expression of Interest.

Any Expression of Interest received by the City after the closing date will not, unless the *Local Government (General) Regulation* provides otherwise, be considered by the City.

## 3. ACCEPTANCE OF EXPRESSION OF INTEREST & CONTRACT

If the City accepts an Expression of Interest in Stage One, it will issue a notification to the Participant that they have been shortlisted and invite the participant to participate in Stage Two. This notification does not create a contract with the Participant.

If the City accepts an Expression of Interest in Stage Two, it will issue a notification to the participant that they are shortlisted to participate in the Storytellers Program and provide a contract (in the form set out in the EOI) for execution.

Lodgement of an Expression of Interest will itself be an acknowledgement and representation by the Participant that it agrees to comply with the contract in its entirety.

**No material amendments to contract conditions will be accepted.**

## 4. CONFLICT OF INTEREST

In this clause "conflict of interest" means an actual or potential pecuniary or non-pecuniary conflict of interest (see the City's Code of Conduct under Governance for further explanation of these terms). Participants must disclose any conflict of interest in undertaking the requirements of the specifications and contract. Where a Participant has a conflict of interest, the Participant must provide the City in writing with detailed information about the nature and scope of the conflict of interest and include details of any

arrangements proposed to resolve or manage the conflict of interest should the Participant be awarded the contract. Based on the information provided by the Participant, the City will make the final decision regarding the Participants conflict of interest. If a conflict of interest is not disclosed by a Participant and the City then becomes aware of the conflict, Participants may be excluded from this Expression of Interest and/or any future process by which the City is seeking the provision of goods or services.

Additional Information relating to the City's requirements of Participants regarding how to submit an Expression of Interest, frequently asked questions and ethical business conduct can be found on the website.

## 5. NO BUSINESS IN ABUSE

Participants are advised that the City has resolved to adopt the "No Business In Abuse" pledge and is currently reviewing the implementation of the pledge in the context of its procurement policies. If and to the extent this review results in a change to the City's existing procurement practice and such change affects this procurement process an addendum will be issued to all Participants. For the information of Participants, the pledge provides that all persons engaged by the City should:

- a) have zero tolerance for child abuse;
- b) respect people's fundamental rights to freedom from arbitrary and indefinite detention;
- c) Not treat people in a cruel, inhumane or degrading manner; and
- d) commit to transparency and independent monitoring to ensure these principles are upheld.

## 6. Child Safe Standards

NSW organisations that provide services to children (0-18) are required under the Child Wellbeing and Safety Act (Act) to comply with child safe standards (Standards).

City of Sydney is committed to be a child safe organisation and has zero tolerance for child abuse. The City recognises it's legal and moral responsibilities in keeping children safe from harm and promoting their best interests. The organisation has specific policies, procedures and training in place to support employees and volunteers to achieve these commitments.

Participants selected by the City must warrant and undertake that:

- a. If you are a sole trader, you hold a valid Working With Children Check (WWCC) in line with the requirements of the *Child Protection (Working with Children) Act 2012*.
- b. You will be asked to provide your WWCC clearance #, full name and date of birth to the City for verification before you commence the Services
- c. If you are an organisation, relevant employees of your organisation hold valid WWCCs in line with requirements of the *Child Protection (Working with Children) Act 2012*.
- d. You or your relevant employees will comply with the City's Child Safe Code of Conduct - Employees while working with the City, and you understand that any breach of the code may lead to the City terminating the delivery of the Services in progress, and suspending or terminating further use of your services.
- e. You or your relevant employee must participate in a brief child safety induction, covering key safety risks and reporting obligations before commencing work with the City, as outlined in the City's Keeping Them Safe Guidelines
- f. You or your relevant employee will follow all instructions of City staff in relation to the prevention of harm to children.
- g. Where there is an allegation of reportable conduct made against yourself or your relevant employee or another employee of the City, you will cooperate in any investigation conducted by the City in line with the City's obligations under the *Children's Guardian Act 2019* and/or NSW Police.



## 6. ASSESSMENT CRITERIA

Expressions of Interest will be examined and evaluated according to the criteria tabled in the Key Conditions.

Each of the evaluation criteria listed are mandatory and critical to this Expression of Interest. *They are not of equal weight for evaluation and are not listed in order of priority.*

Participants' compliance on each of the mandatory evaluation criteria will be separately evaluated using the Evaluation Rating Scale below:

Score Rating	Description
90 – 100	No risk, excellent response with added value and innovation
80 – 89	No risk, excellent response
70 – 79	Very low risk, good response
60 – 69	Low risk, good response
50 – 59	Low risk, acceptable response
40 – 49	Medium risk, but acceptable response

**If a Participant receives a score of less than 40 in any one evaluation criteria, that Participant will be deemed non-compliant and will not be recommended for acceptance by the City.**