***Request for Proposal***

*Professional Services < $250K*

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

|  |  |
| --- | --- |
| **Contract** | Charity Partnership Major Events |
| **Services Description** | This Request for Proposal is for event Charity Partners across Central Coast Council’s major events over the 2023 / 2024 event season. |
| **Closing Time** | Friday 2 June 2023 |
| **Method of Lodgement** | Responses must be submitted to Central Coast Council via events@centralcoast.nsw.gov.au Please do not email responses to the Contact Officer. Proposals must not be sent to the contact officer or to any other email address. |
| **Council Contact Officer** | Donna JudgePhone: 0439 248 403Email: donna.judge@centralcoast.nsw.gov.au  |
| **Pre-Proposal meeting** | N/A |
| **Proposal Evaluation Criteria** **(not necessarily in order of weighting)** | * Conformity with the Request for Proposal documents.
* Must be a registered charity or legally constituted not-for-profit

 Organisation.* Must have no religious or political affiliation.
* Must operate within the Central Coast area and/or be able to

 demonstrate that the project will benefit residents of the Central  Coast community. * Must have capacity to competently deliver an activation in a

 professional and safe manner, with a delivery plan outlined in the application. |
| **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*
* *Etc.*

# Part 1 – Contract Information and Contract Brief

Central Coast Council (CCC) is seeking Proposals for annual Charity Partners across a selection of our major events, for the 2023 / 2024 event season.

*C*CC is seeking to use this Request for Proposal as a basis for negotiating a contract with the Preferred Charity Partner.

## 1.1 Background

CCC is planning to deliver six major events, all of which have high attendance and attract significant media attention. CCC are seeking Charity Partners to come on board for each event, to provide engaging on-site event activations or a food stall that add to each event program in a creative and innovative way.

Activations will need to be run by the Charity Partner at the event, in line with the theme of each event and Council’s compliance requirements. Event activations should be used by the Charity Partner as a branding and marketing exercise. If the opportunity is being used to fundraise, this should be done through a creative and engaging experience for the audience.

CCC is seeking Charity Partners for the following events:

|  |  |  |
| --- | --- | --- |
| **Event** | **Date**  | **Location** |
| ChromeFest | 27-29 October 2023 | The Entrance |
| Light up the Lake | 4 November 2023 | The Entrance |
| New Year’s Eve  | 31 December 2023 | The Entrance |
| Australia Day  | 26 January 2024 | Gosford |
| Love Lanes | 10 February 2024 | Wyong |

## 1.2 Contract Brief

**1.2.1 Central Coast Council Deliverables**

* Exposure of Organisation logo on promotional material.
* MC acknowledgements throughout the event where possible.
* One 3m x 3m site at the individual event assigned to the Charity Partner. This will provide your Organisation with the opportunity to conduct an interactive activation, food stall by adding to the attendee experience.
* Marquee and site equipment to be provided and installed by the Organisation.
* Display of Organisation signage as approved by the CCC at each event (Signage to be supplied by organisation to CCC seven days prior to the event).
* Partnerships will be made for one year only.

If your organisation has a coffee van or food stall to raise funds, please contact events@centralcoast.nsw.gov.au for consideration and to be added to our database.

**1.2.2 Process**

* All proposals will be evaluated by a panel for each event.
* CCC reserves the right to proceed with any or all the events mentioned above without appointing an Event Charity Partner, should they be deemed unsuitable for the event.
* CCC reserves the right to assign Charity Partners to events that align with the theme and strategy for the specific event and the Charity Partners values.
* All applicants will be notified of the outcome of their application.
* Successful applicants will be required to sign a Letter of Agreement outlining the requirements of their partnership.

**1.2.3 How to apply**

* Organisation must complete the Application Form (part 4) of this document.
* Organisation must submit a proposal that outlines and addresses the deliverables by the Organisation and their activation.
* CCC will seek to appoint and notify Charity Partners for events within a three-week period following the submission closing date.
* Applicants must have no religious or political affiliation.
* Applicants must operate within the Central Coast area and/or be able to demonstrate that the project will benefit residents of the Central Coast community.

Applicants must have capacity to competently deliver the activation in a professional and safe manner, with a delivery plan outlined in the application.

## 1.3 Timeframes

The timeframe for the Contract is as follows:

* Commencement – 1 July 2023
* Completion - 30 June 2024

## 1.4 Location of Work

As listed in table Part 1.1

## 1.5 Insurance

The Preferred Charity Organisation 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.
* Workers Compensation insurance covering its employees
* Applicants must be a registered charity or legally constituted not-for-profit organisation.

## 1.6 Council’s Representative under the Contract

Donna Judge

Events Officer

donna.judge@centralcoast.nsw.gov.au

M: 0439 248 403

## 1.7 COVID – 19

Under WHS legislation all employers or businesses are required to take action to manage the risk of COVID-19 to workers and others in the work environment. Businesses must comply with national and state public health directions in relation to COVID-19. Please ensure that contractors have safe systems in place that demonstrate control measures to minimise the spread of the virus.

Safe Systems of work may include the following:

* WHS Management Plans
* WHS Policies
* WHS Procedure
* Safe Work Method Statements
* Risk Assessments
* Safe Work Instructions

These systems should include:

* Social distancing requirements.
* Hygiene and sanitisation.
* Worker exclusion practices if they present with
* cough, fever, sore throat or shortness of breath.
* Processes for interacting with public if required.
* PPE when required.
* Self-isolation practices for those who have been in contact with confirmed and suspected cases.

## 2. Requirements for attending Council premises

As part of our COVID-19 Safety Plan and to ensure the safety of our workers and community, Central Coast Council has established protocols that our suppliers and contractors are required to follow when attending our facilities and worksites.

**IMPORTANT AMENDMENT**

As of **8 November 2021** (and in accordance with NSW Health guidelines) suppliers, contractors and all other workers who are required to attend any Central Coast Council Child Care Centres must have proof of double vaccination or appropriate exemption.

As of **10 January 2022**, Suppliers, Contractors, and all other Workers who are required to attend any Central Coast Council staff only premise or area must have **proof of double vaccination or appropriate exemption**. Examples of staff only areas include areas within administration buildings, depots, treatment plants, or office areas that are not accessible to the general public.

Suppliers who are unable or unwilling to provide appropriate evidence of double vaccination or an exemption when requested, will not be permitted to enter the relevant staff only premise or area.

Other COVID-19 protocols include:

* Follow all NSW Government directions.
* **DO NO**T attend our facilities or worksites if you are presenting symptoms of COVID-19 or flu like symptoms (i.e., Cough, Fever, Sore Throat, Shortness of Breath).
* **DO NOT** attend our facilities or worksites if you are subject to a Public Health, Stay at Home or Lockdown Order
* **CHECK IN** via the QR codes provided if required at the facility or worksite
* Maintain social distancing of at least 1.5m
* Practice good hygiene through regularly washing hands, using hand sanitiser, and other personal hygiene precautions
	+ - * Mask requirements will be in accordance with current NSW Government Health advice
* Cooperate with staff instructions regarding COVID-19 safety measures – we are all in this together.

Central Coast Council is continually monitoring Health advice and adjusting our processes to limit any health concerns and comply with NSW Health and SafeWork Australia requirements. This may impact our supply chain and project management requirements.

We hope that you can understand the safety measures that are being taken and thank you for your assistance with working through the ongoing situation. We will continually monitor the situation and advise of any material updates.

For more information and updates on COVID-19, please visit the NSW Government website <http://www.nsw.gov.au/covid-19> and if you have any questions in relation to the above please reach out to your usual Council contact.

# 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 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)

**Tenderer**

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

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

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

# Form 2: Application Form – *Complete and return this form*

|  |  |
| --- | --- |
| **Organisation name:**  |  |
| **Organisation postal address:** |  |
| **Organisation ABN:** |  |
| **Name of applicant:** |  |
| **Applicant email:** |  |
| **Applicant phone number:**  |  |
| **Website/social media:** |  |
| **Organisation category:** | * Children
* Environment
* Health
* Animals
* Arts and culture
* Social
 |
| **Background and mission of the organisation:** |  |
| **Project/activity name:** |  |
| **Please provide a short project description:** ***\*Full details to be attached as a proposal*** |  |
| **What will the funds raised through this partnership be utilised for?** |  |
| **Preferred event:** | * ChromeFest 2023
* The Lakes Festival 2023
* New Year’s Eve The Entrance 2023
* Australia Day Gosford 2024
* Love Lanes 2024
 |
| **Brief statement addressing why the organisation wants to partner with the preferred event:** |  |

# Form 3: 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)*** |
| Charitable Fundraising Authority through Service NSW. | Yes |  |
| Copies of certificates evidencing the currency of insurances required under the Contract (Refer 1.7) | Yes |  |
| Proposal that outlines activation and addresses the deliverables by the Organisation. | Yes |  |
| A Statement which demonstrates the Tenderer’s Capability and Methodology for carrying out the Services including the following: 1. Details of the Tenderer’s understanding of Council’s requirements.2. Process for delivering the services.3. Back-up and support services available.4. The proposed program for carrying out the services, including key personnel." | Yes |  |
| Social ImpactEvidence that demonstrates the organisations status as any of the following:* Social Enterprise
* Disability Organisation
* Indigenous Business
 | Yes |  |

# END