

Expression of Interest (EOI)

OOS1920018

Acquisition of Aboriginal Artwork for Office of Sport Reconciliation Action Plan

Issue Date: 21 May 2020

Closing Date: 22 June 2020

Closing Time: 10am

Lodgement: tenders@sport.nsw.gov.au

1 Introduction

This Expression of Interest (EOI) is issued by The Crown in right of the State of New South Wales, acting through the Office of Sport (the Office).

The Office seeks responses from respondents who wish to supply Aboriginal artwork for the Office of Sport Reconciliation Action Plan. Further details of the Aboriginal artwork required is provided in the Statement of Requirements found at Tab A.

For the purposes of this EOI, all inquiries should be directed to the Contact Officer.

Contact Name: Deborah Howard, Principal Policy Officer

Contact Email: tenders@sport.nsw.gov.au

Any information given to a respondent to clarify any aspect of this EOI will also be given to all other respondents if in the opinion of the Office it would be unfair not to do so.

2 Proposed Agreement

The successful respondent shall be bound by the [Conditions of Purchase](#). In addition to the [Conditions of Purchase](#), the successful artist:

- (a) grants to the Office a, perpetual, royalty-free, exclusive, irrevocable licence to use the artwork and all associated materials produced to the extent necessary for the Office to receive the full use and benefit of the artwork, and
- (b) may only make media or another announcement or releases about the artwork with the express written approval of the Office.

It is the intention of the Office to enter into the Proposed Agreement with one respondent.

3 Eligibility

The artist must identify as Aboriginal or Torres Strait Islander, be a NSW resident, and have a connection to a NSW Aboriginal Nation. Shortlisted artists may be asked to sign a confirmation of Aboriginal or Torres Strait Islander identity.

The artist will be required to have an Australia Business Number (ABN).

All designs and concepts must be the authentic and original work of the artist submitting the design.

4 Response Preparation

The respondent acknowledges that the Office will not be liable to it for any expenses or costs incurred by it as a result of its participation in this EOI, including where the EOI has been discontinued.

Before submitting its response, a respondent must:

- (a) Examine all information relevant to the risks and contingencies and other circumstances having an effect on its Response; and
- (b) Satisfy itself:
 - i) that the response is accurate, true and correct; and
 - ii) that the response is financially and practically viable for the respondent.

Respondents should submit details around their Eligibility including their Name / Business Name, ABN, Registered Business Address, Nation of Origin and authenticity of the Aboriginal artwork submitted.

Respondents should submit at least one (but no more than three) artwork design concept for consideration by the Office.

Submissions must include the explanation behind each concept, including how this design represents the importance of sport and active recreation to NSW Aboriginal people and their communities.

The EOI must state the cost to produce and deliver the artwork, inclusive of progress meetings, artist biography and concept explanation (see Tab A – Fees and Charges 5.2 for complete list of inclusions).

Include any special/cultural conditions or restrictions, relating to the artwork or its use.

5 Response Process

Respondents should notify the Contact Officer in writing on or before the closing date and closing time if they find any discrepancy, error or omission in this EOI.

If, for any reason the Office, at its sole discretion, requires the EOI to be amended before the Closing Date and Closing Time, an addendum will be issued. In each case, an Addendum becomes part of the EOI.

Responses must be lodged via the email address provided on the cover page and received by the Closing Date and Closing Time. The Office may, in its discretion, extend the Closing Date and Closing Time.

Late responses will not be considered, except where the Office is satisfied that the integrity and competitiveness of the process is not compromised. The Office shall not penalise any interested party whose response is received late if the delay is due solely to mishandling by the Office.

All responses become the property of the Office on submission. A response submitted electronically will be treated in accordance with the Electronic Transactions Act 2000 (NSW), and given the appropriate level of confidentiality, probity and attention.

As per the cover page of this EOI responses are due 22 June 2020 – 10am.

6 Evaluation Process

Responses will be assessed against the evaluation criteria listed in the table below, which are not indicated in order of significance.

Pass / Fail Criteria	Eligibility
Non-Price Criteria	Artwork Design Concept Explanation
Price Criteria	Fees and Charges

Information supplied by the respondent will contribute to the assessment against each criterion. Respondents are advised to respond clearly to all the evaluation criteria listed in this EOI.

The Office may seek to clarify any information provided by a respondent, conduct a site visit, and receive presentations and or demonstrations during the evaluation process.

7 Acceptance or Rejection

Where the Office determines that proceeding with the EOI would not be in the public interest, the Office reserves the right to discontinue the EOI process at any point, without making a determination regarding acceptance or rejection of responses.

Following the Office's decision, all respondents will be notified in writing of the outcome of their Response to the EOI.

8 Complaints Procedure

It is the NSW Government's objective to ensure that industry is given every opportunity to win Government contracts. Should any entity feel that it has been unfairly excluded from responding or unfairly disadvantaged by this EOI it is invited to write to:

Director, Finance, Procurement and IM&T
Office of Sport
Level 3, 6B Figtree Drive,
Sydney Olympic Park NSW 2127

TAB A – STATEMENT OF REQUIREMENTS

1 Background

- 1.1 The NSW Office of Sport (OoS) is an executive agency related to the Department of Communities and Justice.
- 1.2 OoS aims to increase the levels of physical activity of the people of NSW by providing the leadership, policies, programs, funding and infrastructure necessary to enable higher rates of participation in sport and active recreation.
- 1.3 Venues NSW is a statutory authority which sits within the NSW Office of Sport and is the owner, coordinator and promoter of a portfolio of publicly owned sports and entertainment venues in NSW.
- 1.4 OoS, including Venues NSW, is developing a Reconciliation Action Plan (RAP) - our formal commitment to reconciliation between Aboriginal and non-Aboriginal Australians. This is OoS's first RAP, and it will primarily focus on internal policies and procedures to build awareness, remove barriers and support staff in the OoS reconciliation journey.
- 1.5 OoS is seeking to engage a NSW Aboriginal artist or Torres Strait Islander artist (or group of artists) with a connection to an NSW Aboriginal Community to create an artwork that will be published (in full or in extract) in OoS publications including the RAP and associated marketing material.
- 1.6 It is the intention of the OoS to engage one artist only. While this is the intention, multiple artists may be considered in the event it is deemed the best outcome for the OoS.
- 1.7 The artist will commence work on an agreed date, and the artwork will be delivered 7 weeks after this date.

2 Design Brief

- 2.1 The artwork should represent the positive impact sport or active recreation has on NSW Aboriginal communities for example:
 - (a) Sport and active recreation contributes to community identity and cohesion as well as being a focal point for engagement, pride and achievement.
 - (b) Sport is where Aboriginal people are admired and celebrated.
 - (c) Sport and active recreation can heal, support, bring together and empower.The explanation should outline how the artwork represents this theme.
- 2.2 While not required to be used in the artwork the *Office of Sport Brand Colours* are attached at Appendix 1 for information purposes.
- 2.3 The final artwork will be high resolution digital format, of at least 300 dpi.

3 Timing

3.1 Milestones and timing from the date submissions close are as follows:

Milestone	Duration	Total Duration
EOI Close	-	-
Successful artist notified	2 weeks	2 weeks
Initial briefing, artist commences work	1 week	3 weeks
Progress meeting	3 weeks	6 weeks
Artwork and inclusions complete	3 weeks	9 weeks
Final Meeting: Photo, interview, recommendations for future use and extracting key elements	1 week	10 weeks

4 Relationship Management

4.1 Prior to commencing any work, the artist shall be issued a letter of engagement, and Purchase Order by the OoS.

4.2 The relationship with the artist will be managed by the following representative of the Office:

Name: Deborah Howard, Principal Policy Officer
Email: deborah.howard@sport.nsw.gov.au

4.3 Throughout the engagement, the artist will be available for a minimum of three meetings: initial briefing, progress meeting, final meeting as agreed with OoS.

5 Fees and Charges

5.1 The artist is to specify the fee for their artwork in the EOI application. The maximum available budget is **\$5,000 including GST**.

5.2 The fee for the artwork will cover:

- (a) the design and production of the agreed high-resolution (minimum 300 dpi) digital artwork, including any supplies and/or production costs,

- (b) use of the artist's supplied biography (including the artist's connection to a NSW Aboriginal community),
- (c) use of the artist's supplied explanation or story outlining how the artwork represents the positive impact of sport and active recreation on NSW Aboriginal communities,
- (d) an initial briefing and one progress meeting with OoS during early development of the artwork,
- (e) a final meeting to discuss how to extract key elements from the artwork to maintain their meaning,
- (f) all future use and publication (in full or in extract) of the artwork by OoS in any OoS publications and associated materials,
- (g) opportunity for media including, but not limited to, interviews and photo shoot.

5.3 The fee will be payable by OoS to the artist in the following instalments:

Instalment	Deliverable	% of Total Fee Payable
1	Issue of Purchase Order	40%
2	Progress meeting	20%
3	Final artwork and recommendations for using abstracts	40%

5.4 Fees for any follow up work with the OoS will be agreed between the artist and the OoS prior to the work commencing.

Appendix 1 – Office of Sport Brand Colours

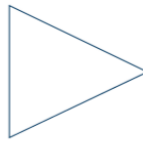
Brand colours

PRIMARY PALETTE

Consistent use of our brand colors will ensure consistency of the brand across all mediums.



DARK BLUE
C 100 M 43 Y 0 K 65
R 0 G 53 B 95
PMS 7463 C
HTML 00355f



WHITE
C 0 M 0 Y 0 K 0
R 255 G 255 B 255
HTML ffffff



BLACK
C 0 M 0 Y 0 K 100
R 0 G 0 B 0
HTML 000000



LIME GREEN
C 46 M 0 Y 90 K 0
R 151 G 214 B 0
PMS 375 C
HTML 97d700



PINK
C 0 M 100 Y 2 K 0
R 208 G 0 B 111
PMS 226 C
HTML D0006F



CYAN
C 100 M 0 Y 0 K 0
R 0 G 159 B 223
PMS Process Cyan C
HTML 009FDF

SECONDARY PALETTE

These should be used sparingly and as a support for the primary palette.



ORANGE
C 0 M 82 Y 100 K 0
R 255 G 81 B 0
PMS 021 C
HTML ff5100



YELLOW
C 0 M 10 Y 100 K 0
R 255 G 209 B 0
PMS 109 C
HTML FFD100



PURPLE
C 59 M 76 Y 0 K 0
R 130 G 70 B 175
PMS 2587 C
HTML 8246AF

© OFFICE OF SPORT

BRAND GUIDELINES | 21