

EXPRESSIONS OF INTEREST (EOI) REGIONAL ARTS SERVICES NETWORK



INFORMATION FOR PROVIDERS

With the aim of fostering, facilitating and promoting the sustainable growth and development of regional arts across the state, the Queensland Government committed \$6.5 million over four years from 2017-18 for Indigenous and regional arts initiatives, including the employment of regionally based arts officers.

To deliver on this commitment, Arts Queensland is seeking EOIs to establish a **Regional Arts Services Network** comprising:

- regionally based companies to deliver **Regional Arts Services** across six designated regions (see Appendix A)
- a company to deliver **State Coordination Office** services, including secretariat and coordinating functions for the **Regional Arts Services Network**.

One Service Agreement per company will be awarded to deliver **Regional Arts Services** in each of the six designated regions, and one to deliver the **State Coordination Office** services.

Eligible companies may tender for both opportunities.

Successful companies will be contracted to deliver services over a four-year period commencing in 2018 and ending in 2021.

ELIGIBILITY

Tender submissions will be accepted from:

- a legally constituted company (excluding Local Councils) or
- a group of entities (consortia) working together, provided that at least one entity in the consortia is a legally constituted company.*

Local Councils may form part of a consortia submission only.

To be eligible, providers:

- tendering to deliver **Regional Arts Services** must be based in regional or remote Queensland and must employ a **Regional Arts Officer** based in the designated region/s being serviced
- tendering to deliver **State Coordination Office** services must be based in Queensland
- must have an active ABN
- must have the operational and financial capacity to commit to a four-year Service Agreement
- must have satisfied the reporting requirements of any previous Arts Queensland funding.

Deductible gift recipient (DGR) status is highly desirable, but is not mandatory.

*Consortia tender submissions: note that a legally constituted company within the consortia (not a Local Council) must be nominated as the principal company to sign the Service Agreement and take legal and financial responsibility for the terms of the Service Agreement.

KEY DELIVERABLES

Regional Arts Services

Arts Queensland seeks to procure the services of suitably qualified and experienced regionally based companies to deliver a suite of services across six designated regions (Appendix A) including, but not limited to:

- employment of a dedicated **Regional Arts Officer** to be based in the designated region/s being serviced (mandatory)
- empowering the regions in determining arts and cultural priorities and where government investment is best directed
- facilitating and delivering community arts and cultural development programs that enhance local and visitor engagement with Queensland's arts and cultural offering
- build sector capacity and foster a strong community of arts, including partnerships with community, industry, government and the private sector
- increasing Queensland's application and success rates in securing arts funding across all levels of government and the private sector
- facilitating new employment and training opportunities in regional and remote Queensland
- increasing opportunities for Aboriginal and Torres Strait Islander artists and communities and supporting communities that are disadvantaged in terms of access to arts.

State Coordination Office

Arts Queensland seeks to procure the services of a suitably qualified and experienced company to deliver a suite of services including, but not limited to:

- providing a secretariat function to the **Regional Arts Services** providers, including state-wide planning and communications, and being a central point of contact for regional arts enquiries and a connector to arts funding avenues
- build sector capacity and foster a strong community of arts across the state including the facilitation and delivery of community engagement and development programs
- brokering of new partnerships and providing support to secure new regional arts investment
- increasing Queensland's application and success rates in securing arts funding across all levels of government and the private sector
- representing the network in state and national contexts and connecting with other state-based regional arts bodies
- increasing opportunities for Aboriginal and Torres Strait Islander artists and communities and supporting communities that are disadvantaged in terms of access to arts
- securing insurance cover for Local Arts Councils.

EOI SUBMISSION PROCESS AND REQUIREMENTS

The EOI submission process is in two stages:

Stage 1: Expressions of Interest

Eligible companies are required to download and complete the [EOI Submission Form](#).

Providers **must** submit the EOI by the closing date and time following these instructions:

- EOI: submit one (1) completed EOI Form, including all required support material (scanned/PDF documents must be signed on all page/s)
- EOI submission method: lodge electronically via email to regionalartsservices@arts.qld.gov.au with the email subject line detail: 2018 Regional Arts Services Network - EOI - <<your company/consortia name>>
- Email size restrictions: restricted to a maximum of 7MB per email (to ensure transmission) and where more than one (1) email – insert a subject line identifier – Email 1 of 2, 2 of 2 etc
- Email format: please submit documents in PDF or Word. For budgets - Word or Excel. You may submit in parts/multiple attachments

Stage 2: Direct negotiation - invitation only

Shortlisted companies will be invited to enter into post-offer contract negotiations.

TIMELINE

STAGE 1	
EOI opens	Thursday, 18 January 2018
Industry webcast (briefing) available	10am Wednesday, 31 January 2018
First round of clarification questions accepted by	Wednesday, 31 January 2018
First round of clarification questions published online	Friday, 2 February 2018
Second round of clarification questions accepted by	Tuesday, 6 February 2018
Second round of clarification questions published online	Friday, 9 February 2018
Final round of clarification questions accepted by	Tuesday, 20 February 2018
Final round of clarification questions published online	Friday, 23 February 2018
EOI closes	4pm Wednesday, 4 April 2018
STAGE 2	
Companies will be notified, with shortlisted companies entering Stage 2 by invitation	May 2018
Shortlisted companies enter into contract negotiations	May/June 2018
Contracts awarded	June 2018

Arts Queensland reserves the right to alter the timeline should the need arise. Times indicated are in Brisbane/Australian Eastern Standard Time (AEST).

EVALUATION

An evaluation panel of key stakeholder representatives and Arts Queensland staff will assess each EOI against the Evaluation Criteria outlined below.

Arts Queensland reserves the right to not award an agreement if no EOI is deemed suitable to meet the requirements of the services tendered.

Evaluation criteria

Evaluation Criteria	Detail
Capability (40%)	<ul style="list-style-type: none">• Proven high level of capability in regional development, and established networks with government and non-government stakeholders• Demonstrated experience working in a regional context, including specific knowledge of the arts and cultural sector in the designated region (see Appendix A)• The proposed methodology incorporates local capacity building opportunities and sustainable growth strategies• The suitability of the provider's entity and capacity to achieve the required Key Deliverables• Increased opportunities for Aboriginal and Torres Strait Islander artists and communities to participate and benefit.
Viability (35%)	<ul style="list-style-type: none">• Suitability of the company's methodology and work plan to achieve the outlined Key Deliverables• The proposed budget is viable, with cost structures appropriate to service delivery requirements, project sequencing and resourcing• Demonstrated best-practice governance and management of resources.
Stakeholder management (25%)	<ul style="list-style-type: none">• The company has a proven track record and ability in bringing together, and working collaboratively with, diverse stakeholders, including the arts sector, industry, community and government within and across regional locations• The company has demonstrated experience with managing complex governance structures and providing support and secretariat services.

REGIONAL ARTS FUNDING

Building on the Queensland Government's commitment to support vibrant and accessible arts and cultural experiences across the State through Arts Queensland's Queensland Arts Showcase Program (QASP), a new contestable funding stream will be established to support regional activity generated by the **Regional Arts Services Network**.

This funding stream aims to encourage collaboration and partnerships for delivering regional arts projects that respond to identified needs and community demand, generate legacy outcomes, focus on community engagement and development, and facilitate employment and cultural tourism opportunities.

Companies awarded Agreements to deliver **Regional Arts Services** and/or the **State Coordination Office** will be eligible to apply to this new funding stream to support delivery of services in partnership with local artists and stakeholders.

ADDITIONAL INFORMATION

General enquiries

Enquiries related to this EOI must be emailed to regionalartsservices@arts.qld.gov.au.

All queries will be responded to through the clarification question process and will be published online [here](#).

Please note the final deadline for Arts Queensland's receipt of clarification questions is outlined in the timeline provided in the EOI Submission Process and Requirements section of this document.

Frequently Asked Questions (FAQs)

FAQs have been developed to support this EOI submission process and are available on the Arts Queensland website [here](#).

Industry briefing – pre-recorded webcast

An industry briefing video will be available online to support the **Regional Arts Services Network** EOI process from 10am Wednesday, 31 January 2018.

All companies interested in submitting an EOI are encouraged to view this video.

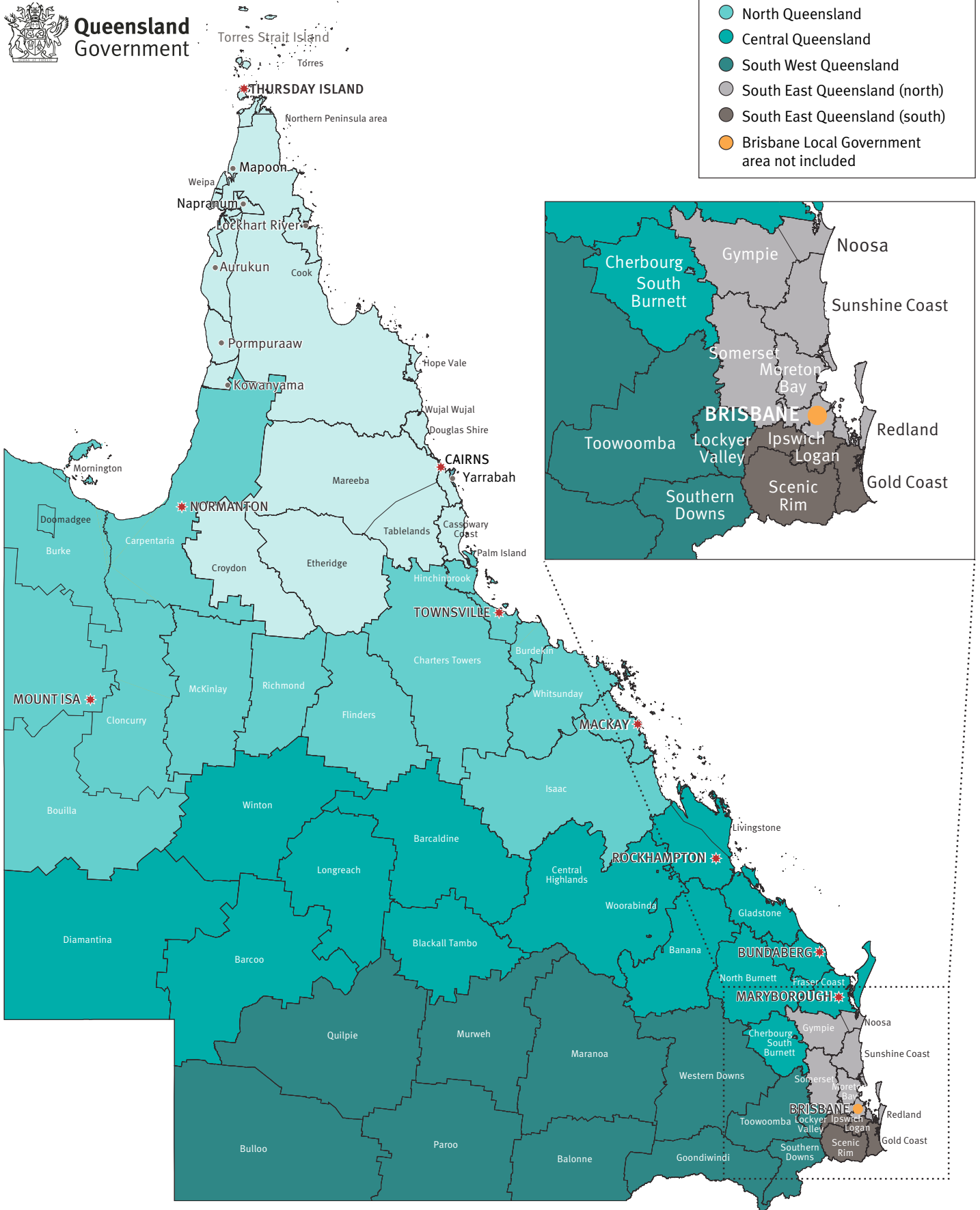
A transcript of the industry briefing video will also be made available online.

APPENDIX A: Designated Regions

Arts Queensland - Regional Arts Service Network delivery map



Queensland Government



Note: while every effort has been made to ensure this map is correct, its accuracy is not guaranteed.