

25 March 2024

INVITATION: EXPRESSION OF INTEREST

CBD SOUNDS / LIVE@LUNCH PROGRAM 2024-25: LIVE MUSIC CURATION & PERFORMANCES

- 1 Council is seeking to engage a contractor to deliver the Live@Lunch live music performance series, as part of Council's CBD Sounds program. The Live@Lunch performances will take place in Wollongong's Crown Street Mall each Wednesday and Thursday from 12-2pm. The contractor will deliver all aspects of the performances including curation, production, and program supervision.
- 2 Council invites Expressions of Interest (EOIs) in accordance with this Invitation and the accompanying documents:
 - Attachment 1: Specification
 - Attachment 2: Contract

3 DESCRIPTION OF THE WORKS

Deliver the Live@Lunch live music performance series, on Wednesdays and Thursdays (12-2pm), from July 2024-June 2025 on Wollongong's Crown Street Mall stage, including but not limited to:

- Curation/programming of live music
- Delivery and management of all music performances, including production.
- Provision of 1 x event staff per performance.
- Support promotion of performances.
- Reporting.

(Refer to Attachment 1: Specification, for more information)

4 COMMENCEMENT DATE FOR THE WORKS

3rd June 2024 (including planning)

5 COMPLETION DATE FOR THE WORKS

30th June 2025

6 CLOSE OF PROPOSALS

In order to be considered by Council your proposal must:

- be submitted by email to Carla Yamine cyamine@wollongong.nsw.gov.au before **10.00 am on Monday 6th May 2024** (close of EOIs);
- include your response the assessment criteria set out below; and
- remain open for acceptance by Council for a period of 90 days from the close of EOIs.

7 CRITERIA FOR ASSESSMENT OF EOI

The assessment and evaluation of EOIs will be based upon the following criteria and corresponding weightings –

Mandatory Criteria (Criteria that must be satisfied for an EOI to be assessed)

Referees	Provision of satisfactory references from referees for previous projects of similar size and scope
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Evaluation Criteria

Weighting

Demonstrated experience, capacity, and satisfactory performance in undertaking projects of similar size, scope, and risk profile, including:	
a) Live music curation	
b) Delivery of live music events including management of event staff	
c) Promotion of live music events	30 %
Artistic excellence and diversity of proposed live music programme	30 %
Demonstrated commitment to inclusion of local music artists and industry	20 %
Risk management policies and procedures (refer to Section 8 in this document)	20%

Your application must include all necessary supporting documentation to demonstrate your level of compliance or standing against the nominated criteria.

8 REQUIREMENTS FOR RISK MANAGEMENT

The following must be submitted as part of your EOI.

- Provision of an example Risk Management Plan for this project or a recent comparable project which will include as a minimum:
 - Risk Management Plan (risk identification and controls)

9 NON-COMPLYING OR ALTERNATIVE EOI

Council reserves the right to accept a non-complying or alternative EOI, i.e., an EOI which:

- does not comply with any requirement specified in this Expression of Interest, or the Specification; or
- contains any qualification, condition, or other indication that the respondent is not willing to perform the proposed contract in strict accordance with the proposed contract; or
- provides innovative solutions or affords some advantage in economy, performance, or operating facility to Council.

In order for a non-complying EOI to be considered by Council, respondents should also submit a complying EOI.

10 ACCEPTANCE AND REJECTION OF EOI

After considering the quotations submitted, Council may:

- accept the EOI that, having regard to all the circumstances, appears to it to be the most advantageous; or
- decline to accept any of the EOIs.

11 CONTRACT

The successful respondent will be required to enter into a contract with Council in accordance with the proposed contract accompanying this Invitation.

Council reserves the right, in its absolute discretion, to amend the proposed contract at any time in order to correct errors or anomalies and to conduct limited negotiations with the successful respondent in relation to the terms and conditions of the proposed contract to mutually improve outcomes.

12 CONSERVE ACCREDITATION

The successful respondent, where providing works or services on Council premises or where insurances are required, will be required to become accredited with Council's on-line contractor management service provider Conserve at <https://conserve.com.au/> and maintain the accreditation for the life of the contract. Accreditation is not required prior to acceptance of an EOI.

This letter is authorised by

Carla Yamine
City Centre Placemaker
Wollongong City Council

Attachments:

- 1) *Specification*
- 2) *Contract*