

Office of Sport



# Request for Quote

## Goods & Services

OOS000239  
Active Fest Event Series

Issue Date: 24<sup>th</sup> March 2023  
Closing Date: 14<sup>th</sup> April 2023  
Closing Time: 5pm



# Conditions of Quotation

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## 1 Introduction

- 1.1 This Request for Quote (RFQ) is issued by The Crown in right of the State of New South Wales, acting through the Office of Sport (the Office).
- 1.2 The Office seeks responses from suppliers who wish to supply the Goods/Services as described below in the Statement of Requirements.
- 1.3 For the purposes of this RFQ, all inquiries should be directed to the regional Contact Officer.
- Contact Name: Matt Sawyer - Northern Region  
Contact Email: [matt.sawyer@sport.nsw.gov.au](mailto:matt.sawyer@sport.nsw.gov.au)
- Contact Name: Gaylene Ryan – Western Region  
Contact Email: [gaylene.ryan@sport.nsw.gov.au](mailto:gaylene.ryan@sport.nsw.gov.au)
- Contact Name: Monique Schreiber - Southern Region  
Contact Email: [monique.schreiber@sport.nsw.gov.au](mailto:monique.schreiber@sport.nsw.gov.au)
- Contact Name: Nick Rendell - Sydney Metro Region  
Contact Email: [nick.rendell@sport.nsw.gov.au](mailto:nick.rendell@sport.nsw.gov.au)
- 1.4 Any information given to a respondent to clarify any aspect of this RFQ will also be given to all other respondents if in the opinion of the Office it would be unfair not to do so.
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## 2 Eligibility of Respondents

- 2.1 Responses must be submitted by a legal entity or, if a joint response, by legal entities, with the capacity to enter into a binding agreement. The Office will only enter into an Agreement with such legal entity or entities.
- 2.2 The Office will not enter into an Agreement with a company that does not have an Australian Business Number and is not registered for GST. Normally, respondents must be registered for GST and state their ABN in their response.
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## 3 Response Preparation

- 3.1 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.

- 3.2 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 RFQ, including where the RFQ has been discontinued.
- 3.3 If, for any reason the Office, at its sole discretion, requires the RFQ to be amended before the Closing Date and Closing Time, an addendum will be issued.

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## 4 Response Process

- 4.1 The Office seeks Conforming responses.
- 4.2 The Response must comprise of a completed quotation below and any attachments as may be necessary. Any attachments should be labelled to identify those section of the RFQ to which they relate.
- 4.3 Non-conforming responses may be excluded from the RFQ process without further consideration at the Office's discretion.
- 4.4 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 RFQ.
- 4.5 Responses must be fully received by the Closing Date and Closing Time as per the cover page. The Office may, in its discretion, extend the Closing Date and Closing Time.
- 4.6 A Response must be lodged via the address as per the cover page.
- 4.7 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.
- 4.8 Respondents must comply with the requirements of the Office of Sport Statement of Business Ethics and must disclose any conflicts of interest.
- 4.9 If the Office becomes aware of improper conflict of interest by a successful respondent after the Agreement has been executed, then the Office reserves the right to terminate this Agreement.

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## 5 Evaluation Process

- 5.1 Responses will be assessed against the evaluation criteria listed in the table below, which are not indicated in order of significance or given equal weight.

Pass / Fail Criteria
a) Conflict of Interest
b) Compliance with Proposed Agreement
c) Insurances
d) Proposed Event, including <ul style="list-style-type: none"><li>inclusion of priority populations</li><li>potential for increased participation</li><li>potential to address barriers to participation</li><li>sustainability and innovation</li></ul>
e) Contract Management
f) Fees and Charges

- 5.2 Information supplied by the respondent will contribute to the assessment against each criterion. The Office may seek to clarify any information provided by a respondent.

- 5.3 Responses will remain open for acceptance by the Office for a period of six months from the Closing Date and Closing Time.
- 5.4 Lodgement of a response will itself be an authorisation by the respondent to the Office to make available, on request, to any NSW government agency information, including but not limited to, information dealing with the respondent's performance on any contract/agreement that may be awarded. Such information may be used by the recipient NSW Government agency for assessment of suitability for pre-qualification, selective response lists, expressions of interest or the award of a facility use agreement or termination of a facility use agreement.
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## **6 Notification of Short-listing**

- 6.1 No respondents shall be deemed to have been short-listed until the respondent has been notified of such by the Office in writing.
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## **7 Disclosure Information**

- 7.1 Following the Office's decision, all respondents will be notified in writing of the outcome of their RFQ Responses.
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## **8 Complaints Procedure**

- 8.1 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 the Conditions in the RFQ, or the Statement of Requirements, it is invited to write to:

Director, Finance, Procurement, and IM&T

Office of Sport

Level 3, Building B, 6 Figtree Drive,

Sydney Olympic Park NSW 2127

# Statement of Requirements

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## 1 Background and Overview of Requirements

- 1.1 The Office of Sport (the Office) requires Active Fest Events to be delivered at various targeted Local Government Areas (LGAs) across NSW.
  - 1.2 Active Fest aligns with Office's mission of Building Active Communities by connecting people and communities to sport and active recreation opportunities through the following key objectives:
    - a) Connection with physically/ socially disengaged youth and people by appealing to interests and influencing change through having a go.
    - b) Provide opportunities for communities significantly impacted by COVID to participate in sport and physical activity
    - b) Creating strong program partnerships through local community agencies and sport and active recreation organisations that will assist in engaging and encouraging people to participate.
    - c) Improving access to and utilisation of the Active Kids/ First Lap vouchers by families to enable young people to continue with activity after Active Fest.
    - e) Creating sustainable events, pathways, and ongoing opportunities to participate in sport and active recreation in the region
  - 1.3 The Office does not have the capacity to deliver Active Fest Events across target LGAs by 30 June 2023 and seeks multiple Suppliers to assist with the delivery of Active Fest Events.
  - 1.4 Successful Suppliers will be required to enter a Contract with the Office based on the Office's Goods and Services Short Form Agreement.
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## 2 Scope

- 2.1 The Office has identified 52 LGAs that have been significantly impacted by Covid lockdown. The Office may seek Suppliers to run an Active Fest Event in any one of the 52 LGAs.
  - 2.2 The LGAs are located across NSW and include Metropolitan, Regional and Remote areas.
  - 2.3 Active Fest Events must have commenced prior to 30 June 2023.
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## 3 Approach and Deliverables

- 3.1 Suppliers are required to deliver an Active Fest Event Series (Min of 8 events) in an applicable LGA.
- 3.2 While it is anticipated that the specific components of events will differ between LGAs to suit the intended audience, event details could include but are not limited to:
  - a) Modified sport and physical activity activities relevant to program providers
  - b) Partners deliver physical activities with the aim of increasing ongoing participation
  - c) Local musicians/ music to support the sport and physical activity focus
  - d) Inviting local stars who identify with community

- e) Inviting Academy athletes and sports stars
  - f) Supported inducements towards ongoing physical activity E.g., Donation sports gear bag and equipment for participants
  - g) BBQ, food trucks, healthy menu options
  - h) Support services that assist communities to address social concerns and inclusion E.g., Headspace, Black Dog Institute, cultural organisations.
- 3.2 Suppliers will be required to comply with contractual obligations related to child safety
- 3.3 For each Active Fest Event Series, Suppliers are required to collect and report periodically the following data to the Office:
- a) Number of State Sporting Organisation's engaged
  - b) Number of partners delivering services at event
  - c) Total number of participants in attendance
  - d) Increase membership to clubs and partners post event
  - e) Number of inactive participants becoming active
  - f) Report on continued participation 6 and 12 months after the Active Fest Event.
- 3.4 The Office will support suppliers with marketing and promotional support and assistance in planning the Active Fest Events.
- 3.5 The events series must:
- a) Have a minimum of 8 free or very low-cost events in a series based on participation (ie. Not competition based) prior to June 30 2023
  - b) Have low or no equipment requirements for participants
  - c) Encourage equitable access for all participants
  - d) Show potential for ongoing sustainable long-term continuation after the Funding period
  - e) Operate events that allow smaller regional communities access to physical activity/events within the identified LGA's

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## 5 Ongoing Support and Contract Management

- 5.1 A Project team from Office will be centrally responsible for managing Suppliers. Various staff will be responsible for managing the delivery of Active Fest Events Series at an operational level.
- 5.2 The Supplier shall be required to nominate a representative who will be the main point of contact for the Office and shall be responsible for the following:
- a) Representing the Supplier and making appropriate decisions on day-to-day issues
  - b) Complaint handling
  - c) Monitoring Supplier compliance with its obligations and actioning any issues that arise.
  - d) Providing agreed reporting to the Office
- 5.3 Contract review meetings may be required to take place as agreed between the Office and the Supplier.
- 5.4 Reporting will be required from the Supplier as agreed between the Office and the Supplier (refer to 3.3 above).

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## 6 Pricing / Fees & Charges

- 6.1 The Office shall pay Suppliers a fixed fee to deliver the event series they are contracted to provide.
- 6.2 Suppliers will be expected to provide a high-level breakdown of the fees and charges that make up the fixed fee payable.
- 6.3 If an Active Fest Event series links in with a wider event being delivered by a Supplier, the fixed fee payable by the Office must only relate to the sport and active recreation components.
- 6.4 The fixed fee payable for the delivery of Active Fest Events is as follows:
  - Events targeting single LGA maximum \$10,000 allocation.
- 6.5 The intention of the Office is to pay the fixed fee upfront upon execution of a Contract with a Supplier.
- 6.6 If a Supplier is unable to deliver their proposed Active Fest Event the Supplier is required to return the fixed fee less any reasonable expenses already incurred.

# Response / Quotation

Respondents are to complete Sections 1 – 6 below and attach any supporting information.

## 1 Organisational Details

1.1 Company Legal Name	
1.2 Australian Business Number (ABN)	ABN:
1.3 Type of Business or Organisation E.g., small business, disability enterprise, regional organisation.	
1.4 Company Registered Address	
1.5 RFQ Contact Details	Name: Phone: Email:
1.6 Conflict of Interests	Are you aware of any real or perceived conflict of interests (including any relevant relationships) existing, which require your disclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details below.
1.7 Compliance with Proposed Agreement?	Do you agree to be bound by all the conditions contained within the Proposed Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, a full statement of deviations must be given below, specifying the relevant clause/s and the extent of non-compliance to each.

## 2 Insurances

2.1 Product and Public Liability	Minimum Requirement - AUD\$10m per occurrence
	Policy Number:
	Policy Expiry:
	Policy Amount:
	Minimum Requirement - AUD\$10m per



2.2 Professional Indemnity	occurrence
	Policy Number:
	Policy Expiry:
	Policy Amount:
2.3 Workers Compensation	Minimum Requirement – as per law
	Policy Number:
	Policy Expiry:

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### 3 Proposed Event/s

3.1 Location and Target Audience Details of the proposed event location and target audience	
3.2 Program for Delivery Details of proposed key activities, deliverables, and timelines in delivering the event.	
3.3 Outline subcontracted services and resources required to deliver the event	
3.4 Alignment with Objective and Outputs Details of How does your event align with the objectives and outputs of Active Fest.	
3.5 Alignment with sustainability in the sector Details of how the event/s creates sustainable and ongoing opportunities to participate in sport and active recreation in the region	
3.6 Outline methods to include or target priority populations in the event series	

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### 4 Contract Management

4.1 Supplier representative Confirmation of your proposed representative.	
4.2 Issues Management Details of how you propose to manage issues that are identified.	

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Fees and Charges

5.1 Price Schedule		Complete the table below		
Description	Unit of Measure	Quantity	Price / Rate (ex. GST)	Total Cost (ex. GST)