

EXPRESSIONS OF INTEREST REGIONAL ARTS SERVICES NETWORK

FREQUENTLY ASKED QUESTIONS



1. How is a procurement process different from a grant process?

A procurement process involves the purchasing of specific services to assist the government to achieve its priorities. In this case, the services are set out in the Key Deliverables section of the Expression of Interest (EOI) – Information for Providers document which you can access [here](#).

At the end of the procurement process, successful companies will enter into direct negotiations with Arts Queensland resulting in a Service Agreement.

A grant is a contribution towards delivery of a project of your own making, rather than a contract to deliver specific services identified by government.

Further information can be found at: [Queensland Government Procurement Strategy](#), [Queensland Government Procurement Policy](#), [Streamlined Service Agreements](#), including an example of a [service provision agreement](#).

The Standard Suite of Contracts will be used as a basis for contracting the delivery of services and are published on the Department of Housing and Public Works' website:

<http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdateServiceAgreementStandardTerms.pdf>

<http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdatedShortFormtermsandconditions.pdf>

2. What obligations define service delivery in a Government context?

All providers awarded a Service Agreement as part of the Regional Arts Services Network will be required to uphold high ethical standards, comply with probity principles, adhere to the code of conduct, and fulfil obligations relating to effective management of Conflicts of Interest throughout the procurement, and throughout the life of any awarded Service Agreements.

This includes:

- observing applicable legislation, policies, agreements and industrial instruments
- observe obligations of services delivered that reflect public sector values, ethics, and accountability
- ensuring that appropriate governance mechanisms are in place (including systems to manage conflicts of interest and complaints)
- employees should be aware that their actions are to be in accord with the [Integrity Act 2009](#), the [Public Sector Ethics Act 1994](#), along with the [Code of Conduct for the Queensland Public Service](#).

3. How is Arts Queensland ensuring this procurement is a fair and open market opportunity?

Principle 3 of the [Queensland Procurement Policy \(QPP\)](#) outlines the government's requirements and expectations about integrity, probity and accountability in relation to a procurement process.

Arts Queensland is committed to procedural integrity, transparency and fairness, and delivers on the guarantee that all suppliers/offerors and service providers have equitable access to information relating to this opportunity. For further assurance, an independent probity advisor has been engaged across the two stage procurement process.

4. What will happen if my company is invited to enter Stage 2 negotiations?

Negotiations will commence using a *Standard Government Contract for Service Levels and Funding Agreement*. This process may involve a range of discussions that will result in a final Service Agreement between the parties (if the provider is successful). Discussions are likely to include:

- detailed information on the types and scope of services to be delivered across the designated regions and/or State Coordination Office
- milestones and timeframes
- detailed fee-for-service budget costings (including staffing) across the four-year period
- performance measures and reporting requirements.

5. What local government areas make up each of the six designated regions?

- Far North Queensland – Aurukun, Cairns, Cassowary Coast, Cook, Croydon, Douglas, Etheridge, Hope Vale, Kowanyama, Lockhart River, Mapoon, Mareeba, Napranum, Northern Peninsula Area, Pormpuraaw, Tablelands, Torres Shire Council, the Torres Strait Islands, Weipa, Wujal Wujal, Yarrabah
- North Queensland - Boulia, Burdekin, Burke, Carpentaria, Charters Towers, Cloncurry, Doomadgee, Flinders, Hinchinbrook, Isaac, McKinley, Mackay, Mornington Island, Mount Isa, Palm Island, Richmond, Townsville and Whitsunday
- Central Queensland - Banana, Barcaldine, Barcoo, Blackall Tambo, Bundaberg, Central Highlands, Cherbourg, Diamantina, Fraser Coast, Gladstone, Livingstone, Longreach, North Burnett, Rockhampton, South Burnett, Winton and Woorabinda
- South West Queensland - Balonne, Bulloo, Goondiwindi, Lockyer Valley, Maranoa, Murweh, Paroo, Quilpie, Southern Downs, Toowoomba and Western Downs.
- South East Queensland (north) - excludes Brisbane but covers Gympie, Moreton Bay, Noosa, Redlands, Somerset and Sunshine Coast
- South East Queensland (south) – excludes Brisbane but covers Gold Coast, Ipswich, Logan and Scenic Rim.

Service delivery across other Queensland Government departments, including the Department of Aboriginal and Torres Strait Islander Partnerships, has been considered in the designation of regions.

See also Designated Regions Map at Appendix A to the [EOI – Information for Providers](#).

6. Are Regional Arts Services providers required to employ new staff as the dedicated Regional Arts Officer, or can an existing staff member fulfil this function?

Employment of a Regional Arts Officer in the designated region/s is a mandatory requirement. If it is proposed that a current staff member will become the Regional Arts Officer, the EOI must provide information on their skills, capabilities and experience to show they are an appropriate candidate for the role and dedicated to the provision of the Key Deliverables.

7. What is a consortia?

A consortia is a group of companies working collaboratively to deliver services across a designated region. Consortia providers bring diverse experience and knowledge (arts and non-arts) and a strengthened offering by working together to achieve the Key Deliverables across the designated region/s, including growing investment, partnerships and capacity building opportunities.

Providers are strongly encouraged to develop partnerships and/or to develop a consortia-based EOI to ensure each designated region is adequately serviced.

It is recommended that consortia providers confirm their roles and contributions as support material through letters of agreement, letters of confirmation, memorandums of understanding, or partnership agreements.

If submitting an EOI as a consortia, providers must nominate one legally constituted company as the principal company. The principal company will take legal and financial responsibility for the terms of the Service Agreement (if the provider is successful).

Further information on how to make a collaborative submission is available on the [Business Queensland](#) website.

8. Can a company submit an EOI to deliver Regional Arts Services to more than one designated region?

Yes. Companies submitting an EOI to deliver Regional Arts Services in more than one designated region must clearly identify each of the regions covered in their EOI. It is also a requirement that Regional Arts Services providers employ a dedicated Regional Arts Officer in each of the designated regions serviced.

9. Can a company submit an EOI to deliver both Regional Arts Services and State Coordination Office services?

Yes. However companies must be based in regional Queensland to be eligible to submit an EOI to deliver Regional Arts Services. Note also that it is a requirement that Regional Arts Service providers employ a dedicated Regional Arts Officer in the designated region serviced.

Companies submitting an EOI to deliver both Regional Arts Services and State Coordination Office services are able to submit one EOI form covering both functions.

10. Do all entities forming a consortia/group EOI to deliver Regional Arts Services need to be based in regional or remote Queensland?

No. However to be eligible, the group must include a company/s based in regional or remote Queensland, and the Regional Arts Services provider must employ a dedicated Regional Arts Officer in the region/s serviced.

A regional company must be nominated as the principal company and will take legal and financial responsibility for the terms of the Service Agreement (if the provider is successful).

11. What financial contribution will Arts Queensland make towards the Regional Arts Services Network?

You are required to provide information on your price to deliver services (that is, what you propose to charge Arts Queensland) in your submission. Financial arrangements will be determined through Stage 2 of the procurement process.

12. Will project funding be available to assist with delivery of activities?

Arts Queensland will establish a new contestable funding stream within the Queensland Arts Showcase Program to support regional activity generated by the Regional Arts Services Network. Further details of this funding opportunity will be available in mid-2018.

This funding opportunity will be open to Regional Arts Services and State Coordination Office providers only, and will be peer assessed, with recommendations made to the Minister for the Arts for funding approval.

Other Arts Queensland project funding open to the Regional Arts Services Network providers and potential applicants within their designated regions include the Regional Arts Development Fund, Playing Queensland Fund, Indigenous Arts Regional Development Fund, Individuals Fund, Arts Business Innovation Fund and the Queensland Arts Showcase Program (Arts Ignite, Arts Illuminate and Arts Impact).

13. Useful links

<https://www.business.qld.gov.au/running-business/marketing-sales/tendering/competitive>

<https://www.business.qld.gov.au/running-business/marketing-sales/tendering/competitive/common-sections>