



South East Queensland
**Indigenous Chamber
of Commerce**

Expression of Interest

The South East Queensland Indigenous Chamber of Commerce is Australia's second-longest running Indigenous Chamber of Commerce. The Chamber has four core objectives -

1. Fostering trade
2. Building capability
3. Advocacy
4. Generating wealth

The SEQICC is located (2019 - 2021) at Advance Queensland's the Precinct, 315 Brunswick Street, Fortitude Valley.

We are seeking expressions of interest from suitably qualified suppliers of the following services.

1. SEQICC Project Manager, 2 - 3 days per week, 6 months, commencing immediately
2. SEQICC and Meeanjin Markets Communication, commencing immediately
3. Meeanjin Markets Training Packages
4. Meeanjin Markets Creative Producers, commencing immediately

Applications open 6th September 2019

Applications close 15th September 2019 9.00am (No extensions)

All correspondence and applications should be addressed to:

Mr Charles Jia

Secretary

secretary@seqicc.com.au

More information about SEQICC, please see:

www.seqicc.com.au www.facebook.com/seqicc www.twitter.com/seqicc www.instagram.com/seqicc	www.meeanjinmarkets.com.au www.facebook.com/meeanjinmarkets www.twitter.com/meeanjinmarkets www.instagram.com/meeanjinmarkets
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1. SEQICC Project Officer

As Project Officer for the SEQICC you will assist the volunteer board to systemise and improve its processes and support the Board as it advocates for Indigenous businesses across South East Queensland, enabling it to grow.

Roles and Responsibilities:

Co-ordinate the administrative functions of the chamber including:

- supporting the board and board meeting processes including distributing agendas and taking minutes etc.
- developing Board papers and briefings
- preparing membership information for Board and updating membership lists
- preparation for Special General Meetings and Annual General Meetings
- developing chambers policies and procedures
- with members of the Board, representing the chamber at the functions and events in brackets (possibly after hours)
- keeping across key developments which impact and effect the range of Indigenous businesses that the chamber represents
- developed draft papers representing issues for chamber members
- engage with and consult with chamber members on key issues

The boxes you'll tick:

- Demonstrated experience in administration processes, project management or similar skills and qualifications would be highly desirable
- Demonstrated experience with establishing organisational governance matters, including development of constitutions, organisational policies and processes
- Demonstrated ability to take initiative and work autonomously to deliver effective processes
- Skills in dealing with competing demands and management of multiple projects and tasks
- Highly developed analytical and problem-solving skills
- Above average skills in the use of word processing and spreadsheeting applications, electronic messaging and calendar skills
- Knowledge and understanding of community grants processes
- A passion for making a difference for Indigenous businesses
- Demonstrated communication (verbal and written) and interpersonal skills including the ability to:
 - Create presentations and deliver information
 - Develop and maintain effective relationships with internal and external stakeholders
 - Prepare correspondence and reports
 - Remain professional and communicate sensitive information.

2. SEQICC and Meeanjin Markets communications team

Expressions of Interest are sought for suitably qualified professionals to deliver high quality communications and public relations services to the SEQICC throughout the year, and to Meeanjin Markets.

The SEQICC seeks proposals that address the following criteria.

Selection criteria:

1. Proven experience and knowledge of Aboriginal and Torres Strait Islander communities, businesses, and the arts.
 2. Proven success in delivery communications and public relations.
 3. Value for money.
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3. Meeanjin Markets Indigenous Business Training Program

The Meeanjin Markets was established in 2018 as part of the Gold Coast Commonwealth Games. The Markets were also included as part of the Creating Tracks Advancing Indigenous Small Business Development program. Vendors were encouraged to participate in the training program as part of their participation in Meeanjin Markets. Three markets on, the needs of Meeanjin Markets businesses and vendors continues. The SEQICC invites suitably qualified business trainers to develop and deliver an ongoing business training program that meets the needs of the Indigenous businesses delivering to Meeanjin Markets in 2019 and 2020.

Selection criteria:

1. Proven experience and knowledge of Aboriginal and Torres Strait Islander communities, businesses, and the arts.
2. Proven success in delivery business training.
3. Value for money.

4. Meeanjin Markets Creative Producer

About Meeanjin Markets

Meeanjin Markets was established in 2018 as part of the Gold Coast Commonwealth Games.

Note: Meeanjin Markets receives a decreasing funding amount in 2020 and 2021. It is anticipated that throughout the contract period, the Creative Producers will assist the volunteer SEQICC and Meeanjin Markets Steering Committee to seek fundraising, including assisting at fundraising events.

Dates for future markets

Have been agreed upon with Brisbane City Council for bookings with Reddacliff Place.

2019	2020	2021
Friday 22nd & Saturday 23rd November 2019	Friday 22nd & Saturday 23rd May 2020 Friday 27th and Saturday 28th November 2020	Friday 21st and Saturday 22nd May 2021 Friday 26th and Saturday 27th November 2021

PART 1 – PROPOSAL DETAILS

Our vision

Create a unique, creative, high quality and economically sustainable bi-annual event for South East Queensland's Aboriginal and Torres Strait Islander creative and business communities.

The opportunity

SEQICC is seeking Proposals for a producer/s to deliver the next three Meeanjin Markets (November 2019, May and November 2020), including the development of entertainment, cultural and workshop program.

The creative producers

On behalf of the SEQICC, the Creative Producers will lead the execution of the Meeanjin Markets, a two day bi-annual event in South East Queensland. The creative producers will work with the SEQICC committee, stakeholders, and others.

The producer/s' role will not be stationed within the SEQICC, but the delivery of this program will be supported by a SEQICC volunteer committee, with some support by the SEQICC's casual project officer.

Elements of the producers role

The producers will

- Will take a lead role in ensuring a successful event that meets the KPIs
- Will adhere to policies and procedures determined by funding bodies.

A. Administration

- Support the SEQICC to ensure the markets are delivered through attendance at meetings in between markets and in the lead up to the markets

- Participate in the fundraising events to ensure the markets continue
- The Creative Producer will be responsible for all duties associated with the booking and management of artists/performers for events including and not limited to: flights, accommodation and booking fees for performers, artists and/or any other third party provider management of relationships and contracts between the producer/s and third party providers, including technical, support staff and performers/artists additional audio-visual and technical requirements

B. Financial

- Work to an agreed budget and within budget frameworks

C. Vendors

- Work to ensure quality vendors for each market
- Ensure vendors have completed all application forms and insurances
- Work with the Meeanjin Markets Trainers, providing advice and recommendations.

D. Curatorial vision

- Work to ensure the original intention of the markets - high quality artisan products by South East Queensland Indigenous artists - is maintained.
- Work with the Meeanjin Markets Steering Committee to develop a strong curatorial vision that addresses the strategic opportunities of the markets for Indigenous business and the Indigenous community in South East Queensland.

E. Working with others

- work with other professionals including communications, fundraising, evaluation, and training teams.
- work with relevant stakeholders, including funding bodies, relevant community groups, potential partners, etc.

F. Reporting

- Work with the SEQICC and attend regular team meetings
- Assist in the development of acquittal documents for funding bodies
- Will provide a final report at the end of each markets to the SEQICC including findings and learnings, updated budget, matters of concern.

Budget

- Creative Producer fee \$160,000 (ex GST) will be paid to the Creative Poducer/s for the delivery of three Meeanjin Markets from 2September 2019 -30 January 2021.
- The delivery fee includes staffing and subcontractor fees, excluding Evaluation, Entertainment and Workshop, Infrastructure.
- The Creative Producers will be expected to utilise the SEQICC email address - markets@seqicc.com.au.
- The Creative Producers will have full access to existing templates, contacts, vendor lists, infrastructure providers. It is anticipated the existing look, feel & layout will be utilised.

Occupational Health and Safety

- The Creative Producers must ensure that all current occupational health and safety procedures are adhere to.

Proposal particulars

Contract particulars		
a	Contract	Creative Producer
b	Proposed contract term	15 September 2019 - 30 January 2020 (three markets)
c	Price Schedule	\$160,000 (ext GST)
d	Separate categories/portions	N/A
e	Insurance requirements	Refer to the proposed draft Contract for details
Additional information for you		
a	Tenderer briefing by SEQICC	No
b	Site inspection	No
c	Historical data	Nil
Information about this proposal		
a	Part Proposals	Will not be considered
b	Joint proposals	Will be considered
c	Alternative offers	Will not be considered
d	Will SEQICC consider 'non compliances' with SEQICC's proposed contract	No
e	Will SEQICC consider 'non compliances' with SEQICC's Conditions for Proposal or Specifications	No
f	Validity period for the proposal	120 calendar days from the Submission Deadline
g	Addenda	No applicable
Lodging your proposal		
a	Submission deadline:	All applicants must submit by ## September 2019
b	Method of lodgement	By email to secretary@seqicc.com.au
SEQICC's Evaluation of your proposal		
a	Evaluation criteria	See Part 2

Attachment A - Your Response Form

Note: This information is to be inserted at the front of your proposal and may be used in the contract if SEQICC accepts your proposal.

About you		
a	Name of Tenderer*	
b	Trading name	
c	ACN (if a company)	
d	ABN	
e	Address	
f	Registered address (if company)	
Your contact person		
a	Name	
b	Position	
c	Address	
d	Contact details	
	Telephone	
	Email	
	Your proposal	
a	Proposal for:	
b	Is your proposal a joint proposal?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify full name (including ACN, if a company for each part to the joint proposal)
Supporting documentation		
a	Certificate of Currency for Insurance/s	<input type="checkbox"/> No <input type="checkbox"/> Yes, If my submission is successful I can show Certificates of Currency
	Signed for and on behalf of the tenderer	

	Signature	
	Date	
	Name & signature of witness	

**Please insert the full name of the person or company (please also specify the trading, business name, or name of trustee and trust*

Your electronic return of these documents as your formal RFT response is your full acceptance of SEQICC's Conditions of Proposal.

Attachment B – Your Response to SEQICC’s Questions

Please submit a proposal that provides all of the following information. The following will form the selection criteria for assessment of proposals.

Question 1: MERIT (Maximum 1000 words)

Submit a draft program of entertainment and workshop for the November 2019 Meeanjin Markets

Question 2: CAPACITY (Maximum 1000 words)

1. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander culture and protocol.
2. Provide evidence of previous work involving Aboriginal and Torres Strait Islander cultural events, projects, and/or organisations
3. Provide evidence of collaboration/relationships with local and/or national Aboriginal and Torres Strait Islander service providers including potential vendors and performers.
4. Include evidence of past successful creative program delivery.
5. Demonstrate experience in developing and delivering large public creative programs.
6. Demonstrate ability to adhere to reporting deadlines and budgets.
7. Demonstrate ability to manage artists, contractors, staff and volunteers.
8. Provide examples of Workplace Health and Safety procedures including Risk Management Plans
9. Provide support material including, and not limited to support letters, written references and documentation relating to the above.

Question 3: REACH (Maximum 1000 words)

SEQICC will lead the communication for this event, creating a buzz with digital promotion, editorial, printed flyers and social media.

(a) Specify any networks/organisations/relevant platforms you might use to help spread the word and raise the profile of the program.

(b) Outline any further suggestions as to how you can complement Council’s marketing and communication activity to increase public awareness of Meeanjin Markets

Question 4: BENEFIT AND VALUE (Maximum 1000 words)

(b) Outline the way your program will benefit South East Queensland’s Aboriginal and Torres Strait Islander communities, artists and creatives.

(c) Outline the way your program will benefit Brisbane residents and audiences.

What to provide to the Selection Committee

To respond to this Proposal, you will need to complete Part 2 – Proposal Response Attachments. The Proposal Response Attachments covers off the information you need to provide, and questions you need to answer to be assessed.

The following are required to for your proposal:

1. Attachment A – Your Response Form
2. Attachment B – Your Response to Questions
3. Supplementary documentation you feel will strengthen your proposal.