



QUOTATION REQUEST

TO UNDERTAKE

A Wiradjuri Learning Resource

FOR

Local students and teachers

QUOTATION FOR:	Wiradjuri Learning Resource	
LOCATION:	Orange	DATE OF ISSUE: 5 June 2018
START DATE:	9 July 2018	COMPLETION DATE: 1 December 2018

SUBMISSION DETAILS

Quotation to be submitted at: Orange City Council	
Council contact officer: Alison Russell	Phone: 02 6393 8170
Email: arussell@orange.nsw.gov.au	Mobile: 0448 128 170
Closing time: 2.00pm	Closing Date: 29 June 2018

CONTRACT CONDITIONS AND ASSESSMENT CRITERIA

- 1 Unless otherwise specified, the Conditions of Contract is Council's Contract Agreement for the Provision of Minor Works and Services which may be viewed at www.orange.nsw.gov.au/tenders
- 2 Contracts will be evaluated on: price of specific quotation, past performance with Council, capacity and capability of contractor, availability (timing of work), work methodology, demonstrated ability to meet project timelines and conformance to project schedule, structure of the company's proposed project team, together with roles, responsibilities and brief resumes of team members.
- 3 The quotation is to show a full breakdown of costs – GST inclusive.
- 4 Council is not bound to accept the lowest or any quotation.
- 5 Petitioning of Councillors and Council staff is prohibited and will result in exclusion from consideration in the quotation process.
- 6 Certificates of Currency for Insurance are to be provided prior to works commencing.
- 7 Site Specific Safety Management Plans are to be completed prior to works commencing.
- 8 All works to be in accordance with Orange City Council Policies which may be viewed at www.orange.nsw.gov.au/tenders
- 9 A 2% deduction to the purchase price value for goods and services acquired in determining the overall valuation of quotations and shall be applied to purchase costs within the price range of \$10,000 to \$149,999. This only applies when an out-of-town business is part of the quotation process.

1. Introduction

Orange City Council has previously worked with the local Aboriginal community in the development of the Orange Aboriginal Social Development Plan in 2014. The Aboriginal community identified that public recognition and higher visibility of Aboriginal culture in Orange is a priority and that Aboriginal sites in the region can provide opportunities for meaningful interpretation of Aboriginal history and voices.

Orange City Council continues to actively document and engage the community with local Aboriginal history, heritage and culture through the Aboriginal Heritage Strategy 2016. A key part of the strategy is to ensure that information is available and accessible to key community stakeholders. The development of a 'Wiradjuri Learning Resource' will ensure teachers and students have access to up to date, correct and culturally respectful information.

This project forms part of the Orange Regional Museum Aboriginal Heritage Strategy that has been developed with assistance from the Orange Aboriginal Lands Council.

To be successful in this position you will need to have knowledge of and strong links with the local Aboriginal Community.

NOTE: This is an Identified Aboriginal/Torres Strait Islander contract. Applicants for this contract must be of Aboriginal descent through parentage, identify as being Aboriginal and be accepted in the community as such. Aboriginality/Torres Strait Islander is a genuine occupational qualification and is authorised under section 14(d) of the Anti Discrimination Act 1977.

2. Objective

To provide a comprehensive resource for teachers and students to achieve learning outcomes around Indigenous culture, practices and history in the Orange, Blayney and Cabonne areas. Content should reflect the needs of teachers to deliver units in line with the NSW School Curriculum, specifically the K-6 History and Geography. Content should not be written/compiled as an essay, rather an overview with source interpretation and learning outcomes that can be used by students and teachers.

Learning resources may be adapted for online use and by use in the regional museums of Orange, Cabonne and Blayney Councils.

2.1 Scope

The learning resources will be a comprehensive resource covering the following topics:

- Significant indigenous landscapes, places and sites of the region (Orange, Blayney and Cabonne)
 - Mt Canobolas
 - The Springs
 - Robertson Park, Orange
- Stories of significant individuals
 - Yuranigh
 - Piper
 - Windradyne
- Traditional practices
 - Arts
 - Crafts

- Tool making
- Land management
- Customary law and traditions
- Food types, preparation and customs
- Family and kin relationships
- Spiritual practices and places
- Thematic history – pre contact, European settlement to modern day
 - Including the resettlement program. This is to take the form of a timeline with images and references

2.2 Audience and language style

Language style and interpretation of source materials should be written for a primary school audience. There should be a focus on the interpretation of source material rather than an essay style report. Specific topics may be changed to suit source material based on the advice of the educator.

2.3 Key tasks

Each section should include:

- Concise outlines for each section (no more than 500 words per section)
- Source material (images and written materials) that can be used by teachers and students
- Source materials should be accompanied by details of how to use with students (how material can be interpreted and used to inform understanding) and how the source material can inform learning
- Activity outlines, at least 4 activity options for students
- List of additional resources including online content and publications, with access details
- Consultation with the Orange Local Aboriginal Lands Council, other Aboriginal organisations and groups, and Local Elders to discuss content for learning topics and final work

2.4 Meetings

Three meetings will be required:

1. An initial project briefing with the suggested consultant(s) shall be convened to discuss the scope and format of the resource in July 2018
2. A progress meeting midway during September 2018
3. A final meeting at the conclusion of the project in December 2018

It is expected that the consultant will also meet with the Orange Aboriginal Lands Council and Local Elders to discuss aspects of the learning resource.

The consultant may provide a timeline of Aboriginal and non-Aboriginal community engagement.

2.5 Resource Boundaries

The resource boundary may include the City of Orange Local Government area, Cabonne Council area and Blayney Council area.

3.0 Funding

A lump sum fee of \$10,000 + GST is available to undertake this project. All tasks and disbursements associated with the project must be undertaken within this budget. There will be no further funding available and the consultant team must undertake all tasks within this budget. This covers all research costs, travel, expenses and the cost of copying images.

The consultant(s) shall immediately notify Council in writing of the likelihood of any circumstance that may result in over expenditure. The fee limit shall not be exceeded without prior written approval to Council.

If at any time the consultant(s) considers that the scope of the work under this brief has been varied, the consultant shall immediately advise the Council in writing of the additional cost associated with such variations.

3.1 Payment

30% on establishment
30% on progress report
40% on draft final report

Council shall withhold payment of 40% of the project cost until Council has approved the final report. The Council shall not be obligated to make any payment unless it is satisfied that the work satisfies the requirement of the Brief.

The consultant is to submit a valid tax invoice for each scheduled payment.

4.0 Timing

The project must be completed within a six month period, with a commencement date of 9 July 2018.

5.0 Project Reports

- A progress report/meeting is required in September 2018 providing a summary of the research and how the research is being compiled.
- A draft final report is to be submitted to Council in December 2018.
- Final content must be provided in the following format:
 - All sections in a word document, include contents list and source captions
 - All images and source material in separate files

6.0 Copyright

Council retains copyright over the material, which may be used in a variety of ways. Council's permission should be sought should the consultant(s) wish to draw on this research for other purposes.

7.0 Project Assistance

Council can provide the following assistance to the project:

- Access to images and research material in the Local Studies Library and Orange Regional Museum collections

Resources

- Orange City Council will provide copies of:
 - The Orange Aboriginal Heritage Study 2012
 - The Orange Blayney and Cabonne Aboriginal Study 2016
 - Orange, Blayney, Cabonne and Wellington Chinese Study 2017
 - Previous interviews conducted with Local Elders and past exhibition materials

8.0 COUNCIL CONTACTS

Council's Project Manager will be:

Alison Russell

Museum Manager and Heritage Coordinator

Orange City Council

Ph 02 6393 8170

Mob 0448 128 170

Email arussell@orange.nsw.gov.au

9.0 SUBMISSION REQUIREMENTS

Proposals are to be submitted to:

The General Manager

Orange City Council

PO Box 35

ORANGE NSW 2800

Attention: Museum and Heritage Coordinator, Alison Russell via email

arussell@orange.nsw.gov.au

Proposals can be submitted in writing or by email clearly marked:

QUOTATION REQUEST FOR WIRADJURI LEARNING RESOURCE

The closing date for the submission of proposals is 2.00pm Friday 29 June 2018.

9.1 PROJECT TIMING

Council will advise the successful consultant(s) in writing.

It is expected that the consultant(s) will be able to commence work immediately or no later than 9 July 2018.

9.2 SELECTION REQUIREMENTS

Submissions will be assessed using the following criteria:

- Response to the brief including an outline of how the work will be approached
- Experience in similar work, specifically within learning and educational roles and working with Aboriginal communities

- Demonstrated interpretation and writing skills
- Ability to meet the proposed timeline
- A budget detailing the hourly rates and fees for working on the project, with an indication of how many days the consultant will spend in the locality
- A short CV of each member of the team

Skills

It is expected that the successful consultant will have the following areas of expertise and be able to demonstrate:

- Experience in a classroom setting or equivalent work with students and teachers.
- Knowledge of indigenous cultural practices and the ability to work with local indigenous community.
- Appropriate qualifications and a minimum of three years' experience in indigenous education or engagement.
- Capacity to deliver the project as per brief within the allocated budget and timeframe.
- Previous experience developing learning resources.

The proposal should specifically address the selection criteria and areas of expertise required to undertake the project.

Project Methodology

- A time line for the project
- Response to the brief
- An outline of how the project will be undertaken, broken down into key outcomes and stages of delivery

10.0 Insurances

Evidence of public liability and professional indemnity insurance is required by Council. Council generally requires evidence of \$10 million Public Liability Insurance and \$2 million Professional Indemnity Insurance.

A Class C driver's license is essential.

11 Scope of work

The tasks described in the brief are based on Council's assessment of the project. The consultant may suggest any amendments required to achieve the project objectives and outcomes during the course of the project.

Council must ratify any proposed departure from the brief before proceeding.

12 Contractual Arrangements

Final Contract documents will include the Council's Brief, the Consultant's Expression of Interest Submission and the Consultancy Agreement.

The Consultant must adhere to Councils, Code of Conduct and Drug & Alcohol Policy, a copy of which is available at Council Offices.

13 PUBLIC ACCESS TO INFORMATION

GIPA Act, s. 121

- (1) The Consultant must, within 7 days of receiving a written request by the Council, provide the Council with immediate access to the following information contained in records held by the Consultant:
 - (a) information that relates directly to the performance of the services provided to the Council by the Consultant pursuant to the Contract;
 - (b) information collected by the Consultant from members of the public to whom it provides, or offers to provide, the services pursuant to the Contract; and
 - (c) information received by the Consultant from the Council to enable it to provide the services pursuant to the Contract.
- (2) For the purposes of sub-clause (1), information does not include:
 - (a) information that discloses or would tend to disclose the Consultants financing arrangements, financial modelling, cost structure or profit margin;
 - (b) information that the Consultant is prohibited from disclosing to the Council by provision made by or under any Act, whether of any State or Territory, or of the Commonwealth; or
 - (c) information that, if disclosed to the Council, could reasonably be expected to place the Consultant at a substantial commercial disadvantage in relation to the Council, whether at present or in the future.
- (3) The Consultant will provide copies of any of the information in sub-clause (1), as requested by the Council, at the Consultant's own expense.
- (4) Any failure by the Consultant to comply with any request pursuant to sub-clause (1) or (3) will be considered a breach of an essential term and will allow the Council to terminate the Contract by providing notice in writing of its intention to do so with the termination to take effect 7 days after receipt of the notice. Once the Consultant receives the notice, if it fails to remedy the breach within the 7 day period to the satisfaction of the Council, then the termination will take effect 7 days after receipt of the notice.